

Greenbrier Middle School

Student Handbook

2019-2020

GREENBRIER MIDDLE SCHOOL PURPOSE STATEMENT

Providing academic opportunities that engage every student in the process of becoming 21st century leaders.

Parents and students please read the Student Handbook and Code of Conduct carefully so that you are aware of the expectations and policies.

We will do all we can to ensure a premier educational experience that meets the needs of every student here at Greenbrier Middle School. Of course, it takes a village and a team to make this happen, and I am counting on each and every one of you to keep us on the track of excellence. I wish all of our families a wonderful school year and look forward to helping our students reach their full academic potential. Keep on backing the PACK!!

Chip Fulmer, Principal

G.O.A.L: "Grab Opportunity And LEARN"

I. ARRIVAL AND DEPARTURE PROCEDURES

In order to provide proper supervision of students, the school building will not be open to students before 7:00 a.m., and STUDENTS SHOULD NOT BE DROPPED OFF BEFORE 7:00 a.m. We also request that parents of car riders pick up their children promptly at dismissal, which is 2:35 p.m. Students should not re-enter the building after dismissal unless they participate in school-sponsored activities. All CAR RIDERS should be picked up by 3:00 pm. We have two lines for afternoon pick-up; one is located in the teacher parking lot and one directly in front of the school.

- Parents picking up students in the teacher parking lot, please meet your children at the end of the sidewalk. (Crossing between cars is unsafe for students.) Please enter the parking lot nearest to the athletic field, and exit there, as well.
- When picking up students in front of the school, please pull your car into the curve portion of the driveway (past the flagpole). Pulling forward allows

Greenbrier Middle School

Student Handbook

2019-2020

more students to meet their parents simultaneously.

- Please do not leave your car unattended in car-rider lines as this impedes traffic flow.
- It is unsafe for students to walk through the parking lot to meet parents in parked cars. For parents that choose to park, please meet your children at the front entrance and escort them through the parking lot to your cars.
- Walkers should stay on the sidewalk and are not permitted to walk through parking lots without a parent.
- All car riders should report to the front of the building; waiting for rides at the Pavilion is PROHIBITED.

II. MEDICAL APPOINTMENTS AND EARLY CHECK OUT

When it becomes necessary to schedule medical appointments, we request that every effort be made to schedule doctor or dental visits after 2:35 to avoid checking students out before dismissal. For recurring appointments, such as orthodontic visits, please vary the times to avoid multiple absences out of the same class. We make every effort to maximize instructional time, as well as to minimize classroom interruptions. Your help with this endeavor is greatly appreciated.

Parents are asked to present a doctor's excuse the next day of attendance if the child left early for a medical or dental appointment. EARLY CHECK-OUTS are discouraged and will be monitored. Every effort should be made to keep your student in school from 7:30 – 2:35 each day. Early check-outs should be limited to medical appointments. After the third early check-out, parents will be advised of the policy and the number of early checkouts the student has accrued. A meeting with the GMS administration will be scheduled if early check-outs continue after the first parent letter is sent home. If your student is checked out multiple times, the student's schedule may be changed to avoid missing the same classes repeatedly. A referral to the school social worker will be made for excessive early checkout-outs.

All students must sign out in the front office before leaving campus. Students who are to leave school early with someone other than their

Greenbrier Middle School

Student Handbook

2019-2020

parent/guardian must have a written note from the parent/guardian stating with whom they are allowed to leave. All notes will be verified by the office staff. All persons must have a picture ID when they pick up a student. Parents are asked to respect instructional time when picking their child up from school early. Students who leave campus without permission may be suspended. Students not counted present for the day may not participate in extracurricular activities or sports.

III. TARDY POLICY

The TARDY BELL rings at 7:30am. Any student arriving late to school must sign in at the front office and obtain an admittance slip. Students arriving by the school bus are not considered tardy if the bus is running late.

- Students are dismissed from the gym at 7:20 and the school begins at 7:30 a.m. with the bell– Students are expected to be in their homeroom class and seated when the bell rings.

