

Inspiring Excellence



MIDDLE
SCHOOL **S.T.E.A.M.**
Science | Technology | Engineering | Arts | Mathematics

2020-2021 Student Handbook

Hello to Parents and Students!

Welcome to the 2020-2021 school year!

Bryson Middle is a great place to learn. We are happy that you are here. We are looking forward to an exciting year full of excellent learning opportunities. While the school year will begin during the COVID pandemic, we are hopeful that our students and their families will remain safe. Whether we have students who will attend school during the in-person attendance days or those who will attend school virtually, we are all one Bryson Middle. We will continue to expand upon our STEAM/PBL instructional focus here at Bryson Middle, which allows students to use their critical thinking skills to solve real world problems. Our instructional focus ties into the Greenville County School's vision of "Building a Better Graduate." In addition, all students at Bryson Middle have access to a Lenovo Chrome book and Lenovo charger. This will be our fourth year with personalized devices. In cooperation with the home and community, our mission here at Bryson Middle is to prepare students academically, ethically, and socially for their futures. We work diligently every day to fulfill our mission. This handbook contains very important information about our school. *Teachers and administrators will be reviewing the contents of the student handbook during the first days of school; however, we ask that students and their parents read the handbook as well.* An electronic copy of the student handbook is accessible on the school website. 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 handbook. Most information about our school is accessible on our website and on social media platforms. There is always something going on at Bryson Middle, and we strongly encourage students to get involved. Our goal is to not let COVID dampen our Bryson Middle spirit! We will try diligently to continue with as many programs/activities as possible under the health and safety guidelines during this unprecedented time. Our school is great because of the people. We are happy that you are here. Parents, please do not hesitate to contact us if we can be of assistance as we work together to help our students have a great school year.

Inspiring Excellence,

Dr. Adrienne Davenport, Principal

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DISCLAIMER

An addendum to any part of the student handbook, including health guidelines, as dictated by a change in district, state or federal policy will be communicated via Bryson Middle's school website and/or via the school messenger system.

STUDENT RESPONSIBILITIES

- ✓ **Attend school to receive an education**
- ✓ **Attend school daily unless ill or legally excused**
- ✓ **Be on time for all classes**
- ✓ **Come to class with necessary materials**
- ✓ **Complete all in-class and homework assignments and meet deadlines**
- ✓ **Obey school rules and school personnel**
- ✓ **Cooperate with school staff**
- ✓ **Respect the person and property of others**
- ✓ **Respect public property**
- ✓ **See that school correspondence to parents reaches home**

ROLE OF PARENTS

Child's First Educator and Education Partner

Parents share responsibility for their children's education. Involved parents are those who:

1. Encourage readiness, self-discipline, and preparation in their children.
2. Supervise homework assignments as needed.
3. Partner with teachers as advocates for their children's growth and learning.
4. Learn about school programs, curriculum, regulations/procedures, and actively support them.
5. Show commitment to education; attend conferences, open houses, PTA meetings, and other school programs whenever possible.
6. Understand and work for the passage of school funding initiatives.
7. Remain current on issues and trends in education to promote discussion, respect, and teamwork.

STANDARDS, CURRICULUM, SYLLABI

In academic areas, the State Department of Education determines standards for schools. Teachers use those standards to guide both curriculum and consequently classroom instruction. Standards are available on the following website: <http://www.scfriendlystandards.org>. Each teacher outlines his/her projected plans in a syllabus which is available online and by request in print form. Additionally the syllabus contains policies for classroom expectations.

FINAL EXAMS

A cumulative final examination shall be given in each academic high school credit course in a final exam in any course including those taught online. High school credit courses with an End of Course Exam (EOC) will give a midterm, which will count no more than a regular major assessment. If there is a district benchmark, the benchmark will be given in place of the midterm and will not be graded. Algebra I

will not give a final exam in addition to the EOC. The EOC exam will be weighted 20% of the final course grade. Non-EOC high school credit courses will give a midterm and final assessment that is weighted no more than a regular major assessment for non-EOC classes. The grade should count in semester in which it is given. Any non EOC course for which a district benchmark is administered, the benchmark will be given in place of the midterm and will not be graded. Non High school credit class will not administer a cumulative midterm or final exam.

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 English language arts, math, science, and social studies. Summer school is offered as determined by the school district. Laws governing attendance also apply to promotion. The principal determines grade placement.

ATTENDANCE AND THE LAW

South Carolina Law requires the regular attendance of all pupils. The School District of Greenville County has adopted uniform rules to assure that students attend school regularly. Students are counted present only when they are actually in school, are on homebound instruction, or are present at an activity authorized by the school principal. It is essential for students to attend school regularly in order to obtain maximum benefit of the educational opportunities offered. It is the responsibility of the parents/guardians to see that each school-age child within their charge attends school. Total absences whether excused or unexcused should not exceed 10 days. Interventions will be carried out as indicated for unlawful absences and excessive absences/tardiness in general and

individual class absences due to early release.

The Law: Section 59-65-10: All parents shall cause their children or wards to attend regularly a public or private school or kindergarten of this State which has been approved by the State Board of Education or a member school of the South Carolina Independent School Association or some similar organization, or a parochial, denominational, or church related school, or other programs that have been approved by the State Board of Education from the school year in which the child or ward is five years of age before September first until the child or ward attains his seventeenth birthday or graduated from high school.

Section 59-65-20: Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

Section 59-65-70: If the court determines that the reported absence occurred without the knowledge, consent, or connivance of the responsible parent or guardian or that a bona fide attempt has been made to control and keep the child in school, the court may declare such child to be delinquent and subject to the provisions of the law in such cases.

PERFECT ATTENDANCE

The definition of an absence at a Greenville County Middle School is missing more than one half of any singular class period for which a student is enrolled, or multiple class periods for which a student is enrolled, during a school day. Absence in any part of the school day for a minimum of more than one half class period, even if the student was present for all other portions of that same school day, by definition excludes a student from being determined to have Perfect Attendance.

There will no perfect attendance award for the 2020-2021 school year.

LAWFUL VS. UNLAWFUL ABSENCES

Lawful Absences

1. Personal illness of a child verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement. (This includes doctors' appointments.)
2. Serious illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school.
3. Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing.
4. Absences for extreme hardships approved by the principal. Such approval should be prearranged when possible.

Unlawful Absences

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

Interventions

Truant: The minor accumulates three (3) consecutive unlawful absences or a total of five unlawful absences. At this point a written Intervention Plan should be completed by the school with the parent and the student present.

Habitual Truant: Minor accumulates 2 or more additional unlawful absences.

The Intervention Plan may continue or school officials may refer to the Greenville County School District Attendance Office. All referrals must be submitted on an official referral form with the Intervention Plan attached.

Chronic Truant: Minor continues to accumulate unlawful absences. The Contempt of Court petition may be filed with the Family Court. All Intervention Plans, termination letters, attendance records, and previous court orders must be attached to the court petition. The minor and parent must appear in Family Court for contempt of a previous court order and for not complying with the school Intervention Plan.

EARLY DISMISSALS

A student who needs an early dismissal will bring a note written and signed by the parent/guardian to the attendance clerk. The note should include the student's full name and grade level, reason for dismissal, dismissal date and time, parent/guardian telephone numbers (home and work) and signature of parent/guardian. Requests for early dismissal may not be made by telephone. At dismissal time, a parent or guardian is required to come into the office and sign the dismissal form. A picture ID is required for pick up. If anyone other than the parent or guardian is to pick up the student, identification will be necessary before the student is permitted to leave. To avoid interruption of instruction, pick up must be by 2:30. Early dismissals will be classified as excused or unexcused. The following will be considered excused: medical appointments, illness of students or immediate family members, death in the immediate family, or dismissals approved by an administrator.

