

WATERLOO HIGH SCHOOL

CODE OF CONDUCT

Students' Bill of Rights

Each student has the right to:

- go through every day free of verbal harassment
- learn without interruptions
- be treated with courtesy at all times
- expect the safekeeping of his or her belongings
- work in a clean area, with a clean desk, and textbooks
- go through every day without being hit, punched, or threatened by others
- have his/her ideas respected

Students' Bill of Rights Responsibilities

Each student has the responsibility to:

- act and speak so that the feelings of others are not hurt and the rights of all are maintained
- act and speak in a way that is not offensive to others
- contribute to making the best learning environment for students and the best teaching environment for teachers and other staff members
- Report weapons, alcohol, and drugs to a teacher or administrator

Parental Bill of Rights Responsibilities

Every parent/guardian of a student enrolled in the Waterloo High School is the school's partner in enforcing the standards for student conduct. The parent/guardian has the right and the responsibility to:

- form a partnership with the school to encourage their child to achieve established standards of academic performance
- participate with the school in reinforcing positive student behavior
- discuss the improvement of the student's behavior

Teacher Bill of Rights Responsibilities

Every teacher has the responsibility to:

- follow all outlined procedures consistently and fairly
- serve as a positive role model at all times

Regulations for Maintenance of Order on School Property:

Students will:

- promote the health and safety of others
- contribute to safe and orderly activities held on school property.
- abide by school rules related to the prohibited possession and use of alcohol, and/or other drugs on school property
- refrain from possession of firearms, fireworks, explosives, dangerous chemicals, or any other weapons on school property
- use lockers for storage of appropriate school supplies and materials
- identify themselves when requested to do so by school staff
- comply with direction of school personnel acting in the performance of their duties
- respect school property
- use school facilities with appropriate permission and respectfully
- refrain from possessing or using tobacco products on school property
- refrain from use or possession of e-cigarettes, vaping instruments on school property
- use electronic devices (e.g., iPod/MP3 player, beats/headphones/ear buds, cell phones, etc.) in designated areas and during designated times
- support the free flow of traffic, both pedestrian and vehicular

Inspecting School Lockers

All lockers at the high school are owned by the school and are used by the students as a privilege. The school has the right to inspect the inside of any locker at any time during the school year.

Disciplinary Actions

Students must be fully aware of the type of behavior expected of them and the consequences of not exhibiting proper behavior. Staff personnel who are responsible for administering the rules must be given flexibility to consider all factors before making a decision. Since there are always varying degrees of infractions and a multitude of circumstances surrounding these infractions, fairness is best served by establishing “categories” of behavior based on their seriousness. A suggested range of actions rather than a mandated action is outlined for each category.

At any point in the disciplinary procedure, the teacher, parent/guardian, or administrator may refer the student to in-school counseling. Restitution may be used as part of a range of actions at any time, if deemed appropriate.

The various types of disciplinary actions are described at the end of this section.

Category-1 Behavior

An infraction in this category occurs within the classroom, school functions and in areas of direct supervision. This infraction is addressed and acted upon by the teacher or other person in charge in order to maintain the proper learning environment. Examples of infractions in this category may include but are not limited to the following:

- Inappropriate language
- Physical or verbal actions which interfere with the learning environment
- Lateness for class
- Unprepared for class

Disciplinary Action for Category-1 Behavior

Initial Infraction(s) – teacher will use professional judgment in determining the consequences for these infractions. Range of actions:

- Warning to student
- Parent/guardian notification
- “Choices Planning Room” for those interfering with the learning of others

Subsequent Infractions – teacher will confer with the principal/assistant principal in determining the consequences for continued infractions within the classroom. Range of actions:

- Teacher detention (may be more than one day)
- Parent/guardian conference
- Upgrade to Category-2 behavior
- Upgrade to Category-3 behavior

Category-2 Behavior

Infractions in this category may include but are not limited to:

- Continued classroom misbehavior
- Continued use of inappropriate language
- Aggressive “horseplay”
- Continued lateness for class
- Skipping teacher detention
- Cheating or lying
- Refusing to comply with the reasonable request of staff personnel