- **Arrival after 7:30 - Tardy**

An Excused Tardy must have a doctor or dentist's note or appointment slip indicating the reason for the tardy. ALL other tardiness is considered UNEXCUSED. Unexcused tardiness to school or to class will receive the following:

- 1st & 2nd - Tardy - verbal warning (no action)
- 3rd Tardy – written warning (requires parent signature)
- 4th Tardy – One day of school detention will be assigned to the student
- 5th Tardy – Two days of school detention will be assigned to the student
- 6th Tardy – Referred to school administration. Students are expected to report to class promptly. Ample time is provided for class changes. All missed work must be made up, excused or unexcused. The Tardy Policy is per semester. At the beginning of each semester your child's record of tardiness will be started over for the new semester, in other words, your child will be given a "clean slate" at the beginning of the semester.

IV. MAKE UP WORK

It is the student's responsibility to ask the teacher for any missed assignments upon return from an absence. If student is absent for several

Greenbrier Middle School

Student Handbook

2019-2020

days, a parent should email the student's teachers and request assignments. Allow 24 hours for teachers to get assignments ready. The assignments can then be picked up from the office.

V. TEXTBOOKS

Students are reminded that they are responsible for their textbooks. Books are the property of the Columbia County Board of Education and must be accounted for at the end of the school year. Students should always check their books when issued and report any damages to the teacher in order to avoid being fined for book damages. Students should write their names in the designated location on the inside front cover. Books should be covered at all times! Students will be charged for any books they were issued if the book is lost, stolen, or missing or damaged. Band instruments, library books, calculators, athletic uniforms and other school property should be considered as a loan for the period they are used. In the event of loss or abuse of instruments, equipment or property, restitution will be determined by the amount it costs for replacement or repair. When personally owned or rented instruments or equipment are brought to school, the school cannot assume responsibility for loss or damage. That responsibility remains with the student and parents. * Please note that school policy states that students will not receive grades for their courses until all school books and materials are returned and fines are paid.

VII. MEDICATION

When possible, student medications should be administered by a parent or guardian at home. If a student is required to take medication during school hours, school personnel will administer all medication. **All prescription and non-prescription medicine must be turned in to the office immediately upon a student's arrival at school.** All medication transported on the bus must remain inside a book bag, purse, or clothing pocket. All medication must be in its original bottle and labeled properly. Altered labels will not be accepted. The physician must make any change in dosage of prescription medication. Also, a "Request to Administer Medicine" form must be filled out and on file in the office before any

Greenbrier Middle School

Student Handbook

2019-2020

medicine can be administered. School personnel are not permitted to provide any type of pain relievers to students.

VII. ACCIDENTS ON CAMPUS

In the event of a serious accident when there is an injury, students should report any injury to the supervising teacher immediately. The student's parent will be notified immediately. For security and emergency situations, it is very important that the attendance office has updated contact numbers on file at all times. Every effort will be made to render emergency treatment until the parent arrives. However, the school will not be responsible for subsequent treatment.

VIII. TELEPHONE USE

Students will not be allowed to use the telephone located in the front office, unless doing so in case of an emergency and absolutely necessary. Please make sure your student is prepared for school each day and brings supplies, lunch or lunch money, homework, and sports equipment. Calling home to ask parents to bring forgotten items or to make after school plans are not emergencies. When necessary, students must have a pass from a teacher in order to use the phone. Calling and/or texting on personal cell phones during the school day is NOT permitted without a teacher's permission.

IX. CELL PHONES ON CAMPUS

We embrace the use of electronic devices when used as tools that support the instructional process, however, understand the many distractions this can lead to when used without authorization from faculty/staff. Be reminded that choosing to have your cell phone OUT, ON or IN USE and visible by staff member during class time and in the hallways is not permitted and could lead to disciplinary actions. Students are also not allowed to wear headphone or earbuds during the school day.

X. VISITORS

Visitors (other than parents OR adult family members) are not permitted to attend classes with students. Visitors are not permitted on the campus to

Greenbrier Middle School

Student Handbook

2019-2020

talk with students during the break or going to and from lunch. Any person that has a valid reason for being on the campus must come to the main office to sign in and request a visitor's pass that must be worn at all times.

XI. HALL PASSES

Students must have a written pass or signed planner EVERY TIME they LEAVE the classroom. Students are responsible for requesting permission for a pass from their teacher when leaving an assigned area.

