



# Student Handbook

2024-2025 Greenville County Schools/Ralph Chandler Middle School

## TABLE OF CONTENTS

1.	Attendance	2
2.	Behavior Code	3-6
3.	Dress Code	6
4.	Transportation	7-8
5.	Safe Schools/Anti-Bullying	9
6.	Title IX	10
7.	Homework Policy	11
8.	Uniform Grading Policy	11
9.	Family Educational Rights and Privacy Act	12-13
10.	Directory Information	13
11.	Student Speakers	14
12.	School Insurance	14
13.	Parent's Right to Know	14
14.	Student Use of Technology	14
15.	Board Administrative Policies and Rules	14
16.	Appendices for RCMS specific guidelines	
	A. Dress Code	16
	B. Personal Electronic Devices	17
	C. School ID Requirements/Procedures	17
	D. Tardy/Early Dismissal Procedures	18-19
	E. Visitors and Volunteers	20
	F. Medications	21
	G. Athletics	22
	H. Breakfast and Lunch Information	22
	I. Health and Wellness Education	23
	J. GCS School Counseling Information	23-24
	K. Backpack Information/Student Progress	24
	L. Bell/Daily Schedule	25
	M. Personalized Learning Information	26-27
	N. NHIs/Retakes/Missing Assignments	28

## **Attendance**

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

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

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

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

### **Lawful Absences**

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

### **Unlawful Absences**

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

### **Absences**

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

### **Carnegie Credit**

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

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

## **Truancy**

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

## **Student Arrival and Dismissal**

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

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

## **Student Behavior Code**

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

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

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

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

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

## **Levels of offenses**

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

### **Disorderly conduct - Level I**

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

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following

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

### **Disruptive conduct - Level II**

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

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

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others

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

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

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

### **Criminal conduct - Level III**

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

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

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

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



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

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

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

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

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

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

## **Dress Code**

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the parameters below.

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

- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card ( 2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- For middle school student ID cards must be worn and visible

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

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

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

## **Transportation**

### **Discipline**

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

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

#### **Level I Offenses - Disorderly Conduct**

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

#### **Level I Consequences**

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



## **Level II Offenses**

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

## **Level II Consequences**

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

## **Level III Offenses**

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

## **Level III Consequences**

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

## **Discipline of Students with Disabilities**

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

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

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

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

Front:

Student Name

Student designee name (4th grade or above)

Route number

Back:

Student address unique number

## **Parent Responsibilities:**

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

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

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

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

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

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

## **Anti-Bullying and Safe Schools**

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

### **Reporting Bullying, Harassment & Discrimination**

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

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

Additionally, students and parents should immediately report any concerns related to employee interactions with

students that are inconsistent with the requirements and expectations contained in Board Policy GBV pertaining to staff and adult interactions with students. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### **Investigation**

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

### **Appeals**

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

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

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

## **Title IX Complaints (Sex-Based Discrimination/Harassment)**

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

### **Reporting & Investigation**

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

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

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

## **Homework**

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

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

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

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

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

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

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

## **Uniform Grading Scale**

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

**The SC Grading Scale is as follows:**

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

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

### [SC Uniform Grading Scale](#)

#### **Prekindergarten**

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

#### **Kindergarten and First Grade**

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

##### **Academic Skills Indicators:**

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

**Successful Learner Characteristics:**

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

**Related Arts Indicators:**

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards standards
------------------------------------	--

**2<sup>nd</sup>-12<sup>th</sup> Grade**

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

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

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

**Grading Floors**

**Elementary School Students (Grades 2-5)**

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

**Middle School Students (Grades 6-8)**

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

**High School Students (Grades 9-12)**

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

**Family Educational Rights and Privacy Act (FERPA)**

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

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

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

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5920

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

### **Directory Information**

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

### **Student Speakers at School-Sponsored Activities**

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



interfere with the educational environment.

