



**BEREA
MIDDLE
SCHOOL**

**STUDENT HANDBOOK
2020-2021**

**151 Berea Middle School Road
Greenville, South Carolina 29617
(864) 355 – 1700**

***Building Relationships
Shaping Leaders***

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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PRINCIPAL'S MESSAGE

Dear Students and Parents,

It is with great enthusiasm that I welcome you to the 2020-2021 school year. My hope is that this is going to be a great year. I believe that every student in our building will have the opportunity to be successful if they try their very best. I would like to personally thank our parents for sending us your children so that we can prepare them for college, careers and beyond. Our teachers are ready to engage them with meaningful lessons and life skills so your child can be ready to take on the world in a global society. I would like for all of our students to be excited about the learning that will take place at your school. My goal is to make Berea Middle School a place that every student will proud of and be excited to attend. My door is ALWAYS open and I look forward to getting to know all of you. Let's have a GREAT start of the school year!

Sincerely,

*Mr. Corey O. Collington
Principal*

2020-2021 Berea Middle School Administrative Team

Principal- Mr. Corey Collington

6th Grade Assistant Principal- Mr. Steven Sokohl

7th Grade Assistant Principal- Mrs. Melissa Dacus

8th Grade Assistant Principal- Ms. Brittany McCants

School Counseling Team

6th Grade- Mr. Todd Long

7th Grade- Ms. Katherine Christie

8th Grade- Ms. Monique Manuel

Career Development Facilitator/School Counselor- Mr. Tyler Branche

Guidance Clerk- Pam Garcia

BEREA MIDDLE SCHOOL

BMS Motto: Building Relationships, Shaping Leaders

2020-2021 School Theme: Together We Stand, Together We Can

PURPOSE

The purpose of Berea Middle School is to produce responsible citizens by meeting the needs of middle school students through quality education in a safe environment.

SCHOOL POLICIES AND PROCEDURES

All rules in this agenda are supplements to Greenville County School District policies and rules, and they must be followed. All of these policies and procedures are enforced during a traditional school schedule. Policies and procedures can be

STUDENT AGENDA

This planner is provided to help students organize their work, and help parents and teachers sustain on-going dialogue.

All students are encouraged to maintain a current agenda.

- ✓ Students should write assignments and also track grades and test scores in the agenda.
- ✓ Parents should review the agenda nightly and check for homework and completed assignments and/or notes from teachers.
- ✓ Parents can respond to teacher notes; write a note to a teacher, or use the agenda to request a conference.
- ✓ The student's agenda has study tips and provides organizational skills for teens.
- ✓ Students are responsible for maintaining a current agenda to ensure frequent and vital two way communication between teachers and parents.

ATTENDANCE

ARRIVAL TIME

The school day for Berea Middle School students is 8:30 A.M. to 3:15 P.M. Students should not arrive at school before 7:30, at which time supervision will be provided. Seventh and eighth grade students are to

report to the cafeteria, and sixth grade students will report to the classroom. Students go to homeroom at 8:15 and are expected to be in their first class before 8:30 A.M. Students arriving at 8:30 are tardy and will need to bring a parent with them.

LATE ARRIVAL/TARDINESS TO SCHOOL

All students who arrive in the building at or *after 8:30 A.M.* should report immediately to the attendance office for a tardy pass. Bus riders will have three minutes to get to their first class, after sufficient time to eat breakfast. Car riders will receive an "excused" or an "unexcused" tardy pass.

*Unexcused tardiness will result in disciplinary actions after the 5th offense. Excessive tardiness may result in suspension.

^^Bell schedules are subject to change

TO CLASS

Students are allowed three minutes for class change.

DISTRICT GUIDELINES

Greenville County Schools has adopted uniform rules to assure that students attend school regularly. Students are counted present only when they are actually in school, on homebound instruction, or are attending an activity authorized by the school principal.

The school year consists of 180 school days. To receive credit, students must attend at least eighty-five of each ninety-day semester course and at least 170 days of each 180-day year course and meet all minimum

DISTRICT GUIDELINES

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The school year consists of 180 school days. To receive credit, students must attend at least eighty-five of each ninety-day semester course and at least 170 days of each 180-day year course and meet all minimum requirements for each course. Accrued student absences may not exceed ten days during the school year. Any absence in excess of ten may cause the student to lose credit for the year. Attendance is taken each class period. Late arrivals and tardiness may cause students to lose credit in missed classes.