XII. LOST AND FOUND Articles of clothing and other personal items found in and around the school should be turned in to the main office. You may claim lost property by identifying the item. Please write your name on all jackets and coats. This will allow us to return items when they are turned into lost and found. Students are discouraged from bringing expensive clothing, jewelry, electronics, etc. to school. The school is not responsible for lost items.

XIII. WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to officially withdraw from Greenbrier Middle School, the following steps are to be taken:

1. Report to the Guidance office and pick up a withdrawal sheet.
2. Take the withdrawal form to each of your subject area teachers.
3. Take the sheet to the librarian for clearance.
4. Any student that plans to withdraw officially must return all textbooks, library books, material, equipment borrowed and pay any monies owed for lost or damaged textbooks, library books or charged fees for lunches.
5. Students who withdraw must bring a note from their parents/guardians BEFORE the above checkout procedures can begin.

XIV. CAFETERIA

Meal Prices: Student lunch = \$2.85 Adult lunch = \$3.75 Reduced meal = .40
Free lunch = Parents must fill out an application online for free/reduced lunch. Students may add money to their lunch account any morning and are encouraged to do so weekly OR parents may pay online at

Greenbrier Middle School

Student Handbook

2019-2020

EZSCHOOLPAY.COM If a student forgets their lunch money, they may charge their lunch for a limited period but no more than 10 lunches. The last day the cafeteria will accept checks and allow charges, will be the first Friday following spring break. ONLY CASH will be accepted after that time. CCBOE Cafeteria Policy states: Parents will be notified in writing and/or by phone from the school when their child or children have charged five (5) meals. Parents are expected to make immediate payment on the account to assure a positive balance so the child may continue to participate in the school meal program. Parents will be notified in writing and/or by phone from the school when their child or children have charged 10 meals. The child will be denied meal privileges until the account is paid in full and a balance is established to allow the child to purchase meals. Failure of parents to provide a meal or money for a meal can result in referral to The Department of Family and Children's Services for neglect of parental responsibility.

XV. LOCKERS & BOOK BAGS

Secure lockers are furnished for the student's convenience. No student may exchange lockers with another student or move to an empty locker without the permission of a teacher. Students should keep their possessions either locked in their assigned locker or under their supervision at all times. Students are advised not to bring valuable or sentimental items to school. If they do so, it is at their own risk. Greenbrier Middle School will not be responsible for the loss of personal belongings. Each student is responsible for the contents of his/her locker. Lockers are school property; therefore, the administration and staff of the school have the right to open a student's locker with or without the student's permission if there is reasonable suspicion to warrant such action. Book bags and drawstring/gym bags may be brought to school; however, for safety purposes, **they may not be taken to classrooms.** Book bags and gym bags should be stored in lockers until the end of the day.

XVI. GUIDANCE & COUNSELING

The guidance counselors are available to students to help them develop

Greenbrier Middle School

Student Handbook

2019-2020

their educational, social, vocational and personal strengths and become responsible and productive citizens. Intervention may be provided through: large group guidance in the classroom focusing on the general needs, interests, concerns, and behaviors of all students; small group guidance, which would be two or more students working with a counselor discussing a specific area of concern to develop relationships, solve problems, and work toward goals. Parental permission for participation is required. Individual counseling consists of personal and private interaction between a counselor and a student in which they work together on a personal or academic concern. Parents will be notified if the concern affects the safety of the students or others. A parent has the right to elect, by signing a waiver form that his /her child not participates in guidance and counseling activities.

XVII. LEARNING COMMONS

The learning commons is the heart of the school and an extension of every classroom. While the major function of our learning commons is to support the curriculum, we also seek to provide students and staff with materials to enrich their lives: recreational reading, hobbies, and information to satisfy personal interests. We further seek to establish the "library habit" in our students so they will feel comfortable in using the learning commons as an educational resource that will be available to them for the rest of their lives. For effective operation of the learning commons, the following rules must be observed:

- Books are checked out by the borrower at the circulation desk. The student must provide his/her ID number.
- Books may be kept out for a period of two weeks and renewed if necessary, provided another student has not requested the material.
- Reference books and current periodicals must remain in the media center.
- Overdue items are charged fines of 5 cents per school day.
- If you lose a book, report it immediately. Sometimes total cost of the lost book must be repaid.
- During class time students must have a hall pass from their teacher.

