

# STUDENT HANDBOOK

## HALL MIDDLE SCHOOL

2021 National Distinguished School • 2019 School To Watch

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***Home of the Cougars!***

Larkspur-Corte Madera School District  
Brett Geithman, Ed.D., Superintendent

BOARD OF TRUSTEES: Beth Blair, Natalie, Medved, Amir Movafaghi, Eric Schmautz, Annie Sherman

The 2023-24 student Handbook is available online at <https://www.lcmschools.org/domain/622>  
Please refer to the Handbook for useful information about our programs, policies, and people that constitute our Hall Learning community.

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# HALL CULTURE AND VALUES

We believe that students learn and grow best in a safe, supportive and caring environment that provides each student the unique opportunity to express themselves within appropriate limits. We create this environment as an entire community, where we **all** strive to model and live by shared values and norms.

Our **Cougar Code** (shown [here](#)) is the foundation for our culture of learning, collaboration and mutual respect. Our [Top Student Conduct Expectations](#) document serves to clarify *how* we enact the values stated in the Cougar Code. We ask every student to review and sign this document with their parents the first week of school. They will return the document to their advisory teacher. For more information about student conduct and the consequences for not meeting these expectations, please review our [Progressive Discipline Chart](#) and our [Student Handbook](#) on the Hall website.



# General Information

**Arrival at School:** Staff supervision on campus begins at 8:00 a.m. Therefore, students should not arrive at school prior to 8:00 am. Teachers will be available in classrooms at 8:10. Students should not roam the hallways.

**Library Hours:** The school library is open from 8:00 a.m. - 4:00 p.m. daily. Students who arrive on campus before 8:15 a.m. may go to the library.

**Change of Address or Phone / Emergency Card:** If you move or change employment, please advise the school immediately. Also, please advise us of any changes to the emergency contact information, as prompt contact in case of emergency is critical. You will receive information about InfoSnap to complete the emergency card prior to receiving a class schedule for your child.

**Emergency Procedures:** The Larkspur-Corte Madera School District Safety Committee has developed a set of procedures for Hall Middle School to follow in the case of an emergency. Our drills may include fire, lockdown, active shooter, earthquake and disaster drills. During fire drills, students evacuate the facility and assemble on the blacktop area. During earthquake drills we practice the “duck, cover and hold” procedure and vacate the rooms when it is safe.

If school needs to be closed for any emergency, the superintendent will make the decision before 6 a.m. The superintendent will initiate the ParentLink Emergency Notification system and notify Central Marin Police Authority to post a Nixle Alert and the County Superintendent who will radio stations **KGO - 810 AM**, and **KCBS - 740 AM** as well as the Corte Madera emergency broadcasting station **1330 AM** and TV stations **KPIX - Channel 5** and **KTVU - Channel 2**.

If an emergency situation occurs when students are in school, students will be kept at school until an authorized adult picks them up. *This person must be listed on your child’s emergency card or you son/daughter will not be released.*

**Fees:** Fees are charged when school-issued equipment is lost or damaged. Students are responsible for the cost of replacing following items:

- Binder Reminder
- Library books
- Textbooks
- Computers/iPads

**Physical Education:** Students must wear uniforms and athletic shoes for physical education (PE) classes. Parents are encouraged to purchase [Hall PE uniforms](#) from our supplier, T&B Sports. Alternately, students may wear plain light gray t-shirts and long navy blue shorts (no pockets). Navy blue PE Sweatshirts and sweatpants are also available for purchase at T&B Sports during colder months. Please note that we do not allow shorts or pants with pockets, hoodies, or shirts/shorts with emblems, symbols or other insignia - solid gray shirts and navy blue shorts only. We will write the student’s name across the chest and thigh of those dedicated

items. The school does not have shower facilities. P.E. uniforms should be washed at least once a week.

P.E. Teachers will only accept requests for a child to be excused from physical education with a signed and dated note from the student's parent or guardian. If the request is in excess of five (5) days, a note from a doctor is required. A disability which requires a long period of time will be handled on an individual basis. All other requests to be excused from P.E. will be up to the teacher's judgment and handled on an individual basis.

**Student Visitors:** Visiting students are not allowed on campus during school hours or allowed to attend class with Hall students without prior permission from the principal.

**Lost and Found:** Students who lose anything on campus, including articles of clothing, personal belongings, backpacks, or lunch bags are advised to check the lost and found table. Smaller or valuable items such as keys, watches, jewelry or phones, may be held in the office. Please mark all belongings with your name for easy identification. All unclaimed items will be donated to charity at the end of each trimester. Unclaimed valuables and money become the property of the finder at the end of a month.