State law requires students to attend school a minimum of 170 days. Although the first ten absences may be lawful or unlawful, all absence beginning with the eleventh absence must be lawful and will be excused only if they fall within the following guidelines:

LAWFUL ABSENCES

A student

- has a personal illness that is verified by a **statement from a physician within two days of the student's returning to school.** Absences for CHRONIC or EXTENDED illness will be approved only if by a physician's statement. This includes doctors' appointments.

- has a serious illness or death of an immediate family member that is verified by a statement from the parent within two days of the student's returning to school.
- is absent for religious holidays that are **approved in advance**. Such requests must be made in writing to the principal.
- is absent for extreme hardships that are approved by the principal.

UNLAWFUL ABSENCES

Any student's absence which does not meet the conditions for a lawful absence, with or without the knowledge of the parent, shall be counted as unlawful and will not be excused.

•

EARLY DISMISSALS

NO EARLY DISMISSALS AFTER 2:30 PM

TRANSFERS OR WITHDRAWALS

If a student moves out of the Berea Middle School attendance zone, the student is to notify the attendance clerk. The student's parent or legal guardian **MUST** come to the school so that the proper paperwork to withdraw the student can be processed.

Records will not be released and forwarded until all money owed is paid and the proper checkout procedure has been completed.

VISITORS ON CAMPUS

No visiting student(s) will be allowed in classes. All who wish to visit the school for any reason must sign in at the office. Parents and all other visitors must report to the main office and get a visitor's pass.

The principal is authorized to take appropriate action against non-students who invade the building, grounds, or other school property. Such action will include the right to call police authorities and swear out warrants.

ACADEMICS

Academic instruction is the primary purpose of Berea Middle School. For students to live up to their academic potential, all students are expected to do the following:

- Be at school each day
- Be on time for each class
- Bring proper school supplies to each class including your Chromebook
- Work to the best of their ability
- Participate in class discussions
- Complete homework daily, and turn in on time
- Prepare adequately for tests.

HOMEWORK

Homework is assigned to students on a regular basis to supplement and strengthen the student's regular class work. Homework is a part of a student's grade, and the student is responsible for completing it. Parents of a student who is ill and will be absent from the school may request assignments by contacting the teacher. Students should write all homework assignments in their agendas. Parents are also encouraged to check your child's teachers' websites and Backpack. These websites will be updated on a weekly basis.

FINAL EXAMS

End-of-year exams in all subject areas may be given to students at the teachers' discretion. When exams are scheduled, the only excuses for absences that will be accepted are personal illness documented by a doctor's note and/or death in the immediate family. **We will not accept excuses for early vacations.**

GRADE REPORTS

PROGRESS REPORTS

Progress reports are sent home in the middle of each report card period for all students. Parents are encouraged to check Parent Backpack for the most up to date grades. In order to have access, you need to make sure that have signed up and provided the

REPORT CARDS

Report cards are sent to parents at the end of each nine-week period. Students are to carry the report card home in an envelope and return the signed envelope to the homeroom teacher. Parents are encouraged to schedule a conference with the teachers if there is a concern.

GRADING SYSTEM

The Grading Scale for Grades 2-8 for the 2020 - 2021 School Year is as follows:

A=100-90

B= 89-80

C= 79-70

D= 69-60

F= 59-50

PROMOTION AND RETENTION

All middle school students must pass all required academic subjects during either the regular term or summer school in order to be promoted to the next grade. The required academic subjects are language arts, math, science, and social studies.

TEXTBOOKS

Each teacher has a class set of textbooks for students' use. Selected textbooks are accessible online. Students must handle and use the textbooks with care and must pay for lost or damaged textbooks. A student who is responsible for a damaged textbook may elect to pay the cost of the textbook and gain ownership of the textbook.

