



# Bryson Middle School

## STUDENT HANDBOOK

### 2022-2023

Caroline Bohnenberger, Principal  
Travis Cash, 6<sup>th</sup> Grade Administrator  
Kerry Highsmith, 7<sup>th</sup> Grade Administrator  
Tiffany McElveen, 8<sup>th</sup> Grade Administrator

**Inspiring Excellence!**

**This agenda belongs to:**

**Name** \_\_\_\_\_ **SAIL Teacher:** \_\_\_\_\_

**Bus #:** \_\_\_\_\_



Bryson Middle School Family,

Welcome to the 2022-2023 school year! Bryson is a great place to be, and we are happy that you are here with us! We are excited to begin the 2022-2023 school year. It seems as though we will be able to return to a “normal” school year this year. However, we know things can change in a moment. While students will have a printed copy of our handbook, we will provide an online copy which will be updated throughout the school year if there are any necessary changes due to the wellness and safety of our students and staff.

Students and Parents, please take time to read through this handbook with your family to ensure you are prepared for success here at Bryson Middle School. Teachers and administrators will also be reviewing highlights from the handbook during the first week of school; however, it is very important for all stakeholders to be aware of what is located inside the handbook as well. Once you have completed reading the handbook, we ask that parents complete an electronic form to denote they have read and reviewed the handbook with their child and know where to locate the most updated version of our handbook. (Please see the QR Code at the bottom of this letter or use this [LINK](#) to complete the form.)

Please note, Greenville County Schools has provided a general handbook for all students and parents to go along with our school handbook. While the GCS handbook provides general policies, procedures, directions, etc... our Bryson handbook provides Bryson policies and procedures which align with GCS but are school specific. Please ensure you take a moment to review our GCS District Handbook as items have been removed from ours due to them being located in the GCS handbook. You may find the handbook on our website or a printed copy can be found in our front office.

Communication is key in creating a successful learning environment, and we try to communicate with you using various methods such as social media, school telephone messenger, Parent/Student BackPack, email, and our website. There is always something going on here at Bryson Middle School, and we want to encourage all students to get involved with our school and stay connected. Please reach out to any of our staff members for support. We look forward to working with you this upcoming school year and beyond!

Sincerely,

Caroline McCuen-Bohnenberger, Principal



# I. ACADEMICS

## Bell Schedule:

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
8:30-8:55 1st-SAIL	8:30-8:55 1st-SAIL	8:30-8:55 1st-SAIL
8:58-9:56 2nd	8:58-9:56 2nd	8:58-9:43 2nd/Related Arts
9:59-10:58 3rd	9:59-10:58 3rd	9:46-10:31 3rd/Related Arts
11:01-11:59 4th	11:00-11:36 Lunch*	10:34-11:33 4th
12:00-12:37 Lunch*	11:40-12:25 4th/Related Arts	11:36-12:34 5th
12:40-1:38 5th	12:28-1:13 5th/Related Arts	12:37-1:14 Lunch*
1:42-2:27 6th/Related Arts	1:17-2:14 6th	1:16-2:13 6th
2:30-3:15 7th/Related Arts	2:17-3:15 7th	2:16-3:15 7th

\*Lunch times may vary slightly depending on your student's team.

## BACKPACK for students and parents:

A backpack for parents account provides parents, guardians, or contacts with a central place to sign in to do the following:

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

- Manage parent and contact information for your students

Please stop by the front office at Bryson Middle School to sign-up today! You may utilize the link below for more information:

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>

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

Students will receive numeric grades for all subjects using the grading scale below:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below
GFA: Grading Floor Applied= 50/F	
NHI: Not Handed In= 50/F	

**Progress Reports:** Progress reports will no longer be stored and printed. Please refer to the Parent Backpack for the most updated version of your student's grades.

**Report Cards** will be sent to parents at the end of each nine week period.

Report Card Dates: Oct.20, Jan. 19, March 30, and June-Mailed/Parent BackPack.

**Promotion and Retention:** Students who do not pass all required academic subjects (English/Language Arts, Math, Science and Social Studies) or who miss more than ten unexcused days of school, may be required to take one or two courses in summer school to meet promotion requirements or retake the class the following school year.

**Homework:** When homework is given, assignments shall reflect the following guidelines: Homework shall include one or more of the three generally recognized types of homework:

- Practice: reinforces newly acquired skills taught in class
- Preparation: helps students prepare for upcoming lessons, activities, or tests
- Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework and daily assignments will be posted on teacher's websites and/or Google Classroom for access by both students and parents.

**Make-up Work:** When a student is absent, school policy allows five days after returning to school to complete make-up work. Students are responsible for contacting each teacher for missed work. The request should be made immediately upon returning to school. A parent may request make-up work for extended absences. Make-up work may be accessed online, provided via email or picked up in the front office after making arrangements with school staff.

**Late Work Policy:** Students are expected to follow classroom rules and complete assignments during the allotted class period. Any student off-task and not completing classroom assignments will receive a disciplinary infraction. However, if a student misplaces an assignment or needs to hand in any work after the assigned due date, then they will need to adhere to the following late work policy.

- Students are encouraged to use time before school, after school and during SAIL to complete assignments to avoid late work. If a student is absent on the date an assignment is assigned, the student will have 5 days without penalty to make up the assignment.