**Medication:** If a student needs to take any prescribed medication during school hours, the school must have a written statement from both parent and doctor on file. The "Authorization to Administer Medication" form is available from the office and it must be updated and submitted annually. Medication will be kept in the nurse's office and must be labeled with the student's name and the required dosage. The school cannot administer any medication without this form on file, regardless of the situation.

# Attendance

Regular attendance is necessary in order to make the most of the school year, as well as develop work habits that could serve a lifetime.

**Reporting an Absence:** When students are absent, their parent/guardian is required to call the Absentee Line at 415-927-6956 or email [hallabsentee@lcmschool.org](mailto:hallabsentee@lcmschool.org) prior to 9am the morning of the absence for verification. The message must identify the student's first and last name (please spell last name), the date(s) of absence, and the reason for absence. Absences without written or phoned excuses will be considered unexcused until cleared through the office. The only excused reasons for being absent or tardy are illness, medical appointments, death in the immediate family, and religious observances. All other absences will be considered unexcused. Three unexcused absences and/or tardies will result in truancy notification and possible Saturday School assignment and mandatory parent conferences. Please do not have your child miss school because of a trip or vacation. These are unexcused absences and cause disruption in learning for students in class, teacher planning, and loss of district attendance monies. If your child arrives late to school or returns from an absence during school hours, you must accompany your child to the office to get a class admit slip.

**Tardy Policy:** Tardies negatively impact a student's opportunity to learn and are distracting to the learning environment. For students to do their best at school, they need to be on time and ready to learn each period of the day. Students who accumulate four unexcused tardies in one class for a trimester will receive an after school detention or other consequence as determined by the school administration. Tardies are considered truanancies. Further consequences will be issued for each additional unexcused tardy in that trimester. **Car trouble, missed bus, oversleeping/sleeping in, finishing assignments, and traffic are considered unexcused tardies.**

**Leaving School Early:** Students who need to leave school early must bring a note from their parent(s) to the office before school on the day they are leaving early. The student will receive an "Early Dismissal Slip" to give to their teacher during the period they are to be released. When picking up students early, parents should come directly to the office, not the classroom. Students returning to campus on the same day must check-in at the office with a parent. Please make every effort to schedule doctor and dentist appointments outside of school hours.

**Make-Up Work:** Students need to make up work missed during any absence and will be allowed the number of days equal to the length of the absence to make-up work missed. This does not apply to previously assigned work or tests. It is the student's responsibility to ask a teacher for work missed and or please check the teacher's website.

In the event of a prolonged illness, please notify the attendance clerk. Homework packets may be obtained if the absence exceeds three days.

# Student Services and Support

There are a variety of student support services available to students and parents at Hall Middle School.

**Counseling:** The school counselor works with school staff, parents and other agencies in support of student achievement and wellbeing. Counseling support is also available for students and their families to cope with crisis events in their lives as they relate to academic achievement. Parents are encouraged to contact the School Counselor for assistance if their child is experiencing any social or emotional difficulty, as it relates to school, family, or the community.

**Student Success Teams:** The Student Success Team (SST), composed of the counselor, teachers and parents, is the system in place to address any social, emotional or academic issues which may be interfering with the student's learning process. An action plan is created for the student to become successful. A parent can request an SST at any time by contacting the counselor.

**Parent Conferences:** Parent conferences and/or Student Study Teams are held based on parent or staff request. Parent requests should be made to the school counselor or administrator.

**Character Education:** Through Hall's character education program we are committed to helping teachers, parents, students and the community learn ways to treat each other better. Students receive Character Ed lessons and activities at all grade levels throughout the school year. Some materials for Character Ed are available online for parents to review and use as a resource for reinforcement at home.

**Library:** The library is open from 8:00 am to 4:00 pm. A librarian or library aide is available to assist students. In the library students will find books, magazines, computers, internet access, a laser printer and copy machine. Students are responsible for returning their books on time. Library privileges may be denied to any student who does not comply with library rules.

**Email and/or Appointments with Teachers, Counselors or School Administration:** If it is necessary to communicate with your son/daughter's teacher, counselor or the school principal please see the [Communication and Email Protocol](#). We aim to respond to all requests within 24-48 hours of receiving them. In person appointments with the principal must be made through the school secretary. Appointments will be made only before or after school.