MAKE-UP WORK FROM ABSENCES

All students with excused absences may make up work. It is the student's responsibility to arrange, with his/her teacher(s), at the earliest time possible, but should not exceed five (5) school days after the student returns to school. If a test or other project has been previously

announced before the student's absence, the student should be prepared to complete the assignment on his/her return to school. Note: Exceptions to the five-day school limit can be made in cases of extended absences due to illness or extreme hardship circumstances with administrative approval.

Make-up of missed work during unexcused absences may be approved only with the permission of the principal, after consulting with the teacher(s).

Parents of a student who is ill and will be absent from school three or more consecutive days may request assignments by contacting the attendance office (355-2101). Parents should call the attendance office between 8:00 a.m. and 9:00 a.m. to request class assignments. Most assignments will be accessible via Google Classroom. If an assignment requires other resources, parents may pick up these assignments after 3:15 p.m. in the main office.

Parents are encouraged to use the website to submit all absence notes. Go the Parent Tab, Click on Attendance and follow the instructions on the Attendance Page. Written attendance notes should be turned into the Attendance Clerk within two days of a student's return to school. We ask that students do not submit absence notes to their HR teacher, but directly to the Attendance Clerk.

BREAKFAST AND LUNCH MEALS

School lunch and breakfast are available daily for students. Please consult the website for menus. Universal Free Breakfast is served from 7:45-8:15 a.m. Breakfast serving ends at 8:15 a.m. Only bus riders that arrive at school after 8:15 will be served breakfast. Students report to the cafeteria directly from the bus or the car drop-off area. Any student, who goes to class from breakfast after 8:20 a.m., without a pass from the cafeteria, will be considered tardy and disciplinary action will be taken.

Students will be escorted to lunch by their classroom teachers at the designated times. Students who buy a lunch or bring a lunch from home may purchase additional items (canned/bottled drinks and snack items). The eating/drinking of food/beverages in classrooms must have the approval of the principal. In order to keep the serving lines moving, no student may go through the line more than one time. No student will be allowed to break in the line. Students are required to empty their trays and clean their tables. No food/drink is to be taken from the cafeteria without administrative approval.

Students who wish to pay for lunch in advance should report to the cafeteria on Mondays--before 10:00 a.m. Payment for meals may be made by the day or in advance for any quantity of days. Please make checks payable to Bryson Middle School Cafeteria.

Meals may NOT be charged. "Food and Nutrition Services expects payment either in advance or at the point of service. 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 local school Cafeteria Manager."

Students who owe monies to the cafeteria and are in arrears at the end of the school year may not be allowed to participate in school-wide events until the monies owed are paid.

CLUBS AND ORGANIZATIONS

All clubs and organizations may change based on the district's expectations.

African American History Bowl Team

ALL students are invited to participate in this competitive team. Practices will be held to prepare for local academic bowl competitions generally held during the months of January and February.

Book Club

Students in grades 6-8 are encouraged to join the Book Club. Members read a student-chosen book monthly and discuss ideas from that selection. Students are responsible for providing their text each month.

Bulldog Pack

The Bulldog Pack is a group of hospitable students who serve as ambassadors to new students and to community guests. In addition, this group of students works to promote an inclusive environment at Bryson Middle School through kindness initiatives and other service projects. This organization is open to students who display good character and who are interested in serving others. Students who desire admission to this organization should apply through their grade level counselors.

GEEC Club

The purpose of the Green Gardening Environmental Club is to beautify the campus by maintaining plants in common areas. They also study other forms of agriculture and design and seek opportunities to work with community businesses and organizations to promote horticulture and other green/environmental initiatives. Project Based learning skills are developed through club activities.

Intramurals

Students in grades 6-8 are eligible for intramurals. Six five-week sessions offer a rotation of sports such as flag football, basketball, soccer, kickball, and dodge ball. Students must sign up for each rotation; intramurals are held after school on Fridays.

Junior Beta Club

The National Junior Beta Club is an organization that recognizes high scholastic achievement and school/community service for students in grades 6-8. Beta Club members must maintain at least All As/ All As and Bs and

participate in charitable fundraisers/ events—one each semester.

Lego Robotics Team

This competitive team is open to eighth graders and selected seventh graders through an application and teacher recommendation process. After much preparation and practice, this team competes in the First Lego League Competitions.

Library Helpers

Students in grades 6-8 are invited to apply to be a Library Helper in our school Media Center. Library Helpers help out in the Media Center before or after school reshelving books, checking in/out materials for students and staff, and assisting the library staff as needed.

STEAM Council

Students work along with the faculty STEAM focus team to organize and implement STEAM and Project Based Learning opportunities for the school.

Student Council

Student Council provides students with representation in school-governing matters. Candidates for Student Council office must have and maintain a passing average in all subjects and receive no referrals. Student Council sponsors events throughout the year which contribute to community/school. Meetings are held before and after school.

Yearbook

The Yearbook Staff assists the Yearbook Advisor in designing and completing the yearbook. Yearbook staff members will be required to take photos during the school day, work after school and attend school wide events.

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. For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religiousanddschools/index.html>

FIELD TRIPS

Due to the health concerns of the state, traditional field trips (face to face) will not occur this school year. 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. Students may attend a **virtual** field trip only if the custodial parent has supplied the school with written permission and other information pertinent to the trip. All students are expected to go on field trips.

Excessive disciplinary infractions may result in the student not being allowed to go on the trip and monies will not be refunded. Note: School administration reserves the right to require parent of students with extreme discipline or health concerns to accompany the student on the trip.

STUDENT DANCES/ EVENING EVENTS

The Student Council holds school sponsored dances during the year. Only currently enrolled Bryson Middle students may (at the time of the scheduled dances) attend these dances. Dances normally last from 3:30-4:45 p.m. There is a cost of \$3.00 for dances. The 8th grade dance, held at the end of the year, lasts from 7:00-9:30 p.m. The 8th grade dance cost is \$5.00. In order to attend the 8th grade dance, students must be passing all subjects for the academic school year. School administration reserves the right to prohibit students from attending school dances. For safety reasons, all students must have ID badges (not temporary) to participate. **Students must be picked up immediately after the dances, athletic events, concerts or any evening event in order to be allowed to attend future events.**

EXTRA-CURRICULAR CODE OF CONDUCT— EXPECTATIONS

Sports offered at BMS include volleyball, basketball, softball, baseball, and soccer. Seventh and eighth grade students are eligible to participate in middle school sports. Students who meet the eligibility requirements are encouraged to participate. Students must pass all courses in order to play.

Expectations

Students who desire the privilege of participating in extracurricular activities at

a Greenville County school must conduct themselves in accordance with the school's discipline code. One should be aware that numerous court decisions have deemed participation in extracurricular activities a privilege as opposed to a right. As participants on a school team, club, or organization, one not only represents himself/herself, but also his/her teammates, coaches/sponsors, school, and *The Greenville County Schools*. A firm policy of equitable application is necessary to uphold the high standards of the extracurricular programs throughout the entire district. The community, school administrators, teachers and coaches feel strongly that high standards of conduct and citizenship are essential precepts of a sound extracurricular activities program. Other precepts include the instilling of positive attitude, character, and integrity within the students who participate. Participants are expected to be role models and set positive examples for all. Additionally, extracurricular activities often draw high public interest, visibility, and the focus of attention in many media. Students who take part in such activities, in effect, function as representatives of their school. Accordingly, the student's behavior commands a public interest and attention that is unique in its capacity to denigrate or to elevate the district, school, and his/her team/organization. Since public support is an essential ingredient of public education, such behavior significantly impacts the district's ability to effectively pursue its mission. All participants shall abide by a code of conduct specifically for extracurricular activities.