STUDENT BEHAVIOR AND DISCIPLINE

Discipline policies included in this publication are based on information at the time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools' parent newsletter, which will be mailed in early August. These are also posted on the Greenville County Schools' Website:

www.greenville.k12.sc.us

Respectful, Appropriate, & Prepared

Students are expected to be **Respectful, Appropriate, and Prepared** in the classrooms, media center, cafeteria, and hallways, on the bus to and from school, and on all Greenville County School District property. They should dress appropriately. The following guidelines have been established and consequences will be assigned to students who do not comply.

Level I (Disorderly Conduct) is defined as any activity in which a student engages that impedes orderly classroom procedures or instructional activities, orderly operation of the school. The frequency or seriousness of such actions will also be considered with regard to disruptions to individual classrooms or the school. Consequences depend upon the severity of the offense. Parents will be notified of consequence for each offense beyond a verbal correction or conference with the student.

1st Level I Offense:

- Provide student with verbal correction or other established cue to adjust behavior.
- It is important to be clear to the student what they did wrong and how that behavior is not accepted in your classroom.
- If the behavior continues, assign Teacher detention.

2nd and 3rd Level I Offense:

- Assign a Teacher Detention and contact parents. Create contact log in IMS.
- Teacher supervising students in Teacher Detention will provide the list of students that served Teacher Detention that day and for which teacher.
- Student should never be assigned 2 consecutive days of Teacher Detention by any one teacher.
- In the event a student is assigned Teacher Detention for two teachers on the same day, that student will serve two consecutive days of Teacher Detention.
- If a student does not show-up for a Teacher Detention without a valid excuse, the teacher should complete a referral in IMS and submit it to the appropriate administrator, indicating that student failed to serve Teacher Detention. The referral should be coded "Detention Violation-005" and contact logs must be attached indicating the previous consequences assigned and documenting parent contacts.
- Teachers will be responsible for checking the Teacher Detention attendance list each day.

4th or more Level I Offense:

- Create a referral in IMS and submit to the appropriate administrator. Include the dates of the assigned teacher detentions. No referral for Level I offenses will be accepted by an administrator if

the above steps have not been completed and documented in IMS. Parent contact for this infraction and contact outcome must be documented in IMS prior to submitting a Level I referral.

- Student will be assigned a Principal Detention for the 4th infraction and will be served on the date indicated on the referral.
- Any additional offenses will result in the assignment of In-School Suspension or Out-of-School Suspension on the dates indicated on the referral.
- Administrative Student Removals for Level I Offenses:
- When a student continues with inappropriate behavior after a verbal correction and subsequent teacher level consequences, the teacher should request that the student be removed from class by administration.

Level I Behaviors (Disruptive Conduct)

The following is a list of some typical Level I behaviors. Obviously, there are other Level I behaviors that you may encounter throughout the year.

- Talking in class
- Not following classroom procedures
- Leaving/cutting class
- Not following teacher procedures
- Disrupting instruction
- Detention violation
- Inappropriate language to and/or around other students
- Out of area
- ID violation

Level II Behaviors (Disruptive Conduct)

Level II Behaviors (Disruptive Conduct) is defined as those activities engaged in by students which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Consequence depends on the severity of the offense. Teachers should submit a referral to the appropriate administrator for the first offense of any Level II behavior. Acts of disruptive conduct may include all, but are not limited to, the following violations:

- Possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look alike" drugs, and drug paraphernalia, including rolling papers
- Misuse of District technology resources
- Gambling on school property
- Rude, discourteous, or disrespectful behavior directed towards a teacher, school official, or staff member
- Harassment, intimidation, or bullying
- Distribution, sale, and/or possession of materials disruptive to the educational process or materials not approved by the Principal

- Public display of affection and/or inappropriate verbal or physical conduct of a sexual nature
- Horseplay in the classroom or in the hallway/lunch areas
- Unlawful assembly
- Abusive language directed to staff member, to include profane language
- Threats (Including inciting or instigating a fight)
- Gang related activities (flashing signs, writings, verbal slang, paraphernalia, etc.)
- Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials.
- Stealing
- Verbal Confrontation
- Inappropriate behavior resulting in removal from class by a Principal
- Deliberate refusal to obey school personnel or agents whose responsibilities include supervision of students
- Fighting (Fighting is defined as any physical contact in an aggressive manner)

Level III Behaviors (Criminal Conduct)