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

## **School Insurance**

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

### [Insurance](#)

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

## **Parent's Right to Know**

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

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

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

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

## **Student Use of Technology**

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

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

## **Board Policies and Administrative Rules**

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



# RALPH CHANDLER MIDDLE SCHOOL

## Appendices:

This appendix section is intended to provide school specific policies and procedures which follow the district student handbook guidelines and rules. As this section is school specific and subject to School District, board, state, and/or federal guidelines it can be changed at any time at the discretion of the school. We believe each student should have the opportunity to achieve academic excellence and personal success in a safe and supportive environment. We have been working to establish a culture of high expectations by focusing on academic achievement and helping students make positive contributions to our school and the community. **Responsible, Challenged, and Motivated to Succeed** is the goal we embrace for our students as we work collaboratively to create challenging learning experiences for them. We are committed to partnering with families and community members to meet the needs of all of our students. We want to help develop students who are persistent, responsible, innovative, dedicated, and enthusiastic.

This appendix section, though not all inclusive, provides important information about our general expectations and guidelines.

We ask that parents and students review the handbook to understand our expectations. If you have any questions, please contact the school so the appropriate school personnel can assist you.

### **School Colors: Black, Red, and Grey**

#### **Mission**

The mission of Ralph Chandler Middle School is to provide diverse educational opportunities that support Critical Thinking, Communication, Collaboration, and Creativity.

#### **Tag Line**

Responsible, Challenged, and Motivated to Succeed

#### **We Believe:**

- In honoring the legacy of Ralph Chandler.
- Positive relationships play a critical role in student success.
- Our students are the focus of our school community.
- In developing responsible digital citizens for the 21<sup>st</sup> century.
- A quality education embodies a passion for teaching and learning.
- A collaborative community empowers students to succeed.
- Students should contribute to the community through service learning.
- Developing good character is vital to our success.
- Establishing a climate of mutual respect will promote a safe environment.
- In the development of the whole child through extra-curricular activities.



#### **Vision**

Preparing 21<sup>st</sup> Century Learners

# Appendix A:

## RCMS Dress Code guidelines:

- School-issued IDs must be worn around the student's neck and visible at all times. Altering the ID or defacing the image is NOT permitted.
- Pants, jeans, or shorts must NOT reveal skin above fingertip length. Holes in garments or exposed skin are prohibited above the required short/skirt length.
- The length of ALL CLOTHING (skirts, shorts, skorts, dresses, etc) when the student is standing up and arms are extended must come to the bottom of the student's fingertips.
- Pajamas, pajama bottoms or anything resembling pajamas are NOT permitted.
- Clothing that inappropriately exposes body parts (see-through garments, etc.) is not allowed. Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- No exposed midriff areas. Tops, shirts, blouses should not be low-cut/revealing and must cover a student's mid-section.
- The width of straps on tops must be at least the width of a student ID card (2.125 in). Garments with spaghetti straps are NOT permitted. Undergarments are to be covered at all times.
- Pants, shorts and skirts must be worn at the natural waistline and undergarments are not to be visible. Pants must not bag, sag or drag.
- Hats, hoods, skullies, bandanas, shower caps, or any other head coverings are NOT permitted.
- Sunglasses are NOT permitted.
- Proper shoes must be worn at all times. Bedroom slippers and wheeled shoes are NOT permitted.
- Clothing, bookbags, lunch bags, jewelry, etc. that contain profane, suggestive or vulgar language or advertise alcohol, tobacco or illegal drugs are NOT permitted.

The administration will make the final judgment on the appropriateness of clothing and/or appearance. We reserve the right to prohibit students from wearing any article of clothing or other item which lead to or may foreseeably result in the disruption of or interference of safe school operations.

In the event the administration determines a student's dress is inappropriate for school in accordance with the policy, students will either be provided appropriate clothes to change into or call to get appropriate clothes brought to the school. Students will wait in ISS or a designated location until that violation of the dress code is remedied.

### **Students shall be subject to the following consequences for violating the dress code:**

1<sup>st</sup> Offense: Warning/ Parent contact

2<sup>nd</sup> Offense: Lunch detention

3<sup>rd</sup> offense: Referral to administration for additional discipline

## DRESS CODE AND DISCIPLINE CONSISTENCY

To increase alignment in discipline and dress code practices between schools and to provide more consistency and clarity for parents and students.

### DRESS CODE SPECIFICATIONS

Required lengths of skirts/shorts:

Measurement using fingertips when standing upright; shorts or bottom hem must come to the bottom of the fingertips.

The width of straps on tops must be at least the width of a student ID card.

No visible undergarments or items worn as undergarments.

Holes in garments or exposed skin are prohibited above the required skirt/short length.

