

STUDENT~PARENT~TEACHER HANDBOOK 2017 – 2018



Be Respectful

Be Responsible

Be Safe

Twelve Bridges Middle School
770 Westview Drive
Lincoln, CA 95648

Office: (916) 434-5270
24-Hour Attendance Hotline: (916) 434-7996
Fax: (916) 434-5273
Website: tbms.wpusd.k12.ca.us

Student Name: _____ I.D. Number: _____

Table of Contents

TBMS Calendar 2016—2017	2
GENERAL STUDENT INFORMATION.....	4
Schedule.....	4
Materials.....	4
Recognition.....	4
Parent Conferences.....	4
Textbooks.....	4
Homework & Grades	5
Dress Code	6-7
SCHOOL PROCEDURES	8
Attendance	8
Travel Study.....	8
Withdrawals/Transfers.....	8
Deliveries to Students.....	9
Visitors	9
Emergency Cards	9
Closed Campus.....	9
Office Telephone and Passes to the Office.....	9
Lost & Found.....	9
Personal Property	9
Bicycles & Skateboards.....	9
Lunch Periods.....	10
Cell Phones and Electronic Devices	10
Aerosol Sprays	10
Gum.....	10
Energy Drink Ban	10
Public Displays of Affection	10
Gang-Related Behavior.....	10
Surveillance Equipment on Campus	10
SUPPORT SERVICES.....	11
Health Services, Medication & Insurance.....	11
DISCIPLINE PROCEDURES.....	11
Detention Notices	11
Administrative Referrals	11
Suspension from School	11
Attendance/SARB Process.....	12
Discipline/SARB Process.....	12
Tobacco- Free Schools	12
E-pen cigarettes or vapor pens.....	12
PROMOTION REQUIREMENTS.....	13
Sixth, Seventh and Eighth Grade Promotion Requirements	13
Eighth Grade Promotion Activities.....	13
STUDENT ACTIVITIES	14
Activity Guidelines.....	14
Athletics	14
Athletic Eligibility.....	14
BOARD POLICIES	15
Bus Riding.....	15
Sexual Harassment.....	16
TBMS Regular Schedule	17
TBMS Schedule for Activity/Early Release Days	18

TBMS Master Calendar 2017-2018

August 17	First Day of School
August 18	Activity Schedule – Keith Hawkins Assembly
August 28	Staff Photo in the Gym 1:45pm
August 31	Back to School Night
September 4	Labor Day – No School
September 8	BTS Dance
September 19	Fundraiser Assembly
September 28-29	6 Week Conferences
October 6	Picture Make-up Day / 8 th Grade Pano 9am
October 9	Staff Development Day – No School
October 23-27	Red Ribbon Week
October 27	Halloween Dance
November 9	Veteran's Day Assembly
November 10	Veteran's Day – No School
November 20-24	Thanksgiving Break
December	Winter Concert
December 8 -9	Drama Play
December 21	End of Semester
December 21	Winter Dance
December 22	No School
December 25 – January 5	Winter Break – No School
January 12	Report Cards Mailed Home
January 15	Martin Luther King Jr. Day – No School
February 15-19	President's Holidays – No School
March 12	Staff Development Day – No School
March 14	District Band Day
March 26-30	Spring Break
April 2	No School
April 13 -14	Drama Play
May	State Testing – Dates TBD
May 3	Hockey Banquet 6-8pm
May 7 -11	Teach Appreciation Week
May 11	End of the Year Dance
May 28	Memorial Day – No School
June 1	8 th Grade Sunsplash
June 4	Honors Celebration / Yearbook Distribution Party
June 6	Promotion Dance
June 7	Promotion 8:30am
June 7	Last Day of School / End of Semester
June 14	Report Cards Mailed Home

*Please check our website for an up-to-date calendar as some of these dates are subject to change.

GENERAL STUDENT INFORMATION

Schedule

The daily schedule is divided into six periods of approximately 55 minutes each. Four periods are devoted to academic classes: language arts, history, math and science. The remaining periods include physical education and enrichment.

