



**HARRISON  
CENTRAL SCHOOL DISTRICT**

*Louis M. Klein Middle School*

**CODE OF CONDUCT**

**2016-2017**

***Code of Conduct  
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## ***CODE OF CONDUCT***

### **I. Introduction**

The Board of Education of the Harrison School District is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. The Board of Education believes that order and discipline is a shared responsibility between school, home and community. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal, which is critical to a successful academic program.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. Students, staff, parents, community members, and visitors are expected to uphold these standards to promote and ensure a safe and orderly school community where students can flourish and fulfill their potential.

The Louis M. Klein Middle School acknowledges the need to clearly define expectations for acceptable conduct, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Louis M. Klein Middle School adopts this Code of Conduct.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors or contractors when on school property or attending a school function or a school-related or school-sponsored activity. The Code also applies to off-campus conduct that may endanger the health or safety of pupils within the educational system or adversely affect the educative process.

### **II. Definitions**

For purposes of this code, the following definitions apply.

"Disruptive student" means a student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom or a school activity.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

"School Bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

"School function" means any school-sponsored activity during or after school. This also includes school

sponsored activities taking place off school property (i.e. field trips, athletic events, etc.)

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

“Violent student” means a student under the age of 21 who: (a) commits or attempts to commit an act of violence upon another student, employee, or any other person on school property or at a school function; or (b) possesses, displays, attempts to display, or threatens others with a weapon or what appears to be a weapon; or (c) knowingly and intentionally damages or destroys the personal property of any school employee or any person on school property or at a school function; or (d) knowingly and intentionally damages or destroys school district property.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title IX B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

“Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).

“Gender” means actual or perceived sex and includes a person’s gender identity or expression (Education Law §11[6]).

“Harassment” means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]).

“Weapon” means a firearm as defined in 18 USC S921 for purposes of the Gun-Free Schools Act. It also includes, but is not limited to, any other gun, BB gun, pistol, revolver, shotgun, rifle, air gun, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade, knife, gravity knife, brass knuckles, sling shot, metal knuckles knife, box cutter, electronic dart gun, martial arts implement, electronic stun gun, stick, board, pepper spray or any other noxious spray, explosive or incendiary bomb, or any other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

### **III. Student Rights & Responsibilities**

#### **A. Student Rights**

The Louis M. Klein Middle School is committed to safeguarding the rights given to all students under state and federal law. Consistent with the district's mission of providing an education committed to access and equity for all students, each student has the right to be an active learner in a safe learning environment. No student has the right to harass, threaten or intimidate another student. No student has the right to interfere with the education of his/her fellow student or with the proper environment necessary to obtain it. In addition, to promote a safe, healthy, orderly and civil school environment, all students have the right to:

1. Participate in school activities on an equal basis, subject to necessary restrictions based on health and safety, regardless of race, color, weight, national origin, ethnic group, religion, religious practice, gender, sex or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

#### **B. Student Responsibilities**

All students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations related to student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic, artistic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Follow directions given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to discipline steps being imposed by a teacher or administrator.
8. Dress appropriately for school and school functions. (See Section IV: Student Dress Code)
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the Harrison Central School District when participating in or attending school-sponsored field trips, extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship and conduct themselves appropriately off school grounds, particularly when their conduct has the potential to endanger the health or safety of pupils within the educational system or adversely affect the educative process.

### **IV. Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for

school and school functions. Students and their parents have primary responsibility for acceptable student dress and appearance. Teachers and other district personnel should exemplify acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process;
2. Recognize that extremely brief garments which expose the midriff and underwear and garments such as tube tops, net tops, midriff tops, halter tops, spandex, spaghetti straps, plunging necklines, hip-huggers, cut-off shorts, mesh shirts, tank tops, short-shorts are not appropriate.
3. Ensure that underwear is completely covered by outer clothing;
4. Include footwear at all times. Footwear that is a safety hazard is not allowed.
5. Only include the wearing of hats in the classroom if permitted by the principal and/or the classroom teacher, provided that the wearing of hats does not distract from the learning process.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
7. Not promote and/or endorse the use of alcohol, tobacco, smoking or illegal drugs and/or encourage other illegal or violent activities.
8. Not promote gang paraphernalia or gang-related dress.

These examples are for illustrative purposes only, and the principal or his/her designee shall have the authority to determine what constitutes clothing that is appropriate for school.

The building principal or his designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Any student coming to school with inappropriate attire will be asked to cover up or modify the offending item or change at school providing they have something appropriate to change into, or the parent will be called to bring a change of clothing. Any student who refuses to do so shall be subject to discipline, up to and including in-school or out-of-school suspension. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **V. Prohibited Student Conduct**

The Harrison Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The Louis M. Klein Middle School recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Off campus conduct may be subject to school discipline should the District determine in its discretion that such conduct has a nexus to school activities. A student may be

subject to corrective action, disciplinary consequences, or suspension from school when the student:

**A. Engages in any form of academic misconduct, including but not limited to:**

1. Lateness for, missing or leaving school or class or homeroom without permission or excuse;
2. Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion);
3. Plagiarism;
4. Altering school records;
5. Assisting another student in any of the above actions.