No exposed midriff areas.

Pajamas are not allowed.

No bedroom shoes/slippers are allowed.

Hoods/hats/sunglasses must not be worn in the building at any time.

### VIOLATION CONSEQUENCES

FIRST OFFENSE: Warning/Parent Contact

SECOND OFFENSE: Detention

THIRD OFFENSE: Referral for Additional Consequences

### WHEN A STUDENT IS IN VIOLATION OF THE DRESS CODE:

Schools will have clothing items available for students to wear that meet dress code requirements

OR

Students can call home to have an appropriate garment(s) brought and will wait in the ISS room or designated location.

 GREENVILLE COUNTY  
SCHOOLS  
Inspire | Support | Prepare



## Appendix B:

### RCMS Personal Electronic Devices (cell phones/smartwatches/technology usage):

**Personal electronic devices cannot be used by students during the instructional day absent authorized permission by the principal or principal's designee for unique situations. All personal devices must be stored in backpacks or similar location (ie. not in the students' pocket), remain out of sight of others and be silenced between the hours of 7:30am and 4:00pm.**

Students found in violation of this policy will be issued an administrative referral and the matter will be handled based on a progressive disciplinary plan:

1. Warning & Live School points
2. 1 Day of In School Suspension
3. 1 Day of In School Suspension
4. 4 or more violations will result in an administrative referral for refusal to obey/defiant and the student will be issued a consequence in accordance with the school's discipline policy. The consequence for refusal to obey/defiant is 1 day of ISS up to 3 days of OSS and could include further disciplinary action if deemed appropriate.

The infographic features the Ralph Chandler Middle Panthers logo at the top left. The main title reads "Bringing devices from home? Here's what you need to know." Below this, three red boxes contain specific rules: "Cell phones must be stored in backpacks, 'unseen,' & 'unheard' during school hours." (accompanied by a hand holding a phone), "'Airpods' or wireless earbuds are not to be worn in the ear(s) during school hours." (accompanied by photos of students wearing earbuds), and "Smartwatches must be left at home if used for communication or imaging." (accompanied by a smartwatch). At the bottom, it states: "Questions? Refer to board policy JCDA or contact your student's grade level administrator."

## Appendix C:

### School ID Requirements/Procedures:

#### Student Identification Card (ID) Policy

To ensure the safety and accountability of all students, the following identification card (ID) policy will be in effect for the school year. Students are expected to adhere to these guidelines daily.

#### General Requirements

- All students are required to wear their school-issued ID card visibly throughout the school day.
- IDs must remain intact and in good condition; defacing, scratching, covering, or altering the ID in any way is prohibited.

#### Issuance of Identification Cards

- Each student will receive one (1) free school-issued ID card at the start of the school year.
- Replacement IDs or temporary IDs will be provided as outlined below.

## Temporary IDs

- Students arriving at school without their ID will be issued a temporary ID for the day.
- Temporary IDs are provided at no cost; however, students receiving a temporary ID will serve lunch detention on the same day.

## Replacement IDs

- After receiving five (5) temporary IDs in a single quarter, students will be issued a replacement plastic ID and charged a \$5 replacement fee.

## Disciplinary Actions

- **Sixth Temporary or Replacement ID:** Students who require a sixth ID (temporary or replacement) in a quarter will be assigned In-School Suspension (ISS).
- **Failure to Wear IDs During Lunch:** Students who have their school-issued plastic ID but fail to wear it during lunch will also be assigned lunch detention.

## Quarterly Reset

- All ID counts (temporary and replacement) will reset at the beginning of each quarter.

## Expectations

- Students are expected to have their school-issued ID with them and worn visibly at all times during the school day.
- Consistent failure to adhere to this policy may result in further disciplinary action in accordance with the school's discipline policy.

This policy is designed to promote accountability and ensure a safe and orderly learning environment for all students.

# Appendix D:

## Arrival School/Tardy/Early Dismissal Procedures:

**IMPORTANT:** If your student attends Ralph Chandler on the school choice assignment program, absences and/or late arrival to and/or late pick-up from school may lead to your student's enrollment in school choice being revoked.

**ARRIVAL**

It is our shared belief that the school experience begins the moment the students' feet touch the concrete on our campus in the morning. To ensure quality and standard practice, please be aware of the following:

**7:30 am Building Opens**  
Students may enter through the front doors or bus loop of the school beginning at 7:30 am. Upon greeting, they will be directed for either breakfast or to holding areas.