Level III Behaviors (Criminal Conduct) is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board. Teachers should notify administrators immediately for any Level III Behaviors. Consequence depends on the severity of the offense. Acts of criminal conduct may include all, but are not limited to, the following violations:

- Bomb threat
- Disturbing school
- Sexual offenses
- Arson
- Assault and battery
- Theft and/or possession of stolen property
- Possession, use, or transfer of "look alike" weapons
- Manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance
- Threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- Possession, use, or transfer of weapons (a weapon is defined as a firearm, a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles, incendiary or explosive device, or any other type of device or object which may be used to inflict bodily injury or death)
- Ganging. A "gang" shall consist of two or more persons acting together with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang

Dress Code: What you NEED to know

At Berea Middle School, the personal appearance of our students is very important. We want to create a school environment that is free from distractions and where everyone practices mutual respect and students and teachers can focus on teaching and learning.

All students are to follow our dress code while at school, on school property, and when representing the school during off-campus activities. Our dress code has been designed so that a student's clothing does not disrupt student work or school order, distract students from their work, or violate the health and safety guidelines. Students who violate the dress code policy should expect to receive a referral with escalating consequences for repeat offenses.

It is the family's responsibility to resolve the dress code violation.

Consequences for dress code violations begin with a single warning, and escalate to detentions and even suspensions.

**Remember that families are expected to correct the dress code issue before the student may attend class.*

Dress Code for 2020-2021

SHIRTS: All shirts must be of a SOLID color. Students can wear any color collared shirt. **All collared shirts can be either polo-style or a dress shirt.** Students may also elect to wear "Berea" logo t-shirts in lieu of a collared shirt, in any color of their choice. In addition to local retail stores, "Berea" logo t-shirts may be purchased in our school store and come in a variety of colors. All shirts must have sleeves. Undershirts and other undergarments can be in any color. All shirts must cover all skin at the midriff, especially when sitting or raising hands.

PANTS & SHORTS: Students may wear khaki or cargo style pants or shorts. They can be of any color. Blue Jeans are not allowed. Pants must fit and be worn at the hip. Pants may not expose underwear. Shorts must be within three inches from the top of the knee or longer.

SKIRTS & JUMPERS: Skirts and jumpers may also be worn. These must also be within three inches from the top of the knee or longer.

COATS / JACKETS / HOODIES: Hoodies and/or jackets that are worn inside the building must be solid colored. Logos or lettering cannot be visible on the hoodie with the exception of Berea logos/print.

SHOES: Shoes must be worn at all times. Flip-flops, slides, and bedroom shoes are not permitted.

***On special dress up days, the principal will announce the day's specific dress code guidelines.**

***Students who come to school outside of the uniform guidelines will be given consequences that can include the following (not in any particular order):**

- **Change of clothing as dictated from administrator**

- Removal from class/ISSOSS
- Parent Conference

DRESS CODE (Continued)

It is expected that the personal grooming and the clothes worn by the students of Berea Middle will reflect good taste, good judgment, and cleanliness. While no attempt is made to dictate fashion for individuals, the administration reserves the right to determine when the overall appearance of individual students is inappropriate.

- Coats, blankets, and book bags are to be stored in lockers. Only mesh or flexible drawstring bags are allowed in classrooms. Teachers and administrators may use discretion within the respective grade levels.
- Shoes must be worn at all times. Flip-flops, slides and bedroom slippers are not acceptable.
- Halter-tops, tank tops, and *off the shoulder tops* are not allowed. Shoulder straps must be at least three fingers wide on all tops.
- See-through or body revealing garments must not be worn.
- All shorts, skirts, skirts, and dresses should be no shorter than three inches above the knee. **This includes clothes with leggings, jeggings, or like garments underneath.**
- Cut-off pants or biker shorts are not allowed.
- No studded belts, bracelets, or chains.
- Hats, bandanas, headbands, and sunglasses are not allowed.
- **Boxer shorts, underwear, cleavage, and midriffs must not be visible. This includes gym shorts, under shorts, or pants. All tops must meet bottoms.**
- **Pants or shorts must not hang below the waistline or sag with a belt visible at all times.**
- **Jeans worn on special days only. When permitted to wear, jeans must not have holes.** Jeans must not have threads visible. Bare skin and underwear must not be visible.
- Profane or vulgar language will not be displayed. Questionable or offensive designs, weapons, tobacco, drug advertisements, and alcohol are not allowed on any part of clothing.
- Body paint and/or glitter are not acceptable.
- Body piercing jewelry is not allowed except for earrings.