**Lunch:** Hot lunch is available to students and can be ordered through the [Lunchmaster](#) online portal. Students may eat in designated eating areas: Quad, deck, blacktop, shade structure, Music Quad. For safety reasons, glass bottles are not allowed at school. Plastic knives are

explicitly disallowed as well. Students may not leave the campus during the lunch hour. A free or reduced lunch program is available to families who qualify. To determine eligibility, please contact the school office.

Students who break lunchtime rules (cutting in line, eating in unsupervised areas, littering, play fighting) may be assigned a detention.



# School Rules and Other Student Expectations

Please see the Student Cougar Code, Student Expectations and Progressive Discipline Chart for a thorough description and understanding of the rules for students at Hall Middle School. Hall Middle School is a No Bully school. Bullying is not tolerated and will be handled according to the law. Bullying must be reported. The [Bullying Prevention](#) policy and related reporting forms are available on the website.

**Cell Phones and Calls:** Students may use the office telephone for making calls home, or come to the office for permission to use personal cell phones. Cell phones are **not permitted** for use during school hours from bell to bell. Infractions will result in confiscation. Parents will be expected to pick up confiscated cell phones from the office. Multiple infractions will result in detention and a requirement to turn the phone into Office each day in the morning.

The only time students may use personal cell phones is for a school project with explicit teacher permission granted ahead of time for that specific purpose - for example, filming or taking pictures for a project.

Students may **never** videotape or record staff or fellow students unless without their knowledge or permission. Students who videotape or audio record fellow students or staff without express permission will be subject to suspension from school.

Students may **never** post to social media during the school day - including SnapChat, Twitter, Facebook, Instagram, etc. - unless it is an explicit part of a teacher-directed project.

Students may **never** record video in bathrooms or locker rooms before, during or after the school day.

**Lockers:** We are excited to announce that we have ordered new lockers for our campus, so that every student will have one for their school supplies and one for P.E.! We will assign lockers and issue padlocks to every student. Students will leave backpacks and other items in their lockers during the school hours. Please store valuables, such as phones and wallets, in lockers. We are requesting a \$10 parent donation to cover the cost of the padlock and will be available for purchase at Cougar Prep day. ***Please note: students may not use their own locks.***

**Backpacks:** Backpacks should be stored in an assigned locker. Please do not send valuables to school with your children unless it is pre-arranged with the teacher for some explicit school activity. Please choose an appropriate size backpack for your child – backpacks that are too large are unhealthy for developing adolescents. Send only what is necessary to school with your child. Do not overload backpacks. Students must not bring athletic equipment to school. There is no storage available.

**Bikes and Skateboards:** Bikes can be locked in the racks available. Please provide locks for your student to lock bikes. Skateboards can be stored in designated areas and must not be ridden on school campus.

**Bicycle Rules:** All bikes must be locked in the racks provided on campus. Bikes may not be ridden on school grounds. Students riding bikes must walk their bikes between the street and the bike racks before and after school. In accordance with state law, a helmet must be worn at all times while riding a bike to and from school. Students are encouraged to use a good lock for security. Bikes left overnight on campus run a high risk of being stolen - please do not leave bicycles overnight.

**Closed Campus:** Hall is a closed campus. Students may not leave the school grounds at any time during the school day.

**Detention:** Students who earn detentions serve them after school. Failure to serve detention will result in further consequences.

**Dress Code:** The LCMSD Dress Code Board Policy can be found [here](#).

**Playground/Field Expectations:** The playground and field are extensions of the school learning environment, and expectations of the Cougar Code are in place. Safe play with one another is encouraged. Balls and other playground equipment are available to be checked out by students at lunch and recess. **Students may not play-fight, push, pull, trip, kick or tackle one another, and must keep their hands to themselves at all times.** On the play structure, students must not spin other students or stand on the spinning disk. Interventions for students who do not act in accordance with school expectations may include sitting out recess, clean-up, detention, or other measures as deemed appropriate by supervisors.

**Prohibited Items:** Items that are a distraction to the educational program or a safety hazard are to be left at home. These include, but are not limited to firearms, knives, laser pointers, recording devices, glass bottles, slingshots, water or toy guns, balloons, walkie-talkies, cameras, fireworks, party poppers, stink bombs, aerosol containers, tobacco or any drug, matches or explosive devices of any type. These items will be confiscated and parent meetings will be necessary. Possession of weapons, drugs or alcohol, may result in suspension.

**Snacks:** Students are encouraged to bring healthy snacks to school. Gum is not allowed at school at any time including during after school or extracurricular activities. Junk food, (energy drinks, oversize bags of chips, candy, etc) are not allowed.

