



## WELCOME TO OUR GMS FAMILY

Dear Parents and Students,

We would like to welcome you all to GMS whether your child is returning or new to the building. We anticipate your involvement and cooperation in making this year successful.

This handbook has been prepared to help answer many questions students and parents may have throughout the year about GMS policies, procedures, and activities. We believe following these procedures will help to create a safe school environment conducive to learning.

Everyone at GMS believes collaboration and working together produces the best results for our students. We would like to encourage parents, teachers, support personnel, students, and the community to work together to ensure our students become high achieving, respectful, and responsible citizens. Parent involvement is critical to student success, and we look forward to working with each of you.

GMS is a great place to be each and every day. It is our desire for students to prepare for success in the current school year and future years. Working with and supporting each other will enable GMS to be a safe and respectful place with high levels of learning.

Mrs. Chesley Trelstad, Principal

Mr. Scott Woodall, Assistant  
Principal

Mrs. Cassie Wright, Assistant Principal

### **Mission of Greenbrier Middle School:**

The mission of Greenbrier Middle School is to prepare students through a diverse learning environment, empowering our students intellectually, socially, and emotionally, so they may contribute to society with their own creative individuality.

### **Vision:**

Greenbrier Middle School envisions our school as a society of learners who are creative, critical thinkers in today's world.

### **School Information**

2450 Hwy 41, Greenbrier TN, 37073  
Office phone: 615-643-7823  
Fax: 615-643-4580  
Website: [gms.rcstn.net](http://gms.rcstn.net)

## Arrival and Dismissal

**BUS RIDERS** will be dropped off in the front of the school building and will enter the school via the front doors. Two teachers will be on duty to monitor students entering the building. Bus riders for 6<sup>th</sup> grade will report to the cafeteria to pick up breakfast and report to homeroom. 7<sup>th</sup> & 8<sup>th</sup> grade will go to a grab-and-go breakfast cart before and report to homeroom.

**Special Needs CAR RIDERS** will continue to be dropped off at the main entrance.

**CAR RIDERS** will be dropped off on the side of the building in the car rider lanes outside the gym area. Designated teachers will monitor traffic and the exiting of vehicles. We have three lanes of car riders each morning. 6<sup>th</sup> grade will enter the building and report to the cafeteria for breakfast. 7<sup>th</sup> and 8<sup>th</sup> grade will report to the gym and pick up a grab-and-go breakfast on the way to 1<sup>st</sup> period.

**WALKERS** will enter via the front door or concession stand doors.

Once students enter the building, teachers will monitor the hallways upon arrival before the beginning of 1<sup>st</sup> period.

At the end of 8<sup>th</sup> period, **BUS RIDERS** will be called from their classrooms or grade level hallway to exit the front entrance as their bus arrives.

**CAR RIDERS** and **WALKERS** will be released by grade level. Teachers will monitor hallways as students make their way out the doors of the concession area to the car rider lines.

### Backpacks and Lockers

Students will not be issued lockers. No lockers help to reduce tardiness, unnecessary traffic in hallways, inappropriate behaviors, and timely class starts. Students will be allowed to carry backpacks to and from class. However, backpacks are not required and are subject to search just like lockers.

### 2022-2023 Lunch Schedule

<b>3<sup>rd</sup> Period/4<sup>th</sup> Period</b>	9:25 – 11:25 Lunch 6A – 10:30 – 11:00 Lunch 6B – 10:50 – 11:20	
<b>5<sup>th</sup> Period/6<sup>th</sup> Period</b>	11:30 - 1:25 Lunch 7A – 11:30 – 12:00 Lunch 7B – 11:50 – 12:20	11:30 - 1:25 Lunch 8A – 12:30 – 1:00 Lunch 8B – 12:50 – 1:20

### Bus Information

Bus transportation is provided free of charge. Riding the bus is a *privilege* and not a right. Improper conduct on the bus will result in that privilege being denied. The buses are operated by Robertson County Schools. Routes are established at the school system's transportation department. If you have questions concerning bus routes, safety, or concerns regarding drivers/attendants, please contact the transportation department at 615-384-4555. Buses will unload/load students in the front of the building each day. No vehicle should block the bus lanes either at the morning or afternoon loading/unloading times.

Students are expected to conduct themselves in a safe, orderly, and considerate manner both on the bus and at their bus stop. The bus rules are communicated to the students and posted on the bus. Violations are

reported in writing to the administration by the driver/attendant. First offenses usually result in a verbal warning with parent notification. Further offenses may result in bus suspensions, in-school suspension, or out of school suspension.