Greenbrier Middle School

Student Handbook

2019-2020

- Damage to library books beyond normal wear, as well as all lost books, will be paid by the student.
- Students with overdue book(s) or unpaid fines will not be allowed to check out additional books until the overdue charges are cleared.
- We discourage the borrower from checking out materials for others as the borrower is responsible and the other student may not feel obligated to return the material.
- Excessive noise, talking, chewing gum or eating will not be allowed.

XVIII. GRADING SYSTEM

Report cards are issued at the conclusion of each grading period. Progress Reports are given to every student at the middle of the grading period. Additionally, grades are available online through the Parent Portal system. Please see the media specialist for access information for Parent Portal. Grading Scale: A = 90 – 100 B = 80 - 89 C = 73 – 79 D = 70 -72 F = Below 70

Academic honesty is highly valued at Greenbrier Middle School. Plagiarism or cheating on any assignment (class work, homework, tests, etc.) WILL RESULT IN DISCIPLINARY ACTION and parents will be notified.

Honor Roll recognition is made each nine weeks for all students who make all A's and B's on their report cards. At the end of the year, an Honors Day ceremony will be held and only students who have an overall average of 89.5 or above will be recognized.

XIX. PARENT CONFERENCES AND NOTIFICATIONS

Parents are advised to contact the front office to schedule a conference with teachers as needed.

Students are responsible for delivering all school notices to their parents. IF parents do not receive a school notice from their GMS student, they are still responsible for all information therein. It is the student's responsibility to see that their parents receive ALL school notices and reports.

Greenbrier Middle School

Student Handbook

2019-2020

XX. PROMOTION POLICY

Students must maintain a 70 or better average in 5 of 7 subjects for the year. This requirement includes passing their career connections courses. Students failing to make a satisfactory grade in 5 subjects for the year will not be promoted to the next grade level.

XXI. DISCIPLINE

One of the most important lessons in education is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person. Therefore, no pupil will interfere with the educational opportunities of fellow classmates. The administration and faculty will enforce rules that are necessary for the efficient operation of the school. Violation of school policies in the Code of Conduct by students shall jeopardize their right to attend Greenbrier Middle School. All efforts will be made to help a student who has a discipline problem before any serious disciplinary action is taken. Students, who create a discipline problem before or after the school day, including problems on the school bus, will be subject to the same corrective action as those who misbehave in the classroom. When it becomes necessary to suspend or expel a student, he/she is suspended or expelled from all school functions, either through attendance or participation until the day following the suspension.

DETENTION The administration and faculty are committed to order, discipline, and proper student behavior in order to insure a positive learning environment. As a means of achieving this, Greenbrier Middle School provides a Detention Program, which is held from 2:40 -- 3:10, Tuesday through Thursday. Students will be informed about the infractions which will result in a detention or ISS. Students will be assigned detention only after the parents have been notified by telephone.

Schoolwide Discipline Plan per Quarter:

Greenbrier Middle School

Student Handbook

2019-2020

Step 1: Warning

Step 2: Parent Contact

Step 3. After-school Detention

Step 4: Office referral

XXII. PERSONAL PROPERTY / VALUABLES

Valuable merchandise/property and other electronic devices should not be brought to school. Large payments of any type should be paid by check or online. The school is not responsible for lost or stolen items.

XXIII. ANNOUNCEMENTS & NOTICES

In an effort to make the school day run smoothly, intercom announcements are made twice daily; once in the morning and then again in the afternoon. The morning announcements are reserved for school activities; the afternoon announcements are for student information such as transportation changes, calls to the front office etc. Students should pay attention when they hear an overhead announcement. Students are responsible for delivering all school notices to their parents. If parents do not receive a school notice intended for them, they are still responsible for the information therein. It is the student's responsibility to see that parents receive all school notices and reports. Visit the school web site at ccboe.net for school calendar, teacher web pages, etc.

XXIII. STATEMENT ON AUTHORITY OF PRINCIPAL

The principal is the designated leader of the school and, with the staff, is responsible for the orderly operation of the school. In case of discipline violations not covered in this handbook, the principal may impose corrective measures which he or she believes to be in the best interest of the student involved and the school.

