



Mount Ogden Jr High

Learning for all, whatever it takes!

**Student
Handbook
2023-2024**



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Mount Ogden Junior High School

Mission Statement

Mount Ogden Junior High students, staff, parents, families, and community members collaborate to create an environment that fosters academic, social, and emotional learning, cultivate high student achievement, and develop critical thinkers and problem solvers by meeting the diverse needs of all students. We provide quality instruction that empowers our students to be compassionate, confident, lifelong learners who are prepared for college and career, and to be positively engaged in our local and global communities.

IB Learner Profile

The IB learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. The profile aims to develop learners who are:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

School Rules

Be Ready, Be Respectful, Be Responsible

Bell Schedule (2023-2024)

Monday - Thursday

Main doors open and breakfast in the classroom @7:55

First Bell @ 8:05 a.m.

Period

A1/B1 8:10 - 9:30 a.m. (70 min. +10 min breakfast & announcements)

A2/B2 9:35 - 10:45 a.m. (70 min.)

A3/B3 10:50 - 12:35 p.m. (30 min. lunch/70 min. class)

1st Lunch

Lunch 10:45-11:15 3rd period 11:20-12:35

2nd Lunch

3rd per. (1st part) 10:50-11:25 Lunch 11:25-11:55 3rd per. (2nd part) 12:00-12:35

3rd Lunch

3rd per. 10:50-12:05 Lunch 12:05 -12:35

A4/B4 12:40-1:50 p.m. (70 min.)

A5/B5 1:55-3:10 p.m. (70 min.+ 5 min PBIS)

Out of building 3:15 p.m.

Friday (Early out/Faculty CTM)

Main doors open and breakfast in the classroom @7:55

First Bell @ 8:05 a.m.

Period

A1/B1 8:10 - 8:45 a.m. (30 min. + 5 min. breakfast)

A2/B2 8:50 - 9:20 a.m. (30 min.)

A3/B3 9:25 - 9:55 a.m. (30 min.)

A4/B4 10:00 - 10:30 a.m. (30 min.)

Advisory 10:35 – 11:35 a.m.

1st Lunch

Lunch 10:35-10:55 Advisory 10:55-11:35

2nd Lunch

Advisory (1st part) 10:35-10:55 Lunch 10:55-11:15 Advisory (2nd Part) 11:15-11:35

3rd Lunch

Advisory 10:35-11:15 Lunch 11:15-11:35

A5/B5 11:40 - 12:10 p.m. (30 minutes)

Out of building 12:15 p.m.

Positive Behavior Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. Find out how to get started with PBIS.

- School-wide Rewards
 - Rams Bucks-
 - Rams Bucks are given to students who model exemplary examples of being Ready, Respectful, and Responsible.
 - The Rams Bucks can be spent at the Rams Store during lunch on Tuesdays and Wednesdays.
 - Students of the Month-
 - Students of the Month are nominated by the teachers who demonstrate the characteristics of the IB Learner Profiles.
 - Students of the Quarter-
 - Students who earn a grade point average of 3.5 and above will be recognized at the student celebration assembly the following term.
 - Students of the Year-
 - Students who earn a 4.0 all year will be recognized at the student(s) of the year at the end of year assembly.
 - End of Year Field Trips-
 - Students who are passing all of their classes and have not been given any unsatisfactory citizenship grades at the midpoint of 4th term will be able to go on the End of Year Field Trips.

Code of Student Behavior

The purpose of this handbook is to assist all students in understanding the rules, responsibilities, and the consequences for violation of school rules and the procedures used in keeping all students safe.

General Guidelines of Conduct

The Ogden School District will provide all students with access to our Student Code of Conduct. Students should 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. Misconduct that occurs off-campus at a non-school activity may be addressed by school personnel if the misconduct has sufficient nexus to school or causes or is likely to cause a substantial and material disruption at school.

Student Conduct Guidelines

The following criteria will be used in determining a student's citizenship grade. Also, these guidelines will assist students 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 a 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 conflict with others in an appropriate and respectful manner (including restorative justice practices including: appropriate restitution, apologies, and accepting responsibility).

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.

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 from school. If a parent or guardian 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.