UNACCEPTABLE CONDUCT IN EXTRA-CURRICULARS

Any conduct that reflects negatively on events, participants, teams, organizations, or schools will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, hazing, sexual

harassment, major infractions of *The Student Code of Conduct*, or violations of law, tarnish the reputation of everyone associated with the extracurricular activity. This "Un-acceptable Conduct" rule shall be in force twelve months of the year.

Definition of terms for unacceptable conduct:

Theft- stealing or taking of personal property that belongs to another person, school, team, or organization.

Vandalism- willful or malicious breaking, destruction, or defacement of public or private property.

Disrespect- actions that show or express a lack of high regard or respect for others (fellow students, opponents, teachers, coaches, administrators, parents, adults). This includes actions that result in OSS and the use of unacceptable language (cursing).

Hazing- any action that humiliates, degrades, abuses, or endangers another person, regardless of that person's willingness to participate. These actions may include initiation rituals into a team, club, or organization.

Sexual Harassment- actions, comments, threats, verbalization, coercion, jokes, teasing, or intimidation that are of sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students.

Penalty for Unacceptable Conduct:

Due to the serious nature of this rule, the teacher or coach, the athletic/ activities director, and the principal shall meet and determine the penalty according to the degree of the infraction. For competitive groups, the penalty shall range from a minimum of one game/contest suspension in the season or succeeding season to a maximum of dismissal from a team or program or permanent denial of participation.

Note: Students should realize that

violations of the "Unacceptable Conduct Rule" may also be severe enough to include breaking not only the *Student Code of Conduct for The School District of Greenville County*, but also the criminal laws of our city, county, state or nation. Violations of the "Unacceptable Conduct Rule" that involve breaking criminal law will be handled as follows:

Any student who is charged or cited with any violation of the law other than minor traffic violations will be placed on temporary suspension from extracurricular activities until the charges are resolved. Additional suspension or penalty may be assessed by the activities director and/or principal pending the resolution of the charges. Resolution of charges may include pre-trial intervention programs for misdemeanor charges. Students charged with a felony or possession of controlled substances will be suspended from practices and games. Pre-trial intervention programs for a felony or possession of controlled substances charge will not be recognized as resolution.

Any student-participant who is not found innocent of a felony charge will be dismissed from the extracurricular program (pre-trial intervention programs and "no contest" pleas are not considered as being found innocent).

Suspension (from a team) means that the student is not allowed to dress out or participate in a contest. It may also include suspension from practice. However, the participant may be required to continue to practice with his/her team/program (see exception on charges of felony or possession of controlled substances above).

Dismissal from a team or program means that the student is no longer part of the team or program. If dismissed, the participant's uniform and equipment will be collected, and name removed from the team/program roster. Re-instatement

into the athletic program will only be considered after one calendar year and must be approved by the principal after consultation with the District Director of Athletics.

CODE OF CONDUCT— OTHER CONSIDERATIONS

Out-of-School Suspension (OSS)

Any student who is suspended out-of-school will not be allowed to participate in practice/games/contests. Participants will not be allowed to return to any activities until readmitted to school and in attendance at school for one day. Students should be aware that offenses that lead to OSS might be severe enough to necessitate a school to initiate the **Unacceptable Conduct** rule.

Note: Students, teachers, sponsors, and coaches should be aware that students on OSS are not allowed to be on any district campus or to attend any school functions until they are readmitted and are in attendance at school for one day.

Substance Abuse Any student illegally using or possessing alcohol or tobacco or using, possessing, buying, or selling illegal substances may be denied participation or face suspension of games or contests. This rule is to be enforced in-season and off-season (twelve months of the year)

Penalty for Substance Abuse

First Violation Penalty: After confirmation of the first violation, the student will be suspended immediately from a minimum of 20% of scheduled contests in the sport/activity which the student participates. If the sport/activity is out of season, then the penalty is administered at the very next season in which the student is a participant. The student may also be required to submit to on-demand drug testing.

Second Violation Penalty: After confirmation, the student will be suspended immediately for a minimum of 50% of the scheduled contests. If the sport/activity is out of season, the penalty, or remainder thereof, is administered at the next sport/activity season in which the student participates. The student may also be required to submit to on-demand drug testing.

Third Violation Penalty: After confirmation, the student will be dismissed from participation in extracurricular activities for the remainder of the high school career.

Note: A substance abuse violation may be severe enough to necessitate invoking the "Unacceptable Conduct Rule" because it is one of the most serious of *Student Discipline Code* violations. Students should also realize that a substance abuse violation might also be a criminal act and result in legal charges.

CODE OF CONDUCT: ATTENDANCE, RULES, APPEALS

Attendance Rules

A student shall not participate in a contest, game, or practice on the day he/she has been absent from school without just reason. Just reason shall be anything beyond the control of the student (examples: school field trip, doctor/dental appointments, bereavement, etc.). However, confirmation notes will be required by the sponsor/coach of that activity.

Individual School /Teacher/ Sponsor/ Coach Rules

The "Extracurricular Code of Student Conduct" envelopes all middle and high schools in the District. It is a set of minimum standards. Individual

schools/teachers/coaches/sponsors may establish additional rules and regulations with approval of the athletic/activities director and principal for their respective programs. Such additional rules must be given by the teacher/coach/sponsor in writing to all participants and explained fully at the start of an event or season. Penalties for violations of the rules shall also be in writing and shall be administered by the teacher/coach/sponsor.

Appeal Procedure

A student may appeal the decision of the extracurricular program to the principal. A written appeal must be presented to the principal within five days of the initial ruling. The principal shall render a decision within five days.

FRONT OFFICE SERVICES: VISITORS, PHONES, LOST ITEMS

LOST AND FOUND

Any articles found on the school grounds should be turned in to the office. Gym clothes will be turned in to the physical education teachers. All perishable items will be discarded immediately. All other unclaimed lost and found items will be donated to a charitable organization at the end of the first semester and at the end of the school year.

TELEPHONES

DUE TO COVID, THERE ARE NO PHONES AVAILABLE FOR STUDENT USE. Projects left at home, IDs left at home, or transportation for after school activities are not emergencies that require parent contact.

MESSAGES

We ask that parents and students make every effort to communicate transportation issues prior to coming to school. Please refrain from calling the school and asking

the office to give a message to a student unless it is a case of extreme emergency. In addition, please refrain from calling or sending a text message to your child. Students may not have access to their cell phones during the school day. In the event of an emergency, please contact the main office and the message will be communicate to your child.

VISITORS

DUE TO COVID – NO VISITORS WILL BE ALLOWED IN THE BUILDING. No visiting student will be allowed in classes or in the cafeteria to eat lunch. All who wish to visit the school for any reason must report to the office for a visitor's pass, pending approval by administration. If approved, parents and all other visitors must report to the main office for a visitor's pass. Passes must be returned to the main office before leaving the building.

