

# LOUIS M. KLEIN MIDDLE SCHOOL



## STUDENT HANDBOOK

**2021 - 2022**

Dear Students,

Welcome to the Louis M. Klein Middle School. Whether you are new to the building or a returning student, we are thrilled to welcome you back to school for what we are sure is going to be an exciting and successful year. LMK is a warm, welcoming environment where students thrive academically and grow personally.

This document is an important tool for you to use so that you can become better familiar with school procedures, rules and regulations. It will be a resource that you can refer to throughout the year, and we strongly recommend that you read through it so that you can become familiar with all aspects of our middle school.

LMK's strong sense of community has always been something that we are very proud of and we know that this year we are all going to continue to work together to do our part to ensure everyone's safety and well-being while reaching new heights in our learning. Remember that the entire faculty is here to guide and assist you. Do not hesitate to reach out to your teachers, your guidance counselors, your assistant principals or me if you ever have any questions or concerns. We wish you a great year.

Sincerely,



Scott Fried  
Principal

**LOUIS M. KLEIN MIDDLE SCHOOL**  
**MISSION STATEMENT**

The Louis M. Klein Middle School community is dedicated to the intellectual, social, and personal development of every student.

We provide a safe, nurturing, and child-centered learning environment that is comprehensive, challenging, integrated, and standards-based.

We offer opportunities for our students to become life long learners and responsible, productive citizens who respect the rights and differences of others.

# **INTRODUCTION TO THE L.M.K. MIDDLE SCHOOL**

## **BACKGROUND:**

The Louis M. Klein Middle School opened in September, 1974, and includes grades 6, 7 and 8. The total school population is approximately 800 students, with 260 - 290 students on each grade level. Students enter the sixth grade from the four elementary K-5 schools of the Harrison Central School District. Upon completion of the eighth grade, students enter Harrison High School.

## **PROGRAM OF STUDY:**

LMK Middle School is an accredited International Baccalaureate Middle Years World School. The curriculum is carefully designed to meet the educational and social needs of the early adolescent student. A variety of teaching methods and techniques are used including team teaching, small group instruction, individualized instruction, differentiation projects, use of manipulatives, use of computers and use of audio-visual materials. The instructional program is planned to make the learning experience interesting and exciting.

## **INSTRUCTIONAL PROGRAM:**

Students spend their three years at LMK learning and experiencing courses from eight [IBMYP subject groups](#), allowing them to explore and find their strengths and interests. This exploration will guide them towards the best decisions for future pathways in high school. Our instructional program includes team-based classes (ELA, social studies, math, and science) and classes that are cross-teamed (art, music, physical education, digital design, information literacy (grade 6), health (grades 7 & 8), technology design and world languages). In addition to our IB MYP program course of study, academic, social, and emotional support resources are available for students. Support is provided through an extensive response to intervention (RTI) system that includes data analysis, team-based strategies, support specialists, and our school-based support team of guidance counselors and psychologists.

## **SCHOOL COMMUNICATION:**

Student and parental communication with the school is welcomed and encouraged. If a student or parent wishes to contact the school, the following telephone numbers are available:

Harrison Central School District phone number 835-3300  
Principal, Mr. Scott Fried 630-3031  
Assistant Principal, Ms. Jennifer Cipolla 630-3034  
Assistant Principal, Mr. Scott Spector 630-3039  
Attendance Office, Mrs. Christina Bruno 630-3041  
Counselor, Ms. Kearney 630-3054  
Counselor, Mr. DiMondo 630-3056  
Counselor, Ms. Cannistraci 630-3055  
Guidance Office Secretary/ Mrs. Joann Sachs 630-3057

**SCHOOL CLOSING:**

Whenever the schools are to be closed because of adverse weather or the weather is such that it is not necessary to close schools for the day, but in the interest of safety to delay school opening one or two hours after the regularly scheduled times, the following procedures will be used to notify everyone:

- (1) Blackboard Connect (notification system that calls all parents/guardians)
- (2) School Website: ([www.harrisoncsd.org](http://www.harrisoncsd.org))
- (3) Cable News Channel 12
- (4) Local Radio Stations (i.e., WFAS – 1230AM, White Plains; WCBS – 880 AM, NYC)

Please do not call the school. Listen to your local radio station beginning at 6:00 a.m., or watch local cable news Channel 12.

<p><b>ONE HOUR DELAY</b> Warning Bell 8:48 Homebase 8:55 - 9:01 Period 1 9:04 - 9:36 4 9:39 - 10:14 3 10:17 - 10:52 5 10:55 - 11:30 6 11:33 - 12:08 7 12:11 - 12:46 2 12:49 - 1:24 8 1:27 - 2:02 9 2:05 - 2:40</p>	<p><b>TWO HOUR DELAY</b> Warning Bell 9:48 Homebase 9:55 - 10:00 Period 1 10:04 - 10:32 4 10:35 - 11:03 3 11:06 - 11:34 5 11:37 - 12:05 6 12:08 - 12:36 7 12:39 - 1:07 2 1:10 - 1:38 8 1:41 - 2:09 9 2:12 - 2:40</p>
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**SCHOOL DAY:**

The school day begins at 7:48 a.m. and ends at 2:40 p.m.

**Warning Bell** (Students enter building) 7:48 a.m.

- Homebase 7:55 - 8:14
- Period 1 8:17 - 8:56
- Period 2 9:00 - 9:39
- Period 3 9:43 - 10:22
- Period 4 10:26 - 11:05
- Period 5 (6<sup>th</sup> grade lunch) 11:09 - 11:48
- Period 6 (7<sup>th</sup> grade lunch) 11:52 - 12:31
- Period 7 (8<sup>th</sup> grade lunch) 12:35 - 1:14
- Period 8 1:18 - 1:57
- Period 9 2:01 - 2:40

**Dismissal 2:40 p.m.**

**ABSENCES:**

The attendance policy of the Harrison Central School District requires that parents notify the school of a student's absence. If the school is not notified by the parent, we will then try to call the parent at home or work to notify them of the absence.

For each day that a student is absent, parents should call the attendance office at 630-3041 by 9:00 a.m. to report the reason for the absence. If you call before 7:30 a.m., please leave a complete voice mail message regarding your child's absence.