**B. Engages in conduct which is disorderly, including but not limited to:**

1. Engaging in any willful act that disrupts the normal operation of the school community;
2. Fighting or threatening behavior;
3. Gambling, Violating Regents Rule 19.6 and Article 9-A of the General Municipal Law by engaging in any forms of gambling, betting, wagering, or on school grounds;
4. Discharging a fire extinguisher or falsely setting off a fire alarm;
5. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the designated authority in the school office.
6. Making unreasonable noise and/or causing a disruption to the educational process;
7. Using abusive or obscene language or gestures;
8. Disturbing any lawful assembly or meeting of persons;
9. Obstructing vehicular or pedestrian traffic;
10. Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose;
11. Defacing school property;
12. Running in the hallways;
13. Computer/electronic communications misuse. Including any unauthorized use of personal electronic equipment and computers, software, or Internet/Intranet account; accessing inappropriate Web sites; or any other violation of the District's acceptable use policy;
14. Using cell phones for communication purposes is prohibited during school hours. Use of cameras, video cameras, digital cameras, or any other photographic device is prohibited on school grounds with the exception of approved academic purposes under the supervision of teachers. (Note: Prior to taking photographs/videos for academic or school related purposes, using any of the above methods, consent must be obtained from the building principal or his/her designee);
15. Violating cafeteria behavioral expectations. Food is to be eaten only in the cafeteria or designated areas. Students are expected to sit on chairs or benches, maintain a clean eating area, and deposit their garbage into receptacles. There is to be no throwing or misuse of food;
16. Violating traffic regulations on school property.

**C. Engage in conduct that is insubordinate, including but not limited to the following:**

1. Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students, or otherwise demonstrating disrespect;
2. Lateness from, missing, or leaving school without permission.

3. Skipping detention;
4. Lying to school personnel.

**D. Endangers the safety, morals, health or welfare of self and/or others by any act, including but not limited to:**

1. Bullying, which means systematically and intentionally inflicting physical hurt or psychological distress on one or more students or employees;
2. Lying or committing forgery;
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner;
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be or which a reasonable person would perceive as ridiculing or demeaning;
6. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any activity, organization, club, or team;
7. Selling, using, or possessing obscene material;
8. Using vulgar or abusive language, cursing, or swearing;
9. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner;
10. Stealing or participating in the theft of money or material from other students, school personnel or other person lawfully on school property or attending a school function including the knowledgeable receipt of stolen goods;
11. Smoking a cigarette, cigar, pipe, or using chewing or smokeless tobacco or using inappropriate substances;
12. Possessing, consuming, selling, distributing, and/or exchanging alcoholic beverages, illegal substances, possession of drug paraphernalia or being under the influence of either alcoholic beverages and/or illegal substances. "Illegal substances" include, but are not limited to, inhalants, cannabis (marijuana), synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
13. Inappropriately using or sharing prescription and over-the-counter drugs or possessing prescription drugs without prior notification to the school nurse.
14. Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher;
15. Vandalizing, willfully damaging or destroying or attempting to cause damage to school or personal property, or willfully removing or using public or private property without authorization;
16. Misbehaving on school buses and vans by physically harming other students or driver, damaging property, refusing to obey the driver, or causing persistent disruption;
17. Selling, using or possessing weapons\*, fireworks or other dangerous instruments or contraband capable of inflicting physical injury, or causing damage to property. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function;



18. Extorting money, goods, or favors from any member of the school community;
19. Reporting a false bomb scare;
20. Causing a false fire alarm.

\* Refer to Section II, Code of Conduct Definitions.

**E. Engage in conduct that is violent. Violent behavior includes but is not limited to:**

1. Committing or attempting to commit an act of violence while on school property or at a school function (such as hitting, kicking, punching, and/or scratching) upon a teacher, another student, administrator, other school employee or any other person lawfully on school property or at a school function;
2. Displaying what appears to be a weapon while on school property or at a school function;
3. Threatening to use any weapon while on school property or at a school function;
4. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee, or any person lawfully on school property, or at a school function, including graffiti or arson;
5. Intentionally damaging or destroying school District property;
6. Assaulting or willfully injuring another person, including fighting and/or engaging in violent behavior while on school property or at a school function;
7. Willfully or maliciously burning of property.

**F. Inciting or conspiring with another person to commit or attempt any of the acts enumerated above.**

**VI. Reporting Violations**

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building principal or his/her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the Superintendent. Students should report to an administrator if they hear students verbalizing an intent to harm themselves or others.