Non-Students on Grounds

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

GUIDANCE SERVICES: COUNSELING & ADMINISTRATIVE

GRADE LEVEL COUNSELORS

If a student needs to talk with someone about a personal problem or a school problem, a counselor is available. Under normal circumstances, the procedure for seeing a counselor is:

1. Notify the teacher/administrator that you need to see a counselor.
2. Secure a pass to the guidance office.
3. If a counselor is unable to see you immediately, an appointment will be scheduled for you.
4. Parents who wish to meet with teachers or counselors should call the

appropriate grade-level counselor (355-2114) to arrange a conference. In an emergency situation, a counselor will see students immediately.

CAREER DEVELOPMENT

A guidance counselor will meet with students to help identify areas of interest and to begin career cluster exploration. Activities are designed to encourage students to evaluate personal skills and preferences, to set goals for career options, and to apply appropriate steps in education toward the achievement of those goals.

MENTAL HEALTH COUNSELOR

A full-time mental health counselor is available to students and their families through the Piedmont Mental Health Facility. Appointments can be secured through our guidance department. DUE TO COVID, mental health counselor visits may be conducted virtually.

TRANSFERS AND WITHDRAWALS

If it becomes necessary for a student to withdraw from Bryson, the student's custodial parent or legal guardian must notify the guidance office and come in to sign a withdrawal form.

Upon written request, Bryson Middle will forward student records.

TO CHANGE ADDRESS AND UPDATE STUDENT INFORMATION

If students have a change of address or phone number, they should report these changes to the school immediately. Accurate addresses and phone numbers are needed in case of an emergency. The school should have an up-to-date address and phone number for each student's parents or guardian at all times. Additionally, transportation changes need to be made with the guidance office; there is a 2-5 day waiting period to change a car rider to a bus rider.

To update information with the health room, please call the school nurse at 355-2107.

To update all other information, please call the Guidance Office at 355-2114.

HEALTH ROOM: CARE AND PROCEDURES

A full-time RN in the health room supervises students' medical and emergency needs. 7th graders are screened for vision problems. Parents of children not passing this screening will be notified of their child's need for further evaluation by a physician or optometrist. Please have this letter completed and return it to the nurse. If your child is not in the 7th grade and you would like to have his/her vision screened, please send in a note to the nurse.

DUE TO COVID, THE TEACHER WILL CONTACT THE SCHOOL NURSE ON THE PHONE PRIOR TO SENDING A STUDENT TO THE HEALTH ROOM. Students should notify teachers if they are ill or injured; teachers will issue passes for the health room. Parents are requested to notify the school nurse, in writing, of any health conditions pertinent to the child's well-being. If a child comes to the health room and needs to go home, a parent or legal guardian must be contacted. Students cannot be sent home with anyone until a parent has been notified. Current contact information must be on file at all times. If a child has an emergency situation or needs immediate care that cannot be provided at school, contacts listed on the health information sheet will be called IF a parent cannot be reached first. Please understand that these procedures are for the protection of each child.

Tdap Immunization Required for 7th Graders

Parents need to be reminded that rising seventh graders must have the Tdap vaccination or they must submit an objector's statement prior to the first day of school in order for students to attend school. Parents must provide their child's

school with documentation of the Tdap immunization, a religious exemption, or a medical exemption. Parents are encouraged to submit document as soon as possible. If documentation is not provided before the first day of school, the student will not be allowed to start school. The Tdap vaccine protects against diphtheria, tetanus, and pertussis (whooping cough). State Law began the requirement for the Tdap vaccination beginning with the 2013-14 school year.

On the first day of school, students will be given emergency information sheets to be completed by parents. Please print all information clearly & return immediately. **If, at any time, ANY information changes, please notify the school nurse immediately.**

HEALTH ROOM: MEDICATIONS, FORMS, AND POLICIES

All medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. It is against Greenville School District Policy for a student to carry ANY medication on their person without physician permission, parent permission and school district permission to self-administer and self-monitor. (SC Law S144) All medication will be maintained in the health room. Violations of the medication policy are dealt with sternly. Medication needed on field trips is also covered by this policy and must be given to and administered by an employee of Greenville County Schools designated by the principal. There are separate permission forms for medications on field trips. For your child's safety please remember:

ALL PRESCRIPTION MEDICATION must have written parental and physician authorization before medication can be administered at school. Form MED-1.

ALL PRESCRIPTION MEDICATION must be administered as labeled. Over the Counter medications may not exceed package directions.

ALL PRESCRIPTION MEDICATION must be brought to school by a legal guardian or designated person over 18 years of age and given directly to the school nurse or designated school personnel.

OVER THE COUNTER MEDICATION may be provided by the parent if it is in the original container, clearly labeled with the student's name and is accompanied by written parental permission. Form MED-3. Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School nurses will not administer any medication past the expiration date.

Herbal/Alternative Medicinal Products are not regulated by the FDA, thus the quality and effectiveness of these products vary. Employees of GCSD will not administer Herbal/Alternative Medicinal products. 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 the school setting.

See your school nurse for required forms and additional information.

ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER.

School nurses are legally required to administer only medications with FDA approval. No medication containing ASPIRIN can be given at school without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and some OTC cold medications. If your child forgets to take a morning dose of medication, school nurses are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose. Students with medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these

medications, may self-monitor and may self-administer these medications only if we have permission from the prescribing doctor and the parent/legal guardian. If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others, (e.g. stimulants, pain relief medication, anti-depressants), the school district may refuse to allow the student to carry his/her medication. Medications that are approved for self-administering are asthma inhalers, insulin for diabetic students, and Epi-Pens for severe allergic reactions. Please use form MED-2. All health services, procedures, guidelines, and forms are available at <http://www.greenville.k12.sc.us/Departments/main.asp?titleid=pershealth>

SCHOOL INSURANCE: PROCEDURES AND FORMS

Insurance will be offered to students for school-time protection and for twenty-four (24) hour protection. The insurance for each student becomes effective when a receipt is issued for the premium. Payments are mailed directly to the insurance company. The attending doctor or hospital must make claims for insurance. Forms for claims can be obtained from the staff in the main office. These forms are to be taken by the parents to the doctor/hospital.

MEDIA CENTER AND MATERIALS

The Media Center offers a large variety of materials for student use. Students are encouraged to visit the Media Center to select a book to borrow, visit the Maker Space, study or to complete research. The Media Center is also open from 7:45am - 3:45pm each day. All students must have a pass when using the library. Only one name may be included on a pass from a

teacher. No student may check out materials and/or books for another student. The books are the responsibility of the student to whom they are issued. Students may check out up to three books at a time. Books may be checked out for two weeks and renewed once. Books in great demand may not be renewed. All fees should be paid promptly. Students may not be able to collect reports 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, electronic circuits, puzzles, and craft supplies. All students must have a pass to visit the Maker Space.

PARENT INVOLVEMENT/PTSA/SIC

At all levels of education, parent involvement is essential for students to succeed. Monthly opportunities are provided for parents to bring their children to school to celebrate education and student accomplishments. PTSA, a parent led volunteer organization, provides parents with participation options within the school. As volunteers, our parents contribute their time and energies to improve the quality of the middle-school experience. Also our School Improvement Council, consisting of parents/community members, serves as an advisory group for the school. PTSA Meetings are held in conjunction with school programs or events. SIC meetings are held monthly. Please check the school website for specific dates and times.

