



## **Student Code of Conduct**

**Grades K – 12**

Superintendent of Schools  
Sandy Coroles

### **Board of Education**

Jeff N. Heiner, President  
Jennifer Zundel, Vice President  
Douglas B. Barker  
Don E. Belnap  
Susan Richards  
Shane B. Story  
Joyce Wilson

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### **PREFACE**

The purpose of this conduct code is to assist all students, parents, guardians, teachers, administrators, and other school personnel in understanding their rights and responsibilities, the consequences for violation of school rules, and the procedures that are used for dealing with rules' violations. Care has been taken to ensure that this code is aligned to school board policies and district wide procedures so that all students receive consistent, equitable behavioral intervention, support, and discipline.

A note about students with documented disabilities protected under IDEA:

IEP

504

Mental Health Plan

Student discipline decisions must be made with accommodations and disabling conditions in mind. Manifestation determination will be completed prior to any due process hearing.

The Ogden School District is interested in maintaining good communication between the parents and school personnel. Parents are encouraged to contact or visit their child's school.

## **GENERAL GUIDELINES OF CONDUCT**

The Ogden School District will provide students with knowledge regarding our Student Code of Conduct. Therefore, it will help students realize they are free to make choices, that they are responsible for their choices, and that there are consequences (favorable and unfavorable) for their choices. The school district has established three guidelines to help students make responsible choices:

1. Students will respect the rights and property of themselves and others;
2. Students will respect the health and safety of themselves and others;
3. Students will behave in such a manner as to contribute to a positive environment for learning and work.

These guidelines are in effect at all events sponsored by the Ogden City School District, both on and off-campus events; on the way to and from school; and school-sponsored transportation. These rules must also be consistent with Board policy and philosophy.

## **STUDENT CONDUCT GUIDELINES**

The following criteria will be used in determining a student's citizenship grade. Also, these guidelines will assist your student in transitioning effectively from school to work. Responsible citizenship includes the following behaviors:

1. Attends scheduled class/work regularly.
2. Comes to class on time.
3. Comes to class with necessary materials and desire to learn.
4. Completes assignments.
5. Meets deadlines.
6. Completes his/her own work when independent work is required.
7. Exercises care of public property, including school property.
8. Shows respect for others.
9. Does not disrupt class/work.
10. Resolves conflicts with others in an appropriate and respectful manner.

Teachers will discuss and explain the above guidelines with their students. Additional expectations may be written and posted as part of each individual teacher's classroom policy. These behaviors are critical components of proper citizenship. If, during the grading period a student's citizenship grade is unsatisfactory, the teacher will discuss ways for improvement with the student and a parent at a point in the grading period when there is still enough time for the student to make the necessary change(s). Should there be no improvement in the student's effort to improve the citizenship grade, the parents will receive notification.

**ELECTRONIC DEVICES**

(Board Policy 8.36)

Elementary School Students (K – 6)	Secondary School Students (7–12)
<p><b>Elementary School Standards (K-6) for Responsible Use of Personal Electronic Devices at School, on Buses or at School Activities:</b></p> <p>Students attending Ogden School District in grades Kindergarten through grade 6 are not allowed to use or have personal electronic devices on the school campus, on buses or at school sponsored activities unless specifically permitted by the building principal.</p> <p>Exceptions to this policy will be determined on a case-by-case basis by the building administration.</p>	<p><b>Junior High School and High School Standards (Grades 7-12) for Responsible Use of Personal Electronic Devices at School, on Buses or at School Activities:</b></p> <ul style="list-style-type: none"><li>● Cellular phones and other personal electronic devices shall be turned off and kept out of sight during instructional time.</li><li>● Students shall not use any electronic devices that in any way disrupt or detract from the educational environment.</li><li>● Use of cellular phones or other personal electronic devices is prohibited in the classrooms and media center during the school day and during all performances unless otherwise specified.</li><li>● Students will not be allowed to leave class in response to any electronic devices.</li><li>● Cellular phones and other devices may be used appropriately and respectfully before and after class, in common public areas such as, hallways, cafeteria or outside on school grounds.</li><li>● With prior approval of the school principal, teachers may permit the use of personal electronic devices in support of curriculum learning objectives.</li><li>● In the case of medical necessity or emergency, a student shall be permitted to possess or use a cellular phone or other personal electronic device provided the student receives advanced authorization from the school principal.</li></ul>

## **DRESS STANDARDS\***

The purpose of the district dress standard is to provide guidance for students to attend school in appropriate clothing that is safe, neat, clean and modest.