**Retake/Redo Policy:** Bryson Middle School strives to provide students with a rigorous academic curriculum, balanced with multiple modes and opportunities to demonstrate their learning. We understand the unique development and needs of our middle school learners and believe that true learning often takes place at different paces according to individual pathways of readiness. We believe that learning from mistakes is an integral part of developing a lifelong growth mindset, and this process promotes student reflection and ownership of their learning. These beliefs, aligned with

district assessment guidelines, provide the rationale for the following policy on late work and retakes:

**Policy Guidelines:**

- Students may turn in late work or be allowed to retake at least one major assessment without penalty within the first seven weeks of the quarter. Grade changes for late work or retakes submitted after this deadline may not reflect on the report card average until the following reporting period.
- Students/parents must submit their request for a redo/retake within one school week of the graded assessment being returned.
- When a student retakes a major assessment, the original grade will be overwritten and the most recent grade recorded. The original grade will be noted as a comment in the gradebook.
- There is no point penalty for late work or retaking an assessment.
- A student will receive an NHI (Not Handed In) in the grade book when he or she does not turn in an assessment.
- A student with one or more NHIs may be denied certain privileges or held accountable for the assignment(s) until the work has been completed and returned to the teacher.
- The teacher will determine any remediation or other requirements necessary for the student to complete prior to retaking a major assessment. This will be documented on the Redo/Retake Form.
- In addition to remediation/requirements, clearance of NHIs on minor assessments leading up to the major assessment may be required before the retake is allowed.
- Retakes will cover the same standards but may not be the original assessment/assignment. Alternative assignments may be required at the teacher's discretion since some assignments may not be replicated.
- Students may not request a redo/retake on work handed in late.

- Test corrections of incorrect answers may be allowed in place of a full retake, as deemed appropriate by the teacher. Test corrections may result in partial credit returned.
- A copy of the Retake/Redo form will be located in the teacher's classroom.

**Health/Wellness:** Students in grades 6th, 7th & 8th participate in Physical Education for at least a semester each year. Students learn to develop and maintain a healthy level of fitness, find personal enjoyment in life-long physical activity, and interact positively with others in sports and activities.

Please visit the link below for more information regarding health incorporated into Physical Education classes.

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

**Cheating or Plagiarism:**

The School District of Greenville County expects students to maintain integrity in all school work and refrain from any action that would bring dishonor to them or their school. Copying the work of others and submitting it as one's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the internet is included in this offense.

**Consequences:**

- Parent notification is required.
- The student will be counseled by the teacher or other school personnel.
- Student may be required to repeat the assignment.
- Additional disciplinary actions may be applied.

**Protocol for testing:**

- Both of the student's hands are to be visible at all times during the exam/testing.
- Students are not to communicate with anyone verbally or non-verbally during the exam/testing period.

- If a student needs something from their pocket, purse or backpack, then they must first obtain permission from the teacher or proctor.
- The student may not leave their seat or the room without permission from the teacher or proctor.
- Only the items required for the exam/testing should be visible on the desk.
- When the student has finished the exam/test, the classroom teacher will provide next steps.

Failure to comply with the above protocol may result in disciplinary action.

**Chromebooks:** Each student will be issued a Chromebook provided by Greenville County Schools. The Chromebooks are permitted to go home with students for educational use. However, students will be responsible for maintaining the Chromebook's good condition and returning it at the end of the school year. Students will also be responsible for ensuring their Chromebook is charged for school each day.

Misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, In-School Suspensions, and Out-of-School Suspensions as well as loss of Chromebook privileges. Examples of conduct warranting disciplinary action include, but are not limited to, the following:

- Downloading unapproved apps without receiving permission.
- Leaving Chromebook unattended.
- Removal of student ID from Chromebook case.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook, case, charger, etc.
- Modifying Chromebook settings in any way on your own Chromebook or another student's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under your personal Google account
- Leaving Chromebook at home.
- Loaning of student device to other students inside and outside of school.

- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

Chromebook Technology Fee: (There will be no technology fee for the 2022-2023 school year.) However, parents and students must complete a Use Agreement Form before the student receives a Chromebook.

One accidental damage or one screen repair per school year is covered by repair warranty. Any additional repairs per year are not covered. Students will be required to pay for additional damages. A new Chromebook will not be issued unless the charge of the repair or the full price of the Chromebook is paid. Please note accidental damage also does not cover the replacement for a lost or missing Chromebook or Chromebook charger.

Please see the link below for further information regarding Personalized Learning in GCS.

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=personalized>

**Textbooks:** Due to the use of Chromebooks, very few textbooks, if any, will be distributed to students. Students who receive textbooks need to be aware that lost or damaged books (beyond normal wear and tear) will be the responsibility of the student and replacement will be expected. Price is subject to change annually based on specific book titles and years in publication. The school will refund students for found textbooks provided students have the receipt.

## II. ATHLETICS

Students in the seventh and eighth grades must meet the following requirements to participate in Middle School sports. (Sixth graders may not participate in sports.)

1. Students must be passing all courses.
2. Athletes must follow the same guidelines that School Club Members follow as well as the guidelines below. Please see School Club Guidelines in the student behavior section for more information.
3. If a student is suspended due to behavior, they may not participate in any practice, games, or contests during the duration of

their suspension. The participants may return to participation in any activity only after being readmitted to school and attending school for one day. Offenses that lead to OSS may also warrant punishment under this code of conduct for extracurricular activities.

4. Students must meet all criteria set by Greenville County Schools and the South Carolina High School League.
5. Students may not participate in middle school sports if he/she becomes 15 before July 1.
6. Students must have a current physical form on file dated on or after April 1, 2022.
7. Students must pay all required athletic fees.
8. Students must have transportation to and from practices.
9. Students must be in attendance at least one-half of the instructional day to play in a game or attend practice unless a doctor's note is presented.