NOTE: The grade level administrator will be contacted if there is an issue with dress code. Students will be required to call their parents to bring a change of clothes. The administration reserves the right to judge the appropriateness of any apparel worn to school and will make the final decision regarding attire.

GYM UNIFORMS

Students taking physical education classes are required to change clothes and wear tennis or basketball shoes. Students may buy gym uniforms through the P.E. Department. Dark gym shorts and light color shirts are permitted.

IDENTIFICATION CARDS

Berea Middle School ID Badge Policy

- Students are required to wear ID badges on lanyards around their necks whenever they are on campus, on field trips, or school functions, including the summer program.
- ID badges are not to be defaced and nothing should be hung on the lanyard except ID and house key. Picture should be clear and visible at all times.
- ID badges are used to buy a school lunch, check out textbooks, check out library books, and overall school safety and accountability in the event of a school emergency. They must not be defaced.

- Students without an ID badge will go through the same disciplinary procedures as failure/refusal to obey. Students will also be required to wear and return a temporary id. This is for identification purposes in the event of a school emergency.
- Students who lose or deface their ID Badges must pay \$5 to replace their badge. Students who do not have ID's or who have temporary ID's will be required to eat lunch away from the group but with adult supervision. ID's will be made DURING HOMEROOM ONLY.

NON-ESSENTIAL ITEMS

The following items are not allowed on the school's campus and will be confiscated.

- | | |
|------------------------------|----------------------------|
| • Cameras | • Flowers |
| • Game Cards | • Talk or Voice Activators |
| • Role Playing Cards | • Pagers |
| • Hand Held Electronic Games | • Laser Pointers |
| • Stuffed Toys | • Mouth Grilles |
| • Balloons | • Skateboards |

VALUABLES

The school does not assume any responsibility for lost or stolen articles. Bring only enough money for each day. Students should report an item that is stolen to a teacher or administrator immediately.

BEHAVIORS

Berea Middle School requires the best effort and cooperation of all students. Each student will be expected to do the following:

- Show respect to teachers and others in authority.
- Behave in a responsible manner.
- Display good manners with every individual in the school.
- Complete the work assigned to the best of his/her ability.
- Gum and candy are not allowed during school hours.
- The restrooms are for your use and convenience. Loitering in the restrooms will result in disciplinary action.
- **Profane, vulgar, or obscene language and behavior will not be tolerated.** Obscene literature is not permitted on the school premises.
- Cheating and copying of work belonging to another student are violations of school rules as well as personal ethics. The lender and borrower will receive a zero on work and possible disciplinary action.
- *Show pride in being a student of Berea Middle School.*

HALL PROCEDURES

Students are permitted to be in the halls under the following circumstances:

- Arrival to school
- Moving to next class (2 minutes)
- With a signed pass from a teacher
- At dismissal time with written permission from the teacher on a regular hall pass.

When students are moving in the halls, please:

- Walk to the right at a steady pace.
- Keep moving without standing to “visit”.
- Talk at a reasonable volume.

Loud noises, shouting, pushing, or horseplay causes problems for other students and teachers. Students who exhibit this behavior will be held responsible.

Students may use the restroom or water fountain during class change as long as they are not tardy to class.

STUDENT DETENTION

Students with disciplinary problems may be assigned to after school detention. Parents will always receive at least one day's notice so transportation home for the student can be provided. Failure to report to assigned detention for a teacher may result in a referral to the administrator for further disciplinary action.

Cell Phone Policy

Students who choose to bring cell phones to school must keep them out of view during the school day.. During school hours while on school grounds, no student may use, or have turned on, a cell phone without the prior permission of the principal.

Neither the school nor the district will be responsible for any lost, stolen, or damaged cell phone brought onto school property. A student in possession of a cell phone is in violation of this policy, and will be referred to the school's administration.