- A. Students should wear appropriate clothing that is modest and does not distract from the learning environment or present a health or safety concern. A student who wears clothing that exposes his or her chest, shoulders, midriff, sides, or lower back will immediately be asked to change his or her clothes. Refusal to do so will be considered an act of insubordination.
- B. All caps, hats, sunglasses, etc. are inappropriate to wear indoors at school unless the student obtains prior approval of an administrator or designee for the following: religious, medical, uniform, IEP, or 504.
- C. Clothing appropriate for outdoor use, except officially accepted school letter jackets/sweaters, should not be worn indoors without prior approval from the school's administration.
- D. Appropriate footwear is required to be worn.
- E. Offensive or obscene clothing will not be worn at school including slogans or logos that depict or suggest:
  - 1. Controlled substances: alcohol, drugs and tobacco.
  - 2. Foul, profane, vulgar, or abusive language.
  - 3. Sexual or violent overtones.
- F. Clothing, makeup, hairstyles, piercings, or tattoos that are dangerous and/or disruptive to the instructional process will be considered inappropriate and restricted by the school staff/administration.
- G. Wearing, carrying or displaying gang-related apparel. **(Board Policy 8.16)**

*\*Any additions or modifications to the dress code may be done at the school level, approved through the school Community Council and made public to all students and parents for a reasonable amount of time prior to enforcement.*

## **PARENT NOTIFICATION**

When students are suspended during the school day, the school will notify the parent or guardian of the action before the student is released early from school; all attempts will be made to ensure verbal communication is made. In addition, the student will be given a written notice of suspension, which the student should deliver to the parent or guardian. If a parent is unable to be contacted by phone, the building administrator will make a determination of how best to make contact with the parent/legal guardian prior to the suspension taking effect.

## **DUE PROCESS**

Due process is an administrative procedure followed to protect the right of the students and employees when a problem arises within a school.

- 1. Oral or written notice of the infraction.
- 2. An explanation of the evidence concerning the infraction.
- 3. An opportunity to refute/respond to the evidence.
- 4. Knowledge of the right of representation.
- 5. Knowledge of the right to appeal.
- 6. Knowledge of the right to appeal procedure.

**First level of appeal\*\*:** Notification of appeal from the parent/guardian must be in writing and submitted to the building principal within 5 school days of the original decision. The building principal has 5 school days to act upon the appeal and provide a written decision to the parent/guardian.

**Second level of appeal\*\*:** The parent/guardian also has the right to appeal the principal's decision within 5 days to an Executive Director of the Ogden School District. After appropriate review, the executive director will provide a written decision to the parent/guardian.

**\*\*Appeals and correspondence will always be documented in writing.**

**Level I – INFRACTIONS**  
***(Must be entered in Educator’s Handbook)***

These acts of misconduct include those student behaviors which are generally described as mildly disruptive, committed without malice, not intentionally disrespectful, but which disrupts the safe and orderly educational process in the classroom, on school grounds, or at any school related function or activity.

<b>Acts of Misconduct</b>
<ul style="list-style-type: none"> <li>● Disruptive Behavior</li> <li>● Failure to carry out directions</li> <li>● Misuse of materials</li> <li>● Improper dress (refer to dress code)</li> <li>● Littering</li> <li>● Mild Physical Contact</li> <li>● Not in possession of I.D. (if required) – must be visible wearing the ID above the waist</li> <li>● Tardiness</li> <li>● Unauthorized use of electronics</li> </ul>

