



## Riverside Middle School

615 Hammett Bridge Road

Greer, SC 29650

864-355-7900 (Phone)

864-355-7918 (Fax)

[www.greenville.k12.sc.us/riverms](http://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 a balanced 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,

Kate Malone, Principal

### ***This agenda belongs to:***

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
STUDENT NO. \_\_\_\_\_



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

Printed on recyclable paper

<b>RIVERSIDE MIDDLE SCHOOL</b> <b>ADMINISTRATION AND STAFF</b>	<b>RIVERSIDE MIDDLE SCHOOL</b> <b>PTSA BOARD 2015-16</b>
Principal..... Kate Malone.....355-7902 Assistant Principal ..... Andrew Batman.....355-7911 Assistant Principal ..... Debbie Goulart.....355-7912 Assistant Principal ..... Cindy Bush.....355-7929  Secretary ..... Kim Mauro ..... 355-7902 Office Clerk ..... Mary Woods ..... 355-7972 Attendance Clerk ..... Cindy Dill..... 355-7901  Guidance Counselors: .... Pam Wall ..... Eighth Grade ..... 355-7986 .... Lynn Truitt ..... Seventh Grade ..... 355-7915 .... Stacy Hall ..... Sixth Grade .....355-7916 .... Erin Busch ..... CDF/Guidance.....355-7987  Guidance Clerk ..... 355-7904  Media Specialist ..... Gaelyn Jenkins.....355-7996 Media Clerk ..... Natalie Ingle..... 355-7906  School Nurse, RN ..... Elle McCann .....355-7907 School Nurse ..... 355-7994  Cafeteria Manager ..... Andrew J. Smith ..... 355-7908  Resource Officer ..... Joel Galli ..... 355-7914   <p style="text-align: center;"><b>School phone. 864-355-7900</b></p>  <p style="text-align: center;"><b>Mascot – Riverside Royals</b>  <b>School Colors – Navy Blue &amp; Silver</b>  <b>Motto – “Learning Today, Leading Tomorrow”</b></p>	President ..... Kelle Corvin VP President-elect.....Jennifer Phillips VP Volunteers .....Andrea Harvey VP Ways and Means.....Kendall Hunter Treasurer .....Beth Ouellette Secretary..... Hospitality.....Jennifer Wykes IMove/ Fun Run.....MaryKatherine Harris & Christina Lowe Legislative Representative.....vacant Multi-Cultural Resources...Shehzeen Muqri & Mehnaz Kouser Royal Pride Campaign.....Kendall Hunter Fall Fundraiser .....Harper Steele Book Fair (Fall/Spring).....Heather Moore Box Top Collections.....Shahzeen Muqri & Christina Lowe Business Partnerships .....Kendall Hunter Eighth Grade Dance.....Joy Stefanich Event Concessions.....vacant Ice Cream Sundae Sales .....Wende Conrad Membership .....Jean Bevan Red Ribbon Week .....Christina Lowe Reflections Student Art Contest .....Beth Miles Restaurant/Spirit Nights.....Jennifer Phillips School Store ... ..Andrea Harvey Spirit Wear .....Joy Stefanich Teacher Liaison.....Mandy Underwood/Cindy Heos If you would like more information about RMS PTSA, please visit <a href="http://www.rmsptsa.com">www.rmsptsa.com</a>
<p style="text-align: center;"><u><b>Table of Contents.</b></u></p> Academic Information..... 3 – 5 General Information ..... 5 –11 Behavioral Expectations ..... 11 – 18 Student Goals Form ..... 19 Health Room Passes ..... 22 School Calendar – English/Spanish ..... 19 – 20	

## Mission Statement

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

### We believe the following:

- All students can learn and have the responsibility to be active learners.
- Students are valued individuals with unique intellectual, social, emotional, and physical needs.
- Students learn best in a safe and secure setting nurtured by competent teachers, administrators, and community members.
- Curricula and instruction should vary to meet the needs of each student.
- Education is the shared responsibility of home, school, and community to promote competent, lifelong learners

## Section 1: Academic Information

*Alphabetically listed below*

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

### Academic Grading Policy

A= 93-100	B=85-92	C=77-84
D=70-76	F=61-69	

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.

