

Mission:

At Greenbrier Middle School, our mission is to accelerate student growth by fostering a culture of high expectations, accountability, and meaningful relationships. We are committed to providing a safe, supportive, and engaging environment where every student is empowered to succeed academically, socially, and emotionally.

Vision:

Greenbrier Middle School envisions a transformed school community where growth is constant, excellence is expected, and every student is seen, heard, and valued. Through hard work, strong partnerships, and a relentless belief in our students' potential, we will become a model of progress and achievement.

School Information

2450 Hwy 41, Greenbrier TN, 37073
Office phone: 615-643-7823
Fax: 615-643-4580
Website: gms.rcstn.net

Important Contacts

Chesley Trelstad, Principal – chesley.trelstad@rcstn.net
Joseph Bradley, Assistant Principal – joseph.bradley@rcstn.net
Cassie Wright, Assistant Principal – cassie.wright@rcstn.net
Melissa Town, Attendance Clerk – melissa.town@rcstn.net
Stephanie Hamilton, Front Office Clerk – stephanie.hamilton@rcstn.net
Tara Smith, School Counselor – tara.smith@rcstn.net
Shauna Snyder, School Counselor – shauna.snyder@rcstn.net
Kathryn Criswell, Nurse – kathryn.criswell@rcstn.net

Arrival and Dismissal

Doors Open at 7:25
School Begins at 7:55
Dismissal Begins at 2:55
½ Day Dismissal Begins at 11:25

Special Needs CAR RIDERS will continue to be dropped off and picked up at the main entrance.

BUS RIDERS will be dropped off in front of the school building and will enter the school via the front doors. They will exit the front of the school building at dismissal to get on their bus.

CAR RIDERS will be dropped off on the side of the building in the car rider lanes outside the gym area. We have three lanes of car riders each morning and afternoon. They will exit by the gym area as well for dismissal.

WALKERS will enter via the front door or concession stand doors. They will exit the front doors only at dismissal.

If students are getting breakfast, 6th and 7th graders will report to the cafeteria to get their breakfast, and 8th graders will report to a grab-and-go cart in front of the trophy case to get their breakfast. Students will report directly to their homeroom to eat breakfast.

Backpacks and Lockers

Students will **NOT** be issued lockers. Students will be allowed to carry backpacks to and from class. However, backpacks are not required and are subject to search.

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.

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 front office and notification made to the teacher and the bus.

All Transportation Changes must be made in writing no later than 2:30 pm each afternoon. This may be by handwritten note or email to stephanie.hamilton@rcstn.net.

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.

Attendance

When your student returns from an absence, it is expected that you provide a note to the school. This note may be a parent note or a doctor's note. These notes are to be turned in to the box on Ms. Town's office door. These notes may also be emailed to melissa.town@rcstn.net.

In the event of an absence, your student will need to ask or email their teachers for any make-up work.

2025-2026 District Attendance Expectations

Unexcused tardies to school or class and unexcused early dismissals

5 tardies – Contact parents

10 tardies- 1 day ISS, request parent meeting

15 tardies- 2-day ISS

20 tardies- 3-day ISS no participation in

athletic/extracurricular activities

Tardies will not reset during the school year.

Coaches/Club Advisors/Band and Choir Directors will have standards for practice/game attendance. These standards shall be explained annually at the parent meeting before the season starts.

Students must be at school and counted present for that day to participate in extracurricular activities and athletic contest/practice that afternoon/evening/weekend. Students must be at school for at least half the school day to be counted present. Principal discretion for documented emergencies or absence.

Any student who has OSS cannot practice/participate in athletic practice/contest and/or extracurricular activities that Afternoon/evening/weekend.

10 or more unexcused absences in the school year- loss of dance privileges

15 or more unexcused absences in the school year, removal from team/club roster

Students in grades K-8 will be allowed up to 5 days total absences (with a parent note) and must have doctor's notes for all other absences after those 5.

Principal discretion for documented emergencies or absence.

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.

Outcomes

Students with great attendance will have the opportunity to have raffles, recognition, parties, certificates, and field trips.

Students and parents not meeting expectations will receive the following:

1. Three-day warning letter
2. Five-day truancy letter
3. Seven-day parental meeting
4. Ten-day truancy packet will be filed with Juvenile Court

Tardies/Early Dismissals

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.

Cafeteria

Breakfast and lunch will be **FREE** for the 2025-2026 school year. Students can purchase extra food items, but they must have cash or money in their lunch account to do this. You can register your student and add money to their account using the following link. <https://linqconnect.com/main>

Due to confidentiality and safety issues, we do not allow visitors to our cafeteria.

Discipline

Greenbrier Middle School will follow the policies and procedures set forth in the RCS student handbook. [Student Handbook](#)

Outside Food and Drink

No outside food or drink is allowed. Students may bring items for lunch that can only be consumed in the cafeteria during their lunch time. No energy drinks will be allowed at any time during the school day. If a student violates this policy and brings something in, they will be asked to throw it away.

Hallway Procedures

Any time a student is in the hall during class time, they must have a hall pass and permission from a teacher.

Restroom Procedures

Students will not be allowed to use the restroom during class transitions. Classroom teachers will have a scheduled restroom break to take their students throughout the school day.