Materials

Students should have the following materials at all times:

- Backpack
- Agenda and assignments for the day
- Three-ring binder with dividers for each class
- Pouch for pens/pencils
- Four pens (blue, black, red and green)
- Two pencils with erasers & hand held pencil sharpener
- Lined paper and five spiral notebooks, 100 pages each
- Books/materials required for the day
- Ruler, colored pencils, highlighters, glue stick or tape
- Independent Reading book

Recognition

- Perfect Attendance
 - ✓ Certificate each grading period
- Honors Celebration each semester
 - ✓ First semester with a GPA (grade point average) of 3.5 or better
 - ✓ Second semester with a GPA of 3.5 or better in academic classes

Parent Conferences

Teachers are available for conferences before school, after school and during the teacher's prep period. Parents may request a conference with their student's teacher(s) by leaving a message in the office or by emailing the teacher(s) at the address on the teacher's website. The teacher will attempt to contact the parent within 24 hours after receiving the message. Parents are encouraged to attend Back to School Night in the fall, Parent Conferences and Open House in the spring (see school website for dates).

Textbooks

Textbooks and library books issued to students are the student's responsibility. If issued/borrowed books are lost, damaged, or stolen, the student will be expected to pay for the replacement. Students who do not return library books will not be allowed to check out additional books until books are returned or replacement costs are paid. Students will be denied participation in end-of-year activities (including promotion activities) until the fines/costs are received.

Homework & Grades

Students can expect homework every night. Homework is an integral part of a student's grade. It is important that students stay current with their schoolwork and homework and not rely on extended deadlines to make up work or extra credit, which is offered at teacher discretion.

Families can support their student by:

- ✓ Checking the student's agenda daily for homework assignments
- ✓ Checking the teacher's assignment calendar in Schoology.

Grades are based on the completion of in-class work, homework, projects, quizzes and tests. Missing work results in a zero, which quickly lowers a grade.

Grades are computed as percentages as follows:

A	90 – 100%	<u>Citizenship:</u>	
B	80 – 89%	O	Outstanding
C	70 – 79%	S	Satisfactory
D	60 – 69%	N	Needs Improvement
F	59% and below	U	Unsatisfactory

Progress reports are available online and can be accessed by parents through the school accountability software.

Report cards are mailed home each semester.

Parents should contact the teachers if they are concerned with their student's progress.

Dress Code

The purpose of the Twelve Bridges Middle School Dress Code is to set a tone of academic and behavioral excellence for our students. Adhering to the TBMS Dress Code helps promote the safety of our students and fosters a positive learning environment on our campus. The expectation of the administration and staff is that each student will follow the dress code during school hours, athletic events, field trips, activity days, dances, assemblies, and performances. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. Students in violation of the TBMS dress code will be required to change into their PE clothes. Students will not be allowed to attend class until the dress code violation has been corrected. Students will only be allowed to call home for a change of clothes as a last resort. In addition, a violation of the dress code may result in a school detention and repeat violations of the dress code may result in an Administrative Referral and or suspension.

1. Shoes must be worn at all times.
2. Clothing must be free of references to alcohol, drugs, gangs, violence, bigotry or sexual connotation. No gang-associated colors or symbols are allowed on the TBMS campus.
3. Clothing must not expose the midsection or underclothing. Girls tops may not be low-cut in the front or back. Appropriateness to be determined by administration.
4. Body piercings, deemed a distraction by the administration, are not allowed.
5. Students shall **NOT** wear articles of clothing, jewelry or accessories, which, in the opinion of administration, might disrupt school activities or could pose a threat to the physical well-being or safety of students or others.
6. No bra straps may be exposed or visible.
7. Off the shoulder shirts are not allowed.
8. Cut out shoulders and/or shoulder straps on all shirts or dresses must have a minimum width of two fingers.
9. Tank tops are allowed, but shoulder straps must have a minimum width of two fingers.
10. Students may wear pants only one size larger than their waist size – no sagging.
11. Students may wear shirts only one size larger than their regular shirt size.