Students may bring athletic equipment to school for sports such as lacrosse, basketball, soccer, softball, and baseball. Students are not to bring or carry any sort of sports balls (basketball, soccer, etc...) in school or on school grounds. Athletes will be able to request a locker to store their sporting equipment during the school day.

Please visit [GCSD's athletic webpage](#) to retrieve more detailed information

<https://www.greenville.k12.sc.us/athletics/Upload/Uploads/coeofconduct.pdf>

## III. ATTENDANCE

### Arriving Late to School

- All students arriving in the building after 8:30 A.M. should report to the front office for a tardy pass.
- Bus riders will receive a "Late Bus" pass and will have five minutes from the time on the pass to get to their first class.
- Car riders will receive an "unexcused" or "excused" tardy pass. Unexcused tardies may result in disciplinary actions.



## Attendance

- In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17<sup>th</sup> birthday. If a child is not six (6) years of age on or before the first day of September in a particular school year, parents/guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.
- In accordance with the South Carolina Compulsory School Attendance Law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of the school day.
- Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a healthcare professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

## Lawful Absences

- A. Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- B. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- C. Absences due to a recognized holiday of the student's faith when approved in advance. Such

requests must be made to the principal in writing.

D. Absences for students whose parents/guardians are experiencing a military deployment, specifically when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or guardian relative to such leave or deployment of the parent or legal guardian.

E. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be pre-arranged when possible.

## Unlawful Absences

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

## Approval of Absences in Excess of Ten (10) Days

The school year consists of 180 school days. Students are allowed ten (10) excused absences covered by a parent note each school year. After that point, the absences will only be excused provided that there is a medical excuse provided by a healthcare provider. If a medical excuse is not provided, the absence will be entered as an unexcused/unlawful absence. Please see the [SC Compulsory School Attendance Law](#) where the amount of unexcused/unlawful absences is monitored and therefore a student/parents could face legal action.

## Early Dismissals

The student who needs an early dismissal must bring a note written and signed by the parent or guardian to the main office before 1<sup>st</sup> period. The note must contain the following information: date, name of student to include first and last name, time of dismissal, reason for the dismissal, name of the person picking up the student, telephone number where the parent can be reached for

verification and signature of the parent. The parent or guardian will be required to come into the office to sign the early dismissal sheet. Identification will be necessary before the student is permitted to leave. No early dismissals are allowed after 2:45 P.M.

## IV. COVID-19 PROTOCOLS

Students and staff must follow the most updated version of COVID-19 protocols located on our webpage and on the district website as well. As the rules and protocols are ever changing, please go to our website for the most updated information.

All students must adhere to the COVID-19 protocols.

## V. DRESSCODE

Students will be expected to dress in an appropriate manner while on school property and while participating in school-related activities. We encourage our students to take pride in their personal appearance, such that it does not disrupt student work or school order, become distracting to others, or violate health and safety guidelines. Students must adhere to the uniform dress code set forth by the school principal while on campus during the school day. If attending a school function in the evening, students must comply with the dress code of Greenville County Schools.

### Bryson Middle's guidelines are as follows:

#### Shirts: ANY SOLID COLOR COLLARED SHIRT

- Shirts may have a small appropriate logo over the pocket area and be no larger than one square inch.
- All shirts must have a collar and sleeves.
- Shirts made of 100% Lycra or Spandex are not permitted.
- Shirts may not have stripes on the collar or on the sleeves.
- Turtlenecks and mock turtlenecks are permitted.
- Long or short-sleeved t-shirts or tank top camisoles in the same colors (solid color) are permitted, but they must be worn underneath the collared shirt.

- Only sweaters, sweater vests, sweatshirts, and light jackets that are of solid colors may be worn on top of the collared shirt. No other items may be worn over the collared shirt.
  - **Just a reminder:**
    - No cleavage showing.
    - Tight fitting shirts, shorts, or pants are not permitted.
    - See-through shirts showing undergarments are not permitted.

#### Pants, shorts, skirts, and dresses: NAVY BLUE, GRAY, BLACK OR KHAKI

- Denim of any color is not permitted (rivets normally indicate denim). NO BLACK JEANS.
- Pants/shorts with only a drawstring, sweatpants, or overalls, may not be worn.
- The length of skirts, shorts, skorts, dresses, and jumpers must be the length of an ID badge or less when measured from the top of the knee to the bottom of the fabric.
- Slits in the skirts, jumpers, or dresses must meet the same requirement as the actual length of the skirt as stated in the bullet above.
- All pants and shorts must be hemmed (No cut-offs allowed).
- Pant legs may not be tucked into socks or drag on the floor.
- A collared shirt must be worn under jumper dresses.
- Dresses must have a collar.
- Dresses made of 100% Lycra or Spandex are not allowed.
- Undergarments should not be visible.
- Tights or leggings cannot be worn without a dress code length skirt or dress over them. No "fishnet" type stockings are permitted. Leggings and tights must be solid dress code colors.
- Jogger style athletic pants and shorts are not allowed (pants/shorts made of athletic material with elastic waist and or elastic around the ankle).
- Pants, shorts and skirts must be worn with the waistline above the hips at all times. Pants/shorts cannot bag, sag, or drag.
- Oversized garments may not be worn.



- Any student sagging their pants will be required to put a belt on (provided by administration) for the school day.