We will no longer confiscate student phones; instead, if a student is using their cell phone at an inappropriate time (i.e. not for instructional purposes or before or after school hours), a teacher should direct the student to put the phone away. See the discipline matrix above for appropriate consequences for cell phone violations.

STUDENT SUSPENSION/EXPULSION

The Board of Greenville County Schools expects students “to conduct themselves in an orderly, courteous, dignified, and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. The Board believes self-discipline is an interpersonal goal of public education.”

Rules regarding student conduct are in effect during the following times and in the following places:

- On school grounds during, and immediately before or after school hours
- On school grounds at any other time when the school is being used by a school group
- Off school grounds at a school activity, function or event
- In route to and from school or a school activity on a school bus or other designated school vehicle
- At any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County School District

WEAPONS, DRUGS, OR ALCOHOL

Students who are found to possess a weapon, alcoholic beverages, and/or illegal drugs or drug paraphernalia either on their persons, in their lockers, or hidden in their possession will be recommended for expulsion according to the Board Policy of Greenville County Schools.

This rule also applies to those students who may have passed their items to other students. This rule also applies while students are on the school bus.

The police or school resource officer will be notified when a law has been broken.

USE OF TOBACCO

The Board of Trustees of the School District of Greenville County forbids the use of any tobacco products (cigarettes, snuff, chewing tobacco, etc.) by students or adults on school grounds. Appropriate actions will be taken against persons who violate this policy.

Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

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

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

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

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

TRANSPORTATION

BICYCLES

All bicycles should be parked in the bike rack on the side of the school. Bicycles should be locked with chains and locks. Students will not be permitted to loiter around the bicycles.

BUS RIDERS

Parents may check the status of a late bus at the District's web page. Students who ride the bus in the afternoon are expected to adhere to the following rules:

- Students will remain in their classrooms until their bus is called.
- Running, pushing, and shoving will not be tolerated.
- Bus loading will be orderly and safe.

BUS REGULATIONS

Students must follow the bus rules to assure the safety of everyone.

- Follow directions of the driver
- Stay in your seat
- Keep arms, legs, and objects to yourself
- No cursing, obscene gestures, or loud talking
- No pushing, shoving, or fighting at any time
- No eating, drinking, or smoking

Consequences of not following bus regulations may include:

- Warning – parental support requested.
 - Suspension from any school bus and/or school for a specified number of days.
 - Suspension from school bus transportation for the remainder of the school year.

SEVERE INAPPROPRIATE BUS BEHAVIORS

- **Fighting:** First offense is suspension from bus services up to ten days and parent conference.

- **Use of tobacco products, e-cigarettes, or vaping devices** – First offense is 2 weeks bus suspension and parent conference. This could include suspension from school.

Bus referrals to the school will be recorded on a school bus referral form signed by the Bus Driver, Manager of Bus Center and the appropriate school administrator.

RIDING DIFFERENT OR UNASSIGNED BUS:

Permission to ride an alternative bus can only be given in **extreme cases**. This must be obtained through the Bus Office or School Office prior to the end of the school day.

CAR RIDERS (See traffic patterns)

Students who ride in cars in the afternoon are expected to adhere to the following rules:

- Students are to remain in the front of the school until they leave campus.
- ***For a child's safety, parents are asked to pick up students in the carpool line.***
- Parents are to pick up students by 3:45. Supervision is not provided after that time. Chronic failure to pick up students by that time will result in referrals to the proper authorities to resolve the problem.
- Students are to cross traffic patterns only at designated points.
- Arrangements for transportation are to be made before coming to school.
- Students who walk home from school are to leave the school grounds immediately upon dismissal.

STUDENT SERVICES

COUNSELING SERVICES

The mission of the Berea Middle School Counseling Department is to provide high quality, comprehensive school counseling services to all students in collaboration with home and the community. School counseling services include, but are not limited to, classroom guidance, small group, individual, and crisis counseling. Anyone who would like a copy of our weekly counseling calendar can request one by calling the School Counseling Office at (864) 355-1711, or by stopping by to speak with the School Counselors.

CHANGE OF ADDRESS

If students move during the summer or during the school year, they should report changes of address and telephone number to the guidance clerk or homeroom teacher and to the nurse. Accurate addresses and phone numbers are needed in case of emergencies and for daily school operations.