Due to limited bus seating, not all requests to ride a different bus can be honored. If a student needs to ride a different bus, ride to a different location, or any other circumstance different than the regular schedule, a written note of permission from the parent/guardian of both students must be sent to school. This note must be approved by the administration and notification made to the teacher and the bus.

### **PUPIL TRANSPORTATION - NON-NEGOTIABLES**

Violations that should be considered major offenses include, but not limited to the following:

- Throwing objects
- Excessive mischief / Yelling
- Behavior that poses a distraction to the driver
- Hands / Head out of window
- Fighting / Assault towards another student or staff member
- Provoking "verbal / mental / physical" towards another student or staff member
- Smoking / Tobacco / Alcohol / Drug use
- Weapons, dangerous instruments, and explosive devices
- Sexual harassment

Such violations should be reported immediately to Pupil Transportation on a Bus Referral Form and forwarded to School Administration. If a student's actions are illegal or judged by transportation to be a disruption to the safe operation of the vehicle, it could result in immediate action up to and including bus suspension for the remainder of the school year.



**All Transportation Changes must be made no later than 2:30 pm each afternoon.** Parents are required to send any notes requesting a transportation change to school with their child each morning. This ensures all students will arrive home safely in a timely manner.

### **Parking**

All Guests are asked to **PARK IN THE PARKING LOT ONLY**. No cars are permitted to park directly in front of the school building along the sidewalk, as this is a fire lane zone.

## Late Arrivals

At 7:55, all entrance doors will be locked except the main entrance. Students that arrive later than 7:55 a.m. will need to sign in at the office when they arrive to school. Tardiness is an interruption of class time and should be avoided.

## Daily Schedule

### Greenbrier Middle School Bell Schedule 2023-2024

\*Doors Open – 7:25

Students will get breakfast and report to homeroom until 7:55.

	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
1 <sup>st</sup> Period	7:55 - 8:37	7:55 - 8:37
2 <sup>nd</sup> Period	8:37 - 9:20	8:37 - 9:20
CAT Time	9:25 - 9:55	9:25 - 9:55
3 <sup>rd</sup> Period	10:00 - 10:42	10:00 - 10:42
4 <sup>th</sup> Period	10:42 - 11:25	10:42 - 11:25
5 <sup>th</sup> Period/6 <sup>th</sup> Period	11:30 - 1:25 Lunch 7A – 11:30 – 12:00 Lunch 7B – 11:50 – 12:20	11:30 - 1:25 Lunch 8A – 12:30 – 1:00 Lunch 8B – 12:50 – 1:20
7 <sup>th</sup> Period	1:30 - 2:12	1:30 - 2:12
8 <sup>th</sup> Period	2:12 - 2:55	2:12 - 2:55

	6 <sup>th</sup> Grade
1 <sup>st</sup> Period	7:55 - 8:37
2 <sup>nd</sup> Period	8:37 - 9:20
3 <sup>rd</sup> Period/4 <sup>th</sup> Period	9:25 – 11:25 Lunch 6A – 10:30 – 11:00 Lunch 6B – 10:50 – 11:20
CAT Time	11:30 – 12:00
5 <sup>th</sup> Period	12:05 – 12:45
6 <sup>th</sup> Period	12:45 – 1:25
7 <sup>th</sup> Period	1:30 - 2:12
8 <sup>th</sup> Period	2:12 - 2:55

Lunch 6A – Zitza, Rote, Savage, Parrish, Dorris  
Lunch 6B – Hallums, Griffith, Preston, Foote  
Lunch 7A – Sorrells, Hutcherson, \_\_\_\_\_, Wilson  
Lunch 7B – Swallows, Creutz, Pervine  
Lunch 8A – Torralba, Wooten, Traugher, Dales  
Lunch 8B – Collins, Dillard, \_\_\_\_\_, Goad

### Attendance

Tennessee state law requires every parent, guardian or other person residing within this state having control of school age children to require such child/children to attend public or nonpublic school, and in the event of failure to do so, shall be subject to penalty.

Greenbrier Middle School is part of the Robertson County Board of Education and the Robertson County Juvenile Court Truancy/Court Review Program. This program is designed to work cooperatively to reduce truancy, tardies, early dismissals, and underachievement.

Regular attendance and arriving on time are essential to success in school. A student not only misses instruction and work on a day of absence but is not prepared for the next day.

1. Students are to provide a written note explaining the absence when returning to school. A telephone call in case of prolonged absence is requested (a written note must be sent to school when the student returns).
2. Written notes should be presented to the attendance clerk by 8:05 on the day the student returns. The note will be kept on file in the attendance office.
3. Parents who wish to pick up missed work or textbooks are asked to call as early as possible for this work. If you call after the teachers' scheduled planning time, we cannot guarantee there will be enough time to gather the materials needed.
4. Parents will be provided with email and website addresses for their child's teachers in the event they need to ask for missed classwork.
5. All students MUST arrive before 11:25 in order to be counted present.

