

Twelve Corners Middle School

2023-2024

Parent Student Handbook



Please call **242-5100** with any questions or concerns.

Attendance: ext. 3520

Cafeteria: ext. 3565

Counseling: ext. 3525, 3526

Library: ext. 3540

Nurse: ext. 3515, 3516

Principal: ext. 3500

Assistant Principals: ext. 3501, 3502



Integrity – doing the right thing when no one else is watching

- Set high standards for your behavior and stick to them
- Stand up for what you believe is right
- Choose words and actions that are honest, not misleading
- Learn from mistakes and losses in an effort to improve

Respect - treating others the way you wish to be treated

- Support everyone's worth, regardless of background, abilities, or beliefs
- Be aware of and honor others' rights and feelings
- Be open to learning from adults and students
- Demonstrate concern for the growth and development of others

Responsibility - embracing opportunities to contribute

- Understand and advance the school/classroom/team's positive goals
- Accept that your actions impact those around you
- Work through disappointment to achieve objectives
- Prove that others can depend on you

Kindness - serving the common good

- Inspire and help others to grow and succeed
- Hold high expectations for yourself and others
- Work hard and support others to reach their goals
- Take initiative and do what needs to be done

Self-control - controlling your actions, thoughts, and feelings so they align with your goals

- Respond thoughtfully to others
- Actively listen to others
- Recognize one's own emotions
- Display appropriate behaviors
- Model behaviors that are desired by all students and adults

July (F/S-0)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
30	31			
August (F-0/S-0)				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
September (F-18/S-17)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
October (F-21/S-20)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
November (F-18/S-18)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
December (F-16/S-16)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Brighton CSD

2023-2024 School Calendar



First/Last Day of School
 Independent Learning Day
 Holiday/Recess
 Superintendent's Conference Day
 1/2 Days - Prof Development
 and Parent/Teacher Conf
 Local/Regents Exams

Sept. 4 Labor Day
 Sept. 5 Superintendent's Conference Day
 Sept. 6 **School Opens – Full-Day Session**
 Sept 25 Yom Kippur (Schools Closed)
 Oct. 6 Superintendent's Conference Day
 Oct. 9 Indigenous People
 Recognized/ Columbus Day
 Observed (Schools Closed)
 Nov. 3 ½ Day K-5 Parent/Teacher Conf.
 Nov. 10 Veterans Day (Schools Closed)
 Nov. 17 ½ Day K-5 Parent/Teacher Conf.
 Nov. 22-24 Thanksgiving Recess
 Dec. 1 ½ Day K-5 Parent/Teacher Conf
 Dec. 8 ½ Day K-5 Parent/Teacher Conf
 Dec. 25-Jan 1 Holiday Recess
 Jan. 2 School Resumes
 Jan. 15 Martin Luther King Jr. Day
 (Schools Closed)
 Jan. 26 Superintendent's Conference Day
 Feb. 19-23 Presidents Week/Mid-Winter
 Recess
 March 29 Good Friday (Schools Closed)
 April 1-5 Spring Recess
 April 8 Early Release Day
 April 10 Eid (Schools Closed) (Tentative)
 April 26 Superintendent's Conference Day
 May 24 ½ Day K-5 Early Release Day
 May 27 Memorial Day (Schools Closed)
 June 14-26 Local/Regents Exams
 June 19 Juneteenth Observed
 (Schools Closed)
 June 25 Anticipated Last Day of School

Please note: This calendar includes 4 inclement weather (snow) or emergency days where instruction would not be provided. If in-person instruction is not able to be provided on any additional days, the District will provide a school day remotely on a schedule to be provided by each school building.

Faculty Days: 184 Student Days 180
 + 1 Collaborative Day

January (F-21/S-20)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
February (F-16/S-16)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
March (F-20/S-20)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
April (F-16/S-15)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
May (F-22/S-22)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
June (F-16/S-16)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

[illegible]

2023-2024 Bell Schedule

	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
HR	7:45 - 7:53	7:45 - 7:53	7:45 - 7:53
Per. 1	7:56 - 8:36	7:56 - 8:36	7:56 - 8:36
Per. 2	8:39 - 9:19	8:39 - 9:19	8:39 - 9:19
Per. 3	9:22 - 10:02	9:22 - 10:02	9:22 - 10:02
Per. 4	10:05-10:45	10:05-10:45	10:05-10:45
Per. 5	10:45-11:15	10:48 - 11:28	10:48 - 11:28
Per. 6	11:18- 11:58	11:28- 11:58	11:31- 12:11
Per. 7	12:01- 12:41	12:01- 12:41	12:11-12:41
Per. 8	12:44 - 1:24	12:44 - 1:24	12:44 - 1:24
Per. 9	1:27- 2:07	1:27- 2:07	1:27- 2:07
Per. 10	2:10-2:40	2:10-2:40	2:10-2:40

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TCMS Mission Statement

The mission of the Twelve Corners Middle School is to provide a purposeful, standards-focused program filled with rich experiences designed to meet the intellectual, social, emotional, and physical needs of each student in a safe and supportive learning environment.

We believe in:

- promoting responsibility, respect, integrity, self-control, and kindness.
- being actively engaged in the learning process to develop individual talents, creative thinking, and technological skills.
- meeting the learning needs of all students so that they can be successful and reach their potential.
- fostering an appreciation for learning where students are motivated to succeed.
- working together with the community to support students.
- providing a challenging, standards-focused program of study.
- providing a nurturing environment that is safe and secure

Basic Expectations for Student Behavior

1. Students attend school regularly and arrive to all classes, including homeroom, on time.
2. Students who arrive at school prior to 7:40 will wait in the cafeteria for the halls to open.
3. Students who remain in school after 2:40 must be supervised by an adult.
4. Students will place cell phones in their lockers from 7:40 until 2:40. Backpacks will not be allowed.
5. Students will use only the locker(s) they are assigned and will not share combinations. Lockers should be always locked.
6. Students will obtain a pass from an adult if they need to be in the hall during classes.
7. Students will listen and follow all directions and requests given by staff members in any area of the building.
8. The use of alcohol, tobacco, drugs, and other substances (including smokeless tobacco and vapor products) is not permitted at any school-sponsored event or on school property at all times.
9. Possession or use of a firearm, knife/weapon (real or imaginary), explosives, matches, smoke bombs, etc. is not permitted on school grounds.
10. Students are not permitted to tamper with fire alarms or smoke alarms. AED boxes may only be accessed in case of emergency.
11. Students will claim ownership only of their own academic work.

Dignity for All Students Act (DASA): Students' Responsibilities and Rights

Our schools must function for the good of all. To insure this, students and their classmates must carry out their individual rights in a manner that will not interfere with the rights of others. The following statements refer to how your responsibilities relate to your rights:

Conduct: Students have the right to a school day free from physical or verbal abuse. The student's responsibility is to conduct themselves according to the standards of good behavior. Students must be tolerant of others and respect individual differences.

Dignity

Students have the right to be given common courtesy. It is the student's responsibility, therefore, to treat each person with dignity and respect without regard to race, color, sex, age, or religion.

Free Expression

Students have the right to have their questions and opinions treated seriously. However, students must express themselves in a way that will not infringe upon the rights of others or disrupt the educational program. Expression which involves profanity, racial or personal insults is not regarded as responsible expression and must be avoided.

Privacy

Students have the right, in accordance with the Constitution's 4th amendment, not to have "unreasonable searches and seizures" of school property. Students should know that school officials and police may check lockers or personal items if they have "reasonable cause" to believe that prohibited articles or missing property may be stored there since the lockers are school property.

Property

Students have the right to their own possessions. The student's responsibility is to treat all property with care and respect. Respect for property is a basic courtesy, which must be given to those who own or care for property. All personal electronic devices should be turned off and kept in lockers. No hall use is permitted, and usage during school hours is not permitted.

Academic Honesty

Academic honesty is a fundamental principle for all educational institutions. At the middle school level, it is imperative students understand the importance of assuming responsibility for their own work, as well as their contribution to group work assigned by the teaching staff. The transition to middle school is often accompanied by pressure to succeed. It is important to face these pressures and develop productive habits that fall within the guidelines of both society and Twelve Corners Middle School. Violations of academic honesty include, but are not restricted to, cheating, plagiarizing, stealing academic material, and missing class deliberately on the day of a test/quiz.

