



**LOUIS M. KLEIN
MIDDLE SCHOOL**

**SCHOOL AGENDA
STUDENT HANDBOOK
CODE OF CONDUCT**

2013 - 2014

TAPE YOUR SCHEDULE HERE

The purpose of this agenda is to help me be organized and enable me to keep track of my assignments on a daily basis. I agree to write down my assignments in this agenda every day and to check off each assignment as I complete it. I understand it is my responsibility to keep this agenda with me at all times. I also agree to fill in the study buddy chart on page 4 and to use it to get my assignments when I am absent. If this agenda is lost or destroyed, I understand it is my responsibility to replace it at a cost of \$6.00.

I have read this agenda for success at Louis M. Klein Middle School and I agree to meet my responsibilities.

Student's signature

Date

I have reviewed the above and agree to help my child meet his/her responsibilities by checking this agenda daily.

Parent's signature

Date

Dear Student,

Welcome to the Louis M. Klein Middle School. The faculty and I are looking forward to working with you and helping make this an exciting and successful year. The student agenda is an important tool for you to use so that you can become better organized at school. The agenda includes our handbook, which contains information about school procedures, rules, regulations, and activities. It is essential that you read through each of these so that you may become familiar with all aspects of our middle school. The agenda will also be a resource you can refer to throughout the year. We are confident that you will do your part in being an active participant in class and by becoming involved in school activities.

Each year provides new opportunity to grow as a student. You should take advantage of all that is offered here and challenge yourself to reach new heights in your learning. The entire faculty is here to guide and assist you. Do not hesitate to seek advice or assistance from your teachers, your guidance counselor, your assistant principals, or me. We all 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.



AFTER SCHOOL RESPONSIBILITIES - (HOMEWORK)

Homework will be one of your major responsibilities this year. Each classroom teacher will expect you to complete homework according to the individual requirements of the course. Students who meet this responsibility will have greater academic success and develop skills that they will need in following years. If you fail to complete your daily homework assignments, you may be required to make them up in the Student Work Room during your lunch time. If you need a quiet place or help with your homework, the library is open after school every day until 4:00pm.

STUDY BUDDIES - HOMEWORK REQUEST

You are to select "Study Buddies" for each class and exchange phone numbers. When you are absent, it is your responsibility to contact your "Study Buddies" and get the homework for the day. Homework may also be available on the Internet. It is also your responsibility to ask the teacher for make-up work. After three days of absence, your parent may call the school for a homework request (630-3041) by 10:00am. Your parent must arrange to pick up this work by 4:00pm that day or have a classmate bring it home for you (please notify that classmate the night before).

SUBJECT/ SECTION	TEACHER	BUDDIES' NAMES 2 PER CLASS	BUDDIES' CONTACT INFORMATION (PHONE/EMAIL)

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:

The Middle School 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.

PROGRAM SCHEDULE:

The middle school schedule of classes is divided into nine periods. Since reading is valued at LMK, a period of SSR (Sustained Silent Reading) is held daily in the morning as part of our homebase. During this time the students, teachers, and other staff members are expected to read.

In each grade, students take four core subjects (English Language Arts, social studies, math and science). These classes are taught in a six-day rotation, which allows for extended learning. Students take three encore classes. These are LOTE (a choice of Italian, French or Spanish), music (a choice of general music, instrumental music, orchestra or chorus), physical education, and exploratory arts (health, art, 21st century digital literacy, and technology).

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	630-3034
Assistant Principal	630-3039
Attendance Office, Mrs. Christina Bruno	630-3041
Counselor, Grade 6	630-3055
Counselor, Grade 7	630-3054
Counselor, Grade 8	630-3056
Registrar/Guidance Office Secretary, Mrs. Patti Arena	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) Alert Now (notification system that calls all parents/guardians)
- (2) School Website: (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.