12. All shorts and skirts (female and male) should extend to a minimum length of the student's pinky finger (and no shorter). This measurement will be determined by the student extending their arms and hands to their side in order to examine the "hemline" of the garment in relation to the pinky. Shorts and skirts deemed inappropriate by the administration will not be allowed on campus.
13. Holes in pants or any "skin exposing" fraying of the jeans or shorts must be below the pinky "hemline" for each student.
14. Tights, leggings, yoga pants, and other sheer varieties of clothing must be covered by length appropriate shorts.
15. Belts must fit students and be contained in belt loops. No hanging belts or wallet chains.
16. Hats may be worn at school, but must be worn facing front. Hats may not be worn to the side, sideways or backwards at any time. Teacher discretion will be used for wearing hats inside the classroom.
17. Pajamas are not to be worn to school unless it is designated spirit day.
18. Blankets and pillows are not allowed at school.
19. Any hair colors that are deemed a distraction by administration are not allowed.
20. Clothing deemed inappropriate by administration will not be allowed.

SCHOOL PROCEDURES

Attendance

24-Hour ATTENDANCE LINE: 434-7996

Attendance is very important to student success. Poor attendance usually results in poor grades. Parents should make every effort to have their child at school every day. The average TBMS student misses no more than five days each school year. If a student will be absent, the parent/guardian should call the 24-Hour Attendance Hotline as soon as possible. A note must be sent with the student to the office on the day s/he returns, if a call isn't made. Absences not verified within 3 days will be recorded as unexcused. If a student is absent for more than 3 days, a doctor's note is needed.

****Excessive absences may result in attendance letters and a referral to the School Attendance Review Board (SARB).**

If a student arrives late to school, s/he must go to the office for a Late Slip. The reason for the late arrival must be verified by the parent or guardian. A student arriving late may not go class with a coffee drink in their hands. They must finish the drink before leaving the office.

****Excessive tardiness to any class will result in disciplinary action.**

If a student needs to check out of school early for an appointment, s/he must bring a note to the office **before school** to receive an Early Dismissal Slip. This allows the student to meet their parent in the office without delay.

****If a note is not sent, the student will be called to the office once the parent arrives.**

Any student leaving school before the end of the school day with parental permission **must be signed out through the office** by the parent, guardian or other adult listed on the student's emergency card.

Travel Study

Travel study during the school year is **strongly discouraged** as students miss valuable instruction, discussion, activities, and lab experiences.

However, students who are planning to be away from school for **five days or more** may request a Travel Study Contract from the office. Any request for travel study must be made at least **5 school days** in advance and the student, a parent or guardian and an administrator must sign the contract and pick up the travel study packet. The maximum length of an excused Travel Study is 30 days.

****All work is to be turned in the day the student returns to the office****

To qualify for Travel Study, a student must meet promotion, achievement standards and attendance requirements. Administration may deny a travel study request, if the student is not meeting promotion, achievement and/or attendance requirements. If denied, days absent will be recorded as unexcused.

Withdrawals/Transfers

In order for all necessary records to be completed, families are requested to notify the office **at least two days** before a student withdraws from school or transfers to another school. Students will follow their regular schedule on the day of clearance and will complete the individual class withdrawal process during their class periods. Final clearance must be made with the office during the student's last period of classes. All school property must be returned and all fines paid. A forwarding address must be left with the office.

Deliveries to Students

Do not send balloons or flowers to students during school hours. Students are not allowed to have them on campus as they are a distraction. If items are delivered to campus, they will be held in the office until the end of the school day. Please arrange for special celebrations and birthday parties outside of the school day.

Visitors

All visitors to the campus must sign in at the office and be issued a "Visitor" badge before entering campus. The "Visitor" badge must be worn and clearly visible while on campus. Student visitors are not allowed.

Emergency Cards

Student emergency cards are kept in the office. Emergency Cards contain important information including names of parents, guardians, addresses, phone numbers, work numbers, medical information and emergency contacts if parents/guardians are not available.

****It is critical that families inform the office if the information on the emergency card should change at any point during the school year.**

Closed Campus

TBMS is a closed campus. Students may not leave campus once they arrive unless signed out in the front office by a parent or guardian named on the emergency card. (This includes leaving campus for special lunches). Students may not leave campus to walk to appointments. Students must be signed out by their parent or guardian for appointments.