**Scooter Rules:** The same rules apply for scooters as for bicycles with one exception: scooters must be folded and walked from the street and kept in a student's locker. Motorized scooters can be locked in the bicycle racks in the designated area during the school day.

**Skateboard Rules:** Students are not permitted to ride skateboards on campus at any time. Skateboards may be stored in lockers or inside the Office. Students will be permitted to use skateboards only if they adhere to these specific rules. If students do not adhere to the rules, the privilege will be revoked.

**Bus Conduct:** All school rules and student conduct expectations apply to students riding on the school bus. If a student misbehaves repeatedly on the bus, their bus privileges may be revoked and they will be removed from the bus.

# Academics

**Report Cards:** Grades are issued each trimester and emailed to the parent. Paper copies are available by request at the school office.

**Progress Reports:** Any student receiving a “C-“ or below will be issued a Progress Report at the midpoint between each report card period. This report is intended to provide both parents and students with important information regarding their academic performance in particular subject areas. Please contact teachers directly with any questions regarding academic progress.

**Grading Policy:** Hall Middle School follows a [Standards Based Learning/Grading](#) system.

PR - Proficient at grade level learning expectations; student knows and applies standard learning expectations consistently;

AP - Approaching grade level expectations; student knows some and/or applies some standard learning expectations, but not consistently;

EM - Emerging grade level expectations; student attempts some and/or applies some standard learning expectations with or without support from an adult

**Student Recognition:** In an effort to recognize positive student academic achievement, attendance and behavior, Hall Middle School sponsors several student recognition programs to acknowledge and reward model achievement and spirit, and to express our appreciation for the hard work and the care and concern shown to others. We recognize students by:

- *Student of the Month.* Two students from each grade level are recognized by teachers each month for extraordinary effort or exceptional concern for others.
- *Cougar Coupons.* Staff and students recognize each other for following our Cougar Code that encourages acts of kindness, respect, caring for the environment, etc., with these recognitions.
- *Parent Tour Ambassadors.* 8th graders that demonstrate quiet leadership on campus are asked to serve as our monthly parent tour guides.

# Homework

**Policy on Homework is on the website.**

## **Homework Statement of Purpose**

The purpose of homework at Hall Middle School is to extend and enrich the student learning experience beyond the classroom. Homework supports the learning that was done in class, and gives students the opportunity to go further with their own desire to acquire knowledge.

Additionally, homework is designed to help students:

- Foster growth and improvement by practicing skills and techniques.
- Reinforce and extend the classroom learning experience.
- Complete work not finished in class.
- Explore a topic of personal interest and relevance.
- Develop agency by using effort to practice and grow.
- Self-assess their progress and strategize how to improve where needed.

Homework is also a valuable tool for teachers, as it gives them the opportunity to:

- Assess a student's ability with a particular skill.
- Understand broader trends in student learning - where they are successfully acquiring knowledge and where they are struggling.
- Inform classroom instruction.
- Promote and develop the [Studio Habits of Mind](#).

Hall Middle School believes in helping our students **foster a healthy sense of balance in life**. Homework, therefore, is carefully designed to ensure that our students still have the opportunity to be children when the school day is over – to pursue their own passions while getting the proper amount of exercise and rest to leave them feeling excited and energized for their next day of school.

**Frequency of Homework at Hall Middle School:** For Language Arts, Social Studies, Math, Science and Spanish, homework may be assigned daily. In addition, students are assigned a variety of projects that require work outside of the classroom. In general, homework is not assigned over the weekend, however students may need to work over the weekend on long-term projects, unfinished classwork or make-up work.

**Amount of Homework:** There are many variables that impact the length of homework assignments. Some students may need more time to complete assignments and some may need less time. Additionally, some students may prefer or choose to spend more time on assignments. The following guidelines are given as approximations for the pattern of homework assignments, not absolute rules for assignments. As a general rule, homework should take students 10-20 minutes per subject per night. The guidelines for each grade level are as follows:

**6th Grade:** 60 minutes (10-15 minutes for each of four subjects)

**7th and 8th Grade:** 60-90 minutes (15-30 minutes for each of four subjects plus 10 for Spanish)

Times listed above are for actual study times. They do not include breaks, distractions (phone, email, instant messaging, etc.) or transitions. These times also do not include inappropriate “cramming” when a student has let several assignments build up and is attempting to complete them all at the last minute.