FIELD TRIP CHAPERONES

DUE TO COVID THERE WILL BE NO FIELD TRIPS THIS YEAR. However, Teachers may plan virtual field trips. Greenville County

Schools (GCS), in an effort to ensure the safety of all of our students, has additional security checks for school volunteers. All volunteers must have an application and clearance before interacting with children in the schools and/or at school events. ALL field trip chaperones must be approved prior to the trip/events. In addition, all picture IDs must be scanned prior to participating in the event/trip. Please see the following link on the GCS website for more information about volunteer approval:

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

RELATED ARTS PROGRAMS

In addition to the four core academic classes, the related arts program provides students with a variety of opportunities for exploration. Students have two related arts classes each day; classes may be yearlong, semester, or quarter. Fine arts classes include art, band, chorus, piano, orchestra, musical theatre, and percussion. All performance classes require mandatory performances. Information regarding specific program requirements, performance dates, performance dress, and transportation will be sent at the beginning of the semester.

Physical education and health classes pair to inform students on fitness and awareness. PE uniforms are required for class. Please refer to the dress code section of the handbook for specifics. Spanish is offered for both a high school credit and as a related arts class. Additional offerings include Computer Applications where keyboarding skills are developed; Multimedia Basics, Personal Finance and Cyber Citizenship and Desktop Publishing are virtual elective high school credit bearing semester courses. Fundamentals of Computer Science is a computer science high school credit bearing course. Gateway to Technology which develops pre-

engineering skills and Agriculture Education including a focus on archery, school service, and tool ID. Reading and Academic Assistance classes provide students with remediation instruction to close achievement gaps.

SPECIAL NEEDS SERVICES

The special needs of students receive individual attention at BMS. The Special Services department monitors and implements plans for students with disabilities. Students are served primarily through inclusion classes.

Additionally, ESOL students receive support from a half-time teacher to help bridge the language and cultural barriers.

SECURITY/ SCHOOL OFFICER

Each day security is a priority at BMS. Procedures are in place and routinely practiced to ensure that students are well-prepared for emergency situations. Drills include fire, tornado, shelter-in-place, bus evacuation, and lockdown. Additionally, our school has a full-time resource officer who serves as a law-related educator, a law-related counselor, and a liaison between the community and the police department.

STEP/CONSEQUENCE PLAN FOR MINOR OFFENSES AT ALL GRADE LEVELS

1. Conference with student
2. Parent contact
3. Referral to administrator

ADMINISTRATIVE DISCIPLINARY CONSEQUENCES

ISS – In School Suspension

Students are assigned by an administrator for a full school day. Students will have the opportunity to complete assignments. A student is not marked absent when assigned ISS. Students are expected to complete all assignments and follow behavioral expectations while in ISS. Students will not be allowed to use their cell phone when assigned to ISS. Cell phones will be taken up by the ISS Staff member and returned to students at the end of the school day.

OSS – Out of School Suspension

Students may not report to school or be on any Greenville County School campus or attend any district event. In most cases, students will be allowed to make up work missed while absent due to OSS. Students with attendance issues or who are on court mandated attendance must behave to avoid OSS.

Saturday School

Students are assigned Saturday School by an administrator as an alternative disciplinary consequence from OSS. Students are to report to school on the Saturday assigned at 8:30. During Saturday School, students will perform light custodial duty around the campus and make up missed assignments as needed. Failure to attend Saturday School will result in an automatic OSS the next Monday following the assigned Saturday School date.

Maximum Offenses per nine weeks:

ISS - 3 Days Maximum; Saturday School - 3 Days Maximum; OSS- 3 suspendable offenses. Once the maximum numbers of Saturday Schools and ISS days have been consumed, all referrals will result in out-of-school suspension. Once a student has reached their fourth suspendable offense, they will be placed on school probation. OSS offenses are cumulative for the school year. If the student continues to receive suspendable offenses, OSS will continue to be assigned. Continued OSS violations will result in a recommendation to the alternative school.

Note: School Administration reserves the

right to assign Saturday School instead of ISS depending on the offense.

Serious offenses will result in severe consequences and will be handled on an individual basis.

ID BADGES:

POLICIES AND PURPOSE

As part of the district's continuing efforts to provide a safe learning environment, all middle school students and staff are required to wear Photo ID badges, on a lanyard worn around students' necks.

Students must wear their ID badges whenever they are on campus, on field trips, or school functions. ID badges must be in possession of the student to whom it was issued. **Proper wearing of a school 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 a pocket) unless instructed by the teacher. The lanyard should only hold the ID. Failure to comply will result in disciplinary consequences.**

Free ID badges will be provided to students at the beginning of the school year to wear on lanyards around their necks. Lanyards may be provided by the student or purchased from the school. Lanyards should be break-away for safety purposes. Lanyards must be appropriate for school following the guidelines of appropriate dress (i.e. no alcohol, tobacco, or obscene language).

Student ID badges will also be used to purchase lunch and check out media books and textbooks. ID badges will be returned to the school at the end of the school year.

Students should make every effort to keep up with their ID badges and to wear them every day. Temporary badges will be available on a limited basis. Lost, stolen,

defaced, or chewed up ID badges must be replaced at a cost of \$5.00. Students must bring correct change or a check designated for that purpose. IDs can be purchased in the guidance office from 8:00-8:25 a.m.

During the first week of school, administrators and teachers will remind students if their IDs are not properly displayed. **After this orientation period, students not wearing their ID badges will received a temporary ID each day those policies are violated. After three occurrences in a nine weeks period, students will be issued a disciplinary referral and will be assigned a full day of ISS (In School Suspension). Repeated violations may result in additional disciplinary consequences.**

TARDIES TO SCHOOL/CLASS

It is important for students to be present in class in order to receive a full period of instruction. Parents are responsible for making arrangements for their children to arrive at school on time; students are responsible for making certain that they arrive on time to class throughout the school day.

Once a student receives a third tardy occurrence during a nine weeks period, to school or to class, he or she will receive a disciplinary referral and will be assigned a full day of ISS. Repeated tardiness may result in additional disciplinary consequences. In addition, excessive tardiness to school may require an attendance intervention conference with the parent/guardian and student with the school attendance clerk.

DRESS FOR SUCCESS AT BMS

GCSD students are expected to dress and be groomed in such a way as to promote health and safety, to contribute to a climate

conducive to teaching and learning, and to project a positive image of the District to the community. The principal may create further guidelines regarding student dress which are consistent with this policy.

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 will inform the student not to wear the garment to school again. Repeated violations of dress code will be treated as disruptive behavior in violation of GCSD's Behavior Code.

Bryson Middle School 2020-2021 Uniform Dress Code Policy is as follows:

Students are expected to follow guidelines from arrival on campus to leaving campus.

Shirt Type and Colors:

- Shirts may be any solid color, but they must have a collar and sleeves (i.e. oxford shirts, polo/golf shirts).
- The only logos allowed on shirts are small logos that reflect the maker of the shirt and can be no larger than one square inch.
- Middle or high school garments (i.e. jerseys) may only be worn on the days when students are participating in extracurricular activities at the middle or high school, and they must be worn over the uniform dress code shirt. Collars must be visible.
- T-shirts, long-sleeved shirts, or camisoles worn under collared shirts must also be a solid color. **Collars must be visible. No low cut shirts are allowed.**

Pants, Shorts, Skirts

- **Pants, shorts, skirts should be made of cotton material and be solid black, khaki, or navy blue ONLY (denim of any color may NOT be worn).**
- Pants, shorts and skirts must be worn at the waistline. Pants and shorts cannot bag, sag or drag.
- Shorts and skirts must be knee length.
- No overalls, jeggings, stretch pants, yoga pants, knit pants with drawstrings, sweatpants or other athletic pants or shorts are allowed to be worn.
- Pants, shorts and skirts may not contain holes, frays, tears, rips or patchwork.
- Leggings are allowed to be worn under skirts or shorts **provided the shorts or skirts are knee-length. Leggings must be a solid color**

Coats, Sweaters, Sweatshirts, Hoodies and other outerwear:

- Coats with symbols, writing or pictures may be worn to school but the content may not display profanity, suggestive phrases or advertise tobacco, drugs or sex. Coats, sweaters or sweatshirts that are not a solid color must be removed and placed in student lockers upon arrival to the grade-level halls.
- Jean jackets are not allowed.
- If sweaters, sweatshirts or hoodies are to be worn for the entire school day, they must be worn over the collared shirt and must be a solid color with no logo or writing larger than one square inch. Collars must be visible.
- BMS, HHS and FIHS Spirit Wear sweatshirts are allowed. Collared shirts must be worn with hoodies. The hood cannot cover the head or partially cover the head at any time. Failure to comply will result in disciplinary consequences.