Office Telephone and Passes to the Office

An office telephone is available for student use for emergencies only. Emergencies do NOT include forgotten lunches or homework/projects.

Students must have a pass from their teacher to leave class and come to the office.

****This includes TAs and Leadership Students.**

Lost & Found

Lost and found items are turned in to the front office. Students may check in the office for missing items during breaks, lunch, before or after school. Unclaimed items are donated to charity periodically through the year.

Personal Property

Students **should not** bring personal property of any value to school. This includes money (more than for a school lunch). Students should keep lunch money on their person, not in unattended backpacks or purses. TBMS is not responsible for any damaged, lost or stolen items.

Bicycles & Skateboards

Students must follow local traffic rules (including mandatory helmets) when riding bicycles to and from school. Bikes must be locked in the bike rack area. It is recommended that they be licensed for identification purposes.

Skateboards/scooters **ARE NOT ALLOWED** on campus. There is no skateboard/scooter storage, which includes inside classrooms.

Lunch Periods

TBMS is a closed campus. Students may not leave during lunch with anyone except the custodial parent or guardian. Custodial parents or guardians must sign students out through the front office.

Students must stay in assigned, supervised areas during the lunch period and eat only in designated areas.

Full meals are provided from the school cafeteria. A student may prepay for lunches at the snack line windows before school or during the lunch period. Breakfast is served daily 7:40 – 8:00 a.m.

Free and reduced lunches are available to families whose economic circumstances meet the federal criteria for the Free/Reduced Lunch Program. Applications may be obtained at any time from the office and submitted to the food service clerk for approval. Also, you can sign up on **myschoolbucks.com** to keep money on your child's meal account.

Cell Phones and Electronic Devices

Students may carry cell phones or electronic devices on campus **only if they are turned OFF**. All devices must be turned off between the first and last bell of the day unless being used for learning purposes under the supervision of the teacher. Violations may result in disciplinary action:

- ✓ 1st offense: The electronic device will be confiscated and held in the office. The student may retrieve the device at the end of the day. A detention will be issued.
- ✓ 2nd offense: The device will be confiscated and only a parent/guardian may retrieve the device. A detention will be issued.
- ✓ 3rd offense: Same as offense #2 along with losing the privilege of carrying the device on campus for the remainder of the school year.
- ✓ Other electronic devices may be used under the supervision of the teacher in the classroom or library.

Aerosol Sprays

Aerosol sprays (deodorant, body spray, hairspray, etc.) are not allowed on our school campus.

Gum

Gum is not allowed on campus. NO EXCEPTIONS.

Energy Drink Ban

Due to the possible health risks to students as well as the disruption to the educational process, TBMS has banned the use, or possession, of energy drinks on school campus. Any confiscated energy drinks will be disposed of.

Public Displays of Affection

No inappropriate public displays of affection will be allowed on school grounds.

Gang-Related Behavior

There is zero tolerance for any behavior or attire deemed by the administration to be gang related.

Surveillance Equipment on Campus

Twelve Bridges Middle School employs video surveillance equipment for security and safety purposes. This equipment may or may not be monitored at any time

SUPPORT SERVICES

Health Services, Medication & Insurance

The District Nurse serves students on a scheduled basis. The office staff is also available to assist students. Health services include vision, hearing and scoliosis screening, as scheduled.

Students may not carry prescription medication at school unless they have a signed note on file in the nurse's office from a doctor which states carrying such medication is necessary for the health of the child. **This includes asthma inhalers. Students may not carry non-prescription medication** (such as aspirin, Tylenol, etc.) on their person or in their purses or backpacks at any time.

All prescription and non-prescription medication requires parents and a physician complete a Medical Authorization Form, which is then kept in the nurse's office. Medication must be kept in its original container with complete instructions in a locked cabinet in the nurse's office, and will be dispensed by school personnel to the student as directed by the doctor's orders.

****School employees cannot administer any medication without a completed Medical Authorization Form.**

An application for optional student insurance is available to each student at the beginning of the year. Students participating in after-school sports programs must carry some form of accident insurance and be able to offer proof of said insurance to the school.