It is the responsibility of the student to make up missed work because of any absence. In the case of legal absences, teachers will assist the student with make-up work. In the case of illegal absences, teachers may give students the opportunity to make up the work. It is the responsibility of the student to see her/his teacher for make-up work due to an absence. When a student is absent, s/he should get the assignments and homework by checking their Google classroom pages, emailing their teacher or asking a friend. If a student is expected to be absent for more than 3 days, a telephone request to the office (630- 3041) for both homework and class assignments is recommended.

Parents are asked not to plan vacations while school is in session. It is difficult for students to keep up with their school work when they are taken out of school for family vacations. Teachers cannot guarantee work for you for the week that you are taking your child out of school for a family vacation. When a student is absent, s/he is responsible to get the assignments and homework by checking their Google classroom pages, emailing their teacher or asking a friend. When the student returns to school after an absence, s/he must bring a written excuse signed by the parent, guardian or physician. The reason and date(s) for the absence(s) should be included in the note. This note should be given to Mrs. Bruno in the main office. A legal absence is illness, medical appointment, family emergency, religious observance, etc. If a note is not received within 5 days, the absence will be considered illegal, and will remain on the student's permanent record as an illegal absence.

Attendance is taken during homebase period every morning and at the beginning of each period throughout the day. Attendance at school every day is very important. Good attendance and good grades go hand in hand. New York State law requires that students attend school daily.

Examples of lawful excuses are:

1. Sickness of the student;
2. Sickness in the family (not to exceed three days);
3. Death in the immediate family;
4. Impassable roads.

Examples of illegal excuses are:

1. Work;
2. Running errands;
3. Going to the city or out of town;
4. Vacations;

## 5. Shopping.

### **ACADEMIC INTEGRITY**

School pride puts a value on integrity. Academic integrity is the accepted standard for each student at LMK. As part of our educational program, teachers will educate students about the importance of all aspects of academic honesty. Cheating in any form, such as giving or receiving actual test questions and/or answers, copying homework, tests, quizzes or plagiarizing work or information from the Internet, is an unacceptable practice and will result in disciplinary action and/or a reduction in the grade of the student cheating, and the student providing the information.

### **ADVISORY:**

Advisory is a program at LMK where groups of students and an advisor meet every Wednesday during homebase. Students discuss various topics, develop discussion skills and build relationships with the teacher and each other.

### **AFTER SCHOOL:**

A student might remain after school for the following reasons:

1. Student Help - A student asked the teacher for extra help in one of the subject areas.
2. Teacher Help - A teacher requested a student to remain for extra help in a subject area.
3. Detention - A student has been assigned detention by an administrator for a specific reason. (Parents are notified in advance.)
4. Projects
5. Library Study or Research
6. Extracurricular Activities, Clubs, Athletics, etc.

Due to the lack of after school supervision in unstructured areas, students are not to remain in the building or on the school grounds after dismissal unless they are there for one of the above reasons. Under no circumstances are any students to remain in the building or on school grounds after school without adult supervision. Students are not permitted to remain in the school after athletic practice. They are expected to go home immediately after practice. Students who are in the building after school for no purpose will be subject to disciplinary action.

Students who are eligible for bus transportation may take the 4:00 bus home only if they remain after school for a school related activity.

### **AGENDA BOOKS:**

Each student is issued this agenda book at the beginning of the year. Students are given an agenda to help them with their organizational skills. Teachers will work with parents/guardians to make effective use of the agendas.

### **ARRIVAL AT SCHOOL:**

Students are asked to be in school by 7:48 a.m. Students are expected to use the walkway and stairs leading to the school entrance at the east end of the building, especially during inclement weather.

In good weather, students who arrive before 7:48 a.m. will meet outdoors in the following areas:

8th grade - The interior courtyard past the breezeway  
7th grade - The basketball court and area between the breezeway and grass field  
6th grade - The grass field adjacent to the portables

When it is rainy, snowy or very cold, students will meet indoors in the following areas:

8th grade – Auditorium  
7th grade – Gymnasium A (Teams P & Q) and Gymnasium B (Team R)  
6th grade – Cafeterias and Large Group Instruction Room (LGIR)

\*Please note that if there are any changes to these procedures you will receive notification from the principal.

### **AWARDS:**

Eighth Grade Awards are given at the Moving-Up Ceremony. Recipients of the awards are determined by a faculty committee. Awards have specific criteria determined by the organizations that are awarding it.

### **BICYCLES:**

In accordance with New York State law, students who ride bicycles to school must wear a helmet. They should lock their bicycles to the bicycle rack outside the main entrance near the south end of the parking lot of the building. Students riding bicycles are reminded to observe all safety rules while traveling to and from school. In the interest of safety, bicycles are not to leave school until buses leave each afternoon and are not to be used in the parking lot or on sidewalks at any time. Bicycles are to be locked when at school and cannot be used during the school day. Students are responsible for securing their own bicycles.

The School District cannot accept responsibility for the theft or vandalism of bicycles. Students are encouraged to engrave their name, telephone number, address or some form of identification on the bicycle frame.

### **BOOKS:**

All textbooks, workbooks, and library books are the property of the Harrison Central School District. They are loaned to students free of charge. At the beginning of the school year, teachers note the condition of all books before they are issued to students. Normal wear is expected, but fines will be levied for books excessively worn, damaged or lost during the school year.

When a student loses a textbook, s/he should notify the teacher immediately. Before a second book can be given to a student in the event of loss or damage, the first book must be paid for by the student.

Each student is responsible for the care and safekeeping of his/her books. Respect and care for property is another way that a student demonstrates school pride. Therefore, all students are expected to cover their textbooks and to replace the cover if it becomes worn during the

school year.

## **BUSES:**

Bus transportation is provided for students who live more than one mile from the middle school. This service is available as long as the student follows the rules of safety and proper behavior. Serious or repeated violations may result in suspension from riding the bus. It will then become the responsibility of the parent to get the student to and from school on time.