CAFETERIA

Breakfast is served daily from 7:30 - 8:15 A.M. Car riders should arrive by 8:15 in order to eat breakfast. Late arriving bus students may eat as soon as bus arrival.

Berea Middle is Universal Breakfast and Lunch school. Because Berea Middle is a Universal Breakfast and Lunch School, students are provided a breakfast and a lunch without cost to the student. All students have an account with the lunchroom. Students may put money into their accounts every morning before homeroom to purchase extras from the cafeteria.

It is expected that students treat the cafeteria staff with the same respect given teachers. Students should feel responsible for keeping the lunchroom clean. No food or drinks are to be carried from the cafeteria.

HEALTH ROOM

Students should notify their teacher if they are ill or injured. The teacher will then issue a pass to go to the health room. Students may not go to the health room during class change. Students who abuse health room privileges will not be allowed to go except for emergencies.

A parent must bring **ALL** medication to the health room when it is necessary for a student to take medication while at school. The medication should be labeled with student's name and directions for taking it. Prescription medication must be accompanied by the District form signed by a doctor. Parents must pick up the medications at the end of the year.

LOCKERS

Berea Middle School is a "locker-less" school. Students will keep their belongings in their book bag. If there is a need for a locker, written documentation must be sent to the grade level administrator by August 31, 2020.

LOST AND FOUND

Any article found on the school grounds should be taken to the office. Students may claim lost items by identifying them in the cafeteria. Gym clothes should be turned in to the gym teachers. All lost and found items not claimed at the end of the year will be discarded.

MEDIA CENTER

The Media Center is open daily to students from 8:15 A.M. to 3:30 P.M. Students must have a pass to enter the Media Center. Students may not check out materials for another student. Materials are the responsibility of the student who checked them out. Books and materials must be returned by the stamped due date in the front cover of the book. Lost/damaged items must be paid for or students will not be able to participate in Field Day. Students will get overdue notices in homerooms. Students may check their account by logging into the Destiny catalog system at home or school.

COMPUTER USAGE

The School District of Greenville County provides computer, network, email, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student.

"Acceptable use" of these systems is that it is consistent with the instructional goals of the District. If you break "acceptable use" rules, students may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of the school administration.

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The District does not supervise individual email accounts. A Parent Portal is available that permits the supervision of your child's email account.

Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web based programs teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement.

Treat computer equipment with care and respect.

- Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of law officials.
- Any written test, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only.
- Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system.
- Do not bypass or attempt to bypass any of the District's security or content filtering safeguards.
- School computers are not for commercial use.
- Follow copyright laws at all times. See District copyright policies for more information. If you have questions about the legality of using materials you find online, ask your teacher or media specialist for guidance.
- Keep your password secret. You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- All online communications must be polite and not threatening or offensive in any way. All students in grades 3-12 are issued email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Please contact the school if you do not want your child to have access to the Internet and email.

SCHOOL INSURANCE

Insurance will be offered to students for school-time protection and for twenty-four hour protection. Students are reminded to keep their receipts for the premiums paid to the school. Hospitals and doctors might need these forms.

The insurance for students becomes effective when a receipt is issued for the premium. The attending doctor or hospital must make claims for insurance. Forms for claims can be obtained from the health room attendant. These forms are to be taken by the parents to the doctor and/or hospital. School-time protection applies only when the student is in school or traveling uninterrupted to and from school.

TELEPHONES

The telephone in the school office is for school business. Students will not be permitted to use it except in the case of an emergency.

SCHOOL EVENTS AND ORGANIZATIONS

PARENT-TEACHER ASSOCIATION

The BMS Parent-Teacher Association (PTA) is composed of parents and teachers who are actively interested in promoting a better understanding between the home, school, and community. The goals of Berea Middle School will be attained with the cooperation of all parents, teachers, and students.

PTA FUNDRAISING

The PTA sponsors several fundraising projects during the school year. Students are not allowed to go door-to-door of unfamiliar residents or to solicit at business establishments, public streets and shopping centers in the name of Berea Middle School.

SCHOOL DANCES

The PTA holds several school-sponsored dances throughout the year. Only Berea Middle students may attend these dances. Students must be picked up immediately after the dance in order to attend future dances.