Teachers, students and parents must work together to ensure that students successfully manage homework. This partnership is built on commitments from all three parties as outlined here:

**Teachers will:**

- provide homework expectations at beginning of school year
- explain how homework is weighted in the trimester grade
- clearly explain assignments orally and in writing
- use a consistent method of posting and explaining assignments so students can record their assignments accurately
- monitor the time used by students to complete assignments and adjust as needed
- assess homework in a timely and informative manner so that students benefit from the feedback
- clearly identify the consequences for incomplete, missing, late, and substandard homework
- inform students and parents when homework is repeatedly incomplete, missing, late, and/or substandard
- inform the students and parents of the system for obtaining missed work
- make efforts to coordinate the completion of long-term projects, tests, etc. with team and special area teachers
- instruct students in the use of skills such as outlining, graphic organizers and reading for understanding
- instruct students in how to break long-term assignments into smaller steps
- coordinate amongst themselves to ensure students do not have large projects/assignments from different classes due at the same time.

**Students will:**

- make an effort to understand the assignment prior to leaving the classroom
- write all assignments in the Binder Reminder or other means for task management
- share the Binder Reminder and all teacher communications with parents
- work with parents to create a positive study/work environment
- complete long-term assignments in manageable steps
- learn from homework, rather than just rushing to finish it
- review class notes
- do their own work and never plagiarize
- ask for help from parents or teachers as needed
- find out what work has been missed due to absence
- make up missed work
- complete homework on time

**Parents will:**

- check assignment notebook regularly

- help students prioritize assignments
- review work as it is completed
- emphasize the importance of homework when prioritizing activities
- encourage student independence in completing homework
- ask or answer questions that lead to understanding
- encourage thoroughness
- encourage regular attendance and participation
- contact teachers, the counselor, or the administration by phone or email
- ask questions and seek information
- assist with establishing a work environment conducive to learning
- assist with effective use of the Binder Reminder
- encourage students to keep homework, assignment sheets, and notes organized
- assist in the development of time management skills

**Troubleshooting:** If students find themselves consistently exceeding these time guidelines, it is important to first have a conversation with the classroom teacher in order to problem-solve together. The school counselor and administrative team are also available to support students and families.

**Homework Suggestions:** For many students, having a designated homework time after school can provide structure to the day. An ideal work environment is one that is free from distractions and within observation distance. Parents should not assume that if their child is in his or her room for an hour that the child is actively working on homework for an hour. It is advisable for parents to check and review a child's homework progress on a regular basis. Students can also take advantage of the school setting to work on homework. The library is open Monday, Tuesday, Thursday and Friday from 8:00 am to 4:00 pm. The Lounge, an after-school study group, is run by Larkspur Park and Rec. Students can work in the Lounge as late as 6:00 pm every day.

# Academic Honesty Policy

The following actions are violations of the Academic Honesty Policy:

1. Claiming credit for work that is not your own.

*Examples: copying someone else's homework, assignments, test answers, or downloading work from the Internet.*

2. Allowing others to claim credit for your work.

*Examples: allowing others to view or copy your homework, assignments, test answers, etc.*

3. Submitting work substantially done by someone else (parent, tutor, sibling, etc.).

4. Plagiarism: Copying or paraphrasing, in whole or in part, published works or the ideas of others without proper citation. Downloading of documents without citing the source is plagiarism.

*Examples: copying and pasting the words of someone else without proper citation, using the ideas of someone else without giving credit.*

5. Using, or having in view, notes or other unauthorized material including technology during a test or other assessment.

6. Being involved in unauthorized communication during a test or other assessment.

7. Submission of work for one class that has already been accepted for credit in another class or school without prior authorization.

8. Accessing or providing unauthorized material prior to assessment, including revealing test information.

*Example: Sharing information about questions on a test with students who have not yet taken it or receiving information about a test from students who have taken it.*

9. Forgery

*Example: signing documents intended to be signed by your parents.*

## Consequences

Students who violate the Academic Honesty Policy will be subject to the following consequences:

### *First Incident*

- The student will receive no credit on the submitted work or test.
- Parent(s) will be notified.
- Incident recorded in student's disciplinary file.
- Grade level teachers may also request a conference with student, parent, teacher and principal.



*Additional incidents may include:*

- Detention
- School community service
- Conference with student, parent, teacher and Principal
- Suspension

# Student Activities

**Clubs:** Students with special interests are encouraged to form a club. Clubs can be formed by identifying a staff member to serve as advisor and proposing the new club to the Student Council.