Students may receive assigned seats on the bus. While buses are in operation, the bus drivers have the same authority as teachers – including supervision of conduct, and if necessary, the removal of a student from the bus and reporting such action to the principal's office.

Students are to ride only on the bus to which they have been assigned. Please note that building administrators cannot give permission to students to ride a bus they are not assigned to by the district. This is district policy.

In the interest of safety, LMK students are expected to adhere to the following bus regulations:

### **Bus Regulations:**

1. Wear masks at all times while on the school bus (entering, exiting and while seated).
2. Wear seat belts at all times while on the school bus.
3. Stand off the roadway while waiting for the bus.
4. Respect the right of property owners near the bus stop.
5. Avoid pushing, shoving, and other careless behavior while waiting for the bus and while entering or leaving the bus.
6. Stay seated at all times while the bus is in motion.
7. Sit in assigned seat at all times (one student per seat).
8. Keep arms and head inside the windows.
9. Follow the driver's instructions.
10. Report any incident or behavior that is disruptive or interferes with the safety of the occupants of the bus.
11. Be on time. (The bus cannot wait for those who are late.)
12. Eating and drinking is not allowed on school buses and will be strictly enforced.
13. Use courteous and quiet language.
14. Respect all property. (Any damage to the seats or other equipment by the students must be paid for by the students.)
15. Follow safety procedures.
16. Do not distract the bus driver.
17. Do not use unacceptable language on the bus.
18. Do not fight, push or trip others.
19. Do not throw objects inside the bus or out of the bus window.

**Activity Buses:** Only students who participate in after school activities and who are eligible for bus transportation, may take the Activity Bus: 3:00 p.m. to HHS or the late bus: 4:00 p.m.

**Bus Drills:** Students must attend bus drills three times each year to review bus regulations,

safety procedures, and proper use of seat belts. Students participate in drills in emergency evacuation procedures from buses.

Seat Belts: The Harrison Central School District has adopted a policy requiring seat belts on school buses. Students are expected to wear their seat belts.

School Sponsored Trips: Students who ride on buses for school sponsored trips and activities are expected to follow the bus regulations that have been outlined above.

## **CAFETERIA:**

Lunch is served in the cafeteria and includes many healthy options. Students may also choose to bring lunches from home on the days they are learning in school. Students are not permitted to have their lunch delivered to LMK. If lunch is being brought from an outside source, parents must bring the lunch to the school. Parents are allowed to bring lunch for their child only; bringing lunches for groups of students is not permitted.

Furniture in the cafeteria has been rearranged to ensure social distancing. Students will be assigned a seat either at a table or a desk in the cafeteria, the LGIR (Large Group Instruction Room) or the library. Students need to sit in their assigned seat at the beginning of their lunch period every day that they are learning in school. Students need to wait for their seat number to be called up to the lunch line to purchase lunch and maintain social distancing while on the lunch line.

**Students may remove their masks while eating and drinking, but they need to put it right back on when they are finished.**

The cafeteria is a location where students may use their electronic devices, with the exception of cell phones, outside of general classroom use. This is limited to working on assignments or projects, or using e-readers. Texting, phone calls, or cell phone use of any kind is not permitted.

Student ID numbers or cards will be used in the cafeteria for school meals using the Point of Sale system. Parents can add money to their child's account by sending a check made out to Harrison Central School District Lunch Fund or by going online to [www.myschoolbucks.com](http://www.myschoolbucks.com). Consideration for others, common courtesy, good manners, and respect for cafeteria

procedures are expected of all students at all times. Some guidelines to follow during the lunch period are:

1. Using good manners, wait one's turn in line, talk quietly and eat lunch.
2. Show courtesy and respect to the lunchroom staff and aides. The lunchroom staff is here to help and to serve students during lunch. The lunchroom aides are here to ensure students' safety and to make sure that all students adhere to the rules of the cafeteria.
3. Sit down while eating.
4. Eat the first half of the period and then clear the tables for lunch time activities.
5. Dispose of all remaining food and paper materials in the garbage cans provided.
6. Take pride in leaving the table and floors around them in a clean condition for

others.

7. After eating, plan to go outside to the courtyard or play area if the weather is good.
8. After eating, on inclement days, plan to remain in the cafeteria.
9. Use the 6th grade bathrooms during the lunch period.
10. Remain in the cafeteria area, play area or assigned designated areas during the entire lunch period.

Other lunch rules to consider are:

1. Students must go to their lockers before coming to the cafeteria; they are not permitted to go to their lockers during the lunch period.
2. Students who need to use the phone must go to the main office before coming to the cafeteria.
3. Students must have a pass to leave the cafeteria. Students found without a pass in the hallways or at lockers during lunch can be assigned to lunch detention for future lunch periods.
4. The following behavior is not allowed in the cafeteria:
  - A. Rude talk or behavior
  - B. Screaming
  - C. Fighting
  - D. Horseplay
  - E. Throwing Food
  - F. Standing on chairs or tables
  - G. Sitting on tables

If the above guidelines or rules are not followed, the consequences can be one of the following disciplinary actions:

1. Loss of activity time.
2. Lunch detention

#### **CHANGE OF ADDRESS/TELEPHONE:**

Students and/or parents must notify the Registrar immediately when there is a change of address or phone number. This will help the school in addressing mail and in case of an emergency. The nurse should also be notified.

#### **CITIZENSHIP:**

Students of the Louis M. Klein Middle School are expected to accept responsibility for their behavior and to conduct themselves in an intelligent and socially acceptable manner.

Good citizenship is measured primarily in terms of maturity. The mature student not only cooperates with those in authority, but is trustworthy and respects the rights of others. Citizenship is expected both in school and outside school. Likewise, students should display good citizenship when using their computers when working on school projects or for personal use.

Good citizenship requires students to report to their teachers, guidance counselor, or LMK administrators any information they have concerning a situation that could harm fellow schoolmates, LMK staff or citizens in the community.

Students are requested to cooperate with both their fellow students and faculty in promoting good citizenship. They are urged to participate as active learners in school supervised activities to develop school pride. Students can demonstrate good citizenship by being thoughtful and courteous in school, as well as out of school.