Disciplinary Action for Category-2 Behavior

Initial Infraction(s) – Teacher and principal/assistant principal will use proper judgment in determining the consequences for this infraction(s). Range of actions:

- “Choices Planning Room” for those interfering with the learning of others
- Parent/guardian conference
- Administrative detention (may be more than one day) with parent/guardian notification

- Restrictions from school activities as specified by the principal/assistant principal
- Subsequent Infractions** – Teacher and principal/assistant principal will use professional judgment in determining the consequences for continued infractions. Range of actions:

- Restrictions from school activities as specified by the principal/assistant principal
- Upgrade to Category-3 behavior
- Upgrade to category-4 behavior

Category-3 Behavior

Infractions in Category-3 may be reported to the local law enforcement agency. Infractions in this category may include but are not limited to:

- Physical or verbal fighting
- Theft, extortion, or possession of stolen property
- Intentional destruction or defacement of school property or the property of others
- Skipping or leaving school
- Repeatedly skipping teacher detention
- Excessive referral to the “Choices Planning Room”
- Use or possession of tobacco products/vapes, etc.
- Bullying/cyber-bullying

Disciplinary Action for Category-3 Behavior:

- Parent/guardian conference
- Administrative detention (may be more than one day) with parent/guardian notification
- Restrictions from school activities as specified by the principal/assistant principal
- In-School Suspension (may be more than one day)
- Upgrade to Category-4 behavior
- PINS petition filed by school administrator
- Out of school suspension

Category-4 Behavior

Infractions in Category-4 may be reported to the local law enforcement agency and referral made to the Department of Social Services for professional assistance. Infractions in this category may include but are not limited to:

- Activities involving drugs or paraphernalia, alcohol, vaping, or weapons
- Robbery
- Assault
- Refusing to comply with principals or administrators reasonable request

Disciplinary Action for Category-4 Behavior

- Parent/guardian conference
- Administrative detention with parent/guardian notification
- Restrictions from school activities as specified by the principal/assistant principal

- In-School Suspension
- Out-of-School Suspension
- Referral for counseling services
- Referral for alternative education
- Superintendent’s Hearing
- Long-term suspension
- PINS petition filed by school administrator

Types of Disciplinary Action

Choices Planning Room (CPR)

This is used at the discretion of the teacher any time a student is seriously interfering with the learning environment. The student will be removed from their regular class and must spend the rest of the class period in the Choices Planning Room. The room monitor will have the student immediately contact their parent or guardian. When deemed appropriate, the monitor will have the student write out the incident that caused the behavior and write out an “action plan” for this behavior. The teacher will contact the parent, and the principal/assistant principal will see the student. The student will be required to make up the class after school if sent to CPR.

In-School Suspension

Students who are suspended attend school, but they do not attend their regular class. Students attend CPR for their regularly scheduled day until 2:45. They are given assignments by the CPR coordinator and/or their teacher. All work labeled “current” by the assigning teacher must be done by the end of the day. In order to be readmitted to classes, the student must complete all requirements of the CPR coordinator. Parents or guardians will be notified of the suspension. The student shall also lose extracurricular privileges as specified by the principal.

Teacher Detention

This is to be used at the discretion of the teacher if the student requires discipline for class infractions. The teacher may consider detention after school in the teacher’s classroom or lunch detention with the teacher in the teacher’s classroom. Parental/guardian notification of a student assigned to “Teacher’s Detention” for disciplinary action is required.

Administrative Detention

The principal/assistant principal assigns this detention for disciplinary infractions. Another “Administrative Detention” can be assigned if the student is late or does not cooperate. Parent/guardian notification of a student assigned to “Administrative Detention” for disciplinary action is required.

Out-of-School Suspension

In this program students are suspended from school. The suspension is served at the FLTCC Suspension Center. Transportation to the Suspension Center will be provided. During their suspension, students are not allowed on any district grounds nor are they allowed to attend any school activities. Students who violate these terms and

conditions will be considered trespassing and the local law enforcement authority will be notified. Parent/guardian will be notified of the suspension. Parent/guardian is required to accompany the student to school for a principal's conference. The student shall also lose extracurricular privileges as specified by the principal.

Please review the District Code of Conduct found on the school website at www.waterloocsd.org for more detailed information regarding suspension.