**Breakfast**  
**Complimentary for all students**  
Breakfast is served free of charge to all students in the cafeteria each morning. Students dining should be directed to seating at stage right of the cafetorium. 6th/7th graders will report to the Gym when finished. 8th graders will move to stage left seating.

**GYM Holding**  
**6th and 7th Grade Panthers**  
6th and 7th grade students will enter the gym from the bus loop and main hallway. They should be thoughtfully directed to seating in the bleachers allowing for ample space between. Restrooms in PE locker rooms are available for use, but pros on duty should limit numbers visiting at the same time.

**Cafe Holding**  
**8th Grade Panthers**  
8th grade students will enter the cafeteria from the main hallway or from breakfast tables at stage right. They should be thoughtfully directed to seating at tables at stage left allowing ample space between.

**8:05 am Dismissal Begins from Gym followed by Cafe**  
Pros on duty begin dismissal by rows or groups in bleachers, and students are escorted by pros on duty at varying intervals to ensure continued

**8:15 am Grab & Go Breakfast - Hallways Clear**  
Pros with students in class have students engaged on Panther Learning Plans, reading, or otherwise engaged in productive work. Students



## Arriving To School:

- Punctuality is a critical work-related skill that a person can learn. It directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Furthermore, secondary students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process – not only for the tardy student but for other students in the class as well. Additionally, the tardy student misses important instruction.
- Students who arrive after 8:30 a.m. must obtain a Late Permit from the attendance office. The tardy will be entered into the student's attendance record.
- Tardiness will be excused for doctor or dentist appointments or for a late bus. Parents are expected to provide a note in the event of a late arrival to school. Late arrivals may be excused or unexcused depending on the reason for the tardy.
- At the 3rd tardy to school, Attendance Clerk contacts the parent via email and by sending a letter home with the student.
- At the 5th tardy to school, Attendance Clerk contacts the grade level counselor for counselor/student conference.
- At the 6th tardy to school, Attendance Clerk enters a referral for tardy to the school administrator

**Ralph Chandler Middle PANTHERS**

# DISMISSAL

It is our shared belief that the school experience ends when the students depart campus in the afternoon. To ensure quality and standard practice, please be aware of the following:

- 3:15 pm Afternoon Announcements**  
The front office will begin afternoon announcements at or before 3:15 pm. It is imperative that students remain quiet and focused while the announcements are being called.
- Bus Riders**  
**Only called bus riders may exit**  
Listen carefully to announcements for the arrival of busses to campus for dismissal. Busses arrive at varying times daily. Only students riding called bus numbers should report to the back bus loop. Students should remain in classroom until their bus is called as there is no supervised location or personnel for afternoon bus holding.
- Afternoon Supervision**  
**You are key to student safety**  
Pros on duty for afternoon supervision should report to their post as soon as possible. Arrangements should be made ahead of time to move students from classrooms of those on duty to a teammates care to expedite arrival to duty posts.
- Car Riders**  
**Only posted car riders may exit**  
Display the car rider dismissal system on your promethean board at the conclusion of announcements. Only students with their numbers displayed may exit to the front of the building to depart by car. Numbers are collected around 3:00 pm each afternoon.
- Dismissal Roster**  
**Maintain lists throughout school year**  
It is the responsibility of the 7th period classroom teacher to maintain an accurate list of students' afternoon dismissal transportation modes. Please ensure your list is up-to-date and accurate. Students may not be dismissed from your classroom until their transportation has been called.
- Afternoon Activities**  
**Car Line Should Empty by 3:45 pm**  
If you are host to an afternoon club or tutoring event, please plan to escort students out front when they are finished and to stay with them until their ride arrives. Extended Day services are available for a fee until 6 pm each school day.

Questions or concerns should be directed to your grade level administrator or team leader.



## Early Dismissal:

We request that all Early Dismissals be pre-arranged whenever possible. See section below titled “Pre-arranged Early Dismissal” for procedures. Early dismissals will be classified as excused or unexcused based on the reason for the early dismissal. Early dismissals count against class attendance records and can impact student achievement. **Only pre-arranged early dismissals can be granted after 2:45 p.m.**

## Pre-arranged Early Dismissal:

Parents who must take a student out of school during the day should send a note with the following information:

- student’s first and last name
- the time for dismissal
- the name of the person picking up the student
- the reason for the dismissal
- a number where the parent can be reached.