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

SCHOOL DAY:

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

- Warning Bell** (Students enter building)
- Homebase
- Period 1
- Period 2
- Period 3
- Period 4
- Period 5 (6th grade lunch)
- Period 6 (7th grade lunch)
- Period 7 (8th grade lunch)
- Period 8
- Period 9
- Dismissal**

- 7:48 a.m.
- 7:55 - 8:14
- 8:17 - 8:56
- 9:00 - 9:39
- 9:43 - 10:22
- 10:26 - 11:05
- 11:09 - 11:48
- 11:52 - 12:31
- 12:35 - 1:14
- 1:18 - 1:57
- 2:01 - 2:40
- 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 including music rehearsals and field trips. 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 telephoning a study buddy (see Study Buddies, page 4). 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. These assignments should be picked up in the Main Office on the designated day.

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 contacting her/his friends (see Buddy Buddies, page 4). 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;
6. Caring for the baby.

ADVISORY:

Advisory is a program at LMK where groups of students and an advisor meet on a regular basis. 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 - A teacher has asked for help with a bulletin board display or some other special project.
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 a room during or 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, 4:45 or 5:45 p.m. buses home only if they remain after school for a school related activity.

If a student is absent on the day of an after school or evening activity, a student may not participate in these activities. This includes athletics, after school clubs and evening concerts. A student must be present by 11:30 a.m. in order to participate in an after school or evening activity. If a student is suspended he/she cannot participate in after school or evening activities the day/days of the suspension except in specific circumstances as approved by the principal, such as a final musical concert.

AGENDA BOOKS:

Each student is issued this agenda book at the beginning of the year. Students are expected to use their agenda book daily. If an agenda book is lost or stolen, it must be replaced. The cost of replacement is \$6.00.

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 - in the courtyard by Cafeteria A
- 7th grade - in the courtyard by Cafeteria B
- 6th grade - in the play area near the breezeway

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

- 8th grade – Auditorium (window side)
- 7th grade – Auditorium (clock side and middle section)
- 6th grade – Cafeteria A and Cafeteria B

Under no circumstances should students be found anywhere other than in their assigned area. This rule is for the student's safety. Students violating this rule will be subject to disciplinary action. At 7:48 a.m. students will be sent to their homebase.

ATHLETIC PROGRAMS:

An extensive after-school sports program is available to all boys and girls in the middle school. Participation by all students is encouraged. Students can participate in interscholastic athletics.

Interscholastic sports teams are available to those boys and girls who wish to excel in certain sports. Any student wishing to participate must submit a signed permission slip and pass a physical examination by the school doctor before trying out. Membership on some of the teams is determined by the coaches after tryouts.

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Boys & Girls Cross Country Field Hockey Football Boys & Girls Soccer Volleyball JV/Varsity Girls Swimming* JV/Varsity Girls Tennis*	Boys & Girls Basketball Wrestling Ice Hockey Boys & Girls Track Varsity Boys Swimming*	Baseball Boys & Girls Lacrosse Softball Boys & Girls Track Varsity Golf JV/Varsity Boys Tennis*



*high school level

Students who are exceptional athletes can qualify for membership on a high school team by going through a selection/classification procedure. Contact the Athletic Director's office at 630-3125 for information on the selection/classification process. Participation in interscholastic athletics is contingent upon students meeting New York State's Athletic Eligibility Policy. Failure of two subjects can lead to the removal of a student from any team. New York State Education law does not allow 6th grade students to participate in any interscholastic sports.

Students must be in school by 11:30 a.m. on the day of competition in order to be eligible to participate in a game or activity. Students who violate the LMK Code of Conduct can lose their privilege to participate in the Harrison Interscholastic Program for a period of time as determined by the School Administrator, Athletic Director or the Superintendent of Schools.

AWARDS:

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

BACKPACKS:

It is recognized that students often carry their books to school in backpacks. Students are required to leave their backpacks in their lockers and not carry them around with them during the day.

