

Marian High School (NTI Career Institute)  
Code of Conduct

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CODE OF CONDUCT

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## INTRODUCTION

### Code of Conduct

The Board of Marian High School (NTI Career Institute) is committed to providing a safe and orderly school environment where students may receive and school staff may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other school staff, parents and other visitors is essential to achieving this goal.

The school 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, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property and at school functions, identify if possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct.

Unless otherwise indicated, this code applies to all students, School staff, parents and other visitors at all times on all days when on school property or attending a school function.

Marian High School (NTI Career Institute) has established as one of its primary goals the provision of a high-quality educational program for each student in a safe school environment free of disruptions that interfere with the educational process. The purpose of this Code of Student Conduct is to inform all students and parents of expectations regarding behavior and conduct. The Code, reviewed and approved by the Board of Education, is based on the policies of the Board of Education and Administrative Regulations. Administrative Regulations This Code was developed to protect the rights of all students by:

- providing a discipline management plan
- specifying the behavior that is expected of all students
- describing the broad range of student misconduct and providing appropriate disciplinary consequences or options for the various kinds of misconduct
- outlining student rights relating to school

Students and parents are expected to become familiar with the provisions, orientation, gender identity and/or gender expression, or physical/ personal appearance. This policy includes a prohibition on racial harassment and hostility.

## DEFINITIONS

For purposes of this code, the following definitions apply.

1. "Discrimination" means discrimination against any student by a student or students or /or an employee or employees on school property or at a school Function including, but not limited to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
2. "Disruptive student" means an elementary or secondary 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.
3. "School staff" or "Employee" means any individual appointed by the Marian High School Administrative Board.
4. "Gender" refers to actual or perceived sex and includes a person's gender identity or expressions.
5. "Gender Expression" is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.
6. "Gender Identity" is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.
7. "Harassment" means the creation of 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 well-being; 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, intimidations 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.
8. "Parent" means parent, guardian or person in parental relation to a student.
9. "Sexual Orientation" means actual or perceived heterosexuality, homosexuality, or bisexuality.
10. "School Function" means any school-sponsored extra-curricular event or activity, either on or off school property, during and /or outside of the school day.
11. "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 public secondary school, at locations used for school sponsored events.
12. "Violent Student" means a student under the age of 21, or a student over the age of 21 who is still enrolled in School who: Commits Act of Violence, Possesses, Threatens, damages or destroys school property.
13. "Weapon" means a firearm for purposes of the Gun-Free Schools act, and a dangerous weapon for the purpose of Discipline for Students with Disabilities. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, dagger, dirk, razor, stiletto switchblade knife, and gravity knife.

# STUDENTS RIGHTS AND RESPONSIBILITIES

## A. Student Rights

The school is committed to safeguarding the rights given to all students under state and federal law, including the “Dignity for All Students Act”, and School Policy. In addition to providing all school students with a safe, nurturing, supportive, healthy, orderly and civil school environment free from discrimination, intimidation, taunting, harassment and bullying on school property, or at a school function all school students have the right to:

1. Have the opportunity to take part in all school activities free of prohibited discrimination and harassment in conformity with the law, regardless of actual or perceived race, color, creed, weight, national origin, religion, religious practice, ethnic group, sex, gender, sexual orientation or disability.
2. Present their version of the relevant events to School staff authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school staff.

## B. Student Responsibilities

Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property. Be familiar with and abide by all school policies, rules and regulations dealing with student conduct.

Attend school every day unless they are legally excused and be in class, on time, and prepared to learn. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

Accept responsibility for their actions.

Conduct themselves appropriately as representatives of the school

Dress appropriately for school and school functions.

## **STUDENT DRESS CODE**

All students are expected to give proper attention to personal attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other school staff should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

All students should wear Marian High School (NTI Career Institute) shirts.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails shall be safe, appropriate for school, and not disrupt or interfere with the educational process.

Student should not use vulgar, obscene, suggestive, libelous, or denigrate others on account of actual or perceived race, color, religion, religious practice, creed, national origin, gender, ethnic group, sexual orientation, weight or disability.

Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. This includes, but is not limited to, clothing, jewelry, hats, emblems, and badges that, by virtue of color, arrangement, trademark, or attribute, are associated with or denotes membership in or affiliation with any group or organization that promotes illegal behavior or behavior that is violation of the School's Code of Conduct.

The school shall inform 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.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in school suspension for the day. 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.

## **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 or her designee. Any student observing 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 Principal or Principal's designee or the Superintendent of schools.

All school staff are expected to promptly report violations to the appropriate individuals within their school. All school staff authorized to impose disciplinary sanctions are expected to do in a prompt, fair and lawful manner.

Any weapon, alcohol, illegal substance, or other material (s) that violate (s) law or the Code of Conduct shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed in a timely fashion. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

## **DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS**

Discipline is most effective when it deals directly with the problem at the time and place it occurs. School staffs that interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

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

1. The student's age
2. The nature of the offense and the circumstances, which led to the offense.
3. The student's disciplinary record.
4. The effectiveness of other forms of discipline
5. Information from parents, teachers and/or others, appropriate
6. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

## A. Penalties

Students who are found to have violated the school's Code of Conduct may be subject to, but not limited to the following penalties, either alone or in combination:

Oral Warning

Written Warning

Detention

Suspension

In school Suspension

Short-term (five days or less)

## B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the School staff authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surround the alleged misconduct.

All students will have an opportunity to present their version of the facts to the school staff imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents may be entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention- teachers, building Administration and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student has been given 24 hours' notice unless parent has verbally agreed to waive 24 hours' notice before detention is served.

### Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using effective classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out", sending a student to the office or sending a student to a guidance counselor.



A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion with the student why he or she was removed rooms the class.

### **Short term (five days or less) Suspension from School**

### **Long term (more than five days) Suspension from School**

When the Principal proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law, the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school pose a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

### **Permanent Suspension**

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life threatening danger to the safety and wellbeing of other students, School Staff or any other person lawfully on school property or attending a school function.

### **Students who bring a weapon to school**

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law. The Superintendent has the authority to modify the one-year suspension on a case by case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

The student's age, The student's grade in school, The student's prior disciplinary record, The Superintendent's belief that other forms of discipline may be parents, teachers and / or others, Other extenuating circumstances.

### **Referrals**

Counseling – Pupil Personnel staff shall handle all referrals of students to counseling.

## **PINS Petitions**

The school may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 16 who demonstrates that he or she requires supervision and treatment.

## **ALTERNATIVE INSTRUCTION**

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education, the school will take immediate steps to provide alternative means of instruction for the student.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities have certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

The Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulation.

- A. Authorized Suspensions or Removals of students with Disabilities
- B. A removal means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or theirs.

An "IAES" means a temporary educational placement for a period of up to 45 days, than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum although in another setting, to continue to receive those services and modifications, including those described on the students current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

Marian High School (NTI Career Institute) handles its code of conduct which it calls [an Honor Code](#). "Students are strongly encouraged to lead by personally reinforcing the values embodied in The Marian High School (NTI Career Institute) Honor Code. The Marian High School Honor Code was conceived by students to promote an environment of mutual trust and respect.

We believe that students should uphold the principles of truth, honor, and integrity in all of their intellectual, athletic, and social pursuits. This belief is based on the notion that every student is a responsible individual with an inherent desire to be an honorable person. This responsibility includes a student's duty to oneself and others to sustain a system of moral values, even in the face of adversity, surely a sign of true leadership.

The origin of the Honor Code can be traced to the School's motto, "Education is the Remedy to Success" and "Whatsoever Things Are True." This phrase has been at the heart of Marian High School philosophy since its founding.

At the beginning of each school year, The Honor Council holds a ceremony where all Marian High School (NTI Career Institute) students and faculty sign the Honor Code. An honor pledge also accompanies each paper or test, at the discretion of each teacher. The pledge simply states, on my honor, I pledge that I have neither given nor received unpermitted aid during this test, paper, assignment, or examination."

Another example of how the code of conduct is handled is Horace Mann Schools' [Family Handbook](#). This document is worth reading in detail. While the document is specific in pertaining to [Horace Mann School](#), it does give parents new to private schools an in-depth look at the school's expectations as well as what parents and students should expect. The important concept to understand here is that as a student in a private school you are governed by contract law.