DISCIPLINE PROCEDURES

Students are expected to control their own behavior at all times. An orderly campus and courteous behavior are necessary for the safety and education of all students. If a student is experiencing difficulty with their own or another student's behavior, they may request assistance through their teacher, campus supervisor, assistant principal or principal or any adult employee on campus.

Detention Notices

Detention Notices are issued for inappropriate student behaviors that are not severe enough to warrant an Administrative Referral to the assistant principal's office but that have not been corrected by other adult intervention (warnings, conference, name on board, etc.). A detention during lunch will be assigned on the date indicated on the form.

In detention, students are expected to arrive on time and sit quietly and respect the adult in charge.

Administrative Referrals

More serious behavior will result in staff issuing the student an Administrative Referral to the assistant principal or principal. Consequences for an Administrative Referral include a conference with the assistant principal or principal and one or more of the following: detention, suspension from school, or an Expulsion recommendation.

Suspension from School

When a student is suspended from school, s/he may not attend any school events (on or off campus). S/he is prohibited from entering campus for any reason until the days of suspension have been complete. Students suspended from school for twenty or more days will be recommended for expulsion from the school district. (Students may also be recommended for expulsion prior to twenty days of suspension for certain behaviors that constitute a danger for themselves and others.)

Infraction	Result
6 Tardies/ Semester	Detention may be assigned
7+ Tardies/ Semester	May result in additional detention assignment per semester
Administrative Referral # 1 Per Year	Administrative Discretion – Detention, Suspension from School (Failure to serve detention may result in suspension from school)
Administrative Referral #2 Per Year	Administrative Discretion – Detention or Suspension from School (Failure to serve detention may result in suspension from school)
Administrative Referral #3 + Per Year	Suspension from School (20+ days of suspension will result in an expulsion recommendation.)

Attendance/SARB Process

1. Attendance Letters (discretion will be taken by the office clerk and the assistant principal regarding extensive illnesses, etc.)
2. The office clerk will run attendance queries through our administrative software program, as scheduled, and will send out letters accordingly.
3. When a student and their family are sent to SARB (School Attendance Review Board) for a hearing, the assistant principal attending the hearing will obtain a copy of the SARB contract that is written there and will copy it to the office clerk and the student's cumulative file.

Discipline/SARB Process

E.C. 48263 School Attendance Review Board Referral

If any minor pupil in any district of a county is an habitual truant, or is irregular in attendance at school, as defined in this article, **or is habitually insubordinate or disorderly during attendance at school**, the pupil may be referred to a school attendance review board or to the probation department for services if the probation department has elected to receive these referrals. The supervisor of attendance, or any other persons the governing board of the school district or county may designate, making the referral shall notify the minor and parents or guardians of the minor, in writing, of the name and address of the board or probation department to which the matter has been referred and of the reason for the referral. The notice shall indicate that the pupil and parents or guardians of the pupil will be required, along with the referring person, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral.

Tobacco- Free Schools

(Board Policy 3513) (Public Law 100-690, 5151-5160)

In the best interest of students, employees and the general public, the Governing Board therefore **prohibits the use of tobacco products at all times on district property** and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic events. It applies to any meeting on any property owned, leased, and rented by or from the district.

The superintendent or designee shall inform students, parents/guardians, employees and the public about this policy. All individuals on district premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations.

E-pen cigarettes or vapor pens

E-pen cigarettes or vapor pens are not allowed on campus. They are considered a tobacco product and all discipline actions will be the same as tobacco.

PROMOTION REQUIREMENTS

Sixth, Seventh and Eighth Grade Promotion Requirements

Over the last few years there have been several laws enacted that have required educators to implement new promotion and retention policies at their respective schools. As per these laws, any student not meeting the promotion policy as set forth by that pupil's school, may be retained in his/her current grade level.

Promotion based on academic achievement:

The following three requirements will be utilized in determining academic eligibility for promotion/retention and summer school eligibility. Students meeting all three of the following requirements will be academically eligible to be promoted to the next grade level.

1. Overall cumulative GPA of "C" or better.
2. GPA of 2.0 ("C") or better in language arts.
3. GPA of 2.0 ("C") or better in mathematics.