Civil Rights Compliance

Ogden School District and Mt. Ogden Jr. High School do not discriminate on the basis of race, color, national origin, sex, or disability in any educational activities or employment practices. Students, parents, and employees who feel they have a grievance concerning discrimination may contact the Ogden School District Title IX -- 504 officer at the District Office.

Attendance Policy

High expectations are the backbone of school districts that have high graduation rates. Each quarter, we expect every student to have at least 95% attendance in every class, every school day and less than 3 tardies.

Compulsory Education Requirements

A parent/legal guardian having custody over a school-age minor is required under State law to enroll and send the school-age minor to a public or established private school during the school year of the district in which the minor resides. The process of education requires continuity of instruction, class participation, and study. Frequent absences from classes disrupt the instructional process.

Parents/guardians are encouraged to work with the school in promoting the regular attendance of all students. Parents should be judicious in allowing non-attendance.

Absences

Secondary students shall be marked Basically Absent from a single class if they miss more than 15 minutes of the class, and are considered absent for the entire day if they miss more than two (2) periods/classes from the school day.

There may be an occasion with a valid/legitimate parental excuse that a student can be excused from school. In the event that a student will be absent, parents/guardians are expected to call or come to the school before 8:30 to excuse the student. Late work and make-up work shall be accepted by all teachers in accordance with the procedures established by the school. These procedures shall align to the Board policy (8.9):

- i) If the absence is excused, the student shall be permitted to make up all missed

assignments outside of class under reasonable conditions and time limits established by the appropriate teacher, except that in participation type classes a student's grade may be affected because of the student's inability to make up the activities conducted during the class period.

ii) An excused absence shall be verified by the parent/guardian; emancipated student; or principal/designee.

iii) A student whose tardiness or absence is unexcused shall experience the natural consequences of his/her tardiness or unexcused absence. A student's grade may be affected if a graded activity, participation requirement, or assignment occurs during the period of time when the student is unexcused or tardy.

Legitimate excuses are:

1. Illness
2. Medical/dental appointment
3. Court Date
4. Bereavement for a close family relative
5. Pre-arranged absence

After School Hours

All students must be out of the building and off campus by 3:15 p.m. on Mon-Thurs and 12:15 p.m. on Friday, unless under the supervision of a teacher, coach, or advisor.

Check-out/Check-in Policy

Mount Ogden Junior High has a closed campus. Students must check-in and check-out through the Main Office. A parental contact via phone call (801-737-8606) or in-person must be made before the student leaves.

Pre-Arranged Absences

Any student who is leaving out of town will need to have prior approval. Before the absence, students must obtain and return to the attendance secretary a "Pre-Arranged Request" form signed by each teacher, parent/guardian, and administrator.

Parental Notification of Absences

MOJHS uses the district school messenger system to notify parents of student absenteeism. If parents are not aware of their students' absences or tardies they may call the attendance secretary for more information or check online.

Suspensions

Students are expected to make up assignments/homework/quizzes/tests missed while suspended. Before students return to class, they must reinstate with an administrator.

Tardies

Students are expected to be in class on time. Students will walk swiftly to class, and have all needed materials. Tardy sweeps are conducted every period. After the tardy bell, any students still in the halls should walk to class with an adult hall monitor. The attendance secretary will mark students tardy. Excessive tardies will be handled by the office and will follow the tardy consequence policy.

<u>Tardy</u>	<u>Consequence</u>
1st - 4th	Automated phone call home, reteach by teacher
5th	Parent notification from office, U citizenship grade in classes with 5+ tardies
10th - 14h	Lunch detention for each tardy 10 -14
15th - 19th	Social Skills Support during in school suspension in Student Support Center
20th	Out of school suspension
30th	Youth Court Referral

Truancies

Truancies occur whenever a student is out of class or school without permission. Parents may access their student's attendance records online via our district's student portal.

A parent or guardian may request instructional materials for a student if an accident or illness necessitates more than two consecutive days of absences. Homework requests for more than three days of absences may require a doctor's note. In cases of long-term illness, a request should be made to the administration for Home and Hospital instructions.

Truancy Description	Consequence
If the student is out of class for less than 15 minutes and returns back to class or is escorted back to class.	Written up as out of bounds by the teacher and parent is contacted.
If the student is out of class for more than 15 minutes and does not return to class or refuses to be escorted back to class.	Written up as truancy and will be suspended for the rest of the day or the following day.