### Outerwear:

- Coats may be worn to school but must be removed upon arrival at school.
- Sweaters and sweatshirts (no hoods) may be worn in class, but must be of solid colors and have no writing or stripes.
- Lightweight jackets/pullovers may be worn in class but must be a solid color.
- No denim jackets allowed.
- Outerwear items may not be excessively long, and may not have a hood or logo other than pocket logos.
- A dress code shirt collar must be visible under outer garments at all times. If wearing outerwear, then the student must unbutton or unzip the outerwear so that the collar is visible at all times.
- No hooded garments may be worn.
- Students may wear Bryson Middle sweatshirts but not t-shirts over a collared shirt. (No hoods)

### Shoes:

- Slides, flip-flops, shower shoes or bedroom shoes are not permitted.
- Shoes with heels over 2 1/2 inches may not be worn.
- The only extra pair of shoes brought to school should be those used for PE.
- Sandals may be worn if they have the strap in place at the heel. This includes Crocs. They must remain in "sport mode" while on school campus.
- Shoelaces must be tied at all times.
- Shoes with lights and/or wheels are not permitted.

### Jewelry and Accessories:

- Sweatbands or headbands worn around the forehead are not permitted. Headbands must be worn at the hairline or above the hairline.
- No hats of any kind, skullies, sunglasses, "do-rags," bandanas, scarves, or headbands created from a bandana may not be worn.
- Piercings that cause a disruption or are a safety concern may not be worn.

- Mouth pieces are not permitted.
- Spiked necklaces and/or bracelets are not permitted. This includes chokers, wristbands, dog leashes, chains, etc.
- Jelly bands/Silly Bandz are not permitted.
- Make-up that is disruptive to the educational setting is not permitted.
- Any hair décor (coloring, symbols, etc...) that is disruptive to the learning environment will be required to be removed and/or changed. Students will be assigned ISS/OSS until the disruption is removed.
- Mardi Gras style beads are not permitted.
- Earring studs must measure a diameter of no more than ¼ inches.
- Necklaces longer than 18 inches are not permitted (shouldn't hit beyond the sternum).
- Large hoop earrings are not permitted.
- Non-prescription contacts or glasses are not permitted.
- Sunglasses or masks covering the eyes or face may not be worn. This does not include a medical mask worn due to Covid.
- Scarves may be worn to school but must be removed upon entry into the building.
- Curlers, combs, and picks may not be worn in the hair.
- No large purses or fanny packs are allowed during the school day. A bookbag may be carried.
- Items that could be used as a weapon may not be worn or brought to school.

Students may not write on their arms, legs, or any visible part of their body with ink/paint, or cut themselves with blades to create a design. Also no visible stickers or appliques are allowed on the body. No visible tattoos.

**There will be certain dates throughout the school year where students will have the opportunity to wear Greenville County Dress code. On those dates, the following dress code applies:**

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District

to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the guidelines below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

\*At no time will hoodies or holes in jeans be allowed at Bryson Middle.

### **Physical Education Dress Code:**

Students will only dress out this school year for specific P.E. activities. This information will be provided to your son/daughter in advance to ensure they have time to bring in the P.E. clothing. Students will not be required to dress out daily, but will need appropriate tennis shoes

each day. When students do dress out, they will need to follow the PE dress code below:

- Students must wear black athletic shorts of at least mid-thigh length and a solid red t-shirt.
  - Shorts may NOT be tight or spandex
  - Sleeveless shirts
  - Tights or Yoga pants must have shorts over the top of them
- Tennis shoes or sneakers with socks are required in P.E. (No boots, CROCS, or open-toed shoes)
- No jewelry

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or request that the student be placed in ISS until a change of clothing is available or for the remainder of the school day.

**Book bags:** Students will be allowed to carry a bookbag throughout the school day. Bookbags must stay under desks/chairs so as to not create a safety hazard in the classroom. Students should not carry any other bags. Students who play sports may request a locker for their sporting equipment/bags.

### **Consequences for dress code violations:**

- First Offense: Documented Warning
- Second Offense: Referral to Grade Level Administrator
- Third Offense: Repeat offenders will be addressed by the administrative team and referred to ISS/OSS.

\*Along with the consequences above, students may be placed in ISS if they are out of dress code until Bryson Middle dress code clothing is brought to the student.

**ID Badges:** As part of our school district's continuing efforts to provide a safe learning environment, all middle school students and staff are required to wear Photo ID badges.

- Students must wear their ID badge whenever they are on campus, on field trips, or school functions. The photo side of the ID should be visible at all times.
- Students who do not have their ID badges visible when they arrive in the morning will be directed to enter through a specified door to receive a temporary or purchase a new badge.
- Students should make every effort to keep up with their ID badge and must wear it every day. Lost, stolen, or defaced ID badges must be replaced at a cost of \$5.00 (new lanyard included). Students are not allowed to wear any items on their ID badge other than a house key.
- Stickers, writing, or other defacing of the ID badge will not be permitted.
- An ID badge and lanyard will be provided to all students at the beginning of the school year. If students choose to wear a non-school lanyard, then it must have a break-away latch on it for safety purposes.
- Student ID badges will also be used to purchase lunch and check out media books as well as textbooks.
- During the first week of school, administrators will remind students if their ID is not properly displayed. After this orientation period, students not wearing their ID badge properly will be subject to disciplinary action such as lunch detention, ISS, OSS, etc.)
  - Proper wearing of an ID is defined as the student wearing their ID on a school approved breakaway lanyard, worn around the student's neck all day. The ID should not be removed (i.e. hanging out of the pocket).
  - Students who do not buy a new ID and have excessive infractions due to this will be provided a new ID and charged for the new ID badge.