### Attendance

South Carolina Law requires the regular attendance of all pupils. Greenville County Schools has adopted uniform rules to assure that students attend school regularly.

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. The school year consists of 180 days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. Accrued students absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year. Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11th) day must be lawful and documented as such (for example with a doctor's note, etc.) and will be excused if they fall within the following guidelines:

### 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 extreme hardships must be approved by the Principal. Such approval should be prearranged when possible.

### Unlawful Absences

Any student absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence, shall be counted as unlawful and will not be excused. When a student returns to school from being absent he/she should bring a note explaining why he/she was absent (see Written Excuses, below). The note should be turned in 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. The admission slip should be secured promptly upon return to school. A student will not be permitted to enter class without it and it must be signed by each class period's teacher.

### **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 Working Lunch. 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 PASS testing or exams.

### **Written Excuses**

In order for an absence to be considered excused, a written statement from the parent, guardian, or doctor must be submitted to the attendance office. A written excuse for the absence should be brought to the school the day the student returns from being absent. If the excuse is not sent within two (2) days, the absence will be considered unexcused and recorded accordingly. If the absence is excused, the student will be allowed to make up work missed. **See Make-up Work Policy opposite.** The student has the responsibility of requesting make-up work. Excuses for these absences should:

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

### **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.

### **Skiping 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.

### **Exams**

Semester and/or year-end exams are 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. In order to better prepare students for the transition to high school, all students will take exams.

### **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.

In an effort to provide every opportunity for students to succeed at Riverside Middle School, we have created a Working Lunch program to support student learning. Students who do not turn in an assignment will be assigned a grade of NHI. They will be required to attend Working Lunch in that teacher's classroom during their lunch period on the next available day, until the assignment is completed. Students may earn up to 80 points for the assignment, once it has moved to Working Lunch. It will be left up to teacher discretion as to whether a homework assignment may be completed in Working Lunch, due to the nature of homework as practice and the fact that it only counts a small percentage of a student's grade.

### **Plagiarism**

Presenting the work or ideas of others as one's own is plagiarism. Ideas or work taken from others—including written work (quoted or paraphrased); theories, statistics, or formulas; pictures, graphics, and other illustrative material—must be fully and properly acknowledged in students' written, visual, and oral presentations.

Plagiarism is a serious offense. Riverside Middle School students who plagiarize the work of others will receive a grade of **zero** on the plagiarized assignment, and parents will be contacted by the teacher.

### **Progress Reports**

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

September 17, 2015	November 23, 2015
February 18, 2016	April 29, 2016

### **Report Cards**

Report cards will be sent home on the following dates.

October 29, 2015	January 22, 2016
March 24, 2016	June 6, 2016

### **School Day**

The school day for Riverside Middle School will be from 8:30 to 3:15. The school will be opened to students at 7:30 a.m. Students are expected to be seated in their Homeroom class when it begins at 8:30. A tardy bell will sound at 8:30.

### **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. Each athlete is expected to conduct himself/herself in an honorable way at all times--in school and in the community. In addition, students who have been suspended from school will be ineligible for participation. Students must also complete the required physical examination/forms to participate.

### **Textbooks**

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

## **Section 2: General Information**

*Alphabetically listed below*

### **Agendas**

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

### **Book Bags**

Students are encouraged to use book bags to transport their books and materials to and from school. However, in order to assist with organization and to provide a safer classroom environment, students are required to keep their book bags/nylon sports bags/large handbags in their lockers, until their last locker break. Rolling book bags are 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 after school from the vending machines in the foyer or from the school store.

## Cafeteria Procedures

The following are 2015-2016 meal prices:

Daily Lunch Cost	\$2.30
Reduced Lunch Cost	\$0.40
Daily Breakfast Cost	\$1.00
Reduced Breakfast Cost	\$0.30
Extra Milk	\$0.65

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](http://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.