(PLEASE NOTE: Even if you have phoned the school office, you must send in a note when your child returns to school. Each student will be allowed FIVE parent notes each semester. Each parent note is for a day's absence. Once those have been used, the student will be put on doctor's notes only (in order to have an absence excused) for the rest of the semester.

The following reasons for absences, tardies, or early dismissals will be excused when verified by a note from the parent or guardian:

1. Illness of student (after **THREE** consecutive days a note from the physician may be required).
2. Death of a family member.
3. Medical appointments for the student which cannot be scheduled outside school hours will be excused with a note of verification from the doctor's office when the student returns.
4. Religious holidays.
5. Court appearances that require the child's presence.
6. Family vacations may be excused with prior approval from the principal if attendance has not been a problem. Each day will count as a parent note.
7. Circumstances in the judgement of administration created by emergencies over which the student has no control.

The following reasons for absences, tardies, or early dismissals **will not be excused**:

1. Waiting on the train to pass
2. Car rider line took too long or crossing guard not letting enough cars through
3. Bad weather (school is not convened if weather conditions are serious)
4. Personal business (examples: cleaning the house, shopping, babysitting, errands, hair appointment)

GMS administration will have the final approval authority on which absences are deemed excused or unexcused.

Parents/guardians of students that accrue **FIVE** unexcused attendance events will be notified by the school office, and a meeting will be scheduled with parent and student to discuss truancy. In addition, the parent(s)/guardian and student will be required to meet with the Truancy Hearing Authority.

**Truancy Law TCA 49-6-3001(c) (1)**

If you are found guilty of violating the law, then you will be punished in accordance to the law. Violation of the Compulsory Attendance Law is a

Class C misdemeanor, which means it can carry up to a maximum of 30 days in jail per child's unlawful days absent and a \$50 fine plus court cost per child's unlawful days absent.

### **Chronically Absent Students**

The State of Tennessee defines a chronically absent student as a student that misses more than 10% of the total number of student days that a student is enrolled in a school year. This includes excused, unexcused absences and out of school suspensions. Schools will be held accountable by the State for their chronically absent students. After working with the Robertson County Juvenile Court System, the Robertson County Board of Education has required all schools to create an attendance policy.

GMS has implemented a Pyramid of Interventions to help students struggling with attendance issues. Our goal is to assist with any barriers or aversions preventing the student from attending school.

### **Tier I – all students**

- A classroom teacher will reach out to parents after student misses three cumulative days within a school year.
- At 5 unexcused absences, a letter will be sent home to request meeting in regards to attendance.

### **Tier II – Students that have missed 10 days of school (excused and unexcused)**

- Continue all Tier I measures.
- Parent-teacher conference will be required to discuss reasons for absences.
- The student will be assigned an attendance mentor.
- The building level truancy coordinator will reach out to parents.
- When the student reaches 10 unexcused absences, truancy paperwork will be submitted to the District Office.
- If barriers are found that are impacting school attendance, the school will contact the Family Resource Center, DCS, local law enforcement, faith-based groups, local businesses or community members for assistance.

**Tier III – Students for whom Tier II interventions have been unsuccessful**

- Continue all Tier I and Tier II measures.
- A school administrator will request a meeting with the parent(s) to discuss any additional barriers preventing the student from attending school.
- The school will continue to contact parents when the student misses an additional 5 days.
- The Court system will be engaged.

**Tardies/Early Dismissals**

Students should be in the classroom and ready to begin each morning by 7:55 and are dismissed each afternoon at 2:55 pm. Students must be in the classroom by 7:55 am to avoid being counted tardy.

The following tardies/early dismissals will be **excused**:

1. Student illness (regular illness may require doctor's notes)
2. Student medical appointments (doctor note required)
3. Tardies occurring due to eating breakfast at school are excused only if that student is a bus rider and that bus arrived late.

The following tardies/early dismissals will be **unexcused**

1. Overslept
2. Car rider line took too long
3. Waiting on the train to pass by
4. Appointments for individuals other than the student.

Board Policy requires the number of unexcused tardies or unexcused early dismissals from school to contribute to the total number of unexcused school days which will be included in filing truancy. The accumulation of (8) unexcused tardies OR unexcused dismissals from school will be equal to (1) one unexcused school day. Parents/guardians of students that have multiple tardies/early dismissals will be contacted to form a plan of improvement. Before and/or after school time may be part of the plan of improvement for those students with numerous tardies. It is the goal of Greenbrier Middle School to provide the most comprehensive education possible. Please feel free to contact the school if you have further questions regarding the attendance policy. It is our desire to work with you to ensure success for your child/children.