Summer School:

A student who fails to meet the promotion requirements may be recommended to summer school giving them additional academic support for the next grade level if offered by the school district. The recommendation to summer school for students who fail to meet the above stated academic requirements will be at the discretion of administration.

Parent contact:

Parents will be contacted at the following times when their child is at risk of retention: after the first six weeks of school, at the end of the first semester and in the middle of the second semester.

Eighth Grade Promotion Activities

Eighth grade promotion activities may include a water park trip, awards assembly, promotion dance and the promotion ceremony. Students must meet promotion requirements in order to participate in these promotion activities.

Additionally, students must return all materials, supplies, textbooks and equipment issued to them and must pay all their debts by the required deadlines.

1. If during the last seven weeks a student receives the following discipline, it will result in:
 - First Administrative Referral – Loss of water park trip
 - Second Administrative Referral – Loss of Awards Assembly
 - Third Administrative Referral – Loss of Promotion Dance
 - Fourth Administrative Referral – Loss of Promotion Ceremony
2. If during the last seven weeks of school a student receives the following discipline, it will result in:
 - One day of suspension – Loss of all promotion activities with the exception of promotion ceremony
 - Multiple days of suspension - Loss of all promotion activities including the promotion ceremony.

STUDENT ACTIVITIES

Attendance at dances, Honors Activities, class field trips, and participation in athletics, are privileges. Participation in these activities may be based upon behavior and/or grades. Attendance is limited to TBMS students only; guests may not attend. Eligibility to participate is based upon the following guidelines:

Activity Guidelines

A student must:

1. Meet and maintain a GPA of 2.0+ in language arts, math and overall for the current semester (or for the previous semester for activities in the first 3 weeks of a semester).
2. Receive no suspensions for the entire semester during which the activity takes place.
3. Attend school the day of any extracurricular activity.

Athletics

TBMS is a member of the Foothill Intermediate School Athletic League (FISAL). Participation in the league is governed by CIF rules and FISAL bylaws. TBMS offers the following sports, depending upon student interest and funding:

FALL	WINTER	SPRING
Girls' Volleyball (7 th & 8 th) Cross Country (6 th , 7 th & 8 th)	Boys' Basketball (7 th & 8 th) Girls' Basketball (7 th & 8 th) Wrestling (6 th , 7 th & 8 th)	Girls' Softball (7 th & 8 th) Track (6 th , 7 th & 8 th) Boys' Volleyball (7 th & 8 th)

Athletic Eligibility

Students must have a minimum 2.0 GPA with no F's to participate in sports. Grades will be checked prior to the beginning of the sport and midway through the season. Athletes must meet the previously stated Activity Guidelines (see above). Athletes must also adhere to the guidelines and behavior policy during the season. They must have a current physical on file in the office. Physicals turned in after June 1 can be used for the entire school year. A completed student emergency card must be on file.

BOARD POLICIES

Bus Riding

(Board Policy: AR6145.1 (a))

General Information:

1. Fighting on a school bus is an automatic five-day suspension of bus riding privileges.
2. Situations endangering the safety and well-being of any persons may result in suspension of bus-riding privileges for the remainder of the school year.
3. All referrals will be signed by the parent or guardian before student is allowed to ride the bus.
4. No change in disciplinary actions shall be made without a meeting of the parent, transportation coordinator, driver and student.

First Offense:

1. The bus driver will issue a notification form to the student and explain the reason to the student.
2. The transportation coordinator will send a courtesy warning to the parent or guardian.

Second Offense:

1. The bus driver will issue a notification form to the student and explain the reason to the student.
2. The transportation coordinator will send a second courtesy warning to the parent or guardian.

Third Offense:

1. The bus driver will issue a bus referral to the student and explain the reason to the student. The student is responsible for taking the referral to his/her parent or guardian.
2. The parent or guardian must sign the referral before the student is allowed back on the bus.
3. The transportation coordinator may suspend student for one school day.