## 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 excluded from field trips must be given appropriate assignments.
- All medications taken on field trips must have the appropriate Field Trips Form completed by a parent. **Medication 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.

## Locks and Lockers

Students will be issued a locker at the beginning of the school year. Due to enrollment numbers, some students may be required 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.**

## Media Center Guidelines

- The media center is open to students from 7:45 A.M. to 3:45 P.M. on school days. If students need extended hours, please notify one of the media specialists in advance to make arrangements.
- Students may come to the media center 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.
- Media will be checked out according to the following schedule with fines charged for each school day:

Books	3 week loan	\$.10/school day
Magazines	Overnight loan	\$.25/school day
Reference	Overnight loan	\$.25/school day

(Subject to change)
- Books may be renewed one time to extend the loan period. If the book is overdue, the student must have the book with him in order to renew it.
- All fines, fees and overdue books must be cleared with the library 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 either in their Literature class or Homeroom. Overdue materials should be returned promptly and fines paid in order to continue checkout and/or school privileges.
- 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 not accompanied by a teacher are allowed to print from media center computers for the purpose of a class assignment or project. The charge for this printing is:

Text Only	\$.10/page
Graphics & Color/B&W	\$.25/page
- Chewing gum, food products, and drinks are not allowed in the media center.
- Courteous and respectful behavior is expected of all students in the media center.
- Reserved books (books reserved for a particular group to use at a teacher’s request) are circulated overnight only from 3:15 P.M. until 8:20 A.M. the following day. The fine on these books is \$.25 per day. This encourages students to make

the added effort to return the materials so that they will be available for use during school hours.

### **Office Hours**

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

### **Phone Messages**

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

### **Parent-Teacher-Student Association**

The PTSA is an organization that works to improve Riverside Middle. Through the Fall Open House program, parents are provided an opportunity to meet faculty and staff, to learn first-hand 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](http://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. There will be no supervision for students dropped off before 7:30 A.M. Students will only be admitted to the library, a classroom, or other area of the school during this time with a pass from the subject area teacher.

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

### **School Improvement Council**

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

### **Technology**

*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.

### **Bring Your Own Tech (BYOT)**

The following policy relates to technology students bring to school for the purpose of engaging in classroom activities. Once a BYOT contract is signed and returned to the homeroom teacher, the student will be provided the username and password needed to log-on to the district network.

#### *Definition of "Technology"*

For purposes of BYOT, "Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

In order to bring their own technology, students will be asked to sign a BYOT agreement stating the following guidelines and turn it into their homeroom teacher. Once they have turned in the signed form, the student will be provided their password and login information.

#### *B.Y.O.T. Student Agreement*

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the *right* to use his or her electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use and Internet Safety (see above). Additionally,

- **May not be used for non-instructional purposes (such as making personal phone calls and text/instant messaging).**
- Student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
- Must be in silent mode while on school campuses and while riding school buses.
- May not be used to cheat on assignments or tests
- May not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours.
- Student accesses only files on the computer or internet sites which are relevant to the classroom curriculum, at the direction of the teacher.
- Student complies with teachers' request to shut down the computer or close the screen.
- Student acknowledges that the school's network filters may be applied to one's connection to the internet and will not attempt to bypass them.
- Student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- Student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Student realizes that printing from personal devices will not be possible at school.
- Personal device is charged prior to bringing it to school and runs off its own battery while at school.

### **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**

*Alphabetically Listed Below*

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 their 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 stickers, markings, other photos, etc.
- IDs that are lost, stolen, altered, damaged, broken, worn, or defaced in any way must be replaced IMMEDIATELY.
- 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. 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 Insubordination, a Tier 2 infraction and subject to a disciplinary referral.

### **Bullying, Discrimination, Harassment and Intimidation**

Riverside Middle School and Greenville County Schools are committed to fostering an environment that both promotes learning and prevents disruptions in 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 or intimidation 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.

