

BAGDAD UNIFIED SCHOOL DISTRICT #20



GUIDELINES FOR STUDENT

BEHAVIOR

2014-2015

Dear Parents and Staff:

A school discipline committee was formed to provide input into the development of guidelines for student behavior in grades PK-12. The following document is the result of such efforts. The following 'Guidelines' are broad general guidelines for all students in grades PK-12 who attend school in the Bagdad Unified School District #20.

Codes of conduct and guidelines for appropriate conduct and resultant consequences may vary from grade to grade. These guidelines include a range of actions (minimum to maximum) that can be used for violations of these guidelines. Parents and students should be aware that this booklet only describes the major problem areas. At any time, students may be counseled by teachers or administrators regarding their behavior. If this occurs, students will be informed as to what they must do to make their behavior acceptable. Possible consequences, if needed, will also be explained. Rules and regulations that govern student conduct in the Bagdad Elementary, Middle School, and High School must fit within the broad guidelines contained within this document. The respective school personnel involved will present specific behavior guidelines to each student and parent at the beginning of each school year.

Sincerely,

BHS Administration

Guidelines for Student Behavior

Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school to learn and participate in social activities seldom have problems with school rules. They have a good attitude toward school. Unfortunately, some students do not have good attitudes. The behaviors of these students create problems for everyone.

This booklet describes the major problem areas that Bagdad Unified School District #20 cannot tolerate. Students who involve themselves in these problem areas will receive corresponding disciplinary action, also listed in this booklet. In cases of serious disciplinary action, students are protected by due process. This process guarantees that no action will be taken against the student until everyone involved has presented all the facts and judgment has been made.

Students should be aware that this booklet only describes major problem areas. At any time, teachers or administrators may counsel students regarding their behavior. If this occurs, students will be informed as to what they must do to make their behavior acceptable. Possible consequences, if needed, will also be explained.

We suggest you place this booklet in a safe place after reading it carefully. This basic code of conduct is designed to support, not stifle, students. We hope it will help provide you with a school you are proud and safe to attend with an atmosphere where you have freedom to learn.

PROBLEM AREAS

TARDINESS

Arriving to class late.

UNEXCUSED ABSENCE & "Ditching"

Any absence, which has not been excused by a parent or guardian with the office.

DEFIANCE

Refusal to comply with or follow reasonable requests and instructions of school personnel.

DISORDERLY CONDUCT & PROFANITY

Disruptive conduct or behavior in school or at a school sponsored activity.

DRESS CODE

Failure to observe the approved School dress code.

VANDALISM

Destroying, defacing property
Belonging to anyone or anything.

FIGHTING

Engaging in or threatening physical or contact to inflict harm.

BULLYING

Using threats, intimidation or harassment of another person at school or activity.

AUTOMOBILE

Driving a vehicle to school or school sponsored function.

SCHOOL BUS

Not following bus rules.

CHEATING OR PLAGIARISM

Academic dishonesty or copying another's work for a grade.

THEFT

Taking property that does not belong to you.

DRUGS

The use, possession, or distribution of any form of drug on school property or activity.

PHYSICAL ASSAULT

Physical attack upon another person who has not provoked it.

ALCOHOL

the use, possession, distribution on school property or activity.

PORNOGRAPHY

the possession or distribution of pornographic material at school or sponsored activity.

RELATIONSHIP BETWEEN PROBLEM AREA AND DISCIPLINARY ACTION

DISCIPLINARY ACTIONS

INFORMAL TALK

A school official (teacher, administrator) will talk to the student and try to reach an agreement on how the student will behave.

CONFERENCE

A formal talk between all parties. During this talk the student must agree to correct his/her behavior. Consequences explained.

PARENT INVOLVEMENT

Parents are notified by a school official and a conference may be held. Consequences are explained and recorded.

LOSS OF EXTRA-CURRICULAR ACTIVITY

Student maybe barred from participating in a school sponsored activity.

DETENTION

The student is assigned make-up or consequence time to be supervised by a school official after regular hours.

FRIDAY SCHOOL

Students will be expected to attend a silent study hall from 12:40pm—4pm.

SHORT TERM SUSPENSION

The student is suspended for 1-9 days after due process is followed and parents are notified. **Recorded in student's file.**

LONG TERM SUSPENSION

The student is informed that he/she is subject to 10 or more days of suspension. Parents are notified and a due process hearing is held by the administration. **Recorded in student's file.**

SUMMARY TERM SUSPENSION

The student is immediately suspended for an indefinite period of time due the safety of others. Parents are notified and a due process hearing is held.