The student will bring the note to the front office to get an Early Dismissal pass before going to first period. **The student will be called to the front office when the parent(s) arrive.**

In the event the early dismissal was not pre-arranged, call ahead to request the early dismissal (452-0300). Parents are required to sign their child out when they leave school.

**A child will not be dismissed to anyone who is not able to provide proper ID or not listed as a parent/legal guardian or on the emergency contact as an approved person to pick up the student.**

## Tardy to Class

- **1<sup>st</sup> Offense:** Teacher Warning & teacher issues 15 LiveSchool points
- **2<sup>nd</sup> Offense:** Parent contact by teacher & teacher issues 20 LiveSchool points
- **3<sup>rd</sup> Offense:** Referral to Counselor & teacher issues 25 LiveSchool points
- **4<sup>th</sup> Offense:** Admin Referral

**24-25**

**RCMS**

**TARDY POLICY**

NO MAD DASH - CLEAR THE HALLS

<b>1ST</b>	<b>WARN</b> & LIVESCHOOL	<b>2ND</b>	<b>CALL HOME</b> & LIVESCHOOL	<b>3RD</b>	<b>COUNSELOR</b> & LIVESCHOOL	<b>4TH</b>	<b>ADMIN</b> REFERRAL
------------	-----------------------------	------------	----------------------------------	------------	----------------------------------	------------	--------------------------

CLEAR HALLS ENSURE WE ARE SAFE, PRODUCTIVE, AND ENGAGED  
LET'S MAKE EVERY MINUTE COUNT  
#OnTimeEveryTime #ClearHallsClearMinds

# Appendix E:

## Visitors and Volunteers:

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, is implementing additional security checks for school volunteers. Effective immediately, all volunteers must have an application and clearance before interacting with children in the schools and/or at school events. Volunteers are now identified by two different categories: Level I or Level II. Please review the details below:

**LEVEL I - *This level requires the presence and supervision of a GCS employee at all times.*** Level I volunteers must have a National Sex Offender Registry check run every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center and participate in school activities such as lunch with their student as long as staff members are present.

**LEVEL II – *This level allows interaction with students without a GCS employee present.*** Level II volunteers must have a National Sex Offender Registry check run every time they volunteer at the school as well as an annual criminal background check. Examples of volunteering with this status might include activities such as mentoring and/or *chaperones for field trips*.

# Appendix F:

## Health Room and Medications:

Students reporting to the nurse for illness must remain in the health room until released by the nurse to return to class or to go home. If the health room is not open, then students will report to the office for assistance.

All medication must be brought to school by a parent; this includes cough drops and headache type medications. Parental Authorization Forms must be completed in the health room for permission for medication to be given at school. These forms can be downloaded from the RCMS website. Any medication to be given for longer than ten (10) days must have a Physician Authorization Form completed. **Permission forms do not carry over from the previous school year. New forms must be completed each school year. Forms are available at the link below.**

Parents must provide emergency medication for any student with a life-threatening allergy or illness with the Parental and Physician's Authorization Forms completed. It is the parent's responsibility to notify the bus driver of the medical situation, if the student rides a bus.

No over the counter medications such as Tylenol, aspirin, Neosporin, and Calamine lotion are kept in the health room. **All medication must be provided by the parent, and only medication with the Parental Authorization Forms completed will be administered.**

When a physician determines that a student's condition is such that the student may require immediate access to a prescribed medication and the physician so certifies in writing to the school principal, the student will be permitted to carry the medication on his person at school in accordance with the physician's directions. Violation of such directions or permitting another student to possess the medication will result in appropriate disciplinary action.