Some examples of Violation of Academic Honesty:

- Submitting another person's work as one's own work
- Obtaining or accepting a copy of any assessments, tests, or scoring devices
- Giving test questions or answers to a member of any class, or receiving test questions or answers from a member of any class
- Copying from another student's tests or allowing another student to copy during a test
- Using materials which are not permitted during a test
- Plagiarizing (presenting as one's own material copied or paraphrased without adequate citation from an outside source)
- Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test
- Permitting another student to copy, or writing another student's homework, project, report, paper, or take-home test
- In World Language, using an on-line translator in writing assignments and projects and to prepare for oral presentations

- Unlawful copying of computer software or data created by others
- Misusing district computer systems that are used for student, staff, or administrative purposes
- Misusing handheld electronic devices to obtain or transmit any student assessments, tests, or scoring devices.

Staff at the middle school understand the need to educate children about academic honesty within the classroom. Realizing each child is an individual, the staff member must handle problems related to academic honesty on an individual level.

It is up to the discretion of the staff member to work with the student and decide at which point to initiate the formal process outlined below.

Process:

Step 1: Staff member and student should meet to discuss the alleged violation of the academic policy.

Step 2: Staff member completes a discipline referral form and submits it to the grade-level administrator.

Step 3: The grade-level administrator will contact the student's parents/guardians to inform them of the violation and the proposed consequence. If there is no resolution, the process proceeds to Step 4. *Step 4:* The grade-level administrator will convene a meeting with all parties (including parents/guardians) involved to discuss appropriate action. If a fair settlement cannot be achieved, district authorities will be notified to intervene.

Acceptable Use Policy

All students will be required to have a signed Acceptable Use Policy (AUP) on file in the school. This form may also be found on the website. Student use of electronic devices which violates the AUP will be subject to disciplinary action. Consequences may include temporary confiscation of the equipment, detention, or suspension, depending on the nature and severity of the offense.

Attendance/Absences

Students are expected to be seated in their homeroom by 7:45 a.m. Homeroom is necessary for attendance, so daily announcements may be heard, and so teachers may check in with students. The TCMS Morning Show can be accessed online by following the links on our website. Passes for counseling meetings and other appointments are distributed during homeroom.

School administrators meet with students who have been late more than three times in a given marking period, assign consequences, and send a letter home.

Families will receive a letter from the building principal when student attendance falls below 90 percent. If no improvement is observed within a reasonable timeframe, follow up communication from the building will occur in an effort to encourage improved attendance.

If it is necessary to take a child out of school because of a family trip, the Attendance Office should be informed. The cooperation of parents in scheduling trips during school vacations or assisting the student in making up work they miss can be vital to their success in school.

Students may ask teachers for work in advance, minimizing the effects of missed class work. When students return from an absence, the teacher will help them complete missed assignments; however, they will not be able to replicate the instruction that the students missed.

When absent from classes (due to excused/unexcused absences, ISS, or OSS), it is the student's responsibility to turn in completed homework and ask teachers about any other missing work upon return to class.

Please keep in mind that excessive loss of school time separates children from ongoing school learning experiences and impacts their academic success throughout their school years. Since our goal is to have students receive the best possible education, we need them present.

Bicycles

Students who ride their bicycles to the middle school should lock them in the bike racks on the school grounds. The school assumes no responsibility for lost or stolen bikes. Helmets and other small bike accessories should be locked in student lockers. Bicycles should be registered with the Brighton Police Department, and any problems should be reported to the Brighton Police.

Books and Supplies

Textbooks are school-owned and generally issued to students during the first week of school. Students are expected to return textbooks at the end of the school year in good condition. If school textbooks are damaged or lost, the student is liable for payment of the text.

Other supplies such as paper, pencils, and pens must be provided by students.

Breakfast and Lunch

Brighton Schools participates in the National School Lunch Program. Free and reduced-price breakfasts and lunches are available for qualified households. Applications are available in the Counseling Office.

BCSD's Food Service Department provides parents a convenient, easy and secure online prepayment service to deposit money into a child's school meal account at any time. This service also provides parents the ability to view a child's account balance through a website called MySchoolBucks.

By having money in each child's account prior to entering the cafeteria, the lunch lines move along more quickly, and students have more time to eat and be with friends.

Parents will have the ability to print out a copy of their child's eating history report. This report will show all dates and times that your child has purchased a lunch within the past thirty days.

To access these services, visit the Food Services link on the District website.

If you have any questions about these new services, please contact Nicole VanDerMeid, Food Service Director, at 242-5100, ext. 5246.

Brighton Support Center

The Brighton Support Center (BSC) is a service available to students through the BST (Brighton Support Team) recommendation and review process. For students with 504 Plans, their services will be provided in this setting according to their plans.

Some of the services available to students through BSC are:

- Executive Functioning (organizational strategies, monitoring, supplementary supports)
- Grade monitoring (transfer students)

- Transition supports
- Testing accommodations for students with 504 Plans
- Other academic support

This support is a Tier 2 intervention (for students without a 504 plan), which means that Tier 1 (in-classroom) supports have proven insufficient in meeting the student's need prior to the BSC recommendation. The addition of BSC to a student's schedule may be short-term or long-term, depending on student need and the focus of the intervention needed. The frequency at which students are scheduled in the BSC will also be tailored to student need but is subject to scheduling restrictions.

Brighton Support Team

The mission of the Brighton Support Team (BST) is to support the whole learner. BST helps to identify TCMS students who are struggling academically, behaviorally, socially, and/or emotionally. BST works creatively with different stakeholders in a team model to implement interventions to support the student. BST participants range from administrators, counselors, teachers, parents, students, and other staff members. Students recommended for program changes are discussed at these meetings.

Cafeteria Etiquette

Students are expected to exhibit respectful behavior in the cafeteria. This includes talking at an appropriate volume, remaining at their table unless throwing out garbage, walking, and cleaning their area before leaving.

Classroom Etiquette

Students must arrive to class on time. Teachers who keep students past the dismissal bell will provide a pass so students can enter their next class late. No food, beverages, backpacks, coats, personal electronic devices, or hats are allowed in the classroom. The only exception is by permission from the teacher, administration, counseling and/or health office.

Clubs

TCMS offers over 30 after-school clubs, most of which are open to all grade levels. Clubs offer students an opportunity to explore a variety of topics and make connections with students with similar interests. Late buses are provided for those students who stay after.

Each club's faculty advisor sets the meeting time for his or her club, which may be subject to change due to after-school responsibilities. Changes to meeting times are announced each day during the morning announcements on the TCMS Morning Show.

Students can create a club if they can find a faculty advisor to help them after school.

Counseling

School counseling services are designed to foster optimal learning conditions for each child. At the middle school level, the role of the school counselor is primarily that of a specialist in human behavior and as a facilitator in the student's learning process.

Our counselors split the student case load by teams and, whenever possible, provide individual and group counseling for students.

It is the student's responsibility to seek help from the classroom teacher, their school counselor, and finally a school administrator. The main goal is to help students with concerns and solve problems and issues before they become larger.

Dress and Appearance

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Teachers and all other district personnel will exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

- a. Students must wear clothing including both a shirt with pants, shorts, or skirt, (or the equivalent) and shoes.
- b. Shirts and dresses must have fabric in the front and on the sides (under the arms).
- c. Clothing must cover undergarments, chest, and bottoms.
- d. Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- e. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, technology class, and other activities where unique hazards exist.
- f. Clothing may not depict violent language or images; images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity); hate speech, profanity, pornography; language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- g. Students may not wear accessories that could be considered dangerous or could be used as a weapon.

Student athletes are encouraged to dress nicely or wear team jerseys on the day of contests. Student athletes must comply with the dress code for any "team spirit" activities.

Students who violate the dress code will be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who repeatedly fails to comply with the dress code will be subject to discipline, up to and including out-of-school suspension.

Electronic Devices

Modern technology has made available many forms of electronic devices for communication, computation, media creation and media consumption. Examples of electronic devices include, but are not limited to: phones, tablets, digital cameras, recording devices of any kind, hand held devices, etc.

Inappropriate use of electronic devices can jeopardize the privacy of other students, disrupt the academic setting, and jeopardize the integrity of testing or assessments.

If students bring these devices to school, they are responsible for their safekeeping. These devices should be turned off and stored safely in students' lockers during the school day. No hall or cafeteria use is permitted. The Brighton Central School District is not responsible for damage, missing, or loss of personal property, nor is the district responsible for locating personal property that has allegedly been stolen or missing.