Cell Phone Policy

Students are allowed to have cell phones and electronics. They are only allowed to use them in the halls, at lunch, or any other break that is non-instructional time. If you have an activity where you are going to allow a student to use their phone for an instructional purpose, you must monitor the use of the electronic device to ensure it is only used for instruction. If you see a student using their phone/electronic device in class that you did not authorize:

Cell Phone Policy

- Phone and earbuds/pods should be out of sight/put away at the beginning of class.

Consequences

- If a student has a cell phone out without permission, the teacher will require the student to put the phone in a safe storage place designated by the teacher. Students will be written up in Educator's Handbook, and the phone will be returned by the end of the class period.
- If the student refuses to give the phone to the teacher for safe-keeping (see above), the student will be sent to the SSC, where the phone will be kept in a safe storage space for the remainder of the day. Students can then pick up the phone at the end of the day.
- If the student refuses to give the phone to the SSC staff for safe-keeping (see above), an administrator will meet with the student, and a parent will be called to pick up the phone.

Citizenship Policy

The purpose of having a citizenship policy is to improve behavior and attendance at school and school-sponsored activities.

The citizenship grade will be determined by a student's behavior and attendance for each class.

Citizenship Grades

Honors (H) = No behavior issues, and no more than 1 absence/tardy per quarter.

Satisfactory (S) = No more than two documented Level I or Level II offenses, and/or a total of no more than 3 absences/tardies per quarter. Needs Improvement (N) = Three documented Level I or Level II offenses, or 1 documented Level III offense, and/or a total of 4 absences/tardies per quarter.

Unsatisfactory (U) = 4 or more documented Level I or Level II offenses, or 2 or more documented Level III offense, or 1 or more documented Level IV or Level V offense, and/or a total of 5 or more absences/tardies per quarter.

RAM Rules

Mount Ogden Junior High School Students Are:

Ready, Responsible, and Respectful

	Ready	Respectful	Responsible
Classrooms	<p>Be on time and prepared to work with materials and homework. (principled)</p> <p>Follow all staff directions the first time given. (principled)</p> <p>Give your best effort at school. (thinker)</p>	<p>Respect ALL: Yourself Your Peers Adults Property (caring)</p> <p>Listen when others are speaking, and speak when it is your turn. (communicator)</p> <p>Use professional language (principled, balanced, and communicators)</p>	<p>Keep hands, feet, and objects to yourself. (caring)</p> <p>Sit safely in your chair. (thinker)</p> <p>Know and follow classroom rules (knowledgeable/principled)</p> <p>Take care of your personal belongings, charge your Chromebook, and clean up after yourself. (caring)</p>
Bathrooms	<p>Get in and out as quickly as possible. (principled)</p> <p>Use inside voices. (communicator)</p> <p>Leave cell phone in the classroom. (principled)</p>	<p>Respect the privacy of others. (caring)</p> <p>Clean up after yourself. (caring)</p> <p>Return to class promptly. (principled)</p> <p>Report graffiti, damage, or disturbances to a staff member. (communicator)</p> <p>Use professional language (principled, balanced, and communicators)</p>	<p>Wash hands with soap every time. (balanced)</p> <p>Keep water in sinks. (caring)</p> <p>Enter and exit using stall door. (principled)</p> <p>Keep bathrooms clean. (caring)</p> <p>Use the bathroom in your assigned hall.</p>
Office Spaces	<p>Report to the desk and address the staff politely. (communicator)</p> <p>Wait quietly. (principled)</p>	<p>Use please, thank you, excuse me. (caring)</p> <p>Use professional language and tone. (principled, balanced, and communicators)</p>	<p>Wait patiently for your turn. (caring)</p> <p>Know your purpose and communicate clearly with office staff. (communicators)</p>