### **CLOSED CAMPUS:**

Students may not leave the school grounds at any time during the school day unless a parent/guardian comes to the main office to sign them out. During lunch time, students are required to remain on the school campus for the duration of the lunch period.

### **CODE OF CONDUCT:**

As required, LMK has a documented Code of Conduct detailing discipline procedures with regard to the rules and regulations of the middle school. This is for the safety of all students, staff, and visitors. Copies of the complete Code of Conduct are available at the front of the student agendas, and on the school website ([www.harrisoncsd.org](http://www.harrisoncsd.org)).

### **COUNSELING SERVICES:**

The counselors are the students' advocates and help guide them their three years. The counselors are there when a student has a major crisis or an annoying problem. They offer advice to the student in growing up, help the student in decision making, teach the student study and organizational skills, and aid the student in learning about career opportunities.

They also plan and monitor the student's academic program.

Our three counselors who are here to help students are:

Ms. Kearney - 630-3054  
Mr. DiMondo - 630-3056  
Ms. Cannistraci - 630-3055

Here are some of the many things that a student may want to talk over with his/her counselor:

1. School difficulties such as failing a subject or having trouble studying.
2. Assistance in navigating social issues with peers.
3. Family issues such as not getting along with siblings or parents.
4. Assistance with managing stress-related issues.
5. Difficulty with getting to school on time.
6. Issues related to drugs, smoking, alcohol, depression, and/or abuse.
7. High school information.
8. Career information.

Support services of various specialists are available to LMK students. The school psychologists and the speech therapist work closely with LMK staff members.

### **CULTURAL RESPONSIVENESS & INCLUSION:**

LMK is an IB world school that embraces diversity. Our students come from many social and ethnic backgrounds and represent a range of religions, sexual orientations, races, and genders. The curriculum is designed to teach open-mindedness and cultural awareness; teachers recognize their students' differences and ensure learning experiences that are relevant to all. Students are expected to be respectful to all other students and adults. Disrespectful jokes, comments, slurs or inappropriate behavior are not permitted and are subject to disciplinary consequences, including suspension from school.

### **CUTTING (TRUANCY):**

Students must attend all assigned classes. Students who cut class or who are truant from school will receive detention and/or a suspension from school.

The following are considered truancies:

- o Being absent from school without the knowledge and consent of the parent;
- o Leaving the school grounds during the day without permission;
- o Staying out of class without permission.

### **DETENTION:**

We recognize that students may make mistakes. This is part of their growth as young adolescents. At LMK, discipline is used as an educational tool to help them understand and reflect and grow. Occasionally, it is necessary to assign detention for the more serious disciplinary problems. In the event this is ever necessary, the parents will be notified in advance. The detention referral states the offense and the length of time the student is to remain for detention.

Detention has precedence over all other school activities. Intentionally skipping detention is a serious offense and will receive further consequences.

### **DIGNITY ACT:**

LMK Middle School, in accordance with the New York State Dignity For All Students Act, follows a policy that no student shall be subjected to harassment, discrimination or bullying by employees or students on school property, or at a school function. Such conduct shall include but is not limited to threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religious practice, disability, sexual orientation, gender (identity expression) or sex.

### **DISMISSAL:**

Students are dismissed at 2:40 p.m., unless they are remaining for after school activities. Students will be given direction as to which doors they should leave from based on the location of their 9<sup>th</sup> period class. Students should go directly to their buses. Students who walk home should do so without gathering in front of the building. Students participating in after school activities should report directly to those activities.

### **DRESS CODE:**

A properly dressed student gets more from the learning process than one who is trying to draw attention by his/her unusual attire. A student has the right to be able to learn without being offended or distracted by the clothing of others. For example, extremely brief garments which expose the midriff and undergarments such as tube tops, midriff tops, halter tops, spandex, spaghetti straps, plunging necklines, hip-huggers, cut-off shorts, mesh shirts, tank tops,

short-shorts, short skirts and see through garments present distractions to the educational environment for students and staff alike. Any student coming to school with inappropriate attire will be asked to change at school providing they have something appropriate to change into or the parent will be called to bring a change of clothing.

A student is expected to come to school looking neat, clean and dressed in a manner that is accepted as being in good taste. Sneakers or shoes must be worn. Flip flops are not recommended because they could present safety issues when a student is walking on the stairs. No advertising of alcoholic beverages, cigarettes, drugs nor obscene or suggestive slogans, pictures or patches are permitted. Under no circumstances will half shirts be accepted. Any articles or clothing that can be associated with cults or gangs and weapons are not allowed to be worn in school or on school grounds. Shorts and skirts are only acceptable if they are a proper length that does not distract others. Students are not allowed to wear hats in the school building.

### **DRUG AND ALCOHOL POLICY:**

Responsible students take pride in not condoning or allowing illegal drugs at LMK because they believe that the use of drugs and alcohol is dangerous to the health and safety of both the user and those exposed to a person using drugs. Anyone found to be possessing, using, giving or selling illegal drugs or alcohol will be suspended from school. Parents will be notified. Any other legal and reasonable action deemed necessary will be taken by the school administration. Students may refer to Appendix A to review the District's Drug Policy adopted by the Harrison Central School District Board of Education.

### **EARLY DISMISSALS DURING THE SCHOOL DAY:**

If a student must leave early during the day, s/he must bring a note to Mrs. Bruno in the morning from her/his parent requesting an early dismissal. The note must be brought directly to the office where an early dismissal slip will be issued. A student cannot be excused without a note and is required to report to the main office before leaving. A parent or guardian must come to the main office to sign out and pick up the child.

If a student becomes ill while in school, he/she should report to the Health Office. When a student must leave school because of illness, her/his parent or guardian must come into the school to get the student.

### **EATING/DRINKING:**

School pride means keeping the school neat and clean. This is why eating food and drinking beverages (with the exception of water which is permitted in all classrooms) are restricted to the cafeteria. Students are expected to deposit their garbage into trash receptacles when they are finished eating. No food or beverages are allowed in any part of the school building except the cafeteria, with the exception of bottled water.