**Academic Eligibility:** Students (6-8) must demonstrate sufficient growth and effort in their academics in order to be eligible to participate in extracurricular activities. Students who give minimal to no effort in their academic responsibilities (academic defiance) do not meet these requirements and may not participate in extracurricular activities, including school dances, student council, enrichment activities, and athletics for the trimester. Students regain their eligibility when they have shown sufficient progress on key assignments and assessments as defined by teachers and administration.

**Behavioral Eligibility:** Any student who receives four or more detentions from the school administration and/or any suspension during the trimester can jeopardize participation in extracurricular activities, including school dances, student council, enrichment activities, and athletics for the balance of the trimester. This could include being ruled inactive for a sports competition until improvement is demonstrated. Students begin fresh at the beginning of each trimester.

**8th Grade Graduation:** Behavioral detentions, suspensions and academic defiance in the **spring trimester (T3)** affect eligibility for participation in Graduation-related activities:

1. Academic effort, growth and progress are expected of every student in every class. Academic defiance is grounds for being ineligible to participate in graduation activities. This could mean refusing to complete important projects, assessments or assignments. Students that do not complete important work will receive an "Incomplete" in the course; **any Incomplete grade on the T3 report card** means a student may not participate in Graduation-related activities.
  2. Any suspension from school in T3 may result in the loss of all graduation-related activities and extracurricular activities, including the graduation ceremony. Suspension from school can result from serious infractions such as: possession of drugs/alcohol; possession of a weapon; fighting; bullying/cyber-bullying; destruction of property; theft; pranks (communication to come about conduct before April Fool's Day).
  3. Excessive detentions during T3 can also jeopardize a student's ability to participate in graduation activities.
    - a. Three detentions - Ineligible to attend Picnic.
    - b. Four detentions - Ineligible to attend 8<sup>th</sup> grade field trip.
    - c. Five detentions - Ineligible to attend 8th grade Dance.
- A student can earn a detention in a number of ways, including:
- a. Four tardies to the same class in a trimester.
  - b. A serious behavioral infraction on campus - including referral to Office from a teacher and/or substitute teacher.
  - c. Three cell phone violations.

# Student Conduct

All students at Hall Middle School are entitled to an education in a positive environment that is safe and conducive to learning. Our staff is committed to providing a supportive atmosphere where each student can attain his/her fullest potential. High standards of behavior are expected at Hall Middle School, not only on campus and in the classrooms, but also at all school functions. School staff, including teachers, administrators and the counselor, provide interventions as needed to students to ensure expectations are upheld.

Hall's "Cougar Code," developed with input from students, staff and parent groups, provides a context for the positive environment we strive for.

- We practice kindness and show respect
- We act with integrity
- We care for our environment
- We work hard and don't give up
- We pursue our passions



# Anti-Bullying Policy

Any student who engages in creating an intimidating, hostile or offensive educational environment, the act of bullying, including, but not limited to, bullying committed by means of an electronic act is subject to suspension. A student may be suspended if the act of bullying occurs:

- 1) while on school grounds,
- 2) while going to or coming from school, or
- 3) during or while going to or coming from a school sponsored activity.

School officials may have the authority to impose discipline for off-campus online speech when that speech has or a reasonable person would anticipate that it will:

- 1) cause a substantial disruption at school,
- 2) interfere with the rights of a student to feel secure, or
- 3) is a “true threat”.

A “substantial disruption” is significant interference with instructional activities, a hostile environment that impairs a student’s ability to participate, or physical or verbal altercations between students. In an effort to maintain a safe learning environment, we have established an **Anti-Bullying Protocol**.

## Our school’s Social Vision

We are One: You and me display empathy, respect, integrity, inclusion and kindness.



## Why we implemented a school wide system to stop bullying

Bullying and harassment stand in the way of our social vision. Therefore our school has adopted the No Bully System for preventing and responding to harassment and bullying during the school and after-school program, at school field trips or school sponsored events, through social media or any other electronic communication, and when students are traveling to and from school. This school wide system applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers pursuant to Larkspur-Corte Madera School District (LCMSD) anti-bullying policy.

## What is bullying?

**Bullying** occurs when a student, a group of students or staff repeatedly tries to hurt, humiliate, get or use power over a student in any of the following ways.

- **Physical bullying** is when a student or staff uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student or staff uses words, images or gestures to intimidate or humiliate another student or staff e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- **Relational bullying** is when a student or staff excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading false rumors or gossip.
- **Cyber-bullying** is when a student or staff uses their cell-phone, text messages, e-mails, instant messaging, the Internet or social media to threaten, shame or isolate another student or staff member. It includes breaking into a student's electronic account and assuming that student's identity in order to damage their reputation.