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 seat belts at all times while on the school bus.
2. Stand off the roadway while waiting for the bus.
3. Respect the right of property owners near the bus stop.
4. Avoid pushing, shoving, and other careless behavior while waiting for the bus and while entering or leaving the bus.
5. Stay seated at all times while the bus is in motion.
6. Sit in assigned seat at all times.
7. Keep arms and head inside the windows.
8. Follow the driver's instructions.
9. Report any incident or behavior that is disruptive or interferes with the safety of the occupants of the bus.

10. Be on time. (The bus cannot wait for those who are late.)
11. Leave food and drinks off the bus.
12. Use courteous and quiet language.
13. Respect all property. (Any damage to the seats or other equipment by the students must be paid for by the students.)
14. Follow safety procedures.
15. Do not distract the bus driver.
16. Do not use unacceptable language on the bus.
17. Do not fight, push or trip others.
18. 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; the late bus: 4:00 p.m.; or the Sports Buses 4:45 p.m. and 5:45 p.m. The same seating rule applies for these buses: Grade 6 sits in the front third of the bus, grade 7 in middle third and grade 8 in back third of the bus.

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 period is a time for students to relax, to enjoy their food, and to talk with friends. There are two cafeterias where students may purchase and eat hot or cold lunches. Students can also bring lunch from home. Students should plan to eat a balanced lunch every day.

Students may select a cafeteria and table to sit at during the opening weeks of school. After the first few weeks, we ask that students remain at their chosen tables and for safety purposes, we will record and document where they sit. We recognize that students' relationships change and we will work with students who wish to or need to change tables/cafeterias.

The cafeteria is the one location students may use electronic devices outside of general classroom use. This is limited to listening to music with headphones or using e-readers. Texting, phone calls, etc. are not permitted and we ask that all students respect the school code of conduct.

Student ID 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.

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. Do not move chairs into an aisle or add more than the assigned number of chairs to a table.
5. Take care of the table by cleaning the area around it and pushing chairs in before leaving.
6. Eat the first half of the period and then clear the tables for lunch time activities.
7. Dispose of all remaining food and paper materials in the garbage cans provided.
8. Take pride in leaving the table and floors around them in a clean condition for others.
9. Food is to be eaten in the cafeteria.
10. After eating, plan to go outside to the courtyard or play area if the weather is good.
11. After eating, on inclement days, plan to remain in the cafeteria or go to the library or Large Group Instruction Room.
12. Use the 6th grade bathrooms during the lunch period.
13. 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.
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. Eating at an assigned table.
2. Loss of activity time.
3. Lunch detention

CHANGE OF ADDRESS/TELEPHONE:

Students and/or parents must notify the Registrar/Guidance Office Secretary 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.

CHEATING/PLAGIARISM

School pride puts a value on integrity. Personal integrity is the accepted standard for each student at LMK. 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.

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.

CHARACTER EDUCATION:

At LMK, character education is embedded in the curriculum through the instructional strategies used by the teachers in all disciplines, the counseling process, the modeling of staff members, school clubs and sports teams, the use of student agendas, special activities and assemblies, posters, and service of our students to the school and the community. Good character is an expectation of all middle school students. Our goal is for students to be prepared for life's challenges, increase pro-social behavior, and be a part of creating a sense of community in our 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 in the main office and on the school website (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:



Grade 6 - 630-3055

Grade 7 - 630-3054

Grade 8 - 630-3056

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

1. School problems such as failing a subject or having trouble studying.
2. Problems with peers such as being picked on or the fear of being in a fight.

3. Family problems such as not getting along with siblings or parents.
4. Problems with managing stress-related issues.
5. Problems with getting to school on time.
6. Problems about drugs, smoking, alcohol, depression, abuse.
7. High school information.
8. Career information.

Support services of various specialists are available to LMK students (guidance counselors, social worker). The school psychologists and the speech therapist work closely with LMK staff members.

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:

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

DANCES AND ACTIVITY NIGHTS:

Dances and Activity Nights at the Louis M. Klein Middle School are open only to LMK students. Students are expected to follow all school rules at dances and events. Students not attending LMK are prohibited from attending dances. All students are expected to remain until the end of the event unless picked up by a parent or a note is received from the parent indicating permission to leave early with a friend and his/her parent.