### **ELECTRONIC DEVICES**

At LMK all students are required to bring their own devices (chromebooks, tablets, etc.) to school daily. Electronic devices will be used in classes throughout the day for instructional purposes. It is the expectation that all students' devices are fully charged and functioning every day. There may be a rare circumstance when a student does not have his/her device; in this situation the student may borrow a device for the day either from his/her classroom

teachers, or the library. As is the case with all mandatory supplies, if a student habitually forgets his/her device the following steps will be taken:

- A reminder from the teacher, and a warning that parents will be notified of the next occurrence.
- The teacher calls home to notify the parents of students' lack of preparedness.
- The teacher notifies one of the assistant principals, and appropriate consequences will be implemented.

We recognize that most students own a cell phone. However, cell phones are not to be used during school hours unless explicitly instructed by the teacher. This includes the cafeteria, courtyard, hallways, bathrooms, etc. Failure to comply will result in the cell phone being confiscated, and turned in to one of the assistant principals.

Computer/electronic communications misuse including any unauthorized use of personal electronic equipment and computers, software, or Internet/Intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy will result in disciplinary consequences. In all instances where electronic devices are used, staff has the discretion to check for the appropriateness of the content.

Taking photographs on school grounds, including buses, using a video camera, digital camera, cell phone, or any other photographic device, without a valid school purpose, is prohibited. Prior to taking photographs for a valid school purpose, using any of the above methods, consent must be obtained from the building principal or his/her designee.

### **ELEVATOR USAGE:**

The following procedure will be used for a student who has suffered an injury/illness that requires the use of the school elevator:

1. The school nurse, Mrs. Fiorenza, will give the student a pass to use the elevator based on his/her need.
2. The student suffering an injury/illness will be allowed to have a buddy help him/her in getting from one location to another in the building. One student may accompany the injured/ill student. Students using the elevator without permission will be subject to disciplinary action.
3. The student will be responsible for damage to the elevator upon the completion of the need for the use of the elevator.

### **EXTRA HELP/TEACHER OFFICE HOURS:**

At times, students may find they need just a bit more help in understanding the material that has been taught in class. To help them on an individualized basis, their teachers are sometimes available by appointment before school, at lunch time and after school to give extra help. If you do not know when your child's teacher offers extra help, please contact the teacher directly. If extra help after school ends before 3:45, students must go to the library until their parent is scheduled to pick them up, or to wait for the 4:00 p.m. bus.

### **EXTRACURRICULAR ACTIVITIES:**

Clubs, after school activities, and sports are an important part of the extracurricular program. There are many clubs and activities that meet before school, during lunch and after school.

Clubs are a very important part of school life. Students have a choice of clubs from a list representing a wide range of opportunities, interests, and activities. Each fall, students will be given a handout of all clubs and the days and times they meet. Some of the clubs offered are:

All County Music Clubs Advocacy Club Animal Club	Digital Literacy Club Drama Club Environmental Club ESL Homework Club	International Club Jazz Club LMK Service Club LMK Digital Magazine
Art Club Dance Club Debate Club	Gay/Straight Alliance Genius Bar Homework Club Innovation Club	Mathematics Club Science Olympiad Skylarks String Club

**EVACUATION DRILLS:**

Evacuation drills are considered of great importance as safety measures. They are held regularly to develop safety practices that will help students to move out of the building quickly and in an orderly manner during an emergency.

When the signal is given, all students are to give their full attention to their teacher and await instruction regarding the evacuation of the building. Then students must respond promptly and leave the building by the prescribed route, doing their best to ensure social distancing\*, staying with their class. Students will remain outside until the signal is given to re-enter the building. No talking or distractions from the students while leaving or re-entering the building will be tolerated.

False fire alarms endanger the lives of all children and other school personnel. Any student who sets off a false fire alarm will be suspended out of school for a period of 3-5 days and will be subjected to a possible Superintendent’s hearing and notification of the Harrison Police Department.

\*In the event that there is a true emergency, students should disregard social distancing protocols while exiting the building.

**HALLWAYS:**

LMK students show responsible behavior in the halls during class passing to promote safety, promptness to class, and uninterrupted classroom activity. To demonstrate this responsibility they:

1. Keep to the right of the hall to help flow of traffic. Stay to the right on the stairwells;
2. Walk, and never run, push, trip, punch, shove or fool around;
3. Move efficiently while maintaining social distancing;
4. Discard trash in waste baskets;
5. Keep the hallways clean by picking up paper and litter found on the floors.

Students are expected to be respectful and courteous at all times. Students should not be in the hallway during classes, unless they are working there as part of classroom instruction. Students traveling in the hallways during class time should be excused by their teacher and given a pass.

When excused from a class and given the proper pass, students must go directly to their destination using the shortest route possible. While in the hallways, students must remain quiet so as not to disturb classes that are in session.

### **HATS AND CAPS:**

Students are not to wear hats, caps or bandanas while inside the school building.

### **HOME-BOUND INSTRUCTION:**

When it is realized that a student will be confined to home or hospital for an extended period of time (more than two weeks), s/he may continue her/his school work at home under the supervision of a home tutor. In such a case, a student's parent should file a written request for home-bound instruction with the student's counselor. The parent's request must include a certificate from the student's doctor indicating the nature of the illness or injury, the date of initial absence, the date the student will be well enough to start home instruction, and the anticipated date of return to school.

### **HOMEBASE:**

Homebase is an important part of the middle school day where teachers and students build community. It includes silent sustained reading time and the advisory program. Each student is assigned to a homebase linked to their interdisciplinary team. Students must be there daily from 7:55 to 8:14 a.m. During this period, attendance is taken by the homebase teacher, announcements are made on the public address system, and the distribution or collection of important materials takes place.

### **HOMEWORK:**

Homework is a meaningful and integral part of the educational process. The responsibilities for homework are shared jointly among students, parents, and teachers. Homework can include reading, note taking, outlining, exercising, studying, and doing projects. A student should set aside a daily time for homework and choose a quiet place to do it. Since homework is an essential part of the total school program, assignments should be taken very seriously and completed on time. All assignments should be written into the Agenda Book daily. Parents are asked to check the Agenda frequently and contact the teachers and counselor if it is not being used daily. When a student is absent, efforts should be made to obtain homework assignments by checking their Google classroom pages, emailing their teacher or asking a friend. If a student is absent for more than 3 days, a telephone request to the Attendance Office for both homework and class assignments is recommended. These assignments must be picked up in the Main Office on the designated day after 2:45, unless all of the work can be found online.