**Disciplinary Action:**

<b>Minimum:</b>	<b>Maximum:</b>
<ul style="list-style-type: none"> <li>○ Handled in class and/or</li> <li>○ Staff Intervention and/or</li> <li>○ Teacher-Student Conference</li> </ul>	<ul style="list-style-type: none"> <li>○ Handled in class and/or</li> <li>○ Staff Intervention and/or</li> <li>○ Teacher-student-parent conference and/or</li> <li>○ Office referral for administrative intervention and/or</li> <li>○ After school detention</li> </ul>

**Level II – INFRACTIONS**  
***(Must be entered in Educator’s Handbook)***

These acts of misconduct include those behaviors which are deliberate and which disrupt the safe and orderly educational process in the classroom, on the playgrounds or at any school related function or activity. This includes, but is not limited to the following:

<b>Acts of Misconduct</b>
<ul style="list-style-type: none"> <li>● Cheating on homework assignments</li> <li>● Displaying disrespect/insolence toward school personnel, leaving the classroom without permission, refusing to show/no I.D., etc.</li> <li>● Misuse of property (e.g. writing on desks, use of another’s property, etc.)</li> <li>● Repeated tardiness (failure to respond to intervention/support plan)</li> <li>● Harassment, verbal/physical (non-sexual)</li> <li>● Leaving school grounds without permission</li> <li>● Loitering</li> <li>● Possession, posting, or distributing unauthorized materials on school grounds</li> <li>● Throwing potentially dangerous objects (snowballs, stones, pencils, etc.)</li> <li>● Use of profanity</li> </ul>

**Disciplinary Action:**

Consequences below vary in severity. The administrator and school team should be strategic in moving down the continuum of consequences.

<b>Minimum:</b>	<b>Maximum:</b>
<ul style="list-style-type: none"> <li>○ Handled in class and/or</li> <li>○ Staff Intervention and/or</li> <li>○ Parent contact with the teacher, student, parent/counselor and/or</li> <li>○ Referral to Child Assistance Team (ChAT) and/or district behavior specialist and/or</li> <li>○ After school detention (1-3 days)</li> </ul>	<ul style="list-style-type: none"> <li>○ Handled in class and/or</li> <li>○ Staff Intervention and/or</li> <li>○ Conference with the teacher, student, parent/counselor and/or</li> <li>○ Referral to Child Assistance Team (ChAT) and/or district behavior specialist and/or</li> <li>○ Office referral for administrative intervention and/or</li> <li>○ In-school suspension (1-3 day) and/or</li> <li>○ Out of school suspension (1-3 days)</li> </ul>

**Level III – INFRACTIONS**

*(Must be entered in Educator’s Handbook; parent/guardian contact required)*

These acts of misconduct include those student behaviors which are described as seriously disruptive and are in clear defiance of authority. These student behaviors clearly disrupt the safe and orderly educational process in the classroom, on the school grounds or at any school related function or activity. This level includes but is not limited to the following:

<b>Acts of Misconduct</b>
<ul style="list-style-type: none"> <li>● Cheating/plagiarism on tests, exams, or school projects (in this instance the student will receive a failing grade on that particular assignment)</li> <li>● Chronic tardiness (failure to respond to revised intervention/support plan)</li> <li>● Dangerous/destructive behavior in any educational setting including school bus, vehicle, etc.</li> <li>● Falsify information</li> <li>● Gambling</li> <li>● Interfering with school authorities or program through walk-outs, boycotts, sit-ins, or trespassing</li> <li>● Participating in unacceptable physical contact (rough horseplay, kissing, etc.)</li> <li>● Smoking/chewing/using/possession tobacco and/or nicotine products (includes all use of e-cigarette), possession of a lighter</li> <li>● Truancy - failing to attend class without a valid excuse</li> <li>● Unauthorized use of an electronic device during instruction</li> <li>● Using obscene, indecent, biased language or behavior; includes racial slurs, offensive gestures</li> <li>● Verbal assault (abusive language or profane language directly and explicitly at students or staff)</li> <li>● Bullying and Cyberbullying* (intentionally or knowingly committing an act that goes beyond L2 disrespect with intent to cause distress and/or harm; explicit intervention and instruction must be provided to inform students of what bullying is prior to deeming it a bullying incident)</li> <li>● Repeated violation of student dress code.</li> </ul>

**Disciplinary Action:**

Consequences below vary in severity. The administrator and school team should be strategic in moving down the continuum of consequences.