### **Investigations and Consequences**

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report

any subsequent problems. However, 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, 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.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.  
<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

### **Cellular Phones/Electronic Devices**

During school hours (7:30 – 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 unless a teacher is directing students to use the devices during class for educational purposes. "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 following guidelines:

**First offense** – Confiscation of the device and a warning referral. After a conference with the parent/legal guardian, the device will be returned to the parent/legal guardian the next school day. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy JDCA and the penalties for subsequent violations.

**Second offense** - Confiscation of the device and a referral. After a conference with the parent/legal guardian, the device will be returned to the parent/legal guardian 30 calendar days after the confiscation.

**Third offense** - Confiscation of the device and a referral. After a conference with the parent/legal guardian, the device will be returned to the parent/legal guardian 60 calendar days after the confiscation.

**Fourth and subsequent offenses** - Confiscation of the device and a referral. After a conference with the parent/legal guardian, the device will be returned to the parent/legal guardian at the end of the school year.

#### **Electronic Devices – See BYOT Policy**

#### **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 on any part of the student's person while in the building.
- 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 heelies (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" above the knee when standing. Leggings, jeggings, tights, and all form-fitting pants must be worn with a top/dress/skirt/shorts that come within 3" above the top of the knee.
- Sleeveless attire cannot reveal undergarments and must have straps at least 3 inches wide.
- 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 holes, 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 worn 8:15 – 3:15 unless part of the instruction given by teachers.

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 that are late to school or late to a class cause major disruptions to the school day for office personnel and classroom teachers.

- **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 4 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.

***In-School Suspension (ISS)*** - Assigned by an administrator. Students will report to the ISS room and remain the entire school day (including lunch). Student will be given assignments from their classes to complete. Students in ISS are not allowed to talk, sleep, or work on computers (unless for school purposes). Disruptions in ISS will automatically result in students being sent home as an OSS consequence. ISS does not count against student attendance.

***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, 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 Semester**

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*** – 3 days maximum per semester
- ***In School Suspension*** – 3 days maximum per semester

### 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Classroom and/or school tardiness	Verbal Warning by Teacher	Verbal Warning & Parent Contact	Verbal Warning & Parent Contact	Consequences range from Principal Det. to ISS depending on severity
Cutting class	PD	1 Day ISS	1 Day OSS	2 Days OSS
Leaving campus without signing out properly	1 Day ISS	1 Day OSS	2 Days OSS	3 Days OSS
Illegally walking out of class w/out permission	1 Day ISS	1 Day OSS	2 Days 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 ISS	1 Day ISS
Possession of cell phone/ electronic devices (CD Players, walk man, iPod, MP3 players, Game Boy, etc.) at school in violation of the terms of the BYOT agreement.	Device will be confiscated and can be picked up by parent/guardians based on Greenville County Schools Policy (See Page 12)			
Failure to attend a Teacher Detention	PD	PD	PD	PD
Failure to attend a Principal Detention	1 Day ISS	1 Day ISS	1 Day ISS	1 Day ISS
Refusing to attend ISS	1 Day OSS	1 Day OSS	1 Day OSS	1 Day OSS
Disruptive behavior and/or refusing to work in ISS	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 ISS	2 Days ISS	1 Day OSS	2 Days OSS
Violation of Dress Code	Warning	PD	PD	1 Day ISS
	Holding in ISS /Change to appropriate dress.			
Possession of food or drink in the hallways or classrooms	PD	PD	1 Day ISS	1 Day ISS
Leaving trash or food in the building	PD	PD	1 Day ISS	1 Day OSS
Misuse of lunch account	Handled at the discretion of the principals			
Cheating	Zero on Assignment	Zero on Assignment	Zero on Assignment	Zero on Assignment
Giving false information to a school official (lying)	PD	1 Day ISS	1 Day OSS	3 Days OSS
Use of forged notes or excuses	PD	1 Day ISS	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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> 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 and/or inappropriate verbal or physical conduct of a sexual nature.	PD	1 Day ISS	1 Day ISS	1 Day OSS
Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials.	Range from ISS to 10 days OSS			
Misuse of District technology resources	Range from ISS to 5 days OSS Technology privileges may be revoked for school year			
Horseplay (Including running, physical contact, and "shanking")	Range from ISS 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 ISS 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	1 <sup>st</sup> 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