XXIV. DRESS CODE FOR STUDENTS

GMS students are expected to dress for success which means wearing

Greenbrier Middle School

Student Handbook

2019-2020

appropriate clothing suitable for school. Compliance with the Board of Education Dress Code policy (see below) is expected of all GMS students. IF a student violates the dress code, the first offense will result in a verbal warning, parent phone call and a change of clothing. The second violation will result in a parent phone and assignment of detention to the student. Subsequent violations of the dress code will result in administrative assigned ISS or OSS as stated in the CCBOE Code of Conduct handbook.

XXV. SCHOOL BUSES

The school bus is considered an extension of the classroom. Students who ride buses must abide by the bus rules as specified by the Department of Transportation. Each student riding the bus on a daily basis will be given a copy of the bus rules, these rules are stated in the Columbia County Code of Conduct Handbook which is given to every student at Open House. Students should be at the bus stop in the mornings at least 5 minutes before the bus arrives. Drivers will not wait on students. Students may only bring objects that can be held on their laps onto the bus. Alternate arrangements will have to be made to transport any band instruments larger than a trombone. In the afternoons, buses pick up students from Greenbrier Middle School then continue on to the high school to complete the loading process. **Greenbrier Middle School students may not get on or off the bus at the high school. Failure to abide by this rule may result in disciplinary action.**

A student who wishes to ride home on a bus that he/she does not normally ride must bring a note from his or her parent. This note should be brought to the front office upon arrival to school. It will be signed by an administrator and returned to the student before dismissal. **Students who do not have a note will not be allowed to board the bus.** If the student will be riding a different bus for an extended time, approval from the Department of Transportation will be necessary. The appropriate form can be obtained from the front office. School transportation is furnished by the Columbia County Board of Education to all eligible pupils. The following rules are published for the safety, health and welfare of all children who ride school buses.

XXVI. WOLFPACK ATHLETICS

Greenbrier Middle School offers a wide array of sports for students. These include football, JV and Varsity Softball, tennis, basketball, track, soccer,

Greenbrier Middle School

Student Handbook

2019-2020

JV and Varsity Baseball, golf and cheerleading. Students may not tryout or participate in two or more of the above sports at the same time due to overlapping practice and game schedules. Due to the competitiveness of our sports teams, it is not fair to allow any student to miss practices or games due to participating in another sport. Club participation or participation for classroom requirements (ex: band, chorus, etc.) does not constitute dual participation. Students must participate in tryouts in order to play on a team. Also, students that try out and make a team will not be allowed to quit that team to participate in another sport. Students that quit a sport must sit out for the remainder of that sport's season before attempting to participate on another team.

SPORTS ELIGIBILITY Students participating in sports must pass 5 out of 7 subjects in the semester preceding participation. Summer school is an extension of the second semester. Students must be on track for grade promotion according to local policies. Retention of students for athletic purposes is prohibited. All participants must have a physical examination by a medical doctor and completed insurance forms on file prior to participating in any practice or tryout. These physicals are valid for one calendar year. Forms are available on the school website.

IMPORTANT NOTE At the beginning of the school year, each student will be given a newly revised middle school code of conduct that will specify the various suspend able acts and the corresponding punishment. It may vary from the information contained in this handbook. Each student and his/her parent or guardian will sign acknowledging receipt of the code of conduct. If, for any reason, you have a question concerning the code of conduct please call the school and speak to an administrator. Lack of knowledge concerning the code of conduct will not be an acceptable excuse once the school year begins. It is the student's responsibility to know the behavioral expectations and abide by them at all times.

NONDISCRIMINATION NOTICE The Columbia County Board of Education does not discriminate on the basis of sex, age, race, handicap, religion or national origin in the educational programs and the activities or admissions to facilities operated by the Columbia County School System, or in the employment practices of the Columbia County Board of Education. State law prohibits discrimination based on gender in athletic

Greenbrier Middle School
Student Handbook
2019-2020

programs of local school systems (Equity in Sports, O.C.G.A. 20-2-315). Students are hereby notified that the Columbia County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Sandra Carraway, Deputy Superintendent. The office phone number is 706-541-0650. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.