Students will be issued a tablet or computer for academic use. Use of a school-issued device is a privilege, and unacceptable use will be subject to action under the Code of Conduct.

Students who use electronic devices that disrupt the academic setting, invade someone's privacy, and/or cyberbully others, may be subject to disciplinary action, up to and including, confiscation of devices, turning in devices to the classroom teacher prior to the start of class, turning in devices to administrators for a period, multiple periods, for the day, week, month, etc., up to, and including, banning devices from school property, suspension from school, and/or other disciplinary penalties as defined in the District Code of Conduct.

Students who have been banned from using electronic devices on school property are also banned from using other students' devices, while on school property, and these devices will be confiscated. Students sharing devices with other students are subject to disciplinary action and may be subjected to further discipline if their device is used to disrupt the academic setting and/or to cyberbully other students and staff.

Invasion of Privacy

Given the capability of electronic devices (audio and visual), they cannot be used in a manner that will jeopardize the privacy of either staff or students. Students may not record or take a picture of other students or staff without their permission. The use of devices in restrooms or locker rooms is strictly prohibited. Students who use electronic devices in inappropriate manners may be subject to disciplinary action, up to and including, suspension from school. Items may also be confiscated, and students may be restricted from bringing devices to school. The production, possession, transmission and/or distribution, by any means, or the transmission of materials as text, including but not limited to, sexually suggestive images, nude or partially nude images or sexually explicit text in any media, is strictly prohibited. Students violating this policy may be subject to all district forms of discipline, including police involvement/arrest.

Disruption of Academic Setting

Electronic equipment should be activated during academic settings for approved academic use only. Settings refer to, but are not limited to, the library, classrooms, study halls, support center, public assemblies, and field trips. Personal electronic devices should be silenced and/or turned off daily upon entering the building. Students should not disrupt the academic setting by using electronic devices.

Cyber-bullying

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and can involve student use of the District Internet system or student use of personal digital devices while in school buildings, on school buses, on school property, and/or at school-sponsored events/activities whether occurring on or off school campus. Cyberbullying includes, but is not limited to, harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, sexting, or website or social media postings (including blogs). Cyberbullying that occurs off-campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "Tinker standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is

determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting [Tinker v. Des Moines Indep. Sch. Dist. 393 U.S. 503 (1969)].

Such conduct could also be subject to appropriate disciplinary action in accordance with the District Code of Conduct and possible referral to local law enforcement authorities. NOTE: Students may be disciplined for conduct that occurred outside of the school that may endanger the health or safety of pupils within the educational system or adversely affect the education process.

Expectations for the Use of School-Issued Technology

Students will...

1. Use the Internet respectfully and keep personal information private.
2. Take proper care of equipment.
3. Only access files and Internet sites that are approved for educational use and with the permission of my teacher.
4. Notify an adult immediately if I see something inappropriate on the screen.
5. Download and print information with adult permission
6. Follow the copyright rules I have been taught.

Students will not...

1. Share passwords or personal information, or use another person's password/ personal information
2. Participate in behavior that hurts or harasses others online
3. Access inappropriate Internet sites or files
4. Disrupt or interfere with the proper operation of computer systems
5. Use a school-issued device for non-educational purposes

Fire and Emergency Response Drills

State Education Law states that eight fire drills and four lockdown drills must be held during the school year. Students should exit from the building according to the directions placed in each room. Students should exit immediately from the building. We will also hold a shelter in place and an evacuation drill during the school year. Upon leaving the building, students should proceed to areas away from the building and follow all instructions in a respectful and cooperative manner. Failure to do so may result in disciplinary action.

The student's responsibility during fire and emergency response drills is to remain silent and listen to staff directions.

Field Trips

By providing students with hands-on experience and exposure to the larger community, field trips can greatly enhance students' educational experiences.

A signed permission slip from the parent or guardian is required for each child for each field trip. A child who does not provide a signed permission slip will be prohibited from participating and may be given an alternative assignment on the day of the field trip depending on the nature of the trip.

School staff will provide parents with specific instructions for lunch, appropriate dress, and arrival and departure times. If the weather is inclement on the day of a scheduled field trip, parents should contact the main office to inquire on the status of the trip.

All students are expected to exhibit proper behavior on field trips. While field trips take place outside of school, school rules still apply. Students are expected to abide by the school's Code of Conduct and the Parent/Student Handbook while on a field trip. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip.

Students must inform all of their teachers of the date/time of their special student activity and obtain all classwork to be completed prior to the activity taking place. Students are expected to complete all classwork missed while participating in a special student activity.

Students attending a school-sponsored field trip are required to ride the bus when the district provides transportation.

Hall Etiquette

There is a three-minute passing time between periods. Disruption of classes, interference with the educational environment, inappropriate/offensive language, impeding movement of others through the hallways, etc., will not be tolerated. The halls need to be passable at all times, especially when there are large numbers of students passing to classes. Students must:

- walk at safe speeds and stay to the right
- keep the hallway floors free of backpacks, books, or other obstacles
- keep doorways clear for travel
- avoid forming large groups that block hallways
- be aware of others

Health Office

Nurses- Kelsey Hadzima, BSN, RN & Amanda Weinman, BSN, RN
Kelsey_Hadzima@bcsd.org & Amanda_Weinman@bcsd.org
TCMS Health Office phone: (585) 242-5100 ext. 3801
TCMS Health Office fax: (585) 242-7367

Medications- Nurses may administer medication during the school day with a written medication order from your child's healthcare provider on file. New medication orders are required each school year and/or if there is change in dosage or administration time.

All medication must be brought in and picked up by an adult. Medication must be dropped off in the original container. Any medication not picked up will be discarded on the last day of school. If half pill dosage is required, please send pill to school cut in half. Mid-day medications are not administered on school half days unless specifically requested by the parent.

6th Grade Parent Alert! NYS mandates that all 6th grade students receive the Tdap vaccine once they turn 11-years-old. The minimum age for a dose to fulfill the 6th grade requirement is 10 years old. PLEASE NOTE: New York state only allows a 14-day grace period after the start of the school year to receive this vaccine. If your child turns 11 years old after the first day of school, they are not "overdue" for the vaccine until their 11th birthday. Please note that your child can receive the Tdap vaccine once

they turn 10 years old and are only given a 14-day grace period to participate in school following their 11th birthday. If your child turns 11-years-old after the first day of school and has not received the Tdap, please contact their healthcare provider and let us know of your child's appointment date.

7th Grade Parent Alert! New York State mandates that students entering 7th grade receive the meningococcal vaccine. The minimum age for a dose to fulfill the 7th grade requirement is 10 years old (any doses given prior to that age do not fulfill the requirement and another dose is needed). PLEASE NOTE: New York state only allows a 14-day grace period after the start of the school year to receive this vaccine.

Record of physical examination is required for all new students entering the district and all students entering K, 1, 3, 7 & 10th. 7th graders will be required to have a physical dated 9/1/2021 or more recent on file at school for the 2022-2023 school year. The physical must be documented on the NYS School Health Examination form.

School Sports- Students must have an updated physical form on file in the Health Office to participate in school sports. A physical exam is valid for one year (i.e., for sports beginning in September 2022, a physical dated 9/1/21 or more recent is considered valid).

Students must register on rSchool to participate in sports. Please visit the Brighton Athletic webpage to register.

Please call the BCSD Athletic Office at 242-5000 ext. 4576 with any questions or concerns.

Home Prepared Food Items

The Board of Education recognizes the seriousness of diseases that may be transmitted through food which has not been prepared thoroughly or which has been prepared or handled in an unsanitary environment. Noncommercially prepared food items, including food prepared in homes, may not be sold at school fundraisers or other school-sponsored events. Non-commercially prepared food items or food that has been prepared in homes may not be served to students for any reason, including special occasions. All classroom food projects, except for a school-sponsored home and career instructional program, must receive prior approval from the building principal.

Homework

Homework is often a part of the student's day. Homework includes: daily assignments, written work, required reading, and projects which require several days or even weeks of adequate preparation. In addition, students are encouraged to read each school night.

A good rule of thumb is to multiply each grade level by 10 minutes to determine the time a student might expect to spend on homework each night. This may vary based on the student and the level of course work.