**School Agenda:** All students are provided an agenda upon arrival at Bryson Middle School. Replacement cost is \$5.00. Students must carry their agendas with them to each class period as well as any time they leave the classroom (i.e. nurse, restroom, counselor).

**Consequences:**

- Any student who does not have their school badge, lanyard, Chromebook or school agenda by 8:30 a.m. will be assigned a consequence.

It is the student's responsibility to secure a temporary ID badge upon entering the building. Students who remove/lose the IDs or do not inform a staff member that they need one will be subject to a disciplinary infraction and will need to report to the front office to obtain another temporary ID. Temporary IDs must be worn on the upper left or right side of the shirt.

## VI. PROCEDURES

### **Arrival:**

School instruction begins each day at 8:30 a.m. and ends at 3:15 p.m. each day. The first bell rings at 8:20, second bell at 8:25, and tardy/late bell at 8:30 a.m. Students should be in class and ready to learn by 8:30.

There will be no supervision prior to 7:30 a.m. Students arriving prior to 7:30 a.m. will not be permitted into the building. From 7:30 to 7:45, students will sit in a designated area. Breakfast will be served at 7:45. Any student who is eating breakfast will follow breakfast procedures, while students who are not will report to their respective hallways. Once students have reported to their hallway, they are not permitted to leave. No student will be admitted to other parts of the building without a previously obtained pass from a teacher.

- **Bus Riders** are to enter the cafeteria doors if they are eating breakfast, or enter through the main hallway via the courtyard if they do not have an ID badge. No students should use the back breezeway whatsoever during arrival.
- **Car riders** in all grade levels should be dropped-off in the front traffic circle. Sixth grade students should be picked-up on the left side of the building, while seventh and eighth grade students should be picked up in the front traffic circle. No students are to be dropped-off or picked-up in the teacher/visitor parking lot located in the front of the school or in the bus circle. Students are to exit their vehicle on the curbside only.

- **Walkers** home and to Hillcrest must secure a form from the front office to be completed by a parent and approved by the principal. Students who walk to school should enter at the covered breezeway area at the front of the school. Walkers should never cross in front of car line vehicles while on school property.
- **Student-driven vehicles** are not permitted. No student at Bryson Middle may drive any motorized vehicle to school. Siblings who attend Hillcrest High school may not park their vehicles in Bryson Middle’s visitor or staff parking lot during the school day unless they are entering Bryson Middle School as a visitor.
- **Once in the building** students arriving between 7:30 and 7:45 should report to their designated area. Between 7:45 and 8:15, students should report to the cafeteria for breakfast or to their assigned morning location in the hallway. After 8:15, students should report directly to their SAIL Class unless they are eating breakfast. Breakfast ends at 8:15.

**Cafeteria:**

Students may prepay for lunches in the cafeteria on Monday mornings from 7:45 a.m. until 8:15 a.m. Students may pay cash or check (made payable to Bryson Middle School) daily. Students must present their ID badge to be scanned in order to purchase lunch.

**Please note, school breakfast will be provided to ALL GCS students for free. Students who qualify for free/reduced lunch will only need money to purchase items such as Papa John’s Pizza, Switch drinks, bottled water, juices, cookies, extra meals, etc.**

**Please visit:**

**<https://gcsfans.com/index.php?sid=0511081654589176&page=menus> for updated meal prices for students and adults.**

*“Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary schools and middle schools are allowed to charge meals on an emergency basis only. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your school cafeteria manager.”*

Outside food may not be delivered to students. Parents who wish to eat lunch with their child will be allowed to eat in a designated location.

Students must pay any outstanding debts before attending reward functions (i.e. dances, field day, spirit week events etc.).

**Breakfast Procedures:**

- Students may enter the cafeteria for breakfast at 7:45 a.m.
- Students must have IDs and will need to stand in the cafeteria line silently to ensure the line runs quickly and smoothly.
- All electronics and headsets must be put away before entering the cafeteria.
- Each grade level sits at a designated table.
- Students should fill in all seats on one side beginning with the first seat.
- If one side of the table fills up then the students begin sitting on the opposite side of the table.
- Once students are finished with their food, they need to pick up all trash, put it in the trash, drop off trays in the specified area and leave quietly.
- Students may talk softly to one another.
- Only late bus riders will be allowed to eat after 8:15 a.m.
- All food is to be eaten in the cafeteria. No food or drinks can be taken out of the cafeteria.

**Lunch Procedures:**

- Remain in a line walking to lunch and while waiting for lunch.
- Remain seated during lunch and facing forward. Students are not allowed to turn around and speak to students at other tables.
- Once students are seated, they may not get up unless given permission by a teacher or administrator.
- Refrain from making excessive noise.
- All food is to be eaten in the cafeteria. No food or drink is to be taken out of the cafeteria. Once they enter the cafeteria they may not leave without teacher permission.
- Keep the cafeteria as clean as possible.

- Students are expected to remove food, napkins, or other items from the tables and the floor around them.
- All litter is to be deposited in the designated trash cans.
- Students shall not leave the cafeteria until dismissed by a teacher.
- Bringing in cupcakes or other birthday/special occasion treats is not allowed.

**Change of Address:**

The school should be notified immediately of any changes in personal data including address and telephone and/or cell phone numbers. If it comes to our attention that a student has moved, the parent will be required to show proof of address. Any changes in name or address must be made through our attendance clerk at 355-2101.