**Bullying is different from conflict.** Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not bullying, our school is committed to helping the students talk it through.

**Bullying may at times amount to harassment.** It is harassment to target a student or staff online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. In these situations complaints will be investigated by school administration and or through the School District's Uniform Complaint Procedure.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

## How students can end bullying

Bullying and harassment cause pain and stress to students and are never justified or excusable as "just teasing" or "just playing." When a student stands by doing nothing, or laughs or posts comments online when others bully, they are participating in bullying.

The students at Hall Middle School have agreed to join together to treat others with respect both online and face-to-face so that we keep our campus bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face-to-face.
- When safe to do so, I will be an Upstander when I or others around me are the target of bullying.
  
- If I cannot safely stop the bullying, I will walk away with the target, talk to any trusted adult on campus or place a note or Support Request Form in Counselor Box outside of Counseling Office and ask for help.
  
- Never take revenge or ask someone to hurt a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as **Solution Coaches** to bring together a Solution Team of students and ask them to end bullying situations. Most Solution Teams successfully end bullying situations after one or two meetings without using punishment.

### **Staff, Teacher and Parent Response to Student Harassment and Bullying**

Our school follows the No Bully System to prevent and respond to bullying and harassment.

#### **Level 1 – Prevent & Interrupt**

- All teachers, staff, students and volunteers support a campus-wide system for preventing and responding to harassment and bullying.
- If any teacher or staff member who witnesses an act of bullying they shall take immediate steps to intervene and redirect students provided it is safe to do so.
  - Name the behavior for what it is e.g. “That’s a putdown.”
  - Speak to the intention behind the words or gestures e.g. “That was meant to hurt”.
  - Explain the values that their behavior offends – remind them of the school social vision.
  - If you need more time or privacy with the student, take it.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying by using the LCMSD Bullying Report Form or verbally or by email to administrator or counselor. The school can only help you if you reach out and tell us what is happening. If your child is the target of cyberbullying, please take screenshots and/or print any electronic or digital messages and share these with the school.

#### **Level 2 – Check in with target of bullying and notify the Principal or Vice Principal**

All members of school staff are encouraged to watch out for students who appear to be isolated from other students, who are put down by other students behind their back, or who show signs of being bullied.

- If any member of staff learns or suspects that a student is the target of ongoing bullying, they shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they should attempt to resolve the situation and shall email

the Principal within 24 hours by using the 'Teacher and Staff Bullying Report Form'.

### **Level 3 – Solution Team, Progressive Discipline and other responses**

- The Principal or Vice Principal will triage according to tier to investigate and resolve the situation and shall ensure that any report of bullying or harassment and its resolution is documented in alma (student information system).
- Our school uses a variety of methods to resolve ongoing incidents of bullying and harassment.
  - **We may refer the target of bullying to get help from a school Solution Coach.** Solution Coaches are teachers and staff members who have been trained to bring together Solution Teams of students, including bullies, bystanders, and positive student leaders, and without using punishment to bring the bullying to an end. The Solution Coach records progress using a Solution Team Log and shall report progress to the Principal.
  - **We may use progressive discipline to redirect bullying students depending upon the severity of the bullying.** The Principal or Vice Principal or Solution Coach may meet with the bullying student, involve their parents or guardians when determining consequences to change behavior, and inform the student that graduating consequences will occur if the bullying continues.

### **Level 4 – Implement an Empathy-Building Action Plan**

If a pattern of harassment or prejudice is apparent across an entire class or grade, the Solution Coach brings together relevant school staff to implement a plan to teach respect for differences and create a supportive peer culture.

### **Timeline for Complaints Under this Policy once the incident has been brought to the attention of Principal or Vice Principal**

#### **Week One**

- The Principal or Vice Principal is notified of bullying.
- When appropriate, the Lead Solution Coach or Principal refers the target of bullying to a school Solution Coach to run a Solution Team.
- The Principal may engage the progressive discipline process.

#### **Week Two**

- Solution Coach runs second meeting of Solution Team if this has been initiated.
- Further progressive discipline when necessary.

#### **Week Three**

- Third meeting of Solution Team if this has been initiated.
- Target invited to attend this final Solution Team
- Solution Coach® records progress in Solution Team® Log, schedules three month follow up with target, and notifies the Principal and parents of outcome.