### **Zero tolerance**

Many schools have zero tolerance policies when it comes to capital offences involving substance abuse, Fighting, harassment, cheating, stealing and sex. You need make certain that your child takes his school's code of conduct seriously and abides by it or faces the consequences. These consequences could be as serious and final as expulsion from the school. Zero tolerances have its champions as well as its detractors.

Teaching our children to be accountable is not something we do in one or two lessons or discussions. Ultimately, the parents are responsible for teaching our children to follow the rules and expect consequences when they do not. Children will make mistakes. Mistakes are a valuable part of any maturation process provided, of course, that your children learn from their mistakes.

There is absolutely no point in being a helicopter or Velcro parent when it comes to accountability. If we take that approach to parenting, our children will lack the confidence and knowledge to make sound decisions. Then they will expect their parents to fix things. The helicopter parent will quickly discover that private schools generally will not condone such behavior. The school's remedy is simple and effective: your child will not be asked to return to the school.

Marian High School (NTI Career Institute) use codes of conduct to instill good habits and positive attitudes in their students. Codes of conduct are merely part of the framework which any good private school establishes to ensure a smooth functioning school community. Codes of conduct, academics, athletics and extracurricular activities are so integrated and interlaced in most private schools that you can barely tell where one ends and the next begins. That is one of the best features of a private school education.

### **VISITORS TO THE SCHOOLS**

The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the Principal or designated area upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitors identification badge, which must be worn at all times while in the school or on school grounds. The visitor must sign out and return the identification badge before leaving.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, may not be required to register.
4. Individuals wishing to visit classrooms while school is in session must arrange such visits in advance and receive approval from the principal or his/her designee.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his/her designee. Unauthoii

## **Bullying and Other Types of Harassment**

Marian High School (NTI Career Institute) encourages all students and staff members to foster a climate of mutual respect for others in order to enhance the schools educational purpose and the program designed to achieve that purpose. Each student is expected to respect the rights and privileges of other students, teachers, and school staff members. Students shall not engage in harassment motivated by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, political affiliation, sexual orientation, gender identity and/or gender expression directed toward another student. A substantiated charge of harassment against a student shall result in disciplinary action. The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, or disability that creates an intimidating, hostile, or offensive educational environment. The term also includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the School's ability to investigate and address the prohibited conduct. Any parent, student or staff member may report concerns about bullying to the school administration. Anyone who knows of a student who is bullying or being bullied may alert the Security Department Dispatch at 713-429-1256.

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other School employee.

Any school employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee. A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form. PROCEDURES FOR INVESTIGATION OF BULLYING 1. The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the School shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct. 2. The principal or designee shall notify the parent or guardian of the alleged victim within 24 hours after an incident of bullying is reported. The parent or guardian of the alleged bully shall be notified within a reasonable amount of time after the incident. 3. The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. 4. Absent extenuating circumstances, the investigation should be completed within 10 District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

4. The principal or designee shall prepare a final written report of the investigation. The report shall include a determination of whether bullying occurred and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the superintendent or designee. 6. If an incident of bullying is confirmed, the principal or designee shall within 24 hours notify the parents of the victim and of the student who engaged in bullying. 7. If the results of an investigation indicate that bullying occurred, the School shall promptly respond by taking appropriate disciplinary action in accordance with the School Code of Student Conduct and may take corrective action reasonably calculated to address the conduct. 8. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. 9. In accordance with Tex. Educ. Code Education Code § 37.001 (b-1), a student who receives special education services may not be disciplined for bullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct and to conduct a manifestation determination if the proposed discipline may result in a change in the educational placement. 10. To address a request for a transfer on the basis of bullying, the principal or designee shall refer to FDB for transfer provisions. 11. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options. 12. If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Code of Student Conduct or any other appropriate corrective action. 13. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

## **SEXUAL HARRASSMENT/SEXUAL ABUSE/DATING VIOLENCE**

Harassment/Sexual Abuse/Dating Violence Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence such as rape, sexual assault, sexual battery, and sexual coercion.

Marian High School (NTI Career Institute) does not discriminate on the basis of sex in education programs and/or School t activities, and any member of the Marian High School (NTI Career Institute) community should promptly report any instances of harassment or violence.

