

# STUDENT-PARENT-TEACHER HANDBOOK

2019 – 2020



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*Be Respectful*

*Be Responsible*

*Be Safe*

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*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.org](http://tbms.wpusd.org)*

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### TBMS Master Calendar 2019-2020

August 15	First Day of School
August 29	Back to School Night
September 2	Labor Day – No School
September 6	Picture Make-up Day
September 6	BTS Dance
September 18	Fundraiser Assembly
October 9	Picture Make-up Day / 8 <sup>th</sup> Grade Pano 9am
October 14	Staff Development Day – No School
October 23-31	Red Ribbon Week
October 18	Halloween Dance
November 11	Veteran’s Day – No School
November 18-22	Early Release Day for Parent / Teacher Conferences
November 25-29	Thanksgiving Break
December 12	Winter Concert
December 6-7	Drama Play
December 20	End of Semester
December 23 – January 3	Winter Break – No School
January 10	Report Cards Mailed Home
January 20	Martin Luther King Jr. Day – No School
February 13-17	President’s Holidays – No School
March 27-28	Drama Play
April 6-10	Spring Break
April 13	No School
May	State Testing – Dates TBD
May 4 -8	Teacher Appreciation Week
May 25	Memorial Day – No School
TBMS	Yearbook Distribution Party
June 2	8 <sup>th</sup> Grade Sunsplash
June 4	Promotion Dance
June 5	Promotion 8:30am
June 5	Last Day of School / End of Semester
June 12	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
- Pens (blue, black, and red)
- Two pencils with erasers & hand held pencil sharpener
- Lined paper and notebooks
- Books/materials required for the day
- Ruler, colored pencils, highlighters, glue stick or tape
- Independent Reading book
- Earbuds or headphones for iReady

### **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 school 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.

## **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 Schoology.

Report cards are mailed home each semester.

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

## **Twelve Bridges Middle School Dress Code**

2019-2020

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 dress code applies to ALL students. 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 dress code will be required to change into their PE clothes, will be lent a clean appropriate clothing item or will call home for a change of clothes. 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 not expose buttocks, cleavage, midsection or underclothing when standing still, bending over, or in motion.
3. Body piercings, deemed a distraction by the administration, are not allowed.
4. Students shall NOT wear articles of clothing, jewelry or accessories that promote or represent references to alcohol, drugs, gangs, violence, bigotry or sexual connotation. Clothing, jewelry, or accessories that might disrupt school activities or could pose a threat to the physical well-being or safety of students or others is strictly prohibited.
5. Off the shoulder shirts are not allowed and all tank top style shoulder straps must have a minimum width of two fingers.
6. Holes in pants or any "skin exposing" fraying of the jeans or shorts shall not expose undergarments or skin that would normally be covered by undergarments.
7. Tights, leggings, yoga pants, and other sheer varieties of clothing must not expose undergarments.

8. Belts must fit students and be contained in belt loops. No hanging belts or wallet chains.
  
9. 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.
  
10. Pajamas are not to be worn to school unless it is designated spirit day.
  
11. 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.

**\*\*Any tardies beyond 6 to any class will result in disciplinary action starting with detention.**

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.

No food delivery companies (Uber Eats, Door Dash, Postmates, etc..) are permitted to deliver food to students during school hours.

### **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](http://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**. Please do not text or call your child directly during school hours as this violates the student cell phone policy. 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:

- ✓ 1<sup>st</sup> 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.
- ✓ 2<sup>nd</sup> offense: The device will be confiscated and only a parent/guardian may retrieve the device. A detention will be issued.
- ✓ 3<sup>rd</sup> 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 end of the first quarter of school, at the end of the first semester and at the end of the third quarter.

**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 <sup>th</sup> & 8 <sup>th</sup> )  Cross Country (6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> )	Boys' Basketball (7 <sup>th</sup> & 8 <sup>th</sup> )  Girls' Basketball (7 <sup>th</sup> & 8 <sup>th</sup> )  Wrestling (6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> )	Girls' Softball (7 <sup>th</sup> & 8 <sup>th</sup> )  Track (6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> )  Boys' Volleyball (7 <sup>th</sup> & 8 <sup>th</sup> )

### **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 6<sup>th</sup>/7<sup>th</sup> 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) <b>Lunch 6/7</b>
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 8<sup>th</sup> 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) <b>Lunch 8</b>
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 <sup>th</sup> /7 <sup>th</sup> Grade	Activity 8 <sup>th</sup> Grade	Early Release 6 <sup>th</sup> /7 <sup>th</sup> Grade	Early Release 8 <sup>th</sup> 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) <b>Lunch 6/7</b>	PER 4 10:38 – 11:24 (46 min)	10:35 – 11:13 (38 min) <b>Lunch 6/7</b>	PER 4 10:38 – 11:24 (46 min)
PER 4 11:16 - 12:02 (46 min)	11:24 – 12:02 (38 min) <b>Lunch 8</b>	PER 4 11:16 – 12:02 (46 min)	11:24 – 12:02 (38 min) <b>Lunch 8</b>
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)		

## **Schedule Change Policy 2019-2020**

The schedule change policy is designed to promote academic success at TBMS. We do understand the need to change student schedules from time to time, but changes to student schedules can impact many other courses, and therefore will be made on a limited basis.

Schedules **will** be changed for the following reasons:

- Academic misplacement-Student is placed in the wrong level of class
- Missing a class(es)
- TBMS will utilize the first ten school days of each semester to involuntarily change schedules for the purpose of balancing classes

Schedules **will not** be changed for the following reasons:

- A desire for another instructor
- A desire for a class to be a different/specific period
- The student is failing the class
- To have classes with friends
- Student conflict with another student in a class (students need to discuss problems with administrators or counselor for conflict resolution)

Personality conflict will not be justification for changing a class. All conflicts need to be resolved in a mature, professional manner. We ask that the student and parent first take the responsibility to meet with the teacher and work through the problem. If a resolution cannot be reached, then the parent or teacher should contact an administrator to meet about the issue. If a class change is granted by the administration, it will be based on space availability and with the least impact to the student's schedule.

All schedule change requests must be made by submitting the Schedule Change Request form to the office. The forms are located in the front office.