EXPULSION

A parent conference and due process hearing is held and reasons for expulsion are explained. Recommendation is forwarded to the Superintendent for review and final decision. **Recorded in student's file.**

Problem Area	Range	Action to be taken	
		FIRST OCCURRENCE	REPEATED OCCURENCES
LATENESS, MISSING FOR, OR LEAVING CLASS WITHOUT PERMISSION OR EXCUSE	MINIMUM	Informal talk	Parent involvement Vol. Service hours
	MAXIMUM	Short-term Suspension	Long-term suspension
EXCESSIVE ABSENTEEISM	MINIMUM	Informal Talk	Parent involvement, loss of credit
	MAXIMUM	Parent Involvement, loss of credit	See ARS 15-841 (B) for Restrictions, etc.
CHEATING/PLAGIARISM	MINIMUM	Informal Talk	Parent Involvement
	MAXIMUM	Loss of Grade	Failing of Course
INSUBORDINATION	MINIMUM	Informal Talk	Parent Involvement
	MAXIMUM	Short term suspension	Long term suspension
OBSTRUCTING INVESTIGATION	MINIMUM	Informal Talk	Short term suspension
	MAXIMUM	Long term suspension	Expulsion
INSULT/VERBAL ABUSE OF FACULTY/STAFF	MINIMUM	Parent involvement Vol. Service hours	Short term suspension
	MAXIMUM	Short term suspension	Long term suspension
ASSAULT OF FACULTY/STAFF	MINIMUM	Short term suspension	Long term suspension
	MAXIMUM	Expulsion	Expulsion
FIREARM, EXPLOSIVE DEVICE, OR KNIFE ON SCHOOL GOUNDS	MINIMUM	One year suspension or Expulsion	One year suspension or Expulsion
	MAXIMUM	One year suspension or Expulsion	One year suspension or Expulsion
GAMBLING	MINIMUM	Informal Talk	Parent involvement Vol. Service hours
	MAXIMUM	Short term suspension	Long-term suspension
ENDANGERMENT	MINIMUM	Parent involvement Vol. Service hours	Short term suspension
	MAXIMUM	Short term suspension	Long term suspension

RELATIONSHIP CONTINUED

Problem Area	Range	Action to be taken	
		FIRST OCCURRENCE	REPEATED OCCURRENCES
ARSON	MINIMUM	Short term suspension	Long term suspension
	MAXIMUM	Expulsion	Expulsion
MALICIOUS MISCHIEF	MINIMUM	Informal Talk	Parent Involvement
	MAXIMUM	Long term suspension	Expulsion
PUSHING, SELLING, GIVING NON-PRESCRIBED DRUGS, ALCOHOL, AND/OR DRUG PARAPHERNALIA	MINIMUM	Short term suspension and Expulsion hearing	Expulsion
	MAXIMUM	Expulsion	Expulsion
PARTY TO, POSSESSION OF, USE OF NON-PRESCRIBED DRUGS	MINIMUM	10 day suspension, 7 days set aside if student agreed to counseling	Long term suspension
	MAXIMUM	Long term suspension	Expulsion
TOBACCO	MINIMUM	Short term suspension	Long term suspension
	MAXIMUM	Long term suspension	Expulsion
GIVING FALSE INFORMATION OF DISHONESTY	MINIMUM	Parent Involvement	Short term suspension
	MAXIMUM	Short term suspension	Long term suspension
RESISTING AUTHORITY	MINIMUM	Parent Involvement	Short term suspension
	MAXIMUM	Long term suspension	Expulsion
FORGERY	MINIMUM	Informal talk	Short term suspension
	MAXIMUM	Long term suspension	Long term suspension
VIOLATION OF GOVERNING BOARD RULES/POLICIES	MINIMUM	Informal Talk	Short term suspension
	MAXIMUM	Short term suspension	Long term suspension
DISTURBING A SCHOOL MEETING/ACTIVITY	MINIMUM	Informal Talk	Parent Involvement
	MAXIMUM	Short term suspension	Long term suspension
ETHNIC SLURS	MINIMUM	Informal Talk	Short term suspension
	MAXIMUM	Short term suspension	Long term suspension