DETENTION:

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 so that transportation can be arranged. 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. Any student who does not attend an assigned detention will be assigned two detentions. If a student misses any one of these two detentions, s/he will be subject to more serious consequences and possible suspension from school.

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 are expected to use the walkway and stairs when leaving the school especially during inclement weather. Students are not permitted to socialize in front of the building at dismissal. 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 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, 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. Beach footwear (i.e. flip flops) can create a dangerous situation and are not recommended to be worn in school. Dress and grooming must not endanger the safety and health of other students. 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 are restricted to the cafeteria. No food or beverages are allowed in any part of the school building except the cafeteria. Food should not be taken into the courtyard or classrooms with the exception of bottled water.

ELECTRONIC DEVICES

At LMK we recognize that many students have cell phones and other electronic devices. Cell

phones and other electronic devices must be turned off and stored during school hours. The exceptions to this rule are for the following uses:

- During silent sustained reading students may use electronic reading devices
- During lunch students may use electronic devices for reading and/or listening to music only.
- During class under the approved supervision of the classroom teacher.

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 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.

Using cell phones and/or cameras that disrupt the educational process or otherwise compromise the privacy or rights of other students or staff (Note: Taking photographs on school grounds, during school hours, 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 any other reason, using any of the above methods, consent shall 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, Ms. Rand, 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 3:50, 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:

Active learners become involved in 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.

Some of the clubs offered are:

*All County Band
Art Club
Dance Club
Digital Literacy Club
Drama Club
Environmental Club*

*ESL Homework Club
Homework Club
International Club
Jazz Band
LMK Literary Magazine
LMK Service Club*

*LMK Singers
Mathematics Club
Science Olympiad
String Club
Student Council
Yearbook Club*



Each fall, students will be given a handout of all clubs and the days and times they meet.

FIELD TRIPS:

There are many things to see and do outside of the classroom which help to make a student's studies come alive. Field trips are an exciting addition to the active learner's experiences. All field trips require a parent permission slip signed in advance. Many field trips require money to cover the cost of transportation and/or admission. For families in need of economic assistance, the school will help to make sure all students attend these educational experiences. Students are expected to cooperate with their teachers who work hard to make these trips possible. Proper dress and behavior are a must. Misbehavior on field trips will result in consequences per the Code of Conduct.



FIRE DRILLS:

Fire 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, in double file, 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 possible notification of the Harrison Police Department.

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. Enter and leave stairwells on the right;
2. Walk, and never run, push, trip, punch, shove or fool around;
3. Do not loiter in the corridors or stairwell;
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 have been excused from their room by a 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, do rags 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 a special period set aside for the completion of important school matters. Each student is assigned to a homebase. Students must be there daily from 7:55 to 8:14 a.m. A student who arrives at homebase after 7:55 will be considered tardy and will need a pass from the office. 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. To complete all the business of the homebase period, students should be in their seats and quiet and attentive, especially during announcements. The remainder of homebase is used as a silent sustained reading period or character education based activities.

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 telephoning another classmate (see Buddy Buddies, page 4). If a student is absent for more than 3 days, a telephone request to the Attendance Office for both homework and class assignments are recommended. These assignments must be picked up in the Main Office on the designated day after 2:45. Please call ahead to ensure that work is available.

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 when using LMK computers. Only school related work should be done on computers in school. 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.

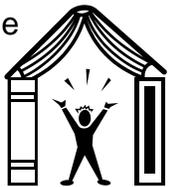
**Warning Bell - 7:48 a.m. *Late Bell - 7:55 a.m.*

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 may receive after school 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 independent learning. It has seating capacity for 80 students. Approximately 14,000 books are on the shelves, including 28 major sets of encyclopedias and an excellent reference collection. Students have a computer lab available and access to the Internet. With the computer searches, the cross referencing of topics can be done easily and quickly. A wide variety of print and non-print materials are available for students and staff. Eighty magazine and newspaper subscriptions are provide 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. They may go any other time for leisure reading or research by obtaining a pass from their teacher. During lunch time students can obtain passes from the library staff during homebase. The LMK Homework Club for grade 6, 7 and 8 students is held in the library after school.