Accessories

The following items are not permitted to be worn or to have in possession while on campus:

- Large belt buckles
- Hats, bandannas, "do rags," or sunglasses
- Bedroom slippers
- Accessories that pose a safety threat to oneself or others
- Jewelry or tattoos that display profanity/suggestive phrases or advertise tobacco, drugs, sex.

NOTE: Hats and sunglasses may be worn during specific spirit days.

Masks

- All students must wear a mask when unable to socially distance while at school, during school-sponsored programs, or when under the control and care of the School District unless a student has a disability that would prevent the wearing of a mask or a student in K3, K4, K5 or 1st grade who is unable to wear a mask as a result of that child's age. Students may also submit medical documentation to the school's administration, and any medical exemption will be considered on an individual basis based upon that medical documentation. Any student who communicates an absolute refusal to wear a mask and is not willing to comply with the requirement will be assigned to the District's virtual program.
- Schools should work with students who inadvertently fail to wear a mask to teach them of the importance of wearing a mask and to remind those students of the requirement for masks to be worn around others. If a student demonstrates a pattern or continual failure of wearing a mask then the following process should be followed:

- If a student is not wearing a mask, the staff member observing should address and direct the student to put on his/her mask. The incident must be documented with the appropriate administrator and the parent/guardian must be notified.
- On the second offense the same process will be followed
- On the 3rd offense, the student will be sent home for the remainder of the school day and the parent/guardian will be provided the option of enrolling the student in the virtual program for the remainder of the semester.
- On the 4th offense the student will be sent home for the remainder of the school day, will be suspended for two days of in person attendance and the parent/guardian will again be given the option of enrolling in the virtual program for the remainder of the semester.
- **A 5th offense will result in assignment to the virtual program for the remainder of the semester.**
- A decision by the school to assign a student to the virtual program may be appealed to the Executive Director of Student Services within 5 school days of that decision. The Executive Director of Student Services will review that appeal, which will include the reasons the student is challenging the decision, and obtain any necessary information from the school. A decision will be rendered in writing by the Executive Director of Student Services within 5 school days of the date of the appeal. Any further appeal must be directed in writing within 3 school days to the Superintendent. A final decision will be rendered in writing within 5 school days of receipt of that appeal by the Superintendent or his designee.

Physical Education

All students will participate in PE for one

semester and are required to adhere to the following uniform standard in class:

- Black athletic shorts of at least mid-thigh length
- Solid red T-shirt
- Tennis shoes

Dress Down Days

During BMS Spirit Week, Spirit Days and other times during the school year, students are allowed to have a Greenville County Dress Down Day. The days may be associated with a cost or may be awarded as a privilege. The GCSD dress code is posted on the school's website and is also mailed home in August each year to all students as part of the GCSD "Connected—Back to School Guide."

In addition to the GCSD dress code, BMS students who participate in dress down days must adhere to the following dress code:

- Students are not allowed to wear elastic waist gym shorts/pants
- Students are not allowed to wear jeans/pants with holes/rips/tears or frays;
- Students are not allowed to wear see-through tops/blouses;
- Students may wear shorts/skirts but they must be knee length.

During Spirit Wear Days, students may wear jeans along with BMS Spirit apparel, red, black or white solid color polos only.

Note: Bryson Spirit Days are not dress down days! In addition, BMS groups/clubs may wear T-shirts on days of certain events or field trips. A shirt with a collar is not required to be worn on these days

During Field Days, athletic shorts may be worn. Shorts must be at least finger-tip length. This is for Field Days only.

Dress Up Days

On some special occasions, students will be allowed to "dress up." Dressing up is defined as wearing dress pants, a tie/bowtie, and a shirt with a collar, a knee-

length dress or skirt. No jean/denim pants, skirt or shorts are allowed on dress up days.

Dress code will be checked throughout the school day. A student who purposefully comes to school out of dress code will receive disciplinary consequences. Students are expected to come to school according to dress code guidelines every day, thus there are no minimum offenses before a consequence will be given. Repeated dress code violations may result in further disciplinary consequences.

CUTTING CLASSES

Students may not be absent from any class without the permission of the teacher for that period. Students who miss a class without teacher permission are considered to be cutting class. Students who fail to report to all classes or who leave the school are also cutting. Chronic truants will be reported to the proper authorities and may be subject to legal action.

DESTRUCTION OF PROPERTY

Students who deface or destroy school property, or the property of others in the school, either intentionally or accidentally, will be required to replace, repair, or pay for the item(s). Intentional damage will warrant disciplinary action.

DISCIPLINE REMINDERS

Be aware of the following:

- For safety reasons, you must wear your ID badge at all times.
- Gum is not allowed at school.
- Restrooms at Bryson are for your convenience and use; abuse of the restrooms will result in penalties.

- Profane, vulgar, or obscene language, literature, and behavior will not be tolerated.
- Radios, CD players, portable speakers, TVs, electronic games, laser pointers, cards (of any kind), toys, skateboards, in-line skates, bicycles, mopeds, athletic equipment (i.e. footballs, basketballs, soccer balls, tennis balls) etc., are not allowed at school. All unauthorized items will be confiscated and will not be returned to the student until the end of the school year. A parent may come to the school to retrieve confiscated items at any time.

CHEATING/ PLAGIARISM

Cheating and the copying of work belonging to another student are violations of school rules as well as personal ethics. The teacher will notify parents of any student who cheats on an assignment and will submit a disciplinary referral for the offense. The lender and borrower will receive an alternative assignment and possible additional disciplinary action may occur.

Presenting the work or ideas of others as one's own is plagiarism. Ideas or work taken from others– including written work (quoted or paraphrased); theories, statistics, or formulas; pictures, graphics, and other illustrative material- must be fully and properly acknowledged in students' written, visual and oral presentations. The teacher will notify parents of any student who plagiarizes the work of others and will submit a disciplinary referral for the offense. The student will have to complete the assignment.

LOCKERS

Students will be assigned lockers by teachers on an as needed basis, approved by grade level administration. Lockers will be used for storing coats, phones, personal items, and electronic devices. Students will

be allowed to visit lockers ONLY before, during designated times during the school day and after the school day. Lockers are the property of the School District of Greenville County and may be searched AT ANY TIME with reasonable cause.

PAGING DEVICES, MOBILE PHONES AND HEADPHONES

Middle school students are permitted to possess mobile telephones on school property, school buses, and at school sponsored and school-related activities; however, the use of mobile telephones, electronic devices or iPods are NOT allowed during the school day unless with the teacher's permission during an instructional activity or assignment. Smartwatches are not to be worn at school at any time.