6th Grade: 6 x 10 minutes = 60 minutes

7th Grade: 7 x 10 minutes = 70 minutes

8th Grade: 8 x 10 minutes = 80 minutes

Homework will only count up to 20% of a student's marking period grade. The other 80% is based on achievement of the academic standards for each individual course.

Interscholastic Sports

Modified sports are open to 7th and 8th graders. For more information on sports please visit the Athletic Department webpage on the district's website.

Intramurals

Grade-level intramurals are offered before and after school. Students should check with their P.E. teachers for an updated schedule.

Library

TCMS Library provides both space and resources to our middle school staff and students. Library hours are 7:30 a.m. to 3:20 p.m.

Students learn information literacy skills through collaborative lessons co-planned by the library media specialist and classroom teachers.

With teacher approval, any pupil may go to the Library Media Center to read, research, or relax during the school day. The librarian and teaching assistant will gladly assist students in the use of the library. Students should follow their instructions in using library resources and borrowing books. Books are to be returned when due so that others may enjoy them.

Digital student resources are also available on the library webpage, which is accessible from the Student Portal Page on the school website.

Lockers

A corridor locker is provided for books, backpacks, and coats. Students should occupy only the locker assigned to them. Students should not give their combinations to anyone. All locker issues, such as broken or jammed doors, should be reported to the Main Office. Every locker, in either the hallway or a locker room, remain the exclusive property of the school district. Therefore, there is no expectation of privacy regarding what is stored in either locker. When storing materials in a locker, students are responsible for all books, equipment, and supplies issued by the school district. A report of theft does not waive individual student responsibility for these items. Therefore, it is highly recommended that students not leave money or other valuables in any locker. Items stolen from lockers are not covered by school insurance. Any suspicion of theft should be reported to the Security Desk.

Lost and Found

Lost and found items are stored in the lower atrium, outside the cafeteria, next to the vending machines. Smaller and more valuable items are to be turned into the Attendance Office. Items lost in the gyms or locker rooms are kept in the Phys. Ed. office. Remember, keep all valuables at home.

Making up Work

Making up Work After an Absence – Students are encouraged to make up work after an absence. A student who was absent from a class may receive a "0" for work missed (quiz, test, lab, etc.) as a result of

the absence. A student will be provided the opportunity to make up the missed work and eliminate the “0” grade.

Making Up Work Due to Excused Absences – If a student is absent from class one day, they must have one day to make up the work. If a student is absent only the day of a test, the student is expected to make up the test on the day he/she returns. For extended absences, the length of make-up time will be determined by mutual agreement of the teacher and student.

Making Up Work Due to Placement in In-School Suspension (ISS) – Students placed in ISS will be supplied work by classroom teachers. Students are expected to complete all work assigned. Classroom teachers will be notified as soon as possible of students placed in ISS.

Making Up Work Due to Out-Of-School Suspension – Students suspended from school will have work collected from their teachers. Work may be picked up at the end of the school day in the Main Office or will be forwarded to the Tutoring Center. Upon the student’s return from home suspension, they will have one day per day of suspension from the date of return to turn in all assignments and to have all other work (e.g. quizzes, tests, labs) completed.

Parent/ Student Portal

Parent Portal provides parents with access to their own child’s school information including schedules, attendance, report cards, grades and a running average. Our teachers have always been committed to providing timely feedback. Parent Portal is simply an online extension of their hard work in this area and parents should expect continued timely communication.

Teachers will be updating the portal regularly following the completion of assignments and you can expect their running average and assignments to be kept up to date. The goal is to allow students and their parents the ability to see a student's academic progression throughout each quarter.

Guardians: Please sign up for the Parent Portal to have access to your child’s course grades, updated schedule, attendance record, and report cards. Here is the direct link to the Parent Portal system:
<https://schooltool.bcsd.org/schooltool/>

If you already have an account from last year, you are all set. If you did not have an account last year, or if you have forgotten your account information, please contact our building registrar at tonia_armstrong@bcsd.org or 585-242-5100 ext. 3526.

Parent Teacher Student Association (PTSA)

Parents are cordially invited to become members of our active and extremely helpful Parent Teacher Student Association. Monthly meetings with the Principal are held at TCMS to share information and answer questions.

Pass System

The use of the planner or paper passes is a means of allowing students orderly movement in school during class time. Passes are necessary for locker, lavatory, and library visits as well as special appointments.

Report Cards

Report cards are available on the Parent Portal every ten weeks for all subjects, grades six through eight. These grade reports may be supplemented by parent teacher conferences, telephone contact, email and interim progress reports when appropriate. Conferences may be initiated by parents or teachers at any time during the school year. The reports are not mailed home unless specifically requested. If you need help setting up a Parent Portal account, please contact the school Counseling Office at 242-5100, ext. 3526.

Signs/ Mass Emails

Students may post signs and send emails to groups; however, this should not occur unless the building principal and/or designee approve a copy in advance. This includes all related material relative to clubs and student organizations. Failure to abide by this policy may result in appropriate administrative/ disciplinary action. In addition, school authorities may regulate content of literature to be distributed on school grounds to the extent necessary to avoid material and substantial interference with normal school procedures.

Schedules

Schedules are distributed and reviewed with students on opening day and on the first day of each quarter. They are also available on the Student/Parent Portal. The schedule includes information concerning class times, subjects, teacher's names, and room assignments. Homeroom teachers and school counselors will help explain schedules to all students at the beginning of the school year and whenever necessary. Any changes in a student's schedule must be done by the student's counselor or grade-level administrator.

Skateboards/ Rollerblades

The use of skateboards and roller blades is not permitted anywhere on school district property.

Student Drop-Off and Pick-Up

The building opens for student access at 7:00am. Students are only able to access the cafeteria and atrium prior to 7:40am. A supervisor is on duty at the buses at arrival and dismissal time. Because of the serious traffic congestion near the school, we ask you to exercise every precaution in aiding us in our safety program. Students should use caution when crossing the intersection or road on foot or on bicycles and when riding a bicycle through the parking lot. When dropping off students, please pull forward and have students exit the vehicle safely. When picking up students please use available parking spaces, so traffic is not blocked. Arrival and dismissal times are busy, so plan your time accordingly. No matter how students arrive to school (walking, bus, parent drop off, etc.) students need to be on time to homeroom at 7:45.

Student Records

"Pursuant to the Federal Family Education Rights and Privacy Act of 1974," (FERPA) parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files and data directly related to their children. This includes all material that is incorporated into each student's cumulative record file and intended for school use or to be available to parties outside the school or school system.

Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other right of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the building principal.

Students' records, and any material contained therein which is personally identifiable are confidential and may not be released or made available to persons other than parents or students without the written consent of such.

There are a number of exceptions to this rule, such as other school employees and officials and certain State and Federal officials, who have legitimate educational need for access to such records in the course of their employment. Counselors and administrators will assist in interpretation of standardized test data and other parts of the cumulative record and explain their use. Call the school for an appointment if you wish to go over records.

Study Halls

Students may be assigned to study hall. Study halls are a quiet place to complete work, and students need to bring materials with them. All rules that apply to classrooms apply to study halls.

Students may sign out of study halls to get help from their classroom teachers or to go to the library as space is available and provided they have school work to complete. Failure to abide by the rules of the library may result in a loss of library privileges.

Telephones/ Cellphones

A phone is located in the Main Office for students to use with permission from staff. Students are expected to keep their cell phones in their lockers. Cell phone usage during classes, lunch, or in the halls is prohibited.

Transportation

All of the regular school rules apply to the school bus. Inappropriate behavior on the bus could result in loss of riding privileges.

If there is any difficulty regarding transportation, please notify Dr. Mike Maloy at 242-5200 Ext 5571.

Late buses are provided as a convenience for students who stay for supervised afterschool activities such as intramurals, extra-help from a teacher, clubs and detention. Being unsupervised after school could result in loss of riding privileges.

Visitors

All school doors are locked between 7:45 a.m. and 2:40 p.m. Visitors may access the building via a security buzz-in system located on the Atrium doors (Monroe Avenue entrance).

The school policy is to accept only those individuals who have legitimate business at the school. Visitors to our school will be registered and issued visitor stickers by security staff during the school day in an attempt to make our school a safer place.

10th Period (What I Need/ WIN)

Tenth period is a time when students may work with teachers to: make up missed work, ask questions, get remediation, and connect with teachers outside of the regular class setting. Teachers may also request to see students they need to work with during 10th period. Teachers will also work with students during this time on building-wide social emotional learning (SEL) lessons.