If the school's intervention does not resolve the bullying, the student or their parent/guardian should inform the Principal. If the student or parent/guardian disagrees with how the school has responded to a complaint of discrimination, harassment, intimidation, or bullying, he or she may

appeal by writing, email, or calling the Superintendent at 230 Doherty Drive, Larkspur, California 94939, [mokeeffe@lcmschools.org](mailto:mokeeffe@lcmschools.org) or [dnorbutas@lcmschools.org](mailto:dnorbutas@lcmschools.org) or 415-927-6960.

**Sexual Harassment:** All students at Hall Middle School are entitled to an educational environment that is free from harassment. The Board of Trustees prohibits sexual harassment of students by other students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify or otherwise participate in the complaint process.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender. Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions
- Sexual slurs, threats, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body
- Sexual jokes, notes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Massaging, grabbing or fondling
- Purposefully cornering or blocking normal movements
- Displaying sexually suggestive objects
- Touching an individual's body or clothes in a sexual way

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher, counselor or administrator.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of the district policy. Disciplinary action may include suspension and/or expulsion.

**Restorative Practice:** Restorative Practice is a series of structured meetings that our counselor runs to help a student that is being bullied. In a restorative meeting, our counselor brings together the offending student, victim and any other applicable person, who has been affected by the incident. A specific restorative practice format is used to increase awareness and empathy on the part of the student who is bullied. Also, the victimized student is given a voice to talk about the effect of the incident and what he/she needs to move forward.

**Suspension:** Under Education Code, section 48900, the following are **grounds for suspension:** causing, attempting to cause, or threatening to cause physical injury to another person; possessing a dangerous object; possessing or being under the influence of alcohol or any other drug; vandalism, theft, possession or use of tobacco; sexual harassment; obscenity or habitual profanity; defiance of school authority; disruption of school activities.

## Consequences

We believe in helping all students understand that they are accountable for their actions.

Mistakes are opportunities to reflect and learn. Please refer to the [Progressive Discipline and](#)



[Consequences](#) chart for possible consequences assigned to behavioral infractions.

# Technology Use Agreement

Electronic information resources are available to students at Hall Middle School. The District believes that use of instructional technology (including computers and the Internet) offers unique resources for students and teachers. These resources include the use of the computer to access the Local Area Network, Wide Area Network and Internet services.

## General Guidelines:

- Be Polite and Show Respect: When using the computer to write, send or to receive messages or information, always use kind and proper language and abide by the rules of friendliness. Treat others with respect. Do not engage in any activity that may promote harassing, insulting or attacking others or ethnic, gender, or racial slurs.
- Be Honest and Obey the Rules: Do not do things on the computer that would be against the rules, the law, or may be looked upon as dishonest. Do not use the computer to promote violence or engage in illegal or gang activity. Do not send or display hateful or pornographic messages or pictures. Do not download or access chat rooms without staff supervision. Do not receive or transmit information pertaining to instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices. Users shall not use the system to encourage the use of drugs, alcohol or tobacco. Students will use the computer and the Internet for appropriate educational purposes only.
- Do not place copyrighted material on the system without the author's permission. Users may download copyrighted material for their own use only.
- Users will not plagiarize works that they find on the Internet.
- It is advised that students not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers.
- Do not log on or use another person's account. Reading, deleting, changing, or copying files and / or data belonging to other users without their permission are not allowed.
- You must not vandalize or abuse the equipment.
- Users shall report any security problem or misuse of the services to the teacher or principal.

## Student Access to Inappropriate Online Material -- Assumption of Risk by Parent

Teachers and other school personnel monitor access to the Internet through school computers. Every effort will be made to limit access to those online services that have been authorized for study and research. However, determined users may be able to access services and communicate with people on the Internet, and students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. This may include:

- Unauthorized computer access ("hacking") and other unlawful activities by minors
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Illegal and/or immoral acts
- Pornography

- Messages containing threats or language constituting racial and/or cultural hatred
- Pages containing profanity, including song lyrics
- Unauthorized use of chat rooms; game or game cheat sites; or music, movie, or software
- Download sites (e.g., Limewire)

By consenting to allow your child to use the Internet, you assume the risks listed above.

**Discipline:** The Larkspur-Corte Madera School District Internet System is being filtered through the Marin County Office of Education. Student use of the Internet is monitored and any student who abuses acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, and inappropriate language will be subject to discipline.

Students who violate the district's policy may have their computer use privileges suspended or revoked, and may incur other discipline as set forth in the Student Discipline policy.