If cell phones are not being used for an instructional purpose, students will be instructed to turn off their cell phones and place their phones in their book bags..

For safety purposes, students are not allowed to wear headphones or have their devices out during class changes. Students should refrain from wearing expensive headphones/earbuds/airpods at school or bringing expensive headphones to school.

Students should not make personal phone calls or text messages during the school day without permission from an administrator. Parents are encouraged to contact the main office if an emergency arises. Exceptions to this code must have prior approval by the principal. Teachers may provide permission for students to check their cell phones for messages after the afternoon announcements are made at the end of the school day. A student must have their teacher's or an administrator's permission to use their cell phones at any

time when the student is on campus.

No student may possess a paging device while on school property or while attending a school-sponsored or school related activity on or off school property. The only exception is for a student under age 18 who needs the paging device for a legitimate medical reason. Confiscation of Paging Device/Cellular Phone Student Discipline School administration reserves the right to confiscate paging devices, cellular phones or any electronic device. If the device is confiscated, a parent must come to the school to pick up the device.

Confiscation of Paging Device/Cellular Phone Student Discipline

School administration reserves the right to confiscate paging devices, cellular phones or any electronic device. If the device is confiscated, a parent must come to the school to pick up the device.

ADDITIONAL DISCIPLINARY CONSIDERATIONS

The following types of misconduct are some of the actions that will lead to disciplinary actions:

- Theft
- The use of obscene or profane language/gestures
- Refusal to obey a teacher
- An unauthorized walk-out from a classroom, school building, or campus
- Intimidating, threatening, or physically abusing another student
- Blackmail of other students or school personnel
- Possession of a weapon on school property, including a knife
- Distribution of materials unauthorized by the principal
- Willful destruction of school property or property on school grounds

- Failure to attend classes
- Violation of school bus regulations
- Other disruptive acts which interfere with education
- Commission of crimes
- Gross misbehavior
- Possession on school property of any alcoholic beverage, illegal drugs or narcotics, or toxic or controlled substance (except as Board Policy JGCD permits) including tobacco/e-cigarettes and/or tobacco related products
- Violation of any written rules or regulations
- Threatening to inflict or inflicting any bodily harm on any district staff member
- Gross immorality
- Fighting
- "Ganging" or participation as a member of a gang in inflicting harm or threatening to inflict harm on another person
- Arrival on school property after using any alcoholic beverage, illegal drug or narcotic, or toxic substance
- Conduct away from school detrimental to the best interest of the school
- Sexual harassment (See next section)
- Inappropriate display of affection; kissing and holding hands are NOT allowed.
- Possession of a paging device on school property or at any school-related activity unless specifically permitted by law

Students may be subject to suspension and/or expulsion when guilty of repeating offenses that would not result in such sanctions for the first offense.

HARASSMENT, INTIMIDATION, BULLYING

Book: Policies, Section: 1-Students, Title:

Student Concerns, Complaints and Grievances, Number: JC DAG
Status: Active, Legal Adopted: 12/19/2006,
Last Revised: 12/13/2011

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. While the District embraces students' legal rights and the principle of freedom of speech, these rights are not absolute. The District will strive to prevent student behavior including, but not limited to, unlawful student assemblage, acts of violence, and vandalism that is disruptive to the school setting. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances.

I. Harassment, Intimidation or Bullying

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

A. Definitions

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) Insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of

the school.

B. Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an allegation of harassment, intimidation, or bullying is against the school's administration, the student or parent should file a complaint with the District's Parent Resource Representative. If an employee receives a complaint of harassment, intimidation, or bullying or observes any misbehavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report.

The District will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

C. Investigations

All complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems. A student or his or her parent may request that the District's Parent Resource Representative review the investigation and actions implemented by the principal or his or her designee. The District's Parent Resource Representative will then review the complaint, investigation, and actions taken by the school. The parent will then be notified in writing of the results of the review.

D. Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that

harassment, intimidation, or bullying 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; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

II. Sexual Harassment, Title VI, and Title IX Complaints

A student who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint in accordance with the administrative rule that accompanies this policy.

The Board expects all students and District employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers, and third parties at all times. In this regard, the Board prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, Blackberry, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of students consists of unwelcome (as determined based on the age of the student) sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (1)

submission to such conduct is made either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent or guardian may also file a complaint on behalf of the student. All allegations will be investigated promptly and confidentially. Any employee or student who is found to have engaged in sexual harassment with a student will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent may also file a complaint on behalf of his/her child. All allegations will be investigated promptly. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be

subject to disciplinary action, up to and including a recommendation of dismissal and all other appropriate steps will be taken to correct or rectify the situation.

III. Section 504 Appeals and Complaints

All forms of disability discrimination, including disability harassment, are strictly prohibited. The District will not tolerate hostile or abusive treatment, derogatory remarks, acts of violence, or any other form of discrimination based upon an individual's disability. Any student who believes he/she has been subjected to disability discrimination or harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy.

If a parent/legal guardian disagrees with any action of the 504 Committee regarding the evaluation, identification or placement of a student, the parent/legal guardian has the right to appeal that decision in accordance with the administrative rule that accompanies the policy.

IV. Other Violations of Student Legal Rights or District Policy

Students and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any student or his or her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair. If the incident remains unresolved, the student, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his or her designee for consideration.

V. Consequences for Retaliation or False Accusations

The District prohibits retaliation or reprisal

in any form against a student or employee who has filed a complaint or report under this policy. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

VI. Notification and Distribution of District Expectations

This policy will be disseminated to all staff members, students, and parents/guardians annually. Information on these topics should be shared in an age-appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a guidance counselor or school resource officer.

The superintendent will ensure that information regarding this policy is incorporated into the School District's training program and that volunteers who have frequent contact with students are likewise informed of the policy.

The superintendent may promulgate rules and procedures in furtherance of this policy.

Legal references:

A. S.C. Code, 1976, as amended:

1. Section 16-3-510—Organizations and entities revised.
2. Section 59-19-90—General powers and duties of school trustees.
3. Sections 59-63-210 through 270—Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
4. Section 59-63-275—Student hazing prohibited.

5. Section 59-67-240—Other duties of bus driver; discipline of students for misconduct.

6. Section 59-63-110, et, seq.—Safe School Climate Act.

B. State Board of Education Regulations: R43-279—Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school Districts.

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 JCDA, 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.

STUDENTS WITH WEAPONS, DRUGS, ALCOHOL

Breaches of conduct that, if they occur on school grounds, school buses, or school property or at any school-related function at any time, will result in the principal's recommendation for expulsion:

- Possession of any kind of weapon: "Weapon" includes, but is not limited to: guns, blackjacks, brass knuckles, razors, box openers, knives, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death.
- Possession, sale, or distribution of an alcoholic beverage, illegal drugs or narcotics, toxic substances, or drug paraphernalia
- Unauthorized possession, use, or distribution of a controlled substance or medication
- Threatening to inflict or inflicting any bodily harm, however slight, upon any school employee.
- "Ganging" or participating as a member of a gang in threats to inflict or the infliction of bodily harm, however slight, upon another person. A "gang" shall consist of two or more persons acting together. "Participation" may include any act that interferes with or hinders a staff member from stopping threats or the infliction of bodily injury that was taking place.

The rules on alcohol, drugs, and weapons also apply to those students who may have passed their items to other students. These rules also apply while students are on the school bus.

The police will be notified when a law has been broken.

ASSAULT/BATTERY OF PERSONNEL

Any student who commits a non-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 the crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes." Information concerning convictions of these crimes will be included in the student's permanent record. The student's teachers will be notified annually of conviction of these crimes. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability.