Fourth Offense:

1. The bus driver will issue a bus referral to the student and explain the reason to the student. The student is responsible for taking the referral to his/her parent or guardian.
2. The parent or guardian must sign the referral before the student is allowed back on the bus.
3. The transportation coordinator will meet with the parent/guardian, driver and student.
4. The transportation coordinator may suspend student for five school days.

Fifth Offense:

1. The bus driver will issue a bus referral to the student and explain the reason to the student. The student is responsible for taking the referral to his/her parent or guardian.
2. The parent or guardian must sign the referral before the student is allowed back on the bus.
3. The transportation coordinator may suspend student for thirty school days.

At any time during the discipline process, the parent or guardian may request a meeting with the applicable driver and transportation coordinator.

The intent of this policy is that each time a pupil receives a courtesy warning or bus referral; he/she advances to a higher level of consequence until the fifth offense is reached. For each period of 30 days that the pupil rides the bus without a courtesy warning or bus referral, he/she reverts to the next lowest level until all offenses are mitigated. In the case of a bus referral resulting from severe misconduct, the transportation coordinator may assign a consequence up to that of the fifth offense or deny transportation service for the remainder of the school year.

Sexual Harassment

(Board Policy: AR 5145.7 (a))

(Education Code 212.5)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the institution.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Notifications

A copy of the district's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents' guardians at the beginning of each school year. **(Education Code 48980) (CF.5145.6 – Notifications Required by Law)**
2. Be displayed in a prominent location near each school principal's office. (Education Code 212.6)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. **(Education Code 212.6)**
4. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct. **(Education Code 212.6)**

Enforcement

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

TBMS Regular Schedule

Regular Schedule 6th/7th Grade

PER 1 8:05 - 9:07 (62 min)
PER 2 9:11 - 10:06 (55 min)
PER 3 10:10 - 11:05 (55 min)
11:05 - 11:43 (38 min) Lunch 6/7
PER 4 11:47 - 12:42 (55 min)
PER 5 12:46 - 1:41 (55 min)
PER 6 1:45 - 2:40 (55 min)

Regular Schedule 8th Grade

PER 1 8:05 - 9:07 (62 min)
PER 2 9:11- 10:06 (55 min)
PER 3 10:10 - 11:05 (55 min)
PER 4 11:09 - 12:04 (55 min)
12:04 - 12:42 (38 min) Lunch 8
PER 5 12:46 - 1:41 (55 min)
PER 6 1:45 - 2:40 (55 min)

TBMS Schedule for Activity/Early Release Days

Activity 6 th /7 th Grade	Activity 8 th Grade	Early Release 6 th /7 th Grade	Early Release 8 th Grade
PER 1 8:05 - 8:56 (51 min)	PER 1 8:05 – 8:56 (51 min)	PER 1 8:05 - 8:56 (51 min)	PER 1 8:05 - 8:56 (51 min)
PER 2 9:00 – 9:45 (45 min)	PER 2 9:00 – 9:45 (45 min)	PER 2 9:00 - 9:45 (45 min)	PER 2 9:00 - 9:45 (45 min)
PER 3 9:49 – 10:35 (46 min)	PER 3 9:49 – 10:35 (46 min)	PER 3 9:49 - 10:35 (46 min)	PER 3 9:49 - 10:35 (46 min)
10:35 - 11:13 (38 min) Lunch 6/7	PER 4 10:38 – 11:24 (46 min)	10:35 – 11:13 (38 min) Lunch 6/7	PER 4 10:38 – 11:24 (46 min)
PER 4 11:16 - 12:02 (46 min)	11:24 – 12:02 (38 min) Lunch 8	PER 4 11:16 – 12:02 (46 min)	11:24 – 12:02 (38 min) Lunch 8
PER 5 12:05 – 12:51 (46 min)	PER 5 12:05 – 12:51 (46 min)	PER 5 12:05 – 12:51 (46 min)	PER 5 12:05 – 12:51 (46 min)
PER 6 12:54 – 1:40 (46 min)	PER 6 12:54– 1:40 (46 min)	PER 6 12:54 – 1:40 (46 min)	PER 6 12:54 – 1:40 (46 min)
Activity 1:40- 2:40 (60 min)	Activity 1:40 - 2:40 (60 min)		