**SCHOOLWIDE EXPECTATIONS OF STUDENTS**

Each student will receive a student planner, Code of Student Conduct, and will participate in a school-wide orientation of behavioral and academic expectations at the beginning of the school year.

There are common student expectations to be followed throughout the school. They follow our *We are C.A.T.S.