### **Cafeteria**

We provide a clean, relaxed atmosphere in which our students can enjoy nutritious meals and visit with their classmates. **Due to our federally funded lunch program commercial foods (Subway, Sonic, etc.) should not be brought into the cafeteria in the original wrapper or not at all.** All all-la-cart items must be paid for with cash. These items will not be purchased through the computer account.

Due to confidentiality issues, adults are not allowed to eat in the cafeteria with any child other than their own, unless written permission is granted by the parent. The visitor and student(s) will be asked to sit in a designated area when visiting.

The cafeteria uses computer accounting which tracks the number served and the activity in each student's account. Breakfast and lunch will be **FREE** for the 2023-2024 school year.

### **Discipline**

Middle school is a time of transition from childhood to adolescence. We expect students to begin to exercise self-control and self-discipline and to need less school time for discipline and instruction in proper conduct. It is our intent to operate a safe, orderly, and productive educational program and to concentrate on instruction by providing consistency, direction, and support for both students and teachers. Our goal is to be firm, fair, and consistent in establishing and enforcing our policies.

Discipline at school can be effective only if there is a strong cooperative relationship between the home and the school. The school-wide behavior plan focuses on teaching, modeling, and practicing positive behavior throughout the school. As a school, we want your child to feel safe and loved, and know they are in a caring environment. We also believe your child's education is very important and we want to maximize the learning experience.

Administrators, teachers, and staff will be teaching and modeling the behaviors we expect in the hall, bathroom, lunchroom, in assemblies, etc.

## RTI2B 2023-2024

In accordance with RTI2B and state law to support our MTSS (Multi-Tiered System of Support) for behavior, GMS participates in PBIS (Positive Behaviors Incentives and Supports). This year we will be recognizing students more frequently and offering more incentives for students who consistently are following school-wide expectations.

At the end of each quarter, we will have school-wide celebrations and events for students to participate who have shown exceptional behavior, attendance, and grades.

### Procedural Due Process

Before administering disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where the classroom teacher takes corrective measures, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified that he/she understands the nature of the offense, and that he/she knows the consequences of the offense for which he/she is accused.

In case of severe offenses where there is a possibility of suspension or legal action, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. The administrator shall investigate the incident prior to administering

discipline. **The following behaviors are considered severe:** weapons, fighting or aggressive physical contact, aggressive language, confirmed bullying, threats, harassment toward another student or a teacher, continuance of disobeying classroom and/or school rules, and vandalism.

If the administrator determines the offense is of such nature that the student's suspension should exceed ten days, he/she shall refer the case to the Disciplinary Hearing Authority.

GMS has four main school-wide rules: **School expectations are NOT limited to those listed below.**

Safety	<ul style="list-style-type: none"> <li>● With regard to student interaction, GMS has a hands-off policy. This includes but is not limited to hugging, kissing, horseplay, fighting, or any other type of touching.</li> <li>● Use supplies correctly.</li> </ul>
Respect	<ul style="list-style-type: none"> <li>● Do what you are asked to do the first time.</li> <li>● Come to school/class prepared. This includes materials for class. If there is a problem with your materials, please communicate with your teacher.</li> <li>● Keep the school area clean and do not destroy school property (restrooms).</li> <li>● Follow the directions of adults at all times. Rudeness and disrespect in any form will not be tolerated. Such actions include, but are not limited to, eye rolling, mumbling under one's breath, and walking away from an adult while being reprimanded.</li> </ul>
Kindness	<ul style="list-style-type: none"> <li>● Speak with a good purpose. Think about the purpose behind what you are about to say to someone!</li> <li>● Be considerate of others.</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>● Be your own advocate. Stake a claim in the classroom by making sure the teacher knows who you are...in a good way.</li> <li>● Ask lots of questions....and show confusion appropriately.</li> <li>● Display good work habits.</li> <li>● Communicate your struggles to your teachers. What is going on that affects your work?</li> <li>● Surround yourself with other students who can help you. You don't have to be best friends with everyone you seek advice from but find friends or</li> </ul>

	acquaintances that are rooting for you, the best of you.
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**Hallway and Restroom Behavior**

Any time a student is in the hall during class time, it is his/her responsibility to have permission from a teacher. The student should also have a hallpass with the teacher’s name displayed. Hallways are monitored by cameras to ensure the safety and compliance of all students. Additionally, students are discouraged from leaving the classroom to go to the restroom unless it is an emergency. Each classroom will have designated restroom breaks that the class will be taking based on the grade level schedule developed by teachers.