**Deliveries:**

Students may not have any deliveries to Bryson Middle School (i.e. balloons, flowers, treats, gifts, lunch or food of any kind).

**Dismissal:**

Students are to leave their classrooms only when announced.

- **Buses are listed** on the Promethean board in each classroom in the order in which they arrive on campus. Bus riders are to move from their classroom to the main hallway and out the back doors to the courtyard. Students should not be using multiple doors nor transition on the back breezeway during arrival or dismissal. Students who leave their 7<sup>th</sup> period classroom before their bus is posted will be subject to disciplinary action.
- **Car riders** will remain in their 7<sup>th</sup> period classroom until their name is posted on the Promethean board or television screen. Dismissal will begin at 3:15. 6<sup>th</sup> grade car riders will use the car loop on the side of the building, while 7<sup>th</sup> and 8<sup>th</sup> graders will use the front car line in the p.m. Any car riders remaining after 3:45 will be transferred to the late bus holding room and remain there until a parent checks the student out of the building through the front office. Students who leave their 7<sup>th</sup> period classroom before their name is posted will be subject to disciplinary action.

- **Walkers** will be dismissed after the announcements at 3:15 p.m. and will leave campus immediately via the front breezeway. Students should use caution when crossing streets. Students are advised not to cross the interstate highway. Hillcrest High walkers are dismissed at 3:45 to the bus area.
  - Students not involved in extracurricular activities sponsored by Bryson Middle School should be picked up by 3:45 p.m. There is no supervision provided after 3:45 p.m. If you have special circumstances that prevent you from being here by 3:45 p.m. to pick up your child, then you will need to make arrangements with the main office.
- If a student is consistently picked-up after 3:45, then the parent will be notified and provided information for the school’s extended day program.
- **Messages** will not be delivered to students regarding changes in transportation unless it is an emergency. Parents should remind their child of any change in transportation for that day before arriving at school. Delivering messages to students causes interruptions during instructional time.

**Early Dismissals:** Students who need to leave school early must present a note written by a parent or legal guardian to the front office upon arrival to school. There will be no early dismissals after 2:45 p.m. (on the half days of school there will be no dismissals after 12:00 p.m.). The note must include the following: student’s name, specific reason for early dismissal, specific time for dismissal, name of person transporting the student, and a telephone number where a parent can be reached or for verification. The student will not be called from class. The student is to notify the teacher when it is time for he/she to leave. When the time comes the student should come to the front office.

The parent or guardian must come into the front office and sign the student out. You must know the child’s birthdate and be authorized to pick the child up from school (photo ID will be required). If anyone other than the parent or guardian picks up



the student, identification may be necessary before the student is permitted to leave.

**Financial Transactions:**

When submitting payment to the school staff, the cash/check/money order must be submitted before 12:00 p.m.

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

School Counselors:

- Bryan Beeson, 6<sup>th</sup> Grade
- Kiara Lewis, 7<sup>th</sup> Grade
- Jessica DeLaura, 8<sup>th</sup> Grade
- Shani Brister, Multi-Grade Level, CDF

Please visit the link below for more detailed information regarding what the district has to offer in regards to counseling and mental health:

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=counselors>

**Health Room:** A full-time RN is stationed in our school health room to supervise the students’ medical and emergency needs. The health room is merely an emergency station and is not equipped to take care of any serious illness. Students will only be dismissed from school in case of illness from the Health Room. A parent or doctor’s note is required upon the return of the child who was dismissed from the Health Room. Students may not contact parents regarding illness using personal cell phones or a classroom phone. If a student becomes ill at school, he/she must go to the Health Room where the nurse will evaluate whether or not that student needs to go home. Parents are to notify the school nurse, in writing, if any health conditions pertinent to the child’s wellbeing such as asthma, epilepsy, toxic reactions to bee stings, diabetes, bone and joint problems, etc..

All students will receive an emergency information sheet to be completed by parents in their first day packet.

Please complete the form and return it with your student as soon as possible.

**Immunizations:** The state requires that each student present the school with a valid South Carolina Certificate of Immunization or Certification of Exemption. Students who do not have immunization records on file with the school will not be provided a schedule. Please provide the above information to the front office.

Tdap Immunization is required for all 7th graders unless the parent has submitted an objector’s statement prior to the first day of school in order for a student to obtain their class schedule and attend school on the first day. Parents must provide the school with documentation of the Tdap immunization, a religious exemption, or a medical exemption. Parents are encouraged to submit this documentation as soon as possible. State Law began the requirement for the Tdap vaccination beginning with the 2014-2015 school year.

**Medication:** Due to changes in South Carolina policies governing the administration of prescription medication, we will no longer have a 10 day grace period before written physician authorization is required for all prescription medications.

- Parents are required to bring prescription medication to the school nurse and provide Form Med-1 before any prescriptions medication may be left at the school
- If your child must self-administer medication at school, Form Med-2 is required before medication is brought to the school nurse.
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using Form Med-3.
- Any substance not regulated by the FDA (i.e. Herbal/Alternative Medicinal Products) will not be administered by GCSD Employees. A Physician Authorization form as well as a Parent-Student Agreement form must be completed and turned into your school nurse prior to allowing your student to self-administer an herbal/alternative product in a school setting.



\*All medications must be in the original container and will be administered as labeled. Expired medications will not be administered.

**Vision Screening:** The school nurse will administer vision screenings for seventh graders each school year. Parents of children who do not pass the screening will be notified. There will be a form to complete before the screening takes place.