### **HONOR ROLL:**

Students who excel academically are recognized by being named to the LMK Honor Roll. At

the end of each marking period, the average grade for all subjects is calculated, based upon the number of times a course meets in a six-day cycle. For example, if a course meets three days per cycle, it is weighted at 50% compared to a course which meets every day.

In order to be selected to the LMK Honor Roll, the students must have received an average of 87% or better, failed no subjects, and received no incompletes that cannot be made up within two weeks after the end of each marking period.

### **INTERNET AND “NETIQUETTE”:**

Students are expected to be responsible, and respectful when using LMK computers. Only school related work should be done on computers in school. Improper use of a device is subject to consequences. LMK students are advised to exercise caution when using the Internet at home for personal use. Students should never communicate with strangers on the Internet. Netiquette is the unofficial code on online conduct, or the basics of being a good cyber-citizen. None of the rules is law. Like all forms of courtesy, netiquette is highly recommended.

- **Do NOT release any personal information** about yourself, or establish contact with anyone who is not known to you.
- **Do NOT use profane language, sarcasm or engage in personal attacks** on anyone for any reason whether in school or out of school.
- **Beware of hoaxes** – Check web information and be aware of viruses!
- **Write and spell well** – Do the readers the courtesy of writing in whole words and complete sentences. Fix mistakes before you send a message.
- **Don't SHOUT** – use capital letters sparingly.

### **LATENESS:**

It is important to be on time to classes and to school. Lateness disrupts the teacher and interferes with the active learning of other students. Parents are asked to call 630-3041 between the hours of 5:00 a.m. and 9:00 a.m. whenever a student will be coming in late to school.

*\*Warning Bell - 7:48 a.m. \*Late Bell - 7:55 a.m.*

Lateness to class: Students have four minutes to get from one class to the other. Students are expected to report on time to all scheduled classes. If a teacher has detained a student, s/he should secure a pass. A student who is late without a pass should report to class, and the teacher will notify the office of the lateness. Excessive unexcused tardies will result in disciplinary action.

Lateness to school: If a student arrives late to school, (after 7:55, the beginning of homebase) s/he must report to the office for attendance check and a tardy slip. The student should have a signed note with the reason for her/his lateness. Legal lateness is considered a medical appointment, a doctor's note or a family emergency. All other reasons for lateness are unexcused. A student who is late to school 3 or more times within a two week period will receive detention. (Detention is assigned after three unexcused late arrivals in an academic quarter.)

### **LIBRARY MEDIA CENTER:**

The Dr. Rosemary Graziano Brooke Library Media Center consists of the central library and the library computer lab. Students are encouraged to use the Media Center for reading, research, and group projects. Approximately 14,000 books are on the shelves, as well as an excellent reference collection. Students also have access to e-books. A wide variety of print and non-print materials are available for students and staff. Eighty magazine and newspaper subscriptions are provided for leisure and reference use. Most books and audio-visual materials circulate for student and faculty home use. Reference books and magazines do not circulate.

The library is open from 7:45 a.m. to 3:45 p.m. Students may go to the library after 2:40 p.m. without special permission. Students must be in the library by 3:00 pm. The LMK Homework Club for grade 6, 7 and 8 students is held in the library after school.

### **LOST AND FOUND:**

Occasionally, a student may lose a personal item. Students should label their hats, jackets, gloves, etc., so they can be easily returned.

All clothing found during the school day should be put in the Lost and Found Box which is located near the Nelson Avenue exit. Students who have lost their belongings should visit the Lost and Found Box during their lunch period or before/after school if time permits. Lost articles including eyeglasses which are not claimed will be donated to charity at the end of each month. Valuables, keys and eyeglasses should be turned in to the main office where these items can be reclaimed by the owner.

### **LUNCH TIME VISITORS - SPECIAL OCCASIONS:**

Given the large number of students and safety protocols, parents and visitors may not visit students during their lunch periods. We also ask that parents not send special lunches (e.g. pizza, McDonald's, cake, balloons) to LMK to commemorate a student's birthday, or special occasion. Please also refrain from having outside lunches delivered for your student's table. Additionally, students should not bring in cupcakes or birthday cakes for their tables in the cafeteria.

### **MARKING PERIODS/PROGRESS REPORTS/REPORT CARDS:**

During the school year, there are four marking periods or quarters. Each quarter is about 10 weeks. Progress reports are mailed home in the middle of each marking period during October, December, March and May. Report cards are issued at the end of each marking period during November, January, April, and June. Numerical (percent) grades are used. The passing mark for all subjects is 65%. An average is computed each marking period and includes all subjects. Subjects are weighted according to the number of times the class meets per six-day cycle. At the end of the year, a final mark is computed which includes the mark received in each of the four marking periods and also the grades attained on the midterm and final exams, if given, in each academic subject.

### **MASKS:**

Masks are to be worn at all times with the exception of while students are eating and

drinking. Students will be given additional mask breaks throughout the day.

### **MESSAGES AND DELIVERIES:**

Telephone messages from parents will be delivered to students only in the case of emergencies. When it is necessary for parents to bring articles to school, such articles must be delivered to the Security Desk and not to the classroom. If we deem this to be excessive, we will contact you to discuss any concerns.

### **MOVING/TRANSFERS:**

If students are to move or transfer during the school year, parents should notify the Guidance Office Secretary and the Registrar as soon as the family makes this decision. If a student moves, but still lives in the Harrison school district, parents should advise the office of the new address and phone number as soon as possible.

If a student is transferring from LMK to another school, s/he must pick up a withdrawal form at least one week in advance from the Guidance Office. The withdrawal form must be completed with all required information, signed by the parent and returned to the Guidance Office at least one day prior to transferring. Books are to be returned at this time and all bills and fines are to be paid in the main office.