Note: For a complete viewing of the student behavior code, please see the GCSD link on our school website.

STUDENT INCENTIVES/ RECOGNITIONS

BMS strives to provide positive experiences for every student. Incentives are established to recognize the achievement of both behavioral and academic goals. Goals for behavior follow our Success for BMS plan.

POSITIVE PAWS

Faculty and staff have coupons designed to recognize good behavior choices. These coupons are given to the student for positive behavior choices; the student then deposits the tickets in a designated area for a weekly drawing. Additionally, these students are recognized in our morning announcements.

CHILLIN' ON THE GREEN

Quarterly, students who receive no discipline referrals and have completed all academic assignments are rewarded with "Chillin' on the Green." On these occasions students who qualify celebrate with games and snacks on the grounds. Cell phone/electronic device infractions, attendance, and bus referrals are included in "discipline referrals" consideration for participation in these events. School administration reserves the right to determine student participation.

ACADEMIC ACCOMPLISHMENTS

Students who meet the high academic standards of A and A-B Honor Roll are recognized quarterly. During the second semester, students are also recognized for academic improvement. At the end of the year, awards assemblies recognize year-long and cumulative accomplishments.

EXPRESSION OF RELIGIOUS BELIEFS

The School District of Greenville County supports individual student rights to express religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school. For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at <http://www.ed.gov/Speeches/08-1995/religion.html>

STUDENT REMINDERS

DELIVERIES

Students may not receive deliveries of any kind at the front desk; this includes flowers, food, etc. Deliveries are disruptive to the classroom environment.

TEXTBOOKS

The state provides free use of one set of textbooks to all students. Under the system's guidelines, students must handle/use the textbooks with care. A student who is responsible for damage to a textbook may elect to pay the cost of the textbook and gain ownership of the textbook. Textbooks are returned at the close of school.

VALUABLES

Students are reminded to never leave money or other possessions unattended in any area of the school campus, particularly the gym. Large amounts of money and valuable personal items should not be brought to school. Music students should take their instruments home daily. Any item that is lost or stolen should be reported to your teacher or the office immediately.

Bryson Middle and Greenville County Schools assume no responsibility for the loss of personal property. The safe-keeping of purses, book bags, books, musical instruments, etc., is the responsibility of students. No personal property should be stored overnight at Bryson Middle School.

ARRIVING AND LEAVING BY CAR AND WALKING

Supervision of students begins at 7:30 AM and concludes at 4:00 PM. Students should not be dropped off prior to 7:30 AM. All students arriving at school between 7:30 and 7:45 A.M. report to main hall.

CAR RIDERS

ARRIVAL: Between 7:45 and 8:15, students report to holding areas as follows: 6th to C-wing; 7th Boys to D-wing, 7th

Girls to C-wing; 8th Girls to D-wing, and 8th Boys to gymnasium (8th grade locations will switch quarterly). Car riders may be dropped at breezeway entrances either on the front loop or on the side near the C-wing hallway. **The building does not open until 7:30 A.M.**

DISMISSAL: After the announcements at 3:15 P.M., car rider dismissal will begin.

Students must report to the car-holding areas to await pick-up. To facilitate dismissal, students are required to sit in the car holding area.

All car riders must be picked up by 3:45 P.M. or ride the bus. Parents of students consistently left after 3:45 should arrange alternate transportation, i.e. buses. A student on special permission with repeated violations will be placed on probation with the possibility that he/she may be asked to return to the home base school.

For safety reasons, drop off and pick up are limited to the car holding areas (the traffic loops in front and on the 6th grade side of the school). No students may be dropped off or picked up in the teacher's parking lot. Varsity Drive is closed to traffic at all times.

WALKERS

Walkers home and to Hillcrest must secure a form from the front office to be completed by a parent and approved by the principal.

ARRIVAL: Students who walk to school enter at the covered breezeway area and report as follows: 6th to C-wing; 7th Boys to D-wing, 7th Girls to C-wing; 8th Girls to D-wing, and 8th Boys to the gymnasium (8th grade locations will switch quarterly).

DISMISSAL: Students who walk home will be dismissed after the announcements at 3:15 P.M. and will leave campus immediately. Students should use caution when crossing street(s). Students are advised not to cross the interstate highway.

Hillcrest HS Walkers are dismissed at 3:45

to the bus area.

ARRIVING AND LEAVING BY BUS

ARRIVAL: Students arriving at school between 7:30 and 7:45 A.M. are to report to the main hall. From 7:45 to 8:15 A.M., students are to report as follows: 6th to C-wing; 7th Boys to D-wing, 7th Girls to C-wing; 8th Girls to D-wing, and 8th Boys to the gymnasium (8th grade locations will switch quarterly). Breakfast begins at 7:45.

DISMISSAL: Students will remain in their 6th period while routes are called. Students must report immediately to their buses to avoid missing transportation home.

BUS TRANSPORTATION GUIDELINES

In order to insure 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, ecigarettes 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

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

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus ten (10) days and parent conference
- 3rd 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 discipline 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.

It will be the responsibility of the parent or guardian to see that the student is transported to school during this time of suspension.

Transportation Telephone Number, Donaldson Bus Center 355-5280

TECHNOLOGY

Children's Online Privacy Protection Act (COPPA) Internet Permission Form – COPPA requires verifiable parental consent before a child under the age of 13 can access a commercial web site or use a commercial mobile/tablet application (app). The law permits school districts to obtain this consent thereby eliminating the need for each website operator or app owner to request consent from each parent which is difficult to do in a classroom setting. This form will be sent home in the first day of school package for parent signature and is required if the student is to access the internet at school. 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 Backpack 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 that 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.

Personal Electronic Safety Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology including email and the

Internet. Parents and students should contact the school immediately with any concerns related to the use of technology. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Never give out your phone number, social security number, full name, age, home address, or any other personal information. Students will not agree to meet with someone they have met online without their parent/guardian's approval. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Keep your password secret. You will be held responsible for all computer activities associated with your password.

CHROMEBOOKS

Bryson Middle students have access to a Lenovo Chrome book and Lenovo Charger. The devices and chargers belong to Greenville County Schools. Students will be oriented in regards to device safety and care. Students are encouraged to purchase a case to protect their device. Specific policies regarding Chrome book care, safety, rights and privileges, can be found on our school website. The Acceptable Use Policy is in effect when a student logs into his/her device or any device owned by the school. School administration reserves the right to limit and/or take away student device usage or use of any district owned device.

CONCLUSION

The key to a good school lies in the pride that we have in our school and the degree to which each of us accepts personal responsibility for our own actions, the welfare of each other, and of the school as a whole. No list of rules, regulation, and consequences can replace school spirit. The procedures listed herein simply address concepts and actions that create a positive learning

environment. We believe that the great majority of us do the right thing, without threat of punishment. However, there are a few types of poor behavior which damage school property, hurt school morale, or even cause physical danger to others. Due to the impact of poor student behavior on the school as a whole, we feel that all students should clearly understand and have continual access to what these offenses are and should be warned of the consequences. This handbook is not inclusive of all possible actions and consequences. School administration reserves the right to act on those behaviors that prevent or impede the safety of Bryson Middle School Students and staff.

DISCLAIMER

Due to the COVID pandemic, there may be a need to alter the protocols and/or procedures outlined in this handbook. If changes are required, students and parents will be notified. In addition, an addendum to the student handbook will be made and posted on the school's website.