All Health Services procedures/guidelines and above mentioned forms can be found in a more detailed manner online at

<http://www.greenville.k12.us/gcsd/depts/stuserv/health.asp>

**Inclement Weather:** Should inclement weather threaten the normal school schedule, students and parents should tune in to their local television or radio station for announcements about school openings and closings. When weather creates a delayed opening of school, students are to report according to the delayed time.

**Lockers:** Lockers will be provided upon request only. A request must be communicated to the grade level administrator. Requests for a locker may not be made unless there is a health concern or a need to store sports equipment during the school day for those who play sports on-campus or at the high school level.

**Lost and Found:** Any articles found on the school grounds should be turned in to the front office. All unclaimed items are donated to a charitable organization at Winter Break and by mid-June. Please see office personnel to gain access to the lost and found.

**Media Center:** All school rules apply in the media center. The media center is open from 7:45 a.m. to 3:45 p.m. Students may come with their classes or individually with a pass from a teacher. Only one name can be included on the pass from a teacher.

Books (up to three) may be checked out for a period of three weeks and may be renewed once. Books in great demand may not be renewed. No student may check out materials and/or books for another student. All fees should be paid promptly. Students may not collect report cards and participate in extracurricular activities if fees are owed to the media center.

The Maker Space in the Media Center is a space designed specifically for students to create and collaborate. The Maker Space offers a variety of STEAM-based activities and materials for creating and building, including 3-D printers, Legos, Robotics, etc.. All students must have a pass to visit the Maker Space.

**Pledge of Allegiance:** Bryson Middle School students will collectively participate in the Pledge of Allegiance and moment of silence. These activities will take place at the beginning of the school day. Any individual who chooses to abstain should remain quiet and respect the rights of others to participate.

**Safety Drills** are held at regular intervals throughout the school year. Practicing these drills in an orderly fashion promotes safety in case of a real emergency. To ensure safety, remember these basic rules:

- Check instructions in each classroom for emergency procedures (posted near the door).
- Move quickly and quietly to designated areas.
- Listen for teacher instruction.
- Misbehavior during a safety drill will result in a disciplinary infraction.

**Social Clubs:** Students who are members of social clubs, fraternities, sororities, and other non-school sanctioned organizations are not permitted to carry on sales, initiations, or other club activities. Any sort of club-related “hazing” or intimidation is not allowed.

**Student Responsibilities:** A responsibility is an obligation one has to ensure the rights of all are protected.

**All students have the responsibility to:**

- Attend school to receive an education daily unless ill or legally excused
  - Schools cannot educate students who do not attend school.
  - South Carolina law requires a student to attend school until his/her 17<sup>th</sup> birthday.
- Be on time for all classes
  - Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must

develop if they are to succeed in the world of work.

- Come to class with necessary materials
  - A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
- Complete all in-class and homework assignments as well as meet deadlines
  - The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete the outside assignments.
- Obey school rules and school personnel
  - No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students.
- Cooperate with school staff
  - Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- Respect the people and their property
  - Treat people and their property with respect.
- Respect public property
  - Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home
  - Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, report cards, attendance information and by delivering home any school correspondence.

**School Insurance:** Student accident insurance is offered to parents. The available insurance coverage includes school-only 24 hour coverage. Coverage, cost, and enrollment information is provided on the District's

website at:

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faginsurance>

\*Please note, voluntary student accident insurance is different from athletic insurance, which is required.

**School Telephone:** Students are to use the phone in the office for special circumstances only with permission from a member of the Bryson Middle School staff. The phone is not for travel arrangements or to retrieve forgotten articles.

**Visitors:** Visitors must secure administrative approval before being allowed in any part of the building. All visitors, including parents, must report to the office, obtain permission, sign-in, and receive a name tag before reporting to any other area in the school. If you wish to visit a classroom, you must make arrangements, in writing, to the teacher, office clerk and grade level administrator at least 24 hours in advance.

### **Volunteers:**

ALL VOLUNTEERS MUST RECEIVE DISTRICT APPROVAL PRIOR TO VOLUNTEERING AT ANY SCHOOL/CENTER OR CHAPERONING ANY SCHOOL FIELD TRIP. PLEASE ALLOW UP TO 2-WEEKS FOR THE APPROVAL PROCESS.

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, has implemented additional security checks for school volunteers. All volunteers must submit an online application to the district and receive clearance from the district before volunteering at any school/center or chaperoning any school field trip.

Volunteers are now identified by two different categories: Level I or Level II. The application is the same for level I and level II (you must be 18 or older to become a volunteer) . The application process for each is detailed at the link below:

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=volunteers>

## **VII. STUDENT BEHAVIOR**

**Discipline: Conduct of Students:** All students at Bryson Middle School will be required to conduct

themselves in a manner that will be in the best interest of the school and its students. Improper conduct will not be tolerated.

At the beginning of the school year, teachers will review Bryson Middle's school discipline program, PAWS (Practice Respect, Accept Responsibility, Work Together, and Succeed), which promotes positive student behavior while also providing consistency for the teachers and students should a discipline problem arise.

Please see the quarterly PAWS cards located in the back of the agenda as a reference to what steps will be utilized for minor infractions.

Teachers will keep an electronic discipline record on every student. Any infractions will be recorded daily, should a student choose to violate the discipline code. Violations will be handled utilizing any one or several of the following interventions:

- Warning, silent lunch, no outside free time, parent phone calls, parent conferences, In-Class Suspension (ICS), In School Suspension (ISS), Out of School Suspension (OSS) and/or referral to administration.
- For major offenses, an administrative referral may be the first step.