Any time a student is in the hallway during class time, it is his/her responsibility to have permission from a teacher. The student should also have a hall pass with the teacher’s name displayed. Hallways are monitored by cameras to ensure the safety and compliance of all students. Additionally, students are discouraged from leaving the classroom to go to the restroom unless it is an emergency.

**GMS Restorative In-School Suspension**

This year we will be introducing our Restorative ISS Room. In an effort to follow the district lead on discipline and restorative practices, this room will be used in-lieu of the traditional In-School Suspension model. While it will still serve as a form of consequence for negative behaviors, the focus will be directed toward instruction, positive behavior reinforcement, and student responsibility. Assignments to the Restorative ISS Room will be on a tiered discipline system based on the severity of behavior. Some behaviors may result in a class period assignment, others a half day assignment, and extreme negative behaviors can result in 1-3 days assignment. The Restorative ISS Room will operate all day, every day.

**Additional discipline reminders**

In accordance with the new state law any credible threat delivered via

electronic means to cause bodily injury or death to another student or any employee of Robertson County Schools, that disrupts activities at school, or any threats of mass violence on school property or a school related activity is now considered a Zero Tolerance offense.

**(Please see the handbook for a list of all Zero Tolerance offenses).** The only exception to the items on this list would be those cleared by a teacher for educational purposes.

Students are not allowed to buy, sell, or trade objects on the school bus or campus unless cleared through the office.

Vapes, Juuls, and any other electronic cigarettes are NOT allowed on school property. This is a TN state law. Students will be disciplined according to the district policy for these offenses.

### **Bullying**

Bullying is unwanted, aggressive behavior and is repetitive, involves a real or perceived power imbalance (physical, emotional or social), and is intentional. This behavior is different from simple conflict between students. Bullying is a behavior that will not be tolerated while students are on school property, at any school sponsored activity, on school provided equipment or transportation, or at any official school bus stop. If the act takes place off school property, or outside of a school sponsored activity this policy is only in effect if the conduct is directed specifically at a student or students AND has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process. These acts may also take place through the use of electronic devices. **If a student feels they are a victim of bullying or are aware of a bullying situation they should file a referral with the school counselor @ 643-7823.** The counselor or administrator will be the chair of the Greenbrier Middle School Anti-Bullying program and will be responsible for investigating and resolving complaints alleging violation of this policy. They will be responsible for determining whether an alleged act constitutes a violation of this policy through a prompt, thorough and complete investigation of each alleged

incident. Once determined, through investigation, the policy has been violated, within the parameters of the Federal Family Educational Rights, and Privacy Act (FERPA at 20 U.S.C. 1232g, a written report on the

investigation will be delivered to the parents of the complainant and accused student(s) as well as to the Director of Schools. Documentation of all alleged violations of the bullying policy will be kept for historic reference. ***We are asking parents and students to please report, report, report any instances of bullying.***

Please do not post information on social media. Often it interferes with our investigation. Also, know there are two sides to every story. Allow us the opportunity to investigate before assuming the guilt of any student.

### **Vandalism**

Our school building, equipment, and textbooks cost the taxpayers a great deal, and replacement is difficult. Students who deface or destroy school property will be required to pay for the loss or damage. If students willfully destroy school property, disciplinary action will be taken, and students will be required to repair and/or replace the damaged item. Accidents do happen and if something is accidentally damaged, it should be reported to a teacher immediately. Failure to report an accident may be considered deliberate vandalism. Students should do their part to maintain a clean and orderly environment. Students are expected to leave classrooms and restrooms clean and to use trash receptacles inside and outside the building. Vandalism over \$100 can be cause for a discipline hearing at central office.

### **Telephones**

School office phones will be used for emergencies, illness or unavoidable situations. Transportation arrangements for individual students should be worked out between child and parent **prior to the start of the school day.** Making arrangements for after-school social affairs is not considered an acceptable reason to use the phone. Calls will not be made for

forgotten items, for extracurricular activities, or for permission to attend after-school events. All phones, smart watches, and electronic devices will be placed in a shoe rack in each classroom upon entry by the student.

**Personally owned devices/ (Bluetooth speakers)/Cell Phones**

School Board Policy states that *students are allowed to use personally owned devices in the classroom for educational purposes only and must be under the direct supervision of their teacher.*

**Administration may authorize the use of cell phones in the event of an emergency or other serious situation.**

**Parents are asked to please refrain from texting your children during the school day or during an emergency.** Many cell phone violations and discipline issues are the result of the student not turning off their phones and their parents send them texts. In an emergency, administration will reach out to all parents via School Messenger. If a parent needs to communicate with their child, we are asking you to please call the school office and let us give the student the message.