SCHOOL FIELD TRIPS

Students must properly complete and return a permission slip to attend off-campus school-sponsored activities. Students are under the District's code of discipline when on school-sponsored trips. Students are responsible for work missed during field trips.

SPORTS

Academic Eligibility Rules for All Sports at Berea Middle School

Seventh and eighth grade students have the opportunity to participate in interscholastic athletics. A student who participates in any sport must conform to the eligibility requirements of the Berea Middle School sports program. Students are encouraged to participate and exhibit good sportsmanship. Parents are expected to honor the school rules and coach's decisions. Students who return to school for practice are to be dropped off at car holding, not bus holding.

Students must meet all South Carolina High School League rules:

1. Student must have been academically promoted to the current grade.
2. Student must have passed all core subjects and have a passing average overall for first semester eligibility.
3. For second semester eligibility, students must have passed all core subjects at the end of the 1st semester and have an overall passing average.

Students must also meet Berea Middle School requirements:

1. Student must not have received any F's the quarter or semester prior to playing the sport for which he/she wishes to be eligible.
2. Student must not be a discipline problem or have been suspended.
3. Student must not make any F's while playing a sport.
4. Student must not have excessive absences.

Student Speakers at School-Sponsored Activities

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

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression

is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

CONCLUSION

The key to a good school lies in the pride we have in our school and the degree to which each of us accepts personal responsibility for the welfare of the school as a whole.

No list of rules and regulations can replace school spirit. The procedures that have been outlined are simply reminders about things which a good citizen would probably do. It is firmly believed that the majority of us do what is right without any threat of punishment.

Students are warned of the consequences and the seriousness of behavior that may cause harm to students, the school, faculty, and school morale.

Traffic Pattern Explanation

In a continuing effort to ensure the safety of our students, the following pick-up and drop-off procedures will be strictly enforced during the school year. Only students who are eligible to be walkers, those living in GEO codes within 1.5 miles of the school, will be permitted to walk off campus. If a student does not have their ID card, they will not be allowed to leave the campus as a walker until 3:45 PM. All cars picking up or dropping off students must use the car loop. There will be double stacking of cars for a quicker passage through the car loop. Student pick up from the car loop is strongly encouraged to ensure continuous adult supervision and safety for all students. Although the traffic is fairly heavy for the first few days of school, it generally subsides after a few days. We appreciate your cooperation as we do all that we can to keep our students safe as they come and go from Berea Middle School.



Berea Middle School

8 th Grade		6 th Grade	
Homeroom/OnTrack	Homeroom/OnTrack	Homeroom/OnTrack	8:30 – 9:10
1 st Period	9:15-10:05	1 st Period (RA)	9:15 – 10:08
2 nd Period	10:08-10:58	2 nd Period (RA)	10:08-10:58
3 rd Period	11:01-11:56	3 rd Period/Lunch	11:01-12:27
4 th Period/Lunch	11:59-1:27	4 th Period	12:30 – 1:25
5 th Period (RA)	1:30-2:20	5 th Period	1:30 – 2:20
6 th Period (RA)	2:23-3:15	6 th Period	2:23 – 3:15
Dismissal	3:15-3:20	Dismissal	3:15 – 3:20
7 th Grade		Related Arts	
Homeroom/OnTrack	8:30 – 9:10	Planning	8:15 – 9:10
1 st Period	9:13 – 10:08	1 st Period (6 th)	9:15 – 10:05
2 nd Period	10:11 – 11:06	2 nd Period (6 th)	10:08 – 10:58
3 rd Period (RA)	11:11 – 12:01	3 rd Period(7 th)	11:11 – 12:01
4 th Period (RA)	12:04 – 12:54	4 th Period (7 th)	12:04 – 12:54
5 th Period/Lunch	12:59 – 2:17	Planning	12:55 – 1:29
6 th Period	2:20 – 3:15	5 th Period (8 th)	1:30 – 2:20
Dismissal	3:15 – 3:20	6 th Period (8 th)	2:23 – 3:15

Please return to your homeroom teacher.

I have read and understand the policies, procedures, and consequences for Berea Middle School.

Parent

Signature _____ Date _____

Student Signature _____

Date _____