\*Students who receive a discipline referral while in ISS will receive OSS\*

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

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in Policy JCDA and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and

students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. School authorities are authorized to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

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

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

### **Levels of offenses**

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

Disorderly conduct - Level I

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

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations

- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

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

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

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

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

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process

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

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

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

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

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and

serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

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

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

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

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

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

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

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

**Prohibited Items:**

- Electronic devices such as smart watches, recording devices, radios, CD players, DVD players, TV's, laser pointers, etc. are not to be brought to school. Items such as playing cards of any type (baseball, game, etc.), toys, candy,



gum, etc. are also prohibited. Students who are in possession of the items will be subject to disciplinary action.

- Students are permitted to possess electronic devices (cell phones) on school property, school buses, and while attending school-sponsored and school-related activities. The use of electronic devices are restricted to before and after school hours only. Electronic devices must be turned off and out of sight throughout the school hours of 8:15 to 3:15 (Off and out of sight while in the cafeteria at all times). Students may not use, or have turned on, an electronic device without prior permission of an administrator, as set forth below. “Turned on” includes an electronic device that is activated, set or programmed to ring, vibrate, or otherwise receive a signal or message. A person who finds a student in possession or use of an electronic device in violation of this policy, must issue a disciplinary action. Students using the electronic devices to video other students/ faculty or post photographs of students/faculty without permission may lead to suspension and/or expulsion.
  - Any electronic device listed above should stay in a student’s bookbag between 8:15 and 3:15. If an electronic device is visible or heard then they will receive the following consequences:
    - **1st Offense :** Referral/ Parent-Student-Admin Phone Conference
    - **2nd Offense:** Referral and ISS
    - **3rd Offense :** Referral and OSS
- Students are permitted to bring water bottles; however, the bottle must be clear/translucent and the container should only contain water. No other beverages besides water are permitted.

### **Off Campus Behavior:**

Administrators will take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff, and/or administrators of the district.

### **School Events (Dances, Field Day, Etc...):**

Students must not have more than two (2) in school suspensions and/or no out of school suspensions 30 school days prior to a dance, field day, etc... to be able to participate.

Students must wear their Bryson Middle School ID badge to participate in school dances and specific after school events/activities.

Students must pay all fines and fees before attending the above events.

Students must be picked up immediately after the dances, athletic events, concerts or any evening events in order to be allowed to attend future events.

### **Bryson Middle Reward Functions:**

Students are rewarded for success in their academics as well as their positive behavior. At the end of each grading period, students who are passing all classes with a 60 or above and have not received ISS or OSS will be rewarded throughout the school year.

### **Field Trips:**

Field trips are an extension of classroom instruction. All school rules and policies apply to students on a field trip. Students are responsible for work missed during field trips.

If a student is suspended during the time of a field trip, they will not be allowed to attend and monies will not be refunded.

Note: School administration reserves the right to require parents of students with extreme discipline or health concerns to accompany the student on the trip.

### **School Clubs:**

Each club will have an application process that will require teacher recommendations and parent signatures.

After School Club Participants will be required to follow the guidelines listed below:

- A student may not have more than two absences from any meeting or practice.
- If a student is picked up from a meeting or practice late more than twice, then they will be dismissed from the club and or sports team.



- No failing grades on report cards
- No discipline issues within the club and or sports team
- If a student is suspended due to behavior, they may not participate in any club practice, club meeting, club field trip, etc. during the duration of their suspension. The participants may return to participation in any activity only after being readmitted to school and attending school for one day. Offenses that lead to OSS may also warrant punishment under this code of conduct for extracurricular activities.

It is the responsibility of any student in Greenville County to be aware of the code of conduct for the district. A complete list of the behavior code can be found on the GCSD webpage under the School Board link: [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us)

**State Law requires that student handbooks contain this notice:**

School Safety Act of 1996 State law requires that student handbook contain this notice: Any student who commits an aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes". Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

**VIII. Transportation**

The following is taken directly from The School District of Greenville County's Code of Conduct regarding school bus safety.

**Greenville County Schools  
Code of Conduct on School Buses**

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is

required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document. The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

**Level I Offenses - Disorderly Conduct**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.

*\*The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.*

**Level I Consequences**

- 1<sup>st</sup> Referral -- Warning and parent contact
- 2<sup>nd</sup> Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3<sup>rd</sup> Referral -- Suspended from bus three (3) days and parent conference
- 4<sup>th</sup> Referral -- Suspended from bus up to five (5) days and parent conference

- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense

### **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or Intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

*\*The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.*

### **Level II Consequences**

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

### **Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)

- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

### **Level III Consequences**

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

### **Discipline of Disabled Students:**

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

**Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.**

A complete copy of these guidelines can be found on the district's website under the Transportation Department at <http://www.greenville.k12.sc.us/gcsd/depts/trans/index.asp>.

## **SPECIAL NOTICE**

**For information regarding the items below, see our GCS General Handbook located on our website and printed copies available in our front office.**

- Attendance
- Behavior Code
- GCS Non-Uniform School Dress Code
- Transportation
- Safe Schools/Anti-Bullying
- Title IX
- Homework Policy
- Uniform Grading Policy
- Family Educational Rights and Privacy Act
- Directory Information
- Student Speakers
- School Insurance
- Parents Right to Know
- Student Use of Technology

**Administration reserves the right to make changes to this handbook in order to maintain safety and security for all students, faculty, and staff at Bryson Middle School. Any changes to current policies will be posted on the Bryson Middle School website.**

**Please view our Quarterly PAWS Cards on the next four pages.**