All students, faculty, and/or staff who observe the harassment or intimidation of students, or who become aware of the harassment or intimidation of students, shall report this information immediately to the building principal or his/her designee. The principal or his/her designee shall investigate the report of harassment or intimidation and shall take appropriate disciplinary action. Consistent with the district's policy on Dignity for All Students, students and faculty/staff who have a reasonable cause to suspect that a student has been subjected to intimidation or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

**VII. Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, whether alone or in combination. It is the Board's desire that student discipline is progressive, thus a student's first violation *may* merit a lighter penalty or action than subsequent violations; however, *depending upon the nature of the violation*, any one of these penalties/actions can be implemented. The following penalties and/or actions may be implemented, either alone or in combination, for violation of the Student Code of Conduct:

- Oral warning
- Written warning
- Notification to parents
- Reprimand
- Detention
- Teacher conference
- Parent conference
- Referral to legal action, police
- Suspension from transportation
- Exclusion from a particular class
- Suspension from after school or extracurricular activities such as newspaper, athletics, drama, music, etc.
- In-school suspension
- Suspension
- Expulsion
- Probation

### **VIII. Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury;
2. Protect the property of the school or others;
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

### **IX. Student Searches and Interviews**

The Board of Education is committed to ensuring a safe and orderly atmosphere on school property and at school functions. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell students why they are being questioned.

In addition, the Board authorizes the Superintendent and principals or his/her designee to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search. In situations where public safety may be in jeopardy, the administrator can act immediately on this so the risk to students and staff is minimized.

An authorized school official may search a student or the student's belongings based upon information received from a reliable source. Individuals, other than the district employees, will be considered reliable sources if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety.

Before searching a student or the student's belongings the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

#### **A. Student Lockers, Desks and other school storage places**

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers.

#### **X. Visitors to School**

Parents and other district citizens shall be permitted to visit the Louis M. Klein Middle School to the extent that their visitation does not disrupt the educational process, as determined by the principal or his/her designee. The principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the school:

1. All visitors are required to sign the visitor's register at the main entrance and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds.

2. Anyone who is not a regular staff member or student of the school will be considered a visitor.
3. Visitors attending after-school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Teachers are advised not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the principal or his/her designee, and will be asked to register or leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
7. The principal or his/her designee has the authority to restrict or limit visitations that may interfere with the educational process of students.

## **XI. Public Conduct on School Property**

To create and maintain an orderly, respectful environment that is conducive to learning, it is necessary for administrators and staff to regulate public conduct on school property and at school functions. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose that they are on school property.

### **A. Prohibited Conduct on School Property**

This section applies to all persons on school grounds; Section V is student specific. No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so;
2. Intentionally damage or destroy (including graffiti or arson) school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property;
3. Disrupt the orderly conduct of classes, school programs or other school activities;
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program;
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability;
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed to students;
7. Obstruct the free movement of any person in any place to which this code applies;

8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function;
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers;
11. Loiter on or about school property;
12. Gamble on school property or at school functions;
13. Use tobacco products;
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
15. Willfully incite others to commit any of the acts prohibited by this code;
16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

## **B. Penalties**

Persons who violate this code shall be subject to the following penalties:

1. Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. Police will be notified if necessary.
2. Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members: They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law 3020-a or any other legal rights that they may have.
4. Civil Service employees: They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5: They shall be subject to warning reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

## **C. Enforcement**

The Superintendent or her/his designee(s) shall be responsible for enforcing the conduct required by this code. While this code is meant to encompass all potential situations, the authority of the Superintendent and his/her designee(s) extends where appropriate beyond the aforementioned code in the case of an omission to this document.

When a school official sees an individual engaged in prohibited conduct, which in his/her judgment does not pose any immediate threat of injury to persons or property, the school official shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, the school official shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the “Penalties” section above. In addition, the Harrison School District reserves its right to pursue a civil or criminal legal action against any person violating the code.

## **XII. Dissemination and Review**

The Louis M. Klein Middle School Administrative Team will work to ensure that the community is aware of this Code of Conduct by:

1. Posting the complete Code of Conduct on the Louis M. Klein Middle School website, including any annual updates and other amendments to the code;
2. Providing copies of a summary of the Code of Conduct to all students in an age-appropriate version, written in plain language, and reviewing the code of Conduct at a school assembly to be held at the beginning of each school year;
3. Providing a plain language summary of the Code of Conduct to all parents or persons in parental relation to students before the beginning of each school year and making the summary available thereafter upon request;
4. Providing each existing teacher with a copy of the complete Code of Conduct and a copy of any amendments to the code as soon as practicable following initial adoption or amendment of the code. New teachers shall be provided a complete copy of the current code upon their employment; and
5. Making complete copies available for review by students, parents or persons in parental relation to students, other school staff and other community members.

The Superintendent or his/her designee will facilitate a review this Code of Conduct every year and update it as necessary. In conducting the review, the committee will consider how effective the code’s provisions have been and whether the code has been applied fairly and consistently.

If needed, the Superintendent may appoint an advisory sub-committee to assist in reviewing the code and the committee’s response to the code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.