### **NURSE'S OFFICE:**

The middle school has the services of a Registered Nurse and a part time health assistant on duty every day. The nurse's office is for first aid and emergencies. Whenever a student feels ill, s/he should request to go to the nurse's office. The school nurse will assess the student and determine if s/he may return to class after resting or needs to leave school. If the student is too ill to return to class, her/his parents or guardian will be notified to come to school. A student should get a pass from her/his classroom teacher before visiting the nurse. A student should also report immediately to the nurse's office whenever s/he has an accident or injury. If this is not possible, the student should notify the nearest adult. The school's responsibility is limited to first aid treatment.

The school cannot administer medication (i.e. aspirins, eye drops, etc.) without written permission from the family doctor. If a student is required to take any medicine during the school day, the nurse should be informed in writing, by a doctor, ahead of time. A form requiring the parent and physician signatures must be completed in the nurse's office. The medicine is placed in the nurse's office and must be in a prescription bottle. The LMK Nurse or the Health Assistant will dispense the medication.

### **PARENT CONFERENCE:**

Parents are encouraged to communicate with the school whenever they have a question or concern. During the course of a school year, parents can request a conference with a teacher, team, guidance counselor or administrator by calling, emailing or writing for an appointment. Requests should be coordinated through your child's guidance counselor or directly through the teacher.

### **P.T.A. (PARENT-TEACHER ASSOCIATION):**

The P.T.A. is an organization comprised of parents, teachers, and administrators working together to help make the middle school a better place for its students. The P.T.A. sponsors many activities, projects, and programs during the school year. Students are asked to encourage their parents to join the P.T.A. and get involved in LMK Middle School. The money collected by the P.T.A. from membership and fund raising activities is used to support and enhance the programs and curriculum for LMK students.

**PASSES:**

During class time students are permitted in the halls only if they have a pass that has been issued by their teacher or the office. Students need a pass when going to the restroom.

**RECYCLING:**

Recycling containers are located in various locations throughout the building. Students are expected to recycle paper and plastic bottles in their appropriate containers labeled for such recycling.

**REFERRALS:**

Teachers notify the parent as soon as possible after submitting a written discipline referral. A student with learning and/or behavioral problems can be referred by a teacher, guidance counselor, school psychologist or administrator. The types of referrals that can be sent are:

1. Bus Referrals: These referrals are sent to a building administrator when a student has violated bus rules or refuses to respond to the directions of the bus driver.
2. Discipline Referrals: These referrals are sent to the Principal or Assistant Principal when a student has violated school rules or has a behavioral problem that cannot be corrected by following the classroom teacher's discipline plan.
3. Response to Intervention: These referrals are sent to Guidance for a student who is at risk or who has learning and/or behavioral problems. After a review by the RTI team, they will recommend an action plan for the child.
4. CSE Referrals: These referrals are sent to the Principal or the Chairperson of the Committee on Special Education when a student is suspected of a severe handicapping condition due to significant learning and/or behavioral difficulties.

**SILENT SUSTAINED READING (SSR):**

Reading is important to a student's educational growth. Time is set aside four mornings a week for SSR (Sustained Silent Reading). Staff and students may choose what they wish to read at this time.

**VANDALISM:**

Vandalism is defined as damaging school property. This includes damage to lockers, walls, desks, chairs, bulletin boards, books, bathrooms, buses, and other students' or teachers' properties. Students who destroy or vandalize school property will be subject to disciplinary action which may include suspension from school and repayment of damages.

**VISITORS:**

Visitors to school will be limited. Visitors must call ahead or report directly to the security person sign in to get a health screening and a visitor's pass and then to the main office upon entering the school in order to get permission to visit the school.

**WORKING PAPERS:**

Applications for working papers may be obtained from one of the secretaries in the main office.

**APPENDIX A**

**DRUG AND ALCOHOL ABUSE**

5312.1

The Board of Education is committed to the prevention of alcohol and other substance use/abuse. This policy describes the philosophy of the district and the program elements the district will use to promote healthy life styles for its students and to inhibit the use/abuse of alcohol and other substances.

No student may use, possess, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

In order to educate students on the dangers associated with substance abuse, the health education curriculum shall include instruction concerning drug abuse for grades K-12.

Any staff member observing narcotics possession or usage by students shall report the incident immediately to the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall then seek immediate action. Any narcotics found shall be confiscated immediately, followed by notification of the parent(s)/guardian(s) of the student(s) involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

The district will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- Alcohol and other substance use/abuse is preventable and treatable.
- Alcohol and other substance use/abuse inhibits the district from carrying out its central mission of educating students.
- The behavior of the Board, the administration, and all school staff should model the behavior asked of students.

- While the district can and must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts with parents, students, staff, and the community as a whole.

Adoption Date: July 30, 1997

## **APPENDIX B**

### **SEXUAL HARASSMENT OF STUDENTS**

#### **5020.1**

The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome. It is irrelevant that the harasser had no intention to sexually harass the person. The Board recognizes that sexual harassment of students can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as employees, board members or any individual who foreseeably might come in contact with students on school grounds or at school-sponsored activities. When an alleged sexual harassment occurs and the district knows about it, they shall take immediate and appropriate corrective action.

The Board, consistent with state and federal law, therefore condemns all unwelcome behavior of a sexual nature which may impose a requirement of sexual cooperation as a condition of academic advance, or which may have the purpose or effect of creating an intimidating, hostile, or offensive learning environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately, pursuant to 5020.1 –R, so that appropriate corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant shall not be discouraged from reporting an incident of alleged sexual harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's policy manual, collective bargaining agreements, the tenure laws as well as other Federal and State laws on sexual harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

A copy of this policy and its accompanying regulation are to be distributed to all personnel and students and posted in appropriate places.

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681  
*Franklin v. Gwinnett County Public Schools*, 112 S. Ct. 1028 (1992)  
*Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57 (1986)  
34 CFR §§106.8; 106.9

Adoption date: July 30, 1997

If during the Building Principal or Superintendent's informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that he/she will refrain from the unwelcome behavior, the Building Principal or Superintendent is to file a report with the next appropriate level in the complaint procedure. The report is to indicate the nature of the complaint, a description of what occurred when the Building Principal or Superintendent informed the alleged harasser of the allegations against him/her, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report should be accompanied by the student's formal complaint.