In most instances, students will report to their homeroom teacher during 10th period, but they will have the opportunity to work with other teachers as needed.

Student Misconduct and Consequences

**** This document cannot cover every form of misconduct and its potential consequence. Extenuating circumstances may, in some cases, necessitate deviation from this guideline. A more detailed list of actions and consequences can be found in the district Code of Conduct and in Board of Education Policies.**

Student Suspension (Board Policy 7313)

There are two types of suspension (in either case, parent notification is required)

A. In-school suspension

During periods of in-school suspension, students may not attend any school-sponsored function, may not participate in co-curricular activities, and may not participate in interscholastic athletics and/or social activities on the day of the in-school suspension. Students will only be allowed to leave the ISS room for restroom usage.

B. Out-of-school suspension

During periods of out-of-school suspension, students may not attend any school-sponsored function, may not participate in co-curricular activities, and may not participate in interscholastic athletics and/or social activities. Students are also not allowed on school grounds during periods of out-of-school suspension. Students who appear on school grounds may be arrested for trespassing and/or face further disciplinary consequences.

All students who are suspended out of school must have a re-entry meeting after the suspension with the student, the student's parents, a counselor, administrator, and any other appropriate staff member invited by the administration.

For academic responsibilities during suspensions, please see attendance policy.

Reasons for Suspension

A student may be suspended for any of the following reasons:

- a. The student is insubordinate or disorderly (failing to comply with the reasonable directions of teachers, school administrators, and other school employees or otherwise demonstrating disrespect and/or failing to comply with school policies/rules).
- b. A student who is violent or disruptive (creating unsafe and/or dangerous situations, fighting and/or instigating fights, etc.).
- c. A student's conduct otherwise endangers the safety, morals, health, or welfare of others.
- d. The student's physical or mental condition endangers the health, safety or morals of himself/herself or other students.

- e. NOTE: Students may be disciplined for conduct that occurred outside of the school that may endanger the health or safety of pupils within the educational system or adversely affect the education process.

A “disruptive student” is defined as an elementary or secondary student under the age of twenty-one years of age who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

A “violent student” means a student under the age of 21 who:

- a. Commits an act of violence upon a school employee or attempts to do so;
- b. Commits, while on school District property or at a school-sponsored activity, an act of violence upon another student or any other person on school property or at a school-sponsored activity or attempts to do so;
- c. Possesses, while on school property or at a school-sponsored activity, a weapon;
- d. Displays, while on school property or at a school-sponsored activity, what is or appears to be a firearm or weapon;
- e. Threatens, while on school property or at a school-sponsored activity, to use a firearm or weapon;
- f. Knowingly and intentionally damages or destroys the personal property of any school employee or any person on school property or at a school-sponsored activity; or
- g. Knowingly and intentionally damages or destroys school district property.

Range of Disciplinary Consequences

As a general rule, discipline will be progressive:

- a. Every time a student fails to complete an assigned initial consequence for an incident, a higher level of consequences is applied.
- b. Repeated failure to follow any school rules/policies will result in escalation of disciplinary consequence.

Disciplinary Penalties/Consequences

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student’s age
- The nature of the offense and the circumstances which led to the offense
- The student’s prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers and/or others, as appropriate
- Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student’s first violation will usually merit a lesser penalty than subsequent violations. Students who are found to have violated the District’s Code of Conduct may be subject to the following penalties, either alone or in combination.

Restorative Practices is a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. It is based in developing social and emotional capacity to create relationships. These practices may include peer mediation, community building sessions, student/staff mediations, etc. In Brighton, restorative practices may be used in conjunction with traditional discipline measures to repair harm and restore relationships. These practices provide a safe environment for people to communicate and express both feelings and emotions. Once trust and mutual understanding is built, individuals are often able to work through difficult situations and develop a greater respect and caring for all in the environment in which the conflict occurred. Restorative practices provide students an opportunity to engage in restorative conversations when conflict/code of conduct violations take place with other students or staff. Our goal is to have students and staff work together to repair relationships and to discover solutions to the conflict/problem, building essential skills for the future.

(Adapted from pages 1-5 of the Community Building Circles booklet from PIRI.)

- Oral warning
- Written warning
- Written notification to parent
- Parent/Guardian call/conference
- Restorative Mediation/Circle
- Technology restrictions
- Detention (1 hour or 2 hour)
- Detention Saturday
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Suspension or revocation of student's access to District computers and Internet connections
- Removal from classroom
- In-school suspension
- Short-term (five days or less) suspension from school
- Principal's Hearing

Informal hearing including the principal, student, parents of the student, assistant principal, counselor of the student and any other relevant parties the student/parent and/or the school deem appropriate. Specific student behaviors are discussed and plans are developed and implemented to make improvements in the student's behavior.

- Long-term (more than five days) suspension from school
- Superintendent's Hearing

Formal hearing, similar to a court proceeding, including school officials, the student, the student's parents and any witnesses called by either party. Either the superintendent of schools or the superintendent's designee conducts hearings. These hearings are usually conducted when a principal deems that a student's particular behavioral incident or series of incidents warrants long-term suspension (more than five school days).

- Permanent suspension from school
- Restitution – Superintendent, law enforcement

Family Assistance Crises Team (F.A.C.T.) petition filed with the Monroe County Office of Probation

1. Acceptable Use Policy/Computer/Printer Violations (Board Policy 7315)

Consequences may include loss of computer privileges (lock-out) for a cycle or multiple cycles, detentions (1- hour/2-hour), loss of privileges for the remainder of the year, in-school suspension, short-term suspension (up to and including five school days) and a possible request by the principal for additional suspension time by way of a Superintendent's hearing, depending on the nature and severity of the offense. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

All students are expected to conduct themselves in an appropriate and civil manner, with regard for the rights and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment. Students are expected to take responsibility for their own behavior and will be required to accept the consequences for violations of school rules/policies. Parents, guardians, police, and local authorities will be contacted where appropriate.

2. Acts or Threats of Violence in School (Board Policy 3412)

The Brighton Central School District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

While acknowledging an individual's constitutional rights, including free speech and applicable due process rights, the district refuses to condone acts and/or threats of violence which threaten the safety and well-being of staff, students and the school environment. Employees and students shall refrain from engaging in physical actions or making threatening statements which create a hostile or threatening environment or a safety hazard for others.

Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, or by electronic communication, shall be subject to appropriate disciplinary action in accordance with applicable law, District policies and regulations, as well as the District Code of Conduct on School Property and collective bargaining agreements, as applicable. When disciplining students, the district shall consider the age and capabilities of the child.

All staff that is made aware of physical acts and/or threats of violence directed to students, staff or school facilities are to report such incidents to the Building Principal/designee, who shall report such occurrences to the Superintendent. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the student's parents/guardians, the school psychologist and/or counselor and the Director for Student Services, if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware to a faculty member or the Building Principal.

The district reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the district as a result of the threats or acts of violence in the schools.

3. Aggression (Verbal/Physical)/Use of Physical Force/Fighting/Instigating a Fight (See Acts or Threats or Violence in School – Board Policy 3412)

Consequences for violations may include short-term suspension (up to and including five school days) and a possible request by the principal for additional suspension time by way of a Superintendent's hearing, depending on the nature and severity of the offense.

4. Alcohol/Drug Usage and Alcohol/Drug Possession/Usage at School or School-Sponsored Activities (Board Policy 7320)

No student may possess, use, sell or distribute alcohol, drugs, or other substances or possess, use or sell drug paraphernalia during school hours or non-school hours while on school property (including school-owned vehicles or any other vehicle used by the school for transportation) or during any school-sponsored or school-approved activities, events, or functions whether occurring on or off school property such as foreign exchange programs, field trips, proms/balls or athletic events (player or fan).

Additionally, any student exhibiting behavior, conduct, physical or other characteristics indicating use, consumption or being under the influence of alcohol, drugs, or other substances prior to or during an event, shall be prohibited from entering school property, or attending or participating in any school-sponsored or school-approved student activity, event or function whether occurring on or off school property.

The terms "alcohol, drugs and other substances" refer to illegal, intoxicating, addictive or potentially harmful substances including, but not limited to, inhalants, marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, steroids, look-alikes and any of those substances commonly referred to as "designer drugs." The terms shall also include the use/sale of prescription and over-the-counter drugs.