**Any student who uses an inhaler at school must keep the inhaler in the nurse room. If a student is to be considered for "self carry" they must have Parental and Physician's Authorizations completed and on file in the health room.**

**Except with a physician's certification, no student may possess any prescription or over the counter medication at school at any time. Principals will take appropriate disciplinary action, possibly including a recommendation for expulsion, against students who violate this policy.**

*[Use this link to access forms and more information](#)*

**[GREENVILLE COUNTY SCHOOL MEDICATION POLICY](#)**


## Appendix G:

### **Athletics:**

#### **Sports Participation:**

Students in 7<sup>th</sup> and 8<sup>th</sup> grades may participate in middle school sports. Students in 6<sup>th</sup> grade may not participate, try-out, or attend conditioning at any level until they have completed the 6<sup>th</sup> grade. In order to participate in athletics, students must meet all criteria established by Greenville County Schools, 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. Students must attend at least half of the instructional day in order to participate in games, and if they are suspended from school, they will be ineligible for participation.

#### **Ralph Chandler Middle School Athletic Handbook**

 RCMSAthleticHandbook2425- Student

## Appendix H:

### Breakfast and Lunch Information:

Each student at Ralph Chandler Middle School will receive free breakfast and free lunch this school year! This is due to Greenville County Schools joining The Community Eligibility Provisions (CEP) Program. The Community Eligibility Provision (CEP) is a school meal funding option from USDA that enables a school to provide free meals to all students, without the necessity of completing applications for individual eligibility. CEP status is determined by the percentage of students from households receiving public benefits.



## Appendix I:

### Health and Wellness Education:

#### 7<sup>th</sup> Grade Sexuality Education Program:

A goal of Greenville County Schools is to provide parents/guardians with information to help make decisions regarding the sexual health & responsibility education of your child. The district's age appropriate, abstinence-based sexual health & responsibility education unit overview can be found on the district's website under the Students & Parents heading, or at your child's school. If you do not want your child to participate in the sexual health & responsibility education class or a specific portion of the class, you must bring the signed exemption form to the school in person. By School Board Policy and SC Comprehensive Health Education Law, students who exempt sexual health & responsibility education will be required to complete other health-related self-study lessons.

*Use link here for more information:*

<https://sites.google.com/a/greenvilleschools.us/gcs-health-physical-education/middle-school-health>

#### Social Emotional Learning Lessons:

Greenville County Schools and Rethink Ed have partnered to provide you access to our online Social and Emotional (SEL) program. Our SEL program provides videos and activities for both adults and children to support your social and emotional wellbeing. You will have access to strategies and tools that will help you and your child recognize and manage emotions, build stronger relationships, and develop skills to lead happier and healthier lives. See link here to view the districts landing page for additional information and resources: <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=sellesons>

## Appendix J:

### School Counseling Services:

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupations information, career information, study help, help with home, school and/or social concerns, or any other questions the student would like to discuss with a counselor. Students must have an appointment and/or pass to meet with the counselor.

6th Grade School Counselor: Libby Lee  
[lmlee@greenville.k12.sc.us](mailto:lmlee@greenville.k12.sc.us)  
864-452-0314

7th Grade School Counselor: Thaya Posley  
[tposley@greenville.k12.sc.us](mailto:tposley@greenville.k12.sc.us)  
864-452-0362

8th Grade School Counselor: Emily Lamb  
[elamb@greenville.k12.sc.us](mailto:elamb@greenville.k12.sc.us)  
864-452-0370

In addition to School Counseling services we have a strong partnership with Greenville Mental Health. The Counselor assigned to Ralph Chandler is available for student supports and has an office on campus. Please contact your child's School Counselor to request a referral.

### Contacts in Case of Emergency

Greater Greenville Mental Health Center: (864) 963-3421

Simpsonville Police Department: (864) 967-9536

Mental Health America CRISISline and National Suicide Prevention Lifeline are still answering calls, 24 hours a day, 7 days a week.

· CRISIS line: 864-271-8888

· Lifeline 1-800-273-8255

## Appendix K:

## Backpack Information/Student Progress:

Parent Backpack provides parents, guardians, or contacts with a central place to sign in to do the following:

- View their student's information including demographics attendance, classes, grades, lunch balances, and test scores
- Apply or register their student to Special Focus schools and programs (Fine Arts Center, Career Centers, etc.)
- Receive alerts and notifications regarding their students progress
- View their student's school and contact information
- Manage parent and contact information for their student(s)

For more information, visit: <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>

You may also contact the Ralph Chandler Backpack administrator: Elyse Hopkins at 864-452-0302