**Violation of the Personally owned devices (Bluetooth speakers)/Cell Phone Policy**

Robertson County Schools has adopted a cell phone policy that must be implemented and followed in all schools:

Students in grades 6 – 12 may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls. Such devices include but are not limited to: wearable technology such

as eyeglasses, rings, or watches that have the capability to record, live stream or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. At no time shall a student operate a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person. Violation of this policy may result in confiscation of the device and other disciplinary actions.

**At no time shall the school be responsible for preventing theft, loss or damage to devices brought onto school property.**

Students are allowed to use personally owned devices in the classroom for education purposes only, and this must be done under the direct supervision of the teacher.

1<sup>st</sup> offense—Confiscation of device; return in 3 school days or 10 dollar fine.

2<sup>nd</sup> offense—Confiscation of device; return in 5 school days or 20 dollar fine.

3<sup>rd</sup> offense—Confiscation of device; return in 10 school days or at end of grading period, whichever is longer, or 30 dollar fine.

4<sup>th</sup> offense—Confiscation of device; return at end of semester or 40 dollar fine. Subsequent offenses will be treated under 4<sup>th</sup> offense guidance and may result in more serious discipline.

Students and parents will be required to sign a personal device contract adhering to all stated board and school policies. Parents please review this contract with students in order to ensure understanding of expectations. Parents are asked to refrain from texting students during the school day. Personal devices are the responsibility of the student and the school is not liable for their loss or destruction.

Students, under the age of 18, cannot enter a legal contract with a cell phone carrier. The contract is between the parent and the cell phone company which makes the parent responsible for the content on a cell phone. Please be aware of and monitor what your child does on or with their cell phone. Many discipline issues are referred to the office due to posts on social media or text messages. When these activities occur on school property or they have an adverse impact on the school environment, we must take action.

**Confiscated Property**

Personal items, which do not contribute to the educational environment, should not be brought to school. These items will be kept in the school office, where it may be claimed by the parent at any time or by the student on the last day of school. Any item that is confiscated a second time will not be returned until the last day of school. All items left beyond the last day of school will be donated to charity. Exception: Cell phones / personal devices – see the above policy.

### **Dress Code**

- No head coverings, except for religious head coverings.
- No bare midriff, revealing necklines, tube tops, tank tops, or see-through tops.
- Appropriate length of shorts and skirts must be worn.
- Clothing that exposes underwear or body parts in any indecent manner is prohibited.
- No sagging pants.
- No attire promoting alcohol, tobacco, or drugs may be worn.
- No dusters or trench coats.
- No clothing containing advertising for objectionable causes or offensive language may be worn.
- No facial piercings, earrings only.
- Shoes/sandals must be worn at all times.
- Outerwear which resembles loungewear, pajamas, or underwear is prohibited.
- No spikes, chains, or other items that cause a safety concern.
- No jeans with holes above the fold of the knee that expose skin or under clothing. You may wear leggings under the jeans if there are holes about the fold of the knee.

**\*\* The above dress code list comes directly from the district policy\*\***

### **Grades and Report Cards**

Greenbrier Middle School uses PowerSchool, which is a website that parents can use to access their student's grades. Report cards should be signed and returned to the homeroom teacher within three days. All communications about grades should be made directly with the teacher of the subject. Progress Reports will be sent home four and one-half weeks into the 9-week grading period. If a parent would like to meet with any or

all their child's teachers, contact the teachers, and a parent/teacher conference will be set up at the most convenient time.

### **Grading**

GMS uses standards-based grading. Student work will be analyzed to determine mastery level of the standards in each subject area. This will

be a shift from simply earning grades to a focus on mastering content and true academic understanding. This will foster an environment that encourages student ownership of learning. Please refer to the teacher's and the department's syllabus for details about grading processes.

GMS will continue to assign report card grades using the grading scale established by the Robertson County Board of Education:

A	90-100
B	80-89
C	70-79
D	60-69
F	below 60

To be included on the A honor roll, a student must have no grade lower than an A. To be included on the A/B honor roll, a student must have no grade lower than a B.

### **Promotion/Retention**

Successful students will be promoted to the next grade. The professional staff will place students at the grade level best suited to them academically, socially, and emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher.

### **Athletics**

Any student that steps on to a playing field is representing Greenbrier Middle School. It is a privilege to play on any GMS team. It will be required of these students to have exemplary grades, behavior, citizenship, and moral character for the entire school year.

All athletic issues/concerns should be addressed with our Athletic Director – Marcus Sholar - marcus.sholar@rcstn.net

Students attending athletic events as spectators must have parent supervision.

**Insurance**

All students who participate in any athletic competition, including cheerleading, must show evidence of insurance coverage.