Cafeteria	Use appropriate and positive language. (reflective) Follow all staff directions the first time given. (principled) Invite others to join you. (open-minded)	Keep all food in the cafeteria. (principled) Clean up after yourself and the area around you. (caring) Eat your meal that was provided, (balanced) Use professional language (principled, balanced, and communicators)	Keep hands, feet, and objects to yourself. (caring) Walk at a safe pace. (principled) Enter through the back door and select a line (principled)
	Ready	Respectful	Responsible
Media Center	Follow all staff directions the first time given. (principled) Make good choices. (thinker) Come with a purpose and permission (principled)	Know and follow the rules and expectations (knowledgeable/ principled) Use professional language (principled, balanced, and communicators) Return materials to proper place (principled) Use books, computers and materials appropriately (caring)	Keep hands, feet, and objects to yourself. (caring) Responsibly use the computers (principled) Keep track of your belongings. (thinker)
Hallways	Walk. (balanced) Respect all hallway displays. (caring) Be conscious not to disturb working classrooms by being quiet. (principled) Have an appropriate purpose (principled)	Get to where you need to go in allotted time. (principled) Use professional language (principled, balanced, and communicators) Use your inside voice (communicators)	Keep hands, feet, and objects to yourself. (caring) Monitor the volume of your voice. (reflective) Proper hallpass color (principled) Report problems to a staff member. (communicator)
Auditorium	Follow all staff directions the first time given.	Raise your hand to alert your teacher if you need something.	Leave backpacks and personal items in the classrooms.

	(principled) Sitting in your assigned seat with your assigned group (balanced)	(communicator) Know and follow established procedures. (knowledgeable/principled) Respect the people on the stage by showing attention and kindness (caring) Use appropriate, professional and kind language. (caring)	(balanced) Take care of your auditorium by keeping feet off of seats and cleaning up trash and other materials before you leave. (Reflective) Enter and exit in an orderly manner.. (principled)
	Ready	Respectful	Responsible
Courtyard/ Outside	Use appropriate and positive language. (reflective) Follow all staff directions the first time given. (principled)	Clean up after yourself and the area around you. (caring) Use professional language (principled, balanced, and communicators) Respect ALL: Yourself Your Peers Adults Property (caring)	Keep hands, feet, and objects to yourself. (caring) Stay in the designated areas (principled)
Gymnasium/ Field (for events)	Sit in student section for the game (principled)	Using professional language (principled, balanced, and communicators) Be mindful of those around you. (principled, balanced) Meeting the voice level expectation for the activity (Anthem - 0, Rams Games Directions - 0, Introduction of Players - 0 then 4, Cheering for Team - 2-4) (Communicators, Balanced) Cheer for your team and be respectful of the other team during introduction of athletes. (Communicators, and	Clean up what you bring in and consider picking up other items you might see. (Caring) Stay in the area the event is being held. (Principled)

		Balanced)	
Online	Have a charged chromebook and bring your charger. (principled) Be in your assigned online location (principled)	Respect ALL: Yourself Your Peers Adults Online Work (caring) Keep chromebook half closed when teacher is instructing (principled, balanced, and communicators) Use professional and kind language. (caring) Be aware and report cyberbullying. (caring, principled)	Keep your passwords private (caring) Complete and submit work. (knowledgeable) Be aware of your digital footprint and think before you post (Balanced)

Hall Passes

Each teacher will have an assigned hall pass. Use of the hall pass should be kept under ten minutes and should never occur during the first and last ten minutes of a period. Students should never be sent to another class, the main office, counseling office, media center, or any other location without a hall pass. Any student out of class without a hall pass is considered truant.

Dress Code

Dressing for success is our goal at Mount Ogden Junior High. We request your assistance in maintaining a positive and productive environment conducive to learning and education. The purpose of our dress code is to create a safe, respectful, professional, and distraction-free learning environment.

Offensive or obscene clothing is not allowed at school, including slogans or logos that depict or endorse controlled substances, alcohol, drugs, tobacco, foul/profane/abusive language, sexual overtones, or violence.

Bare midribs, low cut shirts, or other revealing clothing will not be worn at school. Tank tops and halter tops will not be worn, and any sleeveless shirt or blouse will need to be four fingers' width across the shoulder. Shorts and skirts should be closer to the knee than to the top of the leg. No sagging pants; underclothing should not be visible.

Sunglasses may not be worn indoors at school. While caps and "beanies" may be worn at school, hoods on jackets/hoodies are prohibited. Shoes will be worn at all times. Students may not wear slippers, pajamas, or gloves while indoors. Any gang

associated attire is prohibited (bandanas, hats, gang colors, etc). Any clothing or accessories that could be potentially dangerous are prohibited, including loose chains or spiked clothing/accessories. Any clothing or accessories depicting violence, profane or obscene language, inappropriate images, or illegal activities/substances are strictly prohibited.