LMK DAY:

One day a week, usually Friday, students can show their school pride on LMK Day. LMK Day is school spirit day. The faculty and staff of the Louis M. Klein Middle School are very proud of

their school, and would like their students to help them celebrate this pride by wearing the school colors of maroon and white.

LOCKERS:

Each student is assigned two lockers at the start of the school year. One locker is located in the hall and is used for storing backpacks, books, cell phones, electronic devices and outside clothing. The other locker is located in the gymnasium locker room and is used for storing students' clothing when changing for physical education class or athletics.

The expected locker procedures which all students should follow are:

1. Only locks with a dial are permitted. (6th graders require a lock for both hallway and gym lockers.)
2. Lock combinations should not be given to anyone.
3. Before walking away from her/his locker, the student should make certain that it is locked by closing the lock, spinning the dial, and testing the lock. It is important that students keep their lockers locked for building safety and to prevent thefts.
4. Lockers are not to be shared with other students. Valuables and money should not be kept in the lockers. Do not bring large sums of money to school. Electronic devices and cell phones should be secured in students' lockers at all times.
5. Lockers must be kept clean and in neat order. Students will be held responsible for keeping their lockers clean both inside and outside.
6. Students are permitted to use their lockers before school, before and after lunch, during an approved grade level locker break, and after school. At all other times, students will need a pass from their teacher in order to use their locker.
7. Backpacks must be kept in lockers during the school day.

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, 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 a special occasion. 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.

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 Registrar/Guidance Office Secretary, 630-3057, 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 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 may rest in the health office until s/he feels well enough to return to class. 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:

Students are encouraged to have their parents communicate with the school whenever they or their parents have a question or concern. 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. During lunch time on an inclement day, students are permitted to use the library only if they have a pass. 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 the active learner. Since LMK's teachers know that reading is very valuable, time is set aside each morning for SSR (Sustained Silent Reading).

The following rules have been established for SSR:



1. Everyone must have something to read. This may be a novel, biography, magazine, newspaper, short story collection or nonfiction book.
2. Every reader is free to choose his or her own reading material.
3. SSR is not a study hall. Therefore, doing homework is not allowed unless it is a reading assignment.
4. No talking, disturbing others or requests to leave the room will be tolerated.

TOLERANCE/RESPECT:

Tolerance toward others with regard to race, religion and ethnic background is expected of all LMK students. 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.

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:

Student visitors, except those who are potential new students, are not permitted in school during the school day. All other visitors must call ahead or report directly to the security person sign in to get a visitor's pass and then to the main office upon entering the school in order to get permission to visit the school. If you would like a potential new middle school age student to visit LMK, a parent must submit a note at least one week in advance to the Principal or Assistant Principal.

WORKING PAPERS:

Applications for working papers may be obtained from Mrs. Recchia in the main office.



APPENDIX A

DRUG AND ALCOHOL ABUSE

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

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

5020.1-R

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

5020.1-R

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

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.

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.



**HARRISON
CENTRAL SCHOOL DISTRICT**

Louis M. Klein Middle School

CODE OF CONDUCT

2013-2014

**Code of Conduct
Table of Contents**

I. *Introduction*

II. *Definitions*

III. *Student Rights and Responsibilities*

IV. *Student Dress Code*

V. *Prohibited Student Conduct*

VI. *Reporting Violations*

VII. *Penalties*.....

VIII. *Corporal Punishment Prohibited*

IX. *Student Searches and Interviews*

X. *Visitors to School*

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

XII. *Dissemination and Review*

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 and/or cameras that disrupt the educational process or otherwise compromise the privacy or rights of other students or staff (Note: Taking photographs on school grounds, during

school hours, 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 any other reason, using any of the above methods, consent shall 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 and not to have their feet on the tables. 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.