**Textbooks/Library Books/Laptop Computers**

Parents/guardians shall accept full responsibility for the proper care, preservation, return, or replacement of textbooks and library books issued to their children. If a book that has been issued to a student is unduly abused, mutilated, lost, or destroyed, it must be paid for before another one will be issued.

It is highly encouraged that each family purchase the \$35.00 laptop insurance fee to avoid a partial or full replacement of a damaged or lost laptop.

**Visiting the School**

Parents / Guardians are welcome to schedule a meeting with a teacher after school or during the teacher’s planning time. These are the best times to meet with the teacher so that they have uninterrupted time to meet with you. Meetings with administrators should also be scheduled in advance by calling the office. While we welcome parents in the building, the primary job of the teacher is to ensure student learning. The teacher cannot be effective if interrupted during class time.

When visiting the school, please be prepared to present your ID and get a visitor’s badge.

Due to confidentiality laws, parents and guardians should not be in the classrooms or hallways when students are present.

All parents and visitors must report to the office before going into other

areas of the building. All parents and visitors must sign in, present photo ID and receive a pass which is to be visible while in the building.

### **Deliveries**

Due to the difficulty in making sure every child receives an intended delivery on special occasions, along with the problems that may arise during transportation of flowers, balloons, glass containers and similar items, the administration respectfully asks that all such deliveries be kept to a minimum. Balloons and glass containers are not allowed on school buses.

### **Withdrawals/Telephone and Address Changes**

Please notify the school immediately if there is a change in your address, telephone number, person to contact in an emergency, or person(s) allowed to pick up your child.

Parents should notify the school prior to a student's withdrawal. When all textbooks, library books, materials, and charges have been cleared, records will be forwarded to the new school. (melissa.town@rcstn.net)

### **Field Trips**

For a student to go on a school-sponsored field trip, a permission slip must be signed and returned to school. All students will be required to ride the bus with the class to their destination. No student will be allowed to ride with parents in private vehicles to the destination. Students may leave the trip with a parent only and must sign out with the child's teacher. Adult chaperones for these trips are chosen at teacher discretion and assume great responsibility supervising students. The full attention of adults in attendance is needed to ensure the safety of the students. **For this reason, we require that younger siblings, or children not assigned to the class, not be taken on field trips.**

### **School Counselors**

The counselor at GMS is available to help students in many ways. When a student wishes to see the counselor, he/she should go to the guidance office to arrange an appointment. Sometimes a teacher may suggest that the counselor talk with a student. There may be a time during the school day when a counselor will give a student an appointment time. If the appointment should occur during class time, the student should leave the class, upon the teacher's approval, and return as soon as the conference is

completed. School counseling services provide brief counseling services focused on specific situations and school needs.

### **Centerstone Counseling**

Centerstone offers counseling services at Greenbrier Middle School. School-Based services are designed to meet the mental health needs of students and are provided directly in the school setting on a regularly established on-going basis. The principal, school counselor, teachers and parents may refer students directly to the School-Based Therapist. In order to qualify for a referral, a student may exhibit symptoms requiring mental health services. Some of the symptoms may include: isolation, truancy, aggression, impulsivity, anxiety, grief, depression and poor social skills. Our goal is to help the student overcome emotional and/or behavioral problems that may impede their school performance. We also work with the student, teachers, family members, and other community professionals to coordinate services and interventions. If you are interested in having your child utilize these services, please contact [amanda.richardson@rcstn.net](mailto:amanda.richardson@rcstn.net) or alexis.williams@rcstn.net.

### **Medicine**

No teacher shall dispense medication to a student, except when acting as the principal's designee or unless the child's health is dependent upon emergency medical aid. If, under exceptional circumstances, a child is required to take oral medication during the school day and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with written instructions signed by a parent and doctor supplied on the required form. All prescription medication must be brought to school by the parent in the original container. Over-the-counter medication sent to school must be supplied in a newly packaged, unopened container. Over-the-counter medication will not be administered without parent permission. Students are not allowed to bring medications to and from school.

### **Physical Education**

If your child has any condition such as allergies, asthma, diabetes, etc. that would limit physical activity, a note should be sent from a doctor. Except those who are medically excused, short-term excuses (limited) may be written by parents/guardians. Appropriate athletic shoes are required for

PE.

### **Weather**

Inclement weather sometimes causes delayed school openings, early dismissals, or closings. Parents are advised to monitor local media for information pertaining to weather related school closings. School Messenger is one method the county will use to communicate weather related closings. Please have an after-school, early dismissal plan in place for your child.

Some students have classes in portables and should dress in weather appropriate clothing.