If a student wears inappropriate clothing, he/she will be asked to change into something appropriate. Disciplinary intervention, including a parent conference when necessary, may be imposed for noncompliance with the listed expectations. A student who chooses to wear inappropriate clothing will be given a choice of calling a parent to bring something appropriate, or wearing clothing provided by the school. Make a commitment to be a positive representative of Mount Ogden Junior High, and dress for success!

Grading Policy

Letter	Min Percent	Max Percent
A	94	100
A-	90	93.9
B+	86	89.9
B	82	85.9
B-	78	81.9
C+	74	77.9
C	70	73.9
C-	66	69.9
D+	62	65.9
D	58	61.9
D-	54	57.9
F	0	53.9

Advisory

Advisory is scheduled every Friday. It is important to attend Advisory as they deliver important information and extra specialized support for students.

Each week will be focused on:

1. **Advisory Lessons-** These lessons will be provided to the Advisory Teachers
2. **Grade Checks-** Advisory teachers will conduct grade checks with their advisory students
3. **Goal Setting-** Advisory teachers will have students set goals for their grades,

attendance, etc.

Student Celebrations and Rewards

We at Mount Ogden recognize the importance of celebrating positive behavior and the impact it may have on a student's self-esteem. The following are programs that have been implemented for such celebrations. Individual teachers may also add rewards and celebrations on a classroom level.

Ready, Responsible, Respectful

Students can earn tickets each class period

Examples of what students can earn tickets for:

Be READY:

On time

Specific class materials ready

In seat at bell, bell-work started

Be RESPONSIBLE:

Follow directions

Put materials back where they belong

Help others

Take notes

Be RESPECTFUL:

Professional language

Raise hand to speak

No electronics

Dress code

Hands to self

Getting along

Ram Reward Tickets- Following rules in the halls and other common areas.

Every Friday: Ram Tickets redeemed during Advisory. Students will fill out an order form during Advisory and will receive their prize the next week during Advisory.

No Tardy Prizes

No Tardy Party

Student of the Month

Honor Roll

Teacher Classroom Celebrations and Awards

Behavior Infractions

Student misconduct will be met with disciplinary action that ranges in severity according to the nature of the misconduct. Disciplinary action will focus on restorative justice practices that attempt to rehabilitate and teach students appropriate conduct rather than punitive practices that serve to only punish. However, restorative justice is

not always an appropriate response to certain misconduct that is severe and dangerous to others. Ogden School District reserves the right to determine the most appropriate discipline for a student with the range of options provided for below under each level of infraction, and based on the following set of aggravating and mitigating student factors:

Aggravating Factors	Mitigating Factors
<ul style="list-style-type: none"> ● Repeat offense of the same nature ● The offense occurred close in time to the previous offense ● Persons were physically or emotionally harmed ● Intent to harm ● Physical capability to harm ● The offense was egregious 	<ul style="list-style-type: none"> ● First time offense or first time offense of that nature ● No intent to harm ● No one was hurt, either physically or emotionally ● No physical capability of harm ● The offense was no egregious

The acts of misconduct described in each level are not intended to be comprehensive, particularly the minor infractions (Level I and Level II and some Level III). Teachers and administrators reserve the right to impose appropriate disciplinary action regardless of whether the particular act of misconduct is identified below.

The disciplinary action described in each level is also not intended to be comprehensive. Provided the discipline is within the range of the minimum to maximum disciplinary action, an administrator or teacher may impose appropriate disciplinary action not described below. Also more than one of the described disciplinary actions may be imposed for a single incident so long as it does not serve to dramatically increase the consequence. For example, a student may be suspended for 3 days and also be referred to Youth Court of an L3 infraction. A student may not be given out-of-school suspension for less than 9 days plus an additional out of school suspension for 9 days.

Level I - Infractions
(Must be entered in Educator’s Handbook usually as a Minor)

These actions of misconduct include those student behaviors which are generally described as mildly disruptive, but which disrupts the safe and orderly educational process in the classroom, on school grounds, or at any school related function or activity.