#### *Formal Complaints*

Formal complaints may be submitted either to initially report any incidence of sexual harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the Building Principal or Superintendent originally consulted, who will then forward it to the next appropriate level of management, e.g., the Superintendent or the Board of Education, for appropriate action.

The formal written complain will consist of any appropriate forms and a copy of any applicable Building Principal or Superintendent reports. The appropriate forms solicit the specifics of the complaint, e.g., date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter.

The superintendent or the Board shall take immediate, appropriate and corrective action upon a determination of sexual harassment. The Superintendent or the Board shall notify the complainant of any findings and action taken.

#### *Remedial Action*

If the investigation reveals that sexual harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law, district policies and regulations and collective bargaining agreements. Depending on the gravity of the misconduct, sanctions may range from a reprimand up to and including dismissal of an employee or suspension or permanent suspension of a student.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the district's policy manual or collective bargaining agreements. If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the next appropriate level in the complaint procedure. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.

#### *Post Remedial Action*

Following a finding of sexual harassment, victims will be periodically interviewed by the appropriate Building Principal or Superintendent to ensure that the harassment has not resumed and that no retaliatory action has occurred. In the discretion of the district, these follow-up interviews will continue for an appropriate period of time. A report will be made of any victim's response

#### *Complaint Records*

Upon written request, complainants should receive a copy of any resolution reports filed by the Building Principal or Superintendent concerning his/her complaint. Upon substantiation, copies should also be filed with the student or employment records of both the complainant and the alleged harasser.

### *Investigation in the Absence of a Complaint*

The Board will, in the absence of a victim's complaint, ensure that an investigation is commenced by the appropriate individual's, upon learning of, or having reason to suspect, the occurrence of any sexual harassment.

Adoption date: July 30, 1997

Appendix B cont'd 5020.1-R

Consistent with federal and state law, and all applicable provisions contained in the district's policy manual and collective bargaining agreements, the following procedures shall be employed in handling any report, investigation and remedial action concerning allegations of sexual harassment:

Students who believe they have been subjected to sexual harassment are to report the incident to the Compliance Officer or the second designee as described above. The Compliance Officer or designee shall notify the Building Principal and the Superintendent of all complaints. The student can pursue his/her complaint informally or file a formal complaint.

### *Investigation of a Complaint*

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations must follow. This investigation is to be conducted diligently. All witnesses shall be interviewed and if requested, the victim shall speak with an individual of the same sex. Complainants are to be notified of the outcome of the investigation.

### *Informal Complaints*

In addition to notification to the Compliance Officer or the Board's designee as described above, students who believe they have been subjected to sexual harassment may request that an informal meeting be held between themselves and the Building Principal or Superintendent. The student may also request a meeting with a counselor or administrator of the same sex. Parents or guardians of the student shall be notified of their right to attend the interview with their child. The purpose of such a meeting will be to discuss the allegations and remedial steps available.

The Building Principal or Superintendent will then promptly discuss the complaint with the alleged harasser. The alleged harasser shall be informed of his/her right to representation by counsel. Should the alleged harasser deny the allegations, the Building Principal or Superintendent is to inform the complainant of the denial and request a formal written complaint to file with his/her report to the next level of management on what has transpired to date. If the complainant submits a formal complaint, a copy of the complaint shall accompany the Building Principal's or Superintendent's report with a recommendation for further action.

Should the harasser admit the allegations, the Building Principal or Superintendent is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the Building Principal or Superintendent may impose further disciplinary action. Thereafter, the Building Principal or Superintendent is to prepare a written report of the incident and inform the complainant of the resolution. The complainant is to indicate on the report whether or not he/she is satisfied with the resolution.

If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual harassment is reported. The building Principal or Superintendent is to inform the complainant to report any recurrence of the harassment or an

retaliatory action that might occur. Should the complainant be dissatisfied with the resolution, he/she is to file a formal written complaint.

Appendix B cont'd 5020.1-R

## **SEXUAL HARASSMENT OF STUDENTS REGULATION**

In addition to any relevant procedures contained in policy 5311.1, Student Complaints and Grievances, the following regulation will implement the Board of Education's policy concerning sexual harassment of students.

A student can be subject to sexual harassment by a student, employee, board member or any individual who foreseeably might come in contact with the student on school grounds or at school activities. Sexual harassment experienced by students is not always easily recognized. The following are examples of sexual harassment one should be aware of when dealing with a complaint of alleged sexual harassment:

1. unwanted sexual behavior, which may include touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, attempted rape and rape;
2. a female student in a predominantly male class subjected to sexual remarks by students or teachers who regard the comments as joking and part of the usual classroom environment;
3. impeding a girl's progress in classes, such as industrial arts, by hiding her tools, questioning her ability to handle the work or suggesting she is somehow "abnormal" for enrolling in such a class; 4. purposefully limiting or denying female students access to educational tools, such as computers; and 5. teasing a male student about his enrollment in a home economics class.

### *Procedures*

The Board of Education shall designate a Compliance Officer to carry out the district's responsibilities associated with compliance with Title IX pursuant to policy 5311.2, Student Complaints and Grievances. In addition, the Board will designate a second individual for ensuring compliance with Title IX in regard to sexual harassment so that students who believe that they have been subjected to sexual harassment will have a second avenue of complaint, if the alleged harasser is the Compliance Officer.

The Board shall notify all students and employees of the name, office address and telephone number of both designees. In addition, the Board through this regulation has established grievance procedures that provide for prompt investigation and equitable resolution of student sexual harassment complaints.

The Superintendent of Schools shall implement specific and continuing steps to notify students, parents, employees, and prospective students or employees that the school district does not discriminate on the basis of sex in the educational programs or activities which it operates as required by Title IX. Such notification shall include publication in: local newspapers; newspapers and magazines operated by the district or by student, alumnae, or alumni groups for or in connection with the district; and memoranda or other written communications distributed to every student and employee.

All reports of sexual harassment will be held in confidence, subject to all applicable laws and any relevant provisions found in the district's policy manual and collective bargaining agreements.