### **Communication**

In an effort to improve communication, a telephone broadcast system has been instituted. This system may be used by school personnel to contact parents and guardians when students are absent from school and when general announcements and/or reminders need to be communicated. This is the same number that will be used by the Central Office Staff at the Robertson County Board of Education to call parents and guardians in the event of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. In the event of a crisis, Central Office Staff will make the decision of when a School Messenger message will be sent out to parents after consultation with appropriate authorities. Please make sure when updating your PowerSchool information, you include a current contact number.

**GMS also sends out a parent email/newsletter each week via this system called the Friday Family Email. Please make sure we have a current email for each family.**

School Messenger calls that come during the school day will require your immediate attention. School Messenger calls that go out after school hours are not emergencies. Parents have stated, depending on the cell phone carrier, School Messenger messages break up during transmission. If you find you have this problem, if you will allow non-emergency calls to go to voicemail, the playback recording does not break up during transmission.

### **Social Media @ GMS**

GMS also has a GMS Facebook page, GMS PTO Facebook page, GMS website that will all deliver current information and updates.

### **Clubs and Organizations**

Extra-curricular activities, including sports, service clubs, and special interest clubs are offered as enrichment and reinforcement of traditional curricular activities. Membership and participation in these groups is considered a privilege and is dependent upon student conduct, and in some cases, achievement. Clubs and/or organizations currently offered to students of Greenbrier Middle School are listed on the school website. For further information, you may call the school office.

### **Programs and Services**

Robertson County Schools are proud to offer a variety of programs and services to meet a diversity of student needs. A list of these is available in the county handbook. For more information about any of these programs, please call 615-384-5588.

### **Parent Resources**

#### Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee. This information is provided as a service to individuals seeking additional avenues for help and information. Neither the Department of Education, nor the Robertson County Board of Education, intends this as an endorsement or recommendation for any individual, organization or service represented on these pages.

### **The ARC of Tennessee**

44 Vantage Way, Suite 550, Nashville, TN 37228  
Web site: [www.thearctn.org](http://www.thearctn.org)

Phone: 615-248-5878 Toll free: 1-800-835-7077  
Fax: 615-248-5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

**Support and Training for Exceptional Parents (STEP)**

712 Professional Plaza, Greenville, TN 37745

Web site: [www.tnstep.org/](http://www.tnstep.org/)

West Tennessee 901-756-4332 [jenness.roth@tnstep.org](mailto:jenness.roth@tnstep.org)

East Tennessee 423-639-2464 [karen.harrison@tnstep.org](mailto:karen.harrison@tnstep.org)

Middle Tennessee 615-463-2310 information [@tnstep.org](http://tnstep.org)

**Tennessee Protection and Advocacy (TP&A)**

412 21<sup>st</sup> Avenue South, Nashville, TN 37212

Phone: 615-298-1080 Toll free 1-800-287-9636

Fax: 615-298-2046 TTY 615-298-2471

**Tennessee Voices for Children**

Web site: [www.tnvoices.org](http://www.tnvoices.org)

West Tennessee 731-660-6365 Fax: 731-660-6372

East Tennessee 865-609-2490 Fax: 865-609-2543

Middle Tennessee 615-269-7751 Fax: 615-269-8914

TN Toll free: 1- 800-670-9882

**Department of Children's Services-**

To report abuse or neglect: 1-877-237-0004 This number is posted in each school building Robertson County Crisis Line- 877-652-3069 Project Aware is available 24 hours a day, 7 days a week Tennessee Suicide Prevention Network- [tspn.org](http://tspn.org)

**Legal Services Division-Division of Special Education**

Tennessee Department of Education

710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, TN 37243-2851

Fax: 615-223-5567 or 615-532-9412

**The Tennessee Suicide Prevention Network (TSPN)** is the statewide public-private organization responsible for implementing the Tennessee Strategy for Suicide Prevention as defined by the 2001 National Strategy for Suicide Prevention.

### **TITLE VI, IX**

Any person wishing to file a complaint concerning issues of discrimination should first contact their school administration for procedures and forms. Additional information may be obtained by visiting our district's website at <http://www.rcstn.net/> or by contacting Michele Galluzzi at [michele.galluzzi@rcstn.net](mailto:michele.galluzzi@rcstn.net) or 384-5588.

### **Section 504 Procedures**

In compliance with state and federal law, Robertson County Schools will identify, evaluate, and provide access to appropriate educational services to any student eligible under Section 504. Eligible students must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. For further information on the evaluation procedures and provision of services, please contact your school's 504 coordinator.

### **Discrimination**

The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.

### **Parent Communication**

Please make sure that your most current email and phone number are up

to date in PowerSchool. This is very important in the case of emergency or other reasons that a parent or guardian may need to be contacted.

**Changes to this handbook**

We reserve the right to revise or change this document and the policies herein. The current Robertson County Board of Education policies and procedures are posted on the system's website and include the start date.