- Disruptive Behavior
- Failure to carry out directions
- Out of bounds
- Misuse of materials (e.g. writing on desks, use of another's property, etc.)
- Violation of the Dress Code Policy 9.308
- Littering
- Mild Physical Contact
- No in possession of ID (if required) - must be visibly wearing the ID above the waist
- Tardiness to classes in junior high or high school
- Use of profanity or name calling

Disciplinary Action: Disciplinary action will take into consideration both aggravating and mitigating factors as described above.

Minimum Discipline for L1 Infraction: Redirect/Re-teach by classroom teacher

Maximum Discipline for L1 Infraction: Office referral

Continuum of Discipline:

- Redirection/Re-Teaching
- Staff Intervention
- Think-time
- Time owed
- Loss of privileges
- Parent Contact
- Teacher-Student-Parent Conference
- Officer referral
- Detention (lunch, after school, recess)

Level II - Infractions

(Must be entered in Educator's Handbook usually as a Minor)

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

Acts of Misconduct - Level II

- Cheating on homework assignments
- Displaying disrespect/insolence, leaving the classroom without permission, refusing to show/no ID, etc.
- Repeated tardiness in junior high and high school (failure to respond to

intervention/support plan)

- Harassment, verbal/physical (non-sexual)
- Leaving school grounds without permission
- Loitering (being in a location on school grounds without permission during or after school)
- Possession, posting or distributing unauthorized materials on school grounds
- Throwing potentially dangerous objects (snowballs, stones, pencils, etc.)
- Participating in unacceptable physical contact that does not rise to the level of a fight (intent matters; rough horseplay, consensual kissing-inappropriate display of affection-etc.)
- Unauthorized use of electronic devices. For elementary, this means using or having a personal electronic device on school campus, on the bus, or at a school sponsored activity unless specifically permitted by the building principal. For Secondary: having devices out and turned on during instructional time; using a device that disrupts or detracts from the educational environment; using cellular phones or other devices in the classroom, media center, or during fine arts performances, leaving the classroom in response to devices, unless with the approval of school principal, teachers, or in the case of emergency.
- Lying to teacher or other school staff
- Theft of minor objects (value less than \$50)

Disciplinary Action: Disciplinary action will take into consideration both aggravating and mitigating factors as described above.

Minimum Discipline for L2 Infraction: Redirect/Re-teach by classroom teacher and parent notification

Maximum Discipline for L2 Infraction: Out-of-school suspension for 1 day

Continuum of Discipline:

- Staff intervention
- Redirection/Re-teaching
- Think-time
- Time owed
- Loss of privileges
- Teacher-student-parent conference
- Office referral
- Referral to CHAT
- Detention (lunch, after school, recess)
- In-School Suspension (1-3 days)
- Out of school suspension (1 day)

**Level III - 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 playground, or at any school related function or activity. This includes, but is not limited to the following:

Acts of Misconduct - Level III

- Cheating/plagiarism on tests, exams, or school projects that is more than simple homework assignment (in this instance the student will receive a failing grade on that particular assignment).
- Chronic tardiness in junior high or high school (failure to respond to revised intervention/support plan)
- Dangerous/destructive behavior in any educational setting including school bus, vehicle, etc.
- Damage to property...
- Forging signatures of parents/teachers, etc.
- Interfering with school authorities or programs causing a substantial and material disruption to the environmental education through walk-outs, boycotts, sit-ins, or trespassing
- Smoking/vaping/chewing/using/possession of tobacco and/or nicotine products (this includes all use of e-cigarette), possession of a lighter
- Truancy - failing to attend class without a valid excuse
- Using obscene, indecent, biased language or behavior; including racial slurs, offensive gestures, flashing gang signs, etc.
- Verbal assault (abusive or profane language directed explicitly at students or staff)
- 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)
- Insubordination - Disrespect and insolence when refusing to comply with directives, including use of profanity directed at adults. Conduct that rises above L2 disrespect
- Repeated violation of student dress code

Disciplinary Action: Disciplinary action will take into consideration both aggravating and mitigating factors as described above.