<b>Minimum:</b>	<b>Maximum:</b>
<ul style="list-style-type: none"> <li>o Staff Intervention and/or</li> <li>o Parent Contact/Conference with the teacher, student, parent/counselor and/or</li> <li>o Office referral for administrative intervention and/or</li> <li>o Referral to Child Assistance Team (ChAT) and/or district behavior specialist and/or</li> <li>o After School Detention (1 – 5 days) and/or</li> <li>o In-school Suspension (1 – 5 days) and/or</li> <li>o Ticket for possession of tobacco or related paraphernalia</li> </ul>	<ul style="list-style-type: none"> <li>o Staff Intervention and/or</li> <li>o Parent Contact/Conference with the teacher, student, parent/counselor and/or</li> <li>o Office referral for administrative intervention and/or</li> <li>o Referral to Child Assistance Team (ChAT) and/or district behavior specialist and/or</li> <li>o In-school Suspension (1 – 9 days) and/or</li> <li>o Out of School Suspension (1 – 9 days) and/or</li> <li>o Ticket for possession of tobacco or related paraphernalia</li> <li>o Youth Court referral</li> </ul>

*\* Bullying is defined in UT R277-613-1 as intentionally or knowingly committing an act to endanger the physical or emotional state of another, is intended to cause fear, and is repeated over a period of time.*

*\* Cyberbullying is defined in UT R277-613-1 as using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent, knowledge or thoughtless disregard that the text, video, or image could hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication*

*\*Bullying and Cyberbullying require specific communications home. Schools have templates for the required notification for the bully and the victim.*

*\*Bullying may include civil rights infractions and/or be raised to the level of ongoing harassment (L4). If you suspect civil rights have been violated, contact the district Federal Programs office at 801-737-7308.*

**Level IV – INFRACTIONS**

**(Must be entered in Educator’s Handbook and SIS; parent/guardian contact required)**

These acts of misconduct include those behaviors which are described as seriously disrupting the safe and orderly educational process in the classroom, on school grounds or at any school related function or activity. In many cases, these behaviors are also illegal. This level includes but is not limited to the following:

Acts of Misconduct
<ul style="list-style-type: none"> <li>● Disorderly Conduct (fighting)</li> <li>● Minor gang behavior/activity (tagging school and/or personal property, flashing gang signs, etc.)</li> <li>● Habitual truancy (failure to respond to intervention/support plan)*</li> <li>● Hazing</li> <li>● Inciting a fight or other disruptive behavior (includes promoting/advocating for the disruptive behavior verbally, online, filming and/or posting/sharing, etc.)</li> <li>● Insubordination**</li> <li>● Making a false report of sexual harassment</li> <li>● Petty Theft (Items valuing \$50 to \$500)</li> <li>● Possession of a lighter or incendiary device with intent to harm person or property</li> <li>● Possession and/or sale of stolen property</li> <li>● Possessing/Accessing sexually explicit material (pictures, writing, paraphernalia, etc.)****</li> <li>● Physical/emotional harassment (includes but is not limited to repeated bullying and cyberbullying and other ongoing/repeated efforts harm other physically or emotionally)</li> <li>● Sexual Harassment***</li> <li>● Use of intimidation, coercion, extortion, force, or threat (Bullying/Cyberbullying)****</li> <li>● Accessing VPN (Virtual Private Network) and/or bypassing Internet filters****</li> </ul>

**Disciplinary Action**

Consequences below vary in severity. The administrator and school team should be strategic in moving down the continuum of consequences.