## Appendix L:

### Daily Bell Schedule:

2024-2025 Basic Bell Schedule	
<b>1<sup>st</sup> Period (LAB)</b>	<b>8:30 – 8:55</b>
2 <sup>nd</sup> Period	8:56 – 9:54
3 <sup>rd</sup> Period	9:56 – 10:54
4 <sup>th</sup> Period	10:56 – 11:54
<b>LUNCH</b>	<b>11:59 – 12:29</b>
5 <sup>th</sup> Period	12:33 – 1:31
<b>6<sup>th</sup> Period (plan)</b>	<b>1:35 – 2:24</b>
<b>7<sup>th</sup> Period (plan)</b>	<b>2:26 – 3:15</b>
<b>6</b>	
<b>1<sup>st</sup> Period (LAB)</b>	<b>8:30 – 8:55</b>
2 <sup>nd</sup> Period	8:56 – 9:54
3 <sup>rd</sup> Period	9:56 – 10:54
<b>LUNCH</b>	<b>10:58 – 11:32</b>
<b>4<sup>th</sup> Period (plan)</b>	<b>11:35 – 12:21</b>
<b>5<sup>th</sup> Period (plan)</b>	<b>12:24 – 1:11</b>
6 <sup>th</sup> Period	1:14 – 2:13
7 <sup>th</sup> Period	2:16 – 3:15
<b>7</b>	



## Appendix M:

### **Personalized Learning Information:**

#### **Acceptable Use**

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.

#### **Student Acceptable Use**

This section is dedicated to provide GCS students with guidance on 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.

### **Compliance with Copyright Laws**

Students are to follow copyright laws at all times. Students should refer questions regarding copyright concerns to their teachers, media specialist or a school administrator.

### **Filtering and Monitoring Computer Resources**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment.

1. The District reserves the right to review any email sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. 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.

### **Prohibited Uses of GCS Resources**

The following uses of GCS computer resources by 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.

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

### **Consequences**

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

### **GCS Internet Safety and Other Terms of Use**

#### **General Access**

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or

transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for other lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

### **Personal Safety**

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

1. 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.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

### **Expectation of Privacy**

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment.

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

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

***Note: RCMS reserves the right to revoke use of Chromebook for students at any time. Chromebooks damaged either intentionally or through negligence (or deliberately damaged by a family member or peer) may not fall under the accidental damage procedure listed above. Such repairs will be charged to the student at a cost determined by Greenville County School District's Educational Technology Services (ETS) department and may result in a disciplinary referral to school administration.***

### **RCMS Chromebook Policy:**

[2024-2025 Ralph Chandler Middle School Chromebook Policy](#)

## Appendix N:

### **NHIs, Test Retakes and Missing Assignments**

<b>Missing Work Policy</b>	<b>NHI (Not Handed In) is marked in Powerschool. (Floored at a 50). This code indicates the student was present and should have submitted the work but has not done so. Students have 5 school days to turn in the missing assignment from the date the work was assigned. Upon completion of the NHI, students must immediately send the teacher an email to notify them of the completed work.</b>
<b>Makeup Work Policy:</b>	<b>When students are absent from school a code of absent (indicated by the green chair) will be entered for any assignments that were due. This code indicates the assignment is missing but suggests it is missing due to an absence and not the student's failure to turn the work in on time. Students have 5 days to make up missed work from the date of their return. Work turned in during this time is accepted without any penalty.</b>

	<p>At the time the work is assigned AND the student is absent a grade of NHI should be entered in PowerTeacher with a note indicating it is due to absence. On the 6th school day, the NHI remains. The note will change to the “make up time was provided but work not completed”.</p>
<p><b>Test_Retake Policy:</b></p>	<p>No retakes on minor assessments. Test retakes are allowed for major assessments (which could include major projects or essays) and the highest grade will be recorded. No minimum grade requirement for test retakes is necessary.</p> <p>Student retakes are not required; however, if the student wishes to retake the major assessment they need to follow these steps:</p> <ul style="list-style-type: none"> <li>● Students need to notify the teacher of the desire to retake the assessment.</li> <li>● Retakes need to be done within one week of the first attempt. Retakes will take place in the classroom during a scheduled time.</li> </ul>
	<p>Teacher discretion may require students to complete a remediation assignment with a reflection component or provide a parent signature on the initial assessment grade. For example: Students may be required to rework missed problems on a math test to provide additional practice in preparation for the retake assessment.</p>