RELATIONSHIP CONTINUED

Problem Area	Range	Action to be taken	
		FIRST OCCURRENCE	REPEATED OCCURRENCES
VULGAR/OBSCENE LANGUAGE/GESTURES	MINIMUM	Informal Talk	Parent Involvement Vol. Service hours
	MAXIMUM	Short term suspension	Long term suspension
DISTURPTIVE CLASSROOM BEHAVIOR	MINIMUM	Informal talk	Parent Involvement / Detention
	MAXIMUM	Short term suspension	Long term suspension
ENGAGING IN LEWD BEHAVIOR	MINIMUM	Informal talk	Parent Involvement / Detention
	MAXIMUM	Long term suspension	Expulsion
WEAPONS (OTHER THAN FIREARMS, EXPLOSIVES, KNIVES)	MINIMUM	Short term suspension	Long term suspension
	MAXIMUM	Expulsion	Expulsion

The illustrations above and on previous pages show the possible types of disciplinary actions to be taken for each problem area. Minimum and maximum actions are listed as well as actions for first occurrence and actions for repeated occurrences. A student's previous record of behavior will be taken into consideration before any action is taken in reference to the minimum or maximum actions. Such factors as the length of time since the student's last problem, their attitude, and that of the parents or guardian, etc. will also be taken into account by school officials in determining actions to be taken.

RELATIONSHIP CONTINUED

Problem Area	Action to be taken		
	Range	FIRST OCCUR- RENCE	REPEATED OC- CURENCES
Creating a hazardous or offensive condition	MINIMUM	Parent Involvement	Short term suspension
	MAXIMUM	Long term suspension	Expulsion
HARASSMENT/ THREATS/ VERBAL ABUSE	MINIMUM	Informal Talk	Parent Involvement Vol. Service hours
	MAXIMUM	Long term suspension	Expulsion
SLANDER	MINIMUM	Informal Talk	Parent Involvement
	MAXIMUM	Short term suspension	Long term suspension
EXTORTION	MINIMUM	Parent Involvement	Short term suspension
	MAXIMUM	Long term suspension	Expulsion
PHYSICAL ASSAULT	MINIMUM	Parent Involvement	Short term suspension
	MAXIMUM	Long term suspension	Expulsion
IMPROPER SEXUAL AD- VANCES	MINIMUM	Parent Involvement	Short term suspension
	MAXIMUM	Long term suspension	Expulsion
FIGHTING	MINIMUM	Parent Involvement	Short term suspension
	MAXIMUM	Long term suspension	Expulsion
HAZING	MINIMUM	Parent Involvement	Detention
	MAXIMUM	Long term suspension	Expulsion
OBSTRUCTION PEDESTRI- ANS OR VEHICLES	MINIMUM	Parent Involvement	Detention
	MAXIMUM	Short term suspension	Long term suspension
VANDALISM	MINIMUM	Parent involvement Vol. service hours	Short term suspension
	MAXIMUM	Long term suspension/ restitution	Expulsion/Restitution
THEFT	MINIMUM	Parent Involvement	Short term suspension
	MAXIMUM	Long term suspension	Long term suspension

YOUR RIGHTS—DUE PROCESS

This pamphlet has explained the major disciplinary problems areas and the actions that will result for this students who cannot live by the rules. All students are entitled to due process. This means there are certain procedures that school officials must follow prior to taking appropriate disciplinary action. There are also procedures that students must follow if they do not agree with the school's actions.

Hopefully, students will never be a situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures. The following summary is only to acquaint students and parents that such a procedure exists.

SUSPENSIONS AND EXPULSIONS

Procedure for Suspension of Students from One to Nine School Days Inclusive

Step 1:

A student will be granted an informal hearing where he/she will receive notice, written or oral, of what he/she is accused of doing and the evidence the principal has to the alleged misconduct. Once the student has received notice, he/she will then be asked to explain his/her version of the situation and facts.

The Building Administrator will make every reasonable effort to verify all facts and statements prior to making a judgment involving any disciplinary action affecting the rights of a student.

Step 2:

After this informal hearing, the authority may suspend the student up to nine school days, choose another disciplinary alternative, or exonerate the student. A written record of this action will be kept on file if the student is not exonerated.

Step 3:

If suspension is involved, then the following procedures will be observed.