## **Transportation Rules**

### **Bus Transportation**

The School District of Greenville County must ensure that the bus ride to and from school is a safe one. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

Each bus rider is expected to:

- follow the driver's directions;
- sit in the assigned seat;
- keep hands, arms, legs, and objects to himself and inside the bus;
- refrain from cursing, name calling, gestures, or loud talking;
- refrain from pushing, shoving, or annoying other students;
- refrain from eating, drinking, chewing gum, or littering;
- obey all points of the Student Behavior Code.

Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal.

**Video Surveillance Systems:** Buses are equipped with video surveillance equipment that is used to view student and employee conduct by transportation management staff, principals or their designee, and other appropriate district staff.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. Total restitution must be made or the bus privilege will be lost. Appropriate action for special needs students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law.

The School District of Greenville County must safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.

School administrators review and respond to school bus discipline referrals. This brief summary provides an overview of school bus discipline guidelines. A complete copy of these guidelines can be found on the district's website under the Transportation Department at [www.greenville.k12.sc.us/gcsd/depts/trans/index.asp](http://www.greenville.k12.sc.us/gcsd/depts/trans/index.asp).

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

### **Cars**

Car riders should load and unload in the designated pick-up areas only. For safety reasons, students may not be dropped off/picked up in the faculty parking lot or any other non-designated pick-up area. To insure student safety, law enforcement may be contacted in instances of violations. Students arriving at school before 8:15 A.M. must report to the designated holding area. **No students may be dropped off before 7:30 A.M., as there is no supervision and it presents a safety hazard.**

### **Walkers and Bicycle Riders**

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

Walkers and Bike riders should refrain from loitering in the hallways after school and should leave campus promptly upon dismissal.

## Student Goals Form 2015-2016

Student's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

### PASS Cut Scores:

	Not Met 6th	7th	8th	Met 6th	7th	8th	Exemplary 6th	7th	8th
Science	300-599	300-599	300-599	600-668	600-663	600-651	669-900	664-900	670-900
Social Studies	300-599	300-599	300-599	600-670	600-645	600-655	671-900	646-900	672-900

### Your Scores PASS 2015

	Science	Social Studies
Score		
Points to Next Level		

### ASPIRE Cut Scores:

	Not Met 6th	7th	8th	Met 6th	7th	8th	Exemplary 6th	7th	8th
ELA									
Math									

### Your Scores ASPIRE 2015

	ELA	Reading	Writing	Math
Score				
Points to Next Level				

### Your MAP Scores Fall 2015 to Spring 2016

	Fall 2015	Growth Goal (Spring 2016)	Made Goal (Y/N)
Reading			
Math			

### Lexile Scores

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup> /12 <sup>th</sup>	College
Lexile Range	200-400	300-500	500-700	650-850	750-950	850-1050	950-1075	1000-1100	1050-1150	1100-1200	1100-1300	1300+

<u>Your Lexile Score</u>	<u>Fall 2015</u>	<u>Spring 2016</u>	<u>Made Goal (Y/N)</u>



# Health Room Pass 2015-2016

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date	Reason for HR visit	Time left Class	Teacher's Signature	Time Left Health Room	Nurse Initials	Dismissed to Home
Date	Reason for HR visit	Time left Class	Teacher's Signature	Time Left Health Room	Nurse Initials	Dismissed to Home
Date	Reason for HR visit	Time left Class	Teacher's Signature	Time Left Health Room	Nurse Initials	Dismissed to Home
Date	Reason for HR visit	Time left Class	Teacher's Signature	Time Left Health Room	Nurse Initials	Dismissed to Home
Date	Reason for HR visit	Time left Class	Teacher's Signature	Time Left Health Room	Nurse Initials	Dismissed to Home

1<sup>st</sup> 9 wks. 2<sup>nd</sup> 9 wks. 3<sup>rd</sup> 9 wks. 4<sup>th</sup> 9 wks.