Minimum Discipline for L3 Infraction: Parent-Teacher Conversation

Maximum Discipline for L3 Infraction: Suspension for 4 days

Continuum of Discipline:

- Parent-Teacher Conference/Parent-Counselor Conference (with or without student)
- Loss of privileges
- Office referral for administrative intervention
- Referral to CHAT

- Detention for 1-3 days (lunch, after school, recess)
- In-School Suspension for 1-5 days
- Referral to smoking cessation course (for smoking infractions only)
- Payment of a fine (for smoking infractions only)
- Youth Court Referral
- Out of school suspension for 4 days*
 - *requests for out of school suspension exceeding 4 days must be in writing to Student Advocacy Services within 24 hours.

Continuation of Level III- Infractions

Bullying is defined in Utah Code 53G-9-601 as intentionally committing a written, verbal, or physical act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of: (a) causing physical or emotional harm to the school employee or student (b) causing damage to the school employee's or student's property; (c) placing the school employee or student in reasonable fear of (i) harm to the school employee's or student's physical or emotional well-being; or (ii) damage to the school employee's or student's property; (d) creating a hostile, threatening, humiliating, or abusive educational environment due to (i) the pervasiveness, persistence, or severity of the actions; or (ii) a power differential between the bully and the target; or (e) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

Cyberbullying is defined in Utah Code 53G-9-601 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.

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.

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 - Level IV

- Disorderly Conduct (fighting)
- Gang behavior/activity
- Hazing*
- Inciting a fight (includes promoting/advocating for the fight verbally, online, filming and/or posting/sharing, etc.)
- Making a false report of sexual harassment
- Petty Theft (items valuing \$5- to \$500)
- Possession of a lighter or incendiary device with intent to harm person or property
- Possession and/or sale of stolen property
- Possessing/Accessing sexually explicit material (pictures, writing, paraphernalia, etc.)*
- Physical/emotional harassment (includes but is not limited to repeated bullying and cyberbullying and other ongoing/repeated efforts to harm physically or emotionally)
- Sexual Harassment*
- Use of intimidation, coercion, extortion, force, or threat (Bullying/Cyberbullying)*
- Accessing VPN (Virtual Private Network) and/or bypassing Internet filters

*These infractions must be reported to an administrator and District IT Department for immediate investigation

Disciplinary Action: Disciplinary action will take into consideration both aggravating and mitigating factors as described above.

Minimum Discipline for L4 Infraction: Office referral and parent/administrator conference

Maximum Discipline for L4 Infraction: Recommendation for long term suspension or removal

Continuum of Discipline:

- Conference with teacher/counselor, student, parent
- Loss of privileges
- Referral to CHAT
- Law enforcement referral
- Service restitution
- Youth Court Referral

- CASE Team Referral
- Out of school suspension for 1-9 days*
 - *requests for out of school suspension exceeding 4 days must be in writing to Student Advocacy Services within 24 hours.
- Out of school suspension for 10 or more days (subject to a due process hearing)
- Removal to an alternative school setting (subject to a due process hearing)

Continuation of Level IV- Infractions

Hazing is defined in Utah Code 53G-9-601 as intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that: (A) endangers the mental or physical health or safety of a school employee or student; (B) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; (C) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or (D) involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; AND (A) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club, or event; or (B) is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates.

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

Level V - Infraction

(Must be entered in Educator's Handbook and SIS; parent/guardian contact required; CASE Team 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:

Acts of Misconduct - Level V

- Aggravated assault (assault with a weapon, jewelry, brass knuckles, etc.)
- Arson
- Assault and battery
- 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
- False activation of fire alarms, bomb threats, etc.
- 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
- Possession, threat or attempted use or concealing of a weapon or item which may be considered to be used as a weapon
- The actual or threatened use of a look-a-like weapon with intent to intimidate another person or to disrupt normal school activities
- Theft (items valuing more than \$500)
- Sexual crimes, sexually explicit activities
- Vandalism - criminal damage to property
- Any other illegal behavior or criminal conduct

*Above items might require investigation and reasonable searches of buildings, lockers, and persons. See Board Policy 9.303 for guidance.

Disciplinary Action: Disciplinary action will take into consideration both aggravating and mitigating factors as described above.

Minimum Discipline for L5 Infraction: Referral to law enforcement and out of school suspension for 1 day

Maximum Discipline for L5 Infraction: Expulsion (subject to due process hearing)

Continuum of Discipline:

- CASE Team Referral
- Recommendation for long-term suspension 10 or more days (subject to due process hearing)\
- Removal to alternative school setting (subject to due process hearing)