Sexual Harassment by Students shall not engage in sexual harassment toward another student or a School employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcomed verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual Harassment/Abuse by Employees School employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited.

Date/Relationship Violence the School prohibits sexual harassment, dating violence, and harassment based on a person's age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, political affiliation, sexual orientation, gender identity, and/or gender expression. Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors against the targeted student.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, hostile, or offensive educational environment;
  2. has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
  3. otherwise adversely affects the student's educational opportunities
- Reports to Lawful Authorities Any School employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the report to appropriate authorities, as required by law The school shall notify the parents of all students involved in sexual harassment by a student or students. The school shall notify parents of all incidents of sexual harassment or sexual abuse by an employee.

Investigations all reports of sexual harassment shall be referred to Dean of Instruction coordinator. Oral complaints shall be reduced to writing to assist in the District's investigation. Department. To the greatest extent possible, Complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Protection from Retaliation the School prohibits retaliation by a student or School employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation. Examples of retaliation may include threats, rumor-spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action. PROCEDURE FOR SEXUAL HARASSMENT/DATING VIOLENCE COMPLAINTS

1. The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy, including dating violence and harassment or discrimination on the basis of sex/gender. If so, the School shall proceed under policy, and a written copy of the complaint, investigation, and actions take shall be sent to the coordinator.

2. The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent sexual harassment during the course of an investigation, if appropriate. Examples of mandatory interim actions included (not an exhaustive list) are: changing course schedules, assignments, or tests (to ensure complainant and alleged perpetrator are not sharing in such activities) and providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred. Careful consideration of the case's specific facts shall be made in developing appropriate interim actions.

3. Absent extenuating circumstances, the investigation should be completed within 10 School business days from the date of the initial report alleging sexual harassment/misconduct; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. Written notice shall be made to parent if extenuating circumstances delay the investigation, and a copy of such notice shall be sent coordinator. The District's investigation is not contingent upon completion of criminal investigation by Security.

4. The principal or designee shall prepare a final written report of the investigation. The report shall include a determination of whether sexual harassment/abuse occurred. A copy of the report shall be sent to: complainant (and parents), alleged perpetrator (and parents), and coordinator. Such report must also include any individual remedies offered or provided to the complainant or any sanctions imposed on the perpetrator that directly relate to the complainant and other steps the school has taken to eliminate the hostile environment, if the school finds one to exist, and prevent recurrence. The perpetrator should not be notified of the individual remedies offered or provided to the complainant.



5. If an incident of sexual harassment/abuse is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in sexual harassment/ abuse. The principal or designee shall promptly take interim action calculated to prevent sexual harassment from reoccurring.
6. If the results of an investigation indicate that sexual harassment/ abuse occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Marian high School (NTI Career Institute) Code of Student Conduct and shall take corrective action reasonably calculated to address the conduct. 7. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Code of Student Conduct.
8. To address a request for a transfer on the basis of sexual harassment/abuse, the principal or designee shall refer to transfer provisions.
9. The principal or designee shall notify the victim, the student who engaged in sexual harassment/abuse, and any students who witnessed the sexual harassment/abuse of available counseling options.
10. If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or sexual harassment/abuse, the School may take action in accordance with the Code of Student Conduct or any other appropriate corrective action.
11. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation
- . 12. A student who is dissatisfied with the outcome of the investigation or the response to the alleged harassment may appeal through beginning at the appropriate level. Retention of records shall be in accord.

## **DISSEMINATION AND REVIEW**

### **A. Dissemination of Code of Conduct**

The Board will work to ensure that the community is aware of this Code of Conduct by:

1. Providing to students a summary of the Code of Conduct using age-appropriate methods of each school year.
2. Providing a plain language summary to all parents of school students at the beginning of the school year and making this summary available later upon request.
3. Providing all current teachers and other staff members the code and any amendments to the code as soon as practicable after adoption.
4. Providing all new employees the current Code of Conduct when they are first hired.
5. Making the Code of Conduct available to students, parents of students and other community members
6. Posting the complete code of Conduct on the School's website.
7. Making the name, designated school and contact information of each Coordinator available at the school and school level administrative offices.