- a) A reasonable effort will be made to notify the parents or guardian before the student is allowed to leave campus. If unable to locate the parent, then the notice may be delivered by the suspended student.
- b) A letter will be written in a reasonable and timely manner to the parents or guardian explaining the terms and reasons for the suspension and the dates involved.
- c) The authority will keep a complete and accurate record of the total procedure.
- d) All suspensions will be reported to the Governing Board within five days as per ARS 15-843

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right however is balanced by the school's responsibility to protect the health, safety, and welfare of all of its students.

School employees may conduct searches when they have reason to suspect that the health, safety, and welfare of the students may be in danger. Any school employee making a search or seizure will follow these guidelines.

1. General searches of school property (including personal items found in school property) may be conducted at any time when there is a reasonable cause for school employees to believe that something that violates a school rule is on school property. This search of school property may be made without the student being present.
2. Any item or other possession reasonably determined to be a threat to the safety, security of others, or that might possibly interfere with school purposes may be seized by school employees.
3. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's locker or person.
4. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person items that may interfere with school purposes or that violate school rules.
5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety, and welfare of all students.

Procedure for Suspension for Over Nine Days or Expulsion

Step 1:

A student will be granted an informal hearing where he/she will receive notice, written or oral, of what he/she is accused of doing and the evidence the principal has to the alleged misconduct. Once the student has received notice, he/she will then be asked to explain his/her version of the situation and facts. The authority will make every reasonable effort to verify facts and statements prior to making a judgment.

Step 2:

If, on the basis of the informal hearing or primary investigation, the student appears to be guilty of the misconduct he/she may be removed from the contact with the other students by temporary suspension.

If the offense is one that will result in a suspension of over nine days, the authority will set up a formal conference with the student's parents or guardian. If a clear and present danger to himself/herself or others or school property is present, then the student may be immediately suspended for not more than nine days pending the formal conference during which time he/she will be allowed to continue his/her academic assignments.

The parent or guardian will be notified before the student is allowed to leave the campus. If unable to locate the parents, the student may be isolated until regular dismissal time and then given a written message to the parent to be delivered by the suspended student. The parent will be asked to call for an appointment and the student is not to return to campus without being accompanied by his/her parent.

Step 3:

A formal letter to the responsible parent or guardian will be sent with the student asking for the parent or guardian to make an appointment with the principal within two days of the suspension. This letter will explain:

- a) Nature of the offense(s)
- b) Names of the school personnel involved in the case
- c) Conclusions reached after the preliminary investigation
- d) Extent of the punishment recommended: and
- e) Date, time and place of the formal parent conference

Every reasonable attempt will be made to be certain that the student delivers this letter to the parent or guardian. A telephone conference will be held making the parent aware that the student is delivering the letter.

Step 4:

A formal parent conference will be scheduled. At the formal conference, all aspects of the situation will be reviewed and discussed. At the conclusion, the Principal imposes a disciplinary action and makes recommendation to the Superintendent for final disposition.

SUSPENSION AND EXPULSION OF STUDENTS

Generally, all Students should expect to be disciplined pursuant to the same standards of conduct and due process procedures. Suspensions are enforced as a last means of dealing with a student's misbehavior, or when a student commits a major infraction of the School's Code of Conduct. Suspensions will be implemented as a penalty for an accumulation of discipline referrals during the course of a specific grading term or during a given semester. The cumulative consequences system begins again each semester.

At specific times during the course of a school year, a student may be warned that if their behavior does not improve, he/she may be recommended for suspension or expulsion.

APPEAL

The student and their parents or guardian may appeal decisions made by the Principal to the Superintendent..

Decisions of the District Superintendent may be appealed to the Governing Board.

Decisions of the Governing Board are final.



DECISION OF THE PRINCIPAL

1. At the conclusion of the hearing, the Principal may make a preliminary determination as to whether discipline will be imposed. If the preliminary determination is that discipline will be imposed, the principal may immediately suspend the student for up to two days to enable the Principal to review the evidence and render a written decision.
2. The Principal will render a written decision. The decision, or a copy thereof, will be mailed to the student and his/her parent(s) within three school days after the hearing. If the decision is to impose a Long Term Suspension or Expulsion, a recommendation will be made to the Superintendent. The recommendation will include the following:
 - a) Name of the student and state the date of the hearing;
 - b) Describe the behavior that resulted in the Long Term Suspension or Expulsion; and
 - c) State the discipline imposed and the restrictions on the student's presence on campus and at school activities.