GMS Discipline Flow

Classroom Managed Behaviors

***Reset every 9 weeks**

- 3 CM in a 9 weeks = 1 day of R-ISS
- Next accumulation of 3 CM in a 9 weeks = 2 days of R-ISS
- Next accumulation of 3 CM in a 9 weeks = 3 days of R-ISS
- Next accumulation of 3 CM in a 9 weeks = 1 day of OSS

Office Managed Behaviors

- OM referrals receive AT LEAST a full day of R-ISS
 - Level 2 Behaviors START at 1 day R-ISS, growing to 2 days R-ISS, 3 days R-ISS, 1 day OSS
 - Level 3 Behaviors START at 1 day OSS, growing to 2 days OSS, 3 days OSS
- *Level 2 and 3 Behaviors DO NOT reset**
***See the RCS Handbook for Behavior Level Information**

Trading or selling goods

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

Hands-Off Policy

A violation of the hands-off policy does not necessarily have to be in anger or frustration. Violations of the hands-off policy include but are not limited to pushing, shoving, hugging, kissing, wrestling, grabbing, slapping, poking, kicking, holding hands, touching, and pinching.

Bullying

If a student feels they are a victim of bullying or are aware of a bullying situation, they should make a report with our assistant principal, Cassie Wright. If parents need to make a report, please contact the school or email Mrs. Wright at cassie.wright@rcstn.net.

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 cell phone holder of the teacher's choice in each classroom upon entry by the student.

Parents are asked to please refrain from texting your children during the school day or during an emergency. 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.

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 will result in confiscation of the device and other disciplinary actions.

1st offense—Confiscation of device; 3 days or 10 dollar fine

2nd offense—Confiscation of device; 5 school days or 20 dollar fine

3rd offense—Confiscation of device; 10 school days or 30 dollar fine

4th offense—Confiscation of device; end of semester or 40 dollar fine.

Subsequent offenses will be treated under 4th offense guidance and may result in more serious discipline.

When phones are confiscated, they are brought to the front office. For safety reasons, we do not keep devices overnight. The student will come to the office between 2:30-2:45 to collect the device. The student will return the device back to the office each morning before school begins for the duration of days.

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

Dress Code

1. No head coverings, except for religious head coverings and coverings for medical reasons
2. No bare midriff, revealing necklines
3. No shorts, or jeans or jeans with holes more than three and one-half (3.5) inches above the fold of the knee
4. No tube, tank, see through tops
5. No sagging pants
6. No attire promoting alcohol, tobacco, or drugs
7. No dusters or trench coats
8. No clothing containing advertising for objectionable causes or offensive language
9. No gang related clothing
10. Shoes/sandals must be worn at all times (tied/fastened)

11. No outer clothing which resembles lounge wear, pajamas, or underwear
12. No spikes, chains, piercing, or other items that cause a safety concern.

**** 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 use to register their student for school and access their student's grades. All communications about grades should be made directly with the teacher of the subject.

September 5th – Progress Reports

October 24th – Report Cards

November 14th – Progress Reports

January 9th – Report Cards

February 6th – Progress Reports

March 27th – Report Cards

April 24th – Progress Reports

May 22nd – Report Cards

Grading

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

Athletics

Representing Greenbrier Middle School as an athlete is both an honor and a privilege. All GMS athletes are expected to uphold the highest standards of behavior, sportsmanship, and academic performance. Participation on any GMS team is contingent upon maintaining these standards, both on and off the field.

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. Students may not be dropped off for an athletic event if the guardian is not planning to stay with the student.

Student-Athlete Behavior & Academic Policy

Behavioral Expectations

- **DHA Placement:**
 - Results in a 4.5-week probationary period upon return to GMS
 - Any violation during probation = automatic removal from the team roster
- **Behavioral Incidents:**
 - 3 cumulative incidents (ISS and/or OSS) = removal from the team roster
- **Suspensions:**
 - OSS (Out-of-School Suspension) = 2-game suspension of games outside of the OSS window
 - ISS (In-School Suspension) = 1-game suspension
- **Sportsmanship Violations:**
 - Technical fouls, red cards, unsportsmanlike conduct, etc. = 1st offense-meeting with coach and admin 2nd and future offenses -1 game suspension
- **Rejoining After Removal:**
 - If removed from a sport, the next season begins with a probationary period 4.5 weeks
 - Any violation during probation = automatic removal from the team roster

Academic Eligibility

- **Student Grades:**
 - Grades will be checked every Monday or the first day of the school week if we are not in school on Monday.

- **Failing Grades:**
 - Any F in any subject – 1st occurrence – Conference with coach, teacher, and administrator 2nd and future occurrences - ineligible to play until the grade is raised to a D or higher.

Textbooks/Library Books

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.

Laptop Computers

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. If you choose not to purchase the protection plan, you will pay the prices listed below for any damages.

Repair Costs by Component:

- Keyboard: \$50
- USB-C Charging Port / Motherboard: \$100
- Screen: \$75
- Bezel: \$25
- LCD Plate: \$50
- Hinges: \$25
- Base Plate: \$50
- Trackpad: \$35
- USB Ports: \$25

Visiting the School

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.

Medicine

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 or to keep them on their person.

Communication

GMS sends out a parent email each week. Please make sure we have a current email in PowerSchool.

To receive texts from GMS, text YES to 67587.

Social Media @ GMS

Facebook – Greenbrier Middle

School <https://www.facebook.com/share/1YNLkufLD2/?mibextid=wwXIfr>

X (formerly Twitter) - Greenbrier Middle School – Home of the Bobcats
@GBMiddleBobcats

Instagram - greenbriermiddlebobcats

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.