Minimum:	Maximum:
<ul style="list-style-type: none"> <li>o Staff Intervention and/or</li> <li>o Conference with the teacher, student, parent/counselor and/or</li> <li>o Office referral for administrative intervention and/or</li> <li>o Referral to Child Assistance Team (ChAT) and/or district behavior specialist and/or</li> <li>o Out of School Suspension (1 – 5 days)</li> </ul>	<ul style="list-style-type: none"> <li>o Staff Intervention</li> <li>o Conference with the teacher, student, parent/counselor and/or</li> <li>o Office referral for administrative intervention and/or</li> <li>o Referral to Child Assistance Team (ChAT) and/or district behavior specialist and/or</li> <li>o Law Enforcement Referral</li> <li>o Out of School Suspension (1 – 9 days)</li> <li>o Due Process Hearing</li> <li>o Long-term Suspension (10 or more days as determined by a District Due Process Hearing)</li> <li>o Disciplinary change of placement (as determined by a District Due Process Hearing).</li> </ul>

*\*Habitual Truancy refers to a student, 12 years of age or older, who fails to cooperate with efforts on the part of designated school authorities to resolve the student’s attendance problem(s) and/or has been absent without a “valid excuse” for 10 or more times during the school year.*

*\*\* Insubordination is defined as: exceeds disrespect/insolence (L2); exceeds derisive abusive language defined as verbal assault (L3) refers to explicit and strategic challenge of authority, even taking authority from the supervisor when given a reasonable or lawful order. Generally this is in reference to a needed command in circumstances of heightened severity and not in response to a standard classroom or school direction since failure to follow basic directions is an L1 infraction.*

*\*\*\*Sexual harassment consists of verbal or physical contact of a sexual nature considered to be suggestive, demeaning or offensive to others or self.*

*\*\*\*\*These infractions must be reported to an administrator and district IT department for immediate investigation.*

## Level V – INFRACTIONS

***(Must be entered in Educator's Handbook and SIS; parent/guardian contact required; Due Process Hearing Referral required)***

These acts of misconduct include those illegal and continually disruptive student behaviors which most seriously disrupt the safe and orderly educational process in the classroom, on the school grounds, or at any school function or activity. This level includes, but is not limited to the following:

<b>Acts of Misconduct</b>
<ul style="list-style-type: none"><li>● Aggravated assault (assault with a weapon-jewelry, brass knuckles, etc.)</li><li>● Arson</li><li>● Assault and battery</li><li>● Distribution, use or possession* of alcohol or illegal, dangerous controlled drugs or other substances masquerading as illegally controlled drugs (includes misuse of prescription medication or unauthorized use of such medication per board policy 8.39) and/or related paraphernalia</li><li>● False activation of fire alarms, bomb threats, or related safety threat</li><li>● Forgery</li><li>● Possession, distribution, concealment, use or threatened use of a flammable, noxious or explosive device, any gas-ejected device, fireworks, or any substance or device which can be used as an explosive, noxious or flammable device</li><li>● Possession, threat or attempted use or concealing of a weapon or item which may be considered to be used as a weapon</li><li>● The actual or threatened use of a look-a-like weapon with intent to intimidate another person or to disrupt normal school activities.</li><li>● Theft (Items valuing more than \$500)</li><li>● Sexual crimes, sexually explicit activities</li><li>● Vandalism – criminal damage to property</li><li>● Any other illegal behavior or criminal conduct</li></ul>

### **Disciplinary Action (one or more of the following)**

Consequences below vary in severity. The administrator and school team should be strategic in moving down the continuum of consequences.

<b>Consequences</b>
<ul style="list-style-type: none"><li>o Staff Intervention and</li><li>o Conference with the teacher, student, parent/counselor and</li><li>o Office referral for administrative intervention and one or more of the following:<ul style="list-style-type: none"><li>▪ Due Process Hearing</li><li>▪ Police/Law Enforcement Referral and/or Arrest</li><li>▪ Long-term Suspension (10 – 180 days) as determined by a District Due Process Hearing.</li><li>▪ Disciplinary change of placement as determined by a District Due Process Hearing.</li><li>▪ Expulsion</li></ul></li></ul>

***\*Above items might require investigation and reasonable searches of buildings, lockers, and persons. See Board Policy 8.17.1 and 8.17.2 for guidance:***

***8.17.1 It is the policy of the Board of Education of Ogden City School District that all students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures except if reasonable grounds exist to suspect the search will yield evidence of a student's violation of the law or school rules governing student conduct.***

***8.17.2 It is the policy of the Board of Education of Ogden City School District to protect the health and welfare of all students, maintaining the security of the schools and promoting the effective operation of the schools.***