It will be up to the administrator, the teacher in charge and/or the school nurse to make a determination whether a student is under the influence of substances (alcohol, drugs, and other substances) or having used illegal substances prior to or during school and or school-sponsored events. In addition, where appropriate, the police will be notified. The school will also recommend that the student attend a program of rehabilitation consisting of a minimum of three counseling sessions with Brighton's Alcohol/Drug Intervention Specialist.

Consequences for violating this policy may include short-term suspension (up to and including five school days) and a possible request by the principal for additional suspension time by way of a Superintendent's hearing, depending on the nature and severity of the offense.

5. Dignity for All Students Act (Board Policy 7550)—Harassment, Bullying and/or Discrimination

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the district will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the district's educational mission.

The district condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, mental or physical ability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school-sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Harassment may include, but is not limited to, among other things, the use, both on and off school property, of information technology, including, but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyberbullying.

Cyberbullying Behavior

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and can involve student use of the District Internet system or student use of personal digital devices while in school buildings, on school buses, on school property, and/or at school-sponsored events/activities whether occurring on or off school campus, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, sexting, or Web site postings (including blogs).

Cyberbullying has the effect of:

- a. Physically, emotionally or mentally harming a student;
- b. Placing a student in reasonable fear of physical, emotional or mental harm;
- c. Placing a student in reasonable fear of damage to or loss of personal property; and
- d. Creating an intimidating or hostile environment that demonstrably and substantially interferes with a student's educational opportunities.

Also, cyberbullying that occurs off-campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "Tinker standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting [Tinker v. Des Moines Indep. Sch. Dist. 393 U.S. 503 (1969)]. Such conduct could also be subject to appropriate disciplinary action in accordance with the District Code of Conduct and possible referral to local law enforcement authorities.

NOTE: Students may be disciplined for conduct that occurred outside of the school that may endanger the health or safety of pupils within the educational system or adversely affect the education process.

Disciplinary and Remedial Consequences

The Dignity Act emphasizes the creation and maintenance of a positive learning environment for all students. In addition, the district will develop measured, balanced, and age-appropriate responses to the discrimination and harassment of students by students and/or employees on school property, including school functions, with remedies and procedures focusing on intervention and education. The focus of

discipline is on discerning and correcting the reasons why discrimination and harassment occurred. The remedial responses are designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act.

Appropriate individual-focused remedial measures may include, but are not limited to:

- peer support groups; corrective instruction or other relevant learning or service
- experience;
- supportive intervention;
- behavioral assessment or evaluation;
- behavioral management plans, with benchmarks that are closely monitored;
- student counseling and parent conferences.

Reporting Discrimination, Harassment, and Bullying Violations

All students, staff, and school community members are expected to report violations of the Code of Conduct promptly to a staff member, teacher, counselor, principal, or designee. The district will investigate complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the district finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

6. Electronic Device Violations

Consequences may include warnings, temporary confiscation of the equipment, technology restrictions, detention, multiple detentions, in-school suspension, short-term suspension (up to and including five school days) and a possible request by the principal for additional suspension time by way of Superintendent's hearing, depending on the nature and severity of the offense.

7. Forging Passes/Notes/Excuses/Providing False Information

Consequences for violations may include multiple administrative 2-hour detentions, in-school suspension, short-term suspension (up to and including five school days) and a possible request by the principal for additional suspension time by way of a Superintendent's hearing, depending on the nature and severity of the offense.

8. Harassment in the School (Board Policy 7551) – Also see section on SEXUAL MISCONDUCT AND TITLE IX (Board Policies 3420, 3421, 7550, 7551)

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, or disability by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District.

All District programs, including career and technical education opportunities will be offered without regard to sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, age, marital status, military status or disability (Refer to Policy 8220).

In keeping with the Brighton Central School District's Mission Statement to provide an atmosphere that is conducive to learning for all students, the Board of Education of the Brighton Central School District is committed to providing an environment free from harassment in any form. It is the district's policy to strictly prohibit any conduct which constitutes harassment based on race, color, religion, age, sex, pregnancy, sexual orientation, national origin, or disability and to discipline any student or employee guilty of committing such conduct. Harassment comes in many forms and is defined as any unwelcome verbal or physical conduct which is based on another's personal characteristics, such as race, color, religion, age, sex, pregnancy, sexual orientation, national origin, or disability when:

- Submission to the harassment is made either explicitly or implicitly a term or condition for grades, or participation in an activity or athletic event;
- Submission to or rejection of the harassment is used as a basis for decision making affecting the individual; or
- The harassment has the purpose or effect of interfering with the individual's educational experience or creating an intimidating or offensive environment. Sexual harassment includes but is not limited to:
 - Sexually oriented language, verbal abuse or "kidding;"
 - Unwanted sexual advances;
 - Unwanted physical contact;
 - Demands for sexual favors;
 - Interference with another individual's academic or professional performance through any type of sexually oriented behavior; or
 - Creating an educational environment that is hostile or offensive because of sexually oriented behavior.

Other types of harassment include but are not limited to:

- Verbal abuse, jokes, "kidding," or other language related to an individual's or another person's personal characteristics;
- Interference with another individual's academic or work performance through any type of conduct related to an individual's or another person's personal characteristics;
- Creating an environment that is hostile or offensive because of conduct related to an individual's or another person's personal characteristics; or
- Hazing which includes any intentional or reckless act endangering safety, morals, health, or welfare and is directed against another for the purpose of initiation into, affiliation with, or maintaining a membership in any school-sponsored activity, organization, club, or team.

Harassment is not solely dependent upon the offender's intention, but also upon the recipient or third party's perception of the action and how they are affected by it. Sexual harassment can originate from a person of either sex against a person of the same or opposite sex.

In fulfilling the mission of providing an environment conducive to learning, every staff member has an obligation to halt any harassment of which they are aware and are responsible for reporting the incident to appropriate personnel.

Any student or employee who believes he or she has been subjected to sexual, racial, or other harassment from a student or staff member, or any student or employee who witnesses harassment of another individual, should report the incident to an administrator or counselor immediately so that appropriate actions can be taken. All complaints of harassment will be investigated fully and fairly. Confidentiality will be maintained to the extent possible.

Violation of this policy may result in remedial and/or disciplinary action against the offending individual. Disciplinary action may include but is not limited to suspension and hearings. Legal action may also result since some forms of harassment are legally a violation and/or misdemeanor. There will be no retaliation against a student or employee who, in good faith, reports harassment. An individual who is involved with retaliation or reprisals against an individual who has made a complaint of harassment or is involved with the investigation will also be subject to remedial and/or disciplinary action. Any individual making false reports of harassment is also subject to remedial and/or disciplinary action.

This policy applies to students, district employees, volunteers, and any other individual who is involved with the business or educational activities of the district.

9. Loitering/Trespassing (Board Policy 3413)

No person may enter, remain or loiter in a school building or remain or loiter on school grounds unless that person:

- a. Has written permission from the Building Principal, Assistant Principal, Superintendent, or his/her designee, or
- b. Is present by reason of a relationship involving custody of or responsibility for a student, or
- c. Is present for a legitimate business or other purpose relating to the operation of the school, or
- d. Is attending or participating in an authorized school function or activity or is attending or participating in a function or activity permitted by the School District to take place on its property.

School Grounds

School grounds shall include all property owned by the School District and any property which the School District has a right to use.

Transportation upon School Grounds

Loitering and remaining upon School District grounds also includes being present on grounds while operating or riding in or on any form of motorized or non-motorized or other form of transportation. Motor vehicles not licensed for highway use are on property.

Exclusions

This policy shall not apply to occasional recreational use of non-motorized forms of transportation during normal daylight hours provided it does not interfere with the district's use of school property. However, skateboarding and stunt bicycling are not permitted on school property.

Violations

Violators may be prosecuted to the fullest extent of the law.

10. Sexual Harassment of Students (Board Policy 7551)

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board

prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors that occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises or those that take place in another state. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- a. Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;
- b. Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
- c. Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer or vendor, or any other individual associated with the School District. Sexual harassment may occur from student-to-student, from staff-to-student, from student-to-staff, as well as staff-to-staff.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment; such report shall be processed in accordance with the informal and/or formal complaint procedures developed by the District.

11. Use or Possession of Tobacco Products and Smoking on School Grounds or at School-Sponsored Activities

According to Board Policy 5640 – SMOKING/TOBACCO USE, “tobacco use shall not be permitted and no person shall use tobacco on school grounds or within one hundred (100) feet of the entrances, exits, or outdoor areas of any public or private elementary or secondary schools.” This is based on New York State Public Health Law, Education Law, and the federal Pro-Children Act of 1994. The use or possession of incendiary devices, smoking paraphernalia, and/or tobacco products, which includes, but is not limited to e-cigarettes/vaping devices, is also prohibited.

Vaping devices and vaping materials like pods, vape juice, dab pens, etc. are NOT allowed in school. Students are NOT allowed to vape on school grounds. If 2 or more students are found in bathroom stalls together, students will be subject to disciplinary action.

This includes the sidewalks, grass areas, blacktop, and areas to the road surrounding our campus all the way from 12 Corners Presbyterian to Canandaigua National Bank. This also includes the public sidewalk and grass areas on the eastern and western portions of Winton Road in front of BHS and TCMS.

"School grounds" means any building, structure, and surrounding outdoor grounds, including entrances or exits, contained within the district's preschool, nursery school, elementary or secondary school's legally defined property boundaries. Use of tobacco shall also be prohibited during school activities which occur off school grounds.

For purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product, (smokeless, dip, chew, snus, and/or snuff) in any form. The use or possession of incendiary devices, smoking paraphernalia, and/or tobacco products, which includes, but is not limited to e-cigarettes/vaping devices, is also prohibited.

Students smoking within 100 feet of Brighton School property are in violation of Board Policy 5640 and will be subject to disciplinary action, which may include detentions (1-hour/2-hour), in-school suspension, short-term suspension (up to and including five school days) and a possible request by the principal for additional suspension time by way of a Superintendent's hearing, depending on the nature and severity of the offense. The district is going to be diligent in enforcing the Board Policy and Law related to smoking on or near school buildings. We are doing this for the health and benefit of all the district's students.

12.Theft and/or Vandalism of any student/staff property, school property, facility and or equipment owned or leased by the school.

Consequences for violations may include short-term suspension (up to and including five school days), restitution, possible Superintendent's hearing and/or police involvement depending on the nature and severity of the theft and/or vandalism.

13.Truancy

Our school and NYS Law are committed to the philosophy that every student should attend every class. Students are required to attend all classes and to arrive on time. Attendance is a significant factor in grading because classroom work, general interaction, learning to participate, and developing an appreciation for the views and abilities of other students are an important and integral part of every curriculum.

"Truancy" for the sake of this policy means a student was absent from the school building and/or classes without the permission of his/her parent/guardian. Students must attend all classes and will be held accountable to attend those classes from the moment they enter the building, not at the time they sign in.

Truancy

Truant students will be assigned to a detention for each class that the student has missed because of truancy (e.g. four missed classes will result in four detentions). The detention will be scheduled the same day or the next day after the student's meeting with the assistant principal.

Multiple Truancies from the Same Class

The student will be assigned to a detention for each class that the student has missed because of truancy. The procedures relating to a detention (as described above) shall apply. The assistant principal may also make a phone call to the parents of the student and/or hold a conference with the student, his/her parents, and the student's counselor (a "Parent Conference").

Pattern of Truancy

The student may be assigned to in-school suspension (ISS) for one to three full days. In ISS, the student will be provided instructional activities that will allow the student to catch up with his/her course work.

On every assigned day of ISS, the student will be suspended from participation in sports, other cocurricular activities and school events (e.g. dances or athletic events).

The assistant principal may convene a Principal's Hearing for the purpose of determining the reason for the truanancies and for the purpose of designing a family plan to be implemented by the student and his/her parents to eliminate the truancy problem.

14. Weapons in School and Gun-Free School Act (Board Policy 7360)

Weapon or firearm possession and or use are prohibited from school buildings, grounds, vehicles, off-site activities, and district property. District property is defined as property owned, leased, controlled, or used by or for the district, or property at which an activity or event is occurring and in which the district is participating. Penalties may include at least a one-year suspension from school and involvement of the local authorities.

In accordance with applicable law and School District policy, any student found guilty of bringing a weapon onto District property or having a weapon in his/her possession on district property will be referred to the building principal for disciplinary action including, but not limited to suspension from school. Any student found guilty of bringing a firearm onto school property pursuant to Education Law Section 3214, will be subject to at least a one-year suspension from school. However, after this penalty has been determined, the Superintendent of Schools may review the penalty and may modify such on a case-by-case basis, considering, among other things:

- a. the age of the student;
- a. the student's grade in school;
- b. the student's prior disciplinary record;
- c. the Superintendent's belief that other forms of discipline may be more effective;
- d. other extenuating circumstances.

The term "weapon" shall include any dangerous or deadly instrument which can cause death, injury or damage to a person or property including, but not limited to a gun, BB gun, pellet gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dart gun, stun gun, imitation gun (i.e., a device which looks like a gun, both in terms of shape and color, but is not capable of becoming a "firearm" as defined above), razor, stiletto, knife, dagger, switchblade knife, gravity knife, ballistic knife, pocket knife, Swiss army knife, cane sword, chukka stick, kung fu star, metal knuckles, bullets or other explosive devices, acid, mace, pepper spray or other deadly/dangerous or poisonous chemicals, or explosive or incendiary bomb, instrument or other device.

As with any other disciplinary violation, students classified with disabilities shall be extended the additional procedural protections required by the Individuals with Disabilities Education Act (IDEA) and the relevant New York state laws provided, however, that such students may be removed to an alternative placement for up to 45 days as permitted under IDEA.

15. Engage in conduct that is disruptive and/or disorderly.

Examples of disorderly conduct include, but are not limited to:

- a. Running in hallways.
- b. Making unreasonable noise.
- c. Using language or gestures that are profane, lewd, vulgar or abusive
- d. Obstructing vehicular or pedestrian traffic on district property.

- e. Engaging in any willful act which disrupts the normal operation of the school community including those acts as defined in the New York State Penal law on Disorderly Conduct.
- f. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- g. Inappropriate public sexual contact.
- h. Display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of District policy (except as noted below).
- i. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- j. Minor Altercations. Students will also refrain from engaging in any form of minor altercation, which is defined as striking, shoving, or kicking another person or subjecting another person to unwanted physical contact with intent to harass, alarm or seriously annoy another person, but no physical injury results.
- k. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- l. Use of a skateboard on school property.
- m. Use electronic devices such as cellular phones during instructional time. These devices must be off and kept in lockers unless authorized by school personnel.
- n. No cell phones or other electronic devices are allowed in exam rooms. As per the NYS Education Department Office of State Assessment guidelines, students cannot have any communication devices with them during exams or during breaks from exams such as restroom breaks. Prohibited devices include, but are not limited to: Cell phones, Blackberry devices and other PDAs, iPods and MP3 players, iPads, tablets, and other eReaders, Laptops, notebooks, or any other personal computing devices, Cameras or other photographic equipment, headphones, headsets, or in-ear headphones such as earbuds, and any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.
- o. Consequences for violations may include warnings, detentions, in-school suspension, short- term suspension (up to and including five school days) and a possible request by the principal for additional suspension time by way of a Superintendent's hearing, depending on the nature and severity of the offense.
- p. Engage in conduct that is insubordinate. For consequences, see student suspension and reasons for suspension. Examples include, but are not limited to:
- q. Failing to comply with the lawful and reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect; failing to comply with rules or district policies; failing to comply with initial consequences for behavioral consequences.
- r. Lateness for, missing or leaving school without permission.
- s. Tardiness: it is expected that all students will arrive on time for all assigned classes.
- t. Leaving school grounds: Brighton Central Schools operates an open campus policy during limited periods for high school students only. With the exception of students permitted to leave campus during open campus, all other students are expected to remain on school grounds from the time they arrive until legally dismissed or unless permission has been obtained through the attendance office indicating an early dismissal.
- u. Skipping classes or detention – multiple tardiness or absences will result in parent conference and/or in/out of school suspension.
- v. Truancy
- w. Intentionally injuring any person or threatening to do so

- x. Intentionally damaging or destroying (including graffiti and arson) District property or the personal property of a teacher, administrator, other District employee, or any person lawfully on school property
- y. Disrupt the orderly conduct of classes, school programs, or other school activities
- z. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program
- aa. Use language that is inappropriate for a school community
- bb. Intimidate, harass, bully, or discriminate against any person on the basis of actual or perceived race, age, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or any other categories of individuals protected against discrimination by federal, state or local law.
- cc. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed
- dd. Obstruct the free movement of any person in any place to which this Code of Conduct applies
- ee. Violate the traffic laws, parking regulations, or other restrictions on vehicles
- ff. Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function
- gg. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district
- hh. Loiter on or about school property
- ii. Gamble on school property or at school functions
- jj. Refuse to comply with any reasonable order of identifiable school district officials performing their duties
- kk. Willfully incite others to commit any of the acts prohibited by this Code of Conduct
- ll. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function
- mm. Use a skateboard on school property

Consequences for violations may include warnings, detentions, in-school suspension, short-term suspension (up to and including five school days) and a possible request by the principal for additional suspension time by way of a Superintendent's hearing, depending on the nature and severity of the offense.

17. Engage in conduct that is violent.

Examples of violent conduct include each of the acts summarized in the Violent and Disruptive Incident Report (VADIR) published by the New York State Education Department. Other examples include but are not limited to the following:

- a. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other school employee or attempting to do so.
- b. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
- c. Intentionally damaging or destroying school District property.
- d. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- e. Displaying what appears to be a weapon.
- f. Threatening to use any weapon.
- g. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

- h. Threatening bodily harm to staff or students. A threat exists whenever a reasonable person would interpret the statement as a serious expression of intent to harm.
- i. Consequences for violations may include warnings, detentions, in-school suspension, short-term suspension (up to and including five school days) and a possible request by the principal for additional suspension time by way of a Superintendent's hearing, depending on the nature and severity of the offense.

18. Engage in any conduct that endangers the safety, physical or mental, health or welfare of others. Examples of such conduct include, but are not limited to:

- a. Leaving school without permission.
- b. Misrepresenting one's self to school personnel by lying, forging or giving false identification.
- c. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- d. Stealing or attempting to steal the property of another student, school personnel, or any other person lawfully on school property or attending a school function.
- e. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
- f. Discrimination, which includes the use of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, or disability to deny rights, equitable treatment, access to facilities available to others or as a basis for treating another in a negative manner.
- g. Harassment" and "bullying," which means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.
- h. Acts of harassment and bullying include, but are not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. For the purposes of this definition the term "threats, intimidation, or abuse" shall include verbal and non-verbal actions.
- i. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm. This includes bomb threats of any nature. Hazing, this includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club, or team.
- j. Cyberbullying or harassment or bullying through any form of electronic communication. Selling, using, distributing, or possessing obscene material. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages, drug paraphernalia, or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cannabimimetic agents, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."

- k. Possession of any smoking paraphernalia or nicotine dispensing device, including, but not limited to E-cigarettes, smokeless tobacco, vaporized tobacco, chewing tobacco, any incendiary devices used to heat and enable the administration of a tobacco product.
- l. Using vulgar or abusive language, cursing, or swearing.
- m. Inappropriately using or sharing prescription and over-the counter drugs.
- n. Gambling.
- o. Indecent exposure, that is, exposure of the private parts of the body.
- p. Sexual Harassment, all unwelcome behavior of a sexual nature which may impose a requirement of sexual cooperation, or which may have the purpose or effect of creating an intimidating, hostile, or offensive learning environment. Sexual harassment may include, but is not limited to, the following:
 - q. Verbal harassment or abuse.
 - r. Pressure for sexual activity.
 - s. Repeated remarks to a person of a sexual nature
 - t. Unwelcome touching, leering, flirtations, or propositions.
 - u. Graphic verbal comments or intrusive sexual conversation or questioning.
 - v. Sexual jokes stories, drawings, pictures, or gestures.
 - w. Spreading sexual rumors.
 - x. Sexting - sending, receiving, or forwarding of sexually suggestive nude or nearly nude photos through text messages or email.
 - y. Encouraging others to fight as well as failing to follow directives to disperse in the event of a fight.
 - z. Possession of a laser pointer.
 - aa. Misuse of Computer Hardware/Software (See also Acceptable Use Policy #7315).

Consequences for violations may include warnings, detentions, in-school suspension, short-term suspension (up to and including five school days) and a possible request by the principal for additional suspension time by way of a Superintendent's hearing, depending on the nature and severity of the offense.

19. Bomb Threats

The reporting of a false bomb threat, as well as falsely reporting an incident of explosion, fire, or the release of a hazardous substance, is a Class E felony. Any individual(s), if convicted of falsely reporting a bomb threat, could face felony criminal prosecution, as well as a one-year suspension of their driver's license. Persons may face youthful offender or juvenile delinquency adjudication. Any bomb threat or falsely reporting an incident unrelated to school grounds is a Class A misdemeanor. Restitution of up to \$10,000 may be paid to municipalities, fire districts, and any other emergency service providers for costs associated with their response to a bomb threat on school grounds.

False Fire Alarms/Tampering with Safety and/or Security Devices. It is expected that students will never report or pull a fire alarm without cause. Students will also not touch or in any way tamper with the AED devices or safety and security devices, including surveillance cameras. Any false reporting to 911 or any other emergency responder or school personnel, or tampering with safety and/or security devices is prohibited and subject to disciplinary action, including referral to the Brighton Police Department. These actions are a danger to the health and safety of all members of the community including the emergency responders who respond to the call.

20. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:

- a. Harassing/intimidating students and/or staff members off-campus.
- b. Bullying/cyberbullying/harassment of a person or persons through electronic/digital means/devices such as cell phones, text messaging, instant messaging, online forums, online blogs or web logs, websites, and/or other online, digital, or electronic social networking means, etc. such that the bullying or harassment to one or more others negatively impacts or endangers the personal behaviors, practices, outlooks, emotional well-being, in-school performance or activities, etc. of those persons and/or others within or on school premises. (This can include posting or publishing video, audio recordings or pictures, written material, cell phones, Internet, You Tube, etc.)
- c. Denigration of another person either within/on/proximate to school premises through the use of electronic/digital means/devices, as referenced in #1, such that the denigration to one or more others negatively impacts or endangers the personal behaviors, practices, outlooks, emotional well-being, in-school performance or activities, etc. of those persons and/or others within or on school premises.
- d. Cyber stalking of another person within/on/proximate to school premises through the use of electronic/digital means/devices, as referenced in #1, such that the cyber stalking of one or more others negatively impacts or endangers the personal behaviors, practices, outlooks, emotional wellbeing, in-school performance or activities, etc. of those persons and/or others within or on school premises.
- e. Masquerading or pretending or assuming the identity of another person through the use of electronic/digital means/devices, as referenced in #1, such that the masquerading or pretending or assumption of another's identity negatively impacts or endangers the personal behaviors,
- f. practices, outlooks, emotional well-being, in-school performance, or activities, etc. of the person or persons whose identity has been assumed and/or others within or on school premises.
- g. Trickery, which involves the use of subversive means to obtain information about another person or persons through the use of electronic/digital means/devices, as referenced in #1 and then publishing that information or making it publicly available through digital, electronic, or online means such that the outing and trickery and digital or online publishing of illicitly obtained information about another person or persons negatively impacts or endangers the personal behaviors, practices, outlooks, emotional well-being, in-school performance or activities, etc. of those persons and/or others within or on school premises.
- h. Counterfeiting, which involves the intentional and/or illicit changing or modification of one or more persons original online, digital, or other content and then publishing the changed or modified content or making it publicly available through digital, electronic, or online means such that the counterfeiting and digital or online publishing of illicitly changed or modified content negatively impacts or endangers the personal behaviors, practices, outlooks, emotional well-being, in-school performance or activities, etc. of those persons and/or others within or on school premises.
- i. Threatening or harassing students or school personnel over the phone or other electronic medium.

21. Engage in misconduct while on a school bus.

All policies regarding student conduct apply on school buses/motor coaches. It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and

avoid distracting the bus driver. Students are required to conduct themselves on the bus in the same way they would in their classroom.

22. Engage in any form of academic misconduct (see academic policies, specifically, academic honesty). This listing is a guideline and sampling only. This guideline cannot cover every form of misconduct and its potential consequence. A more detailed list of actions and consequences can be found in the District Code of Conduct at <http://www.bcsd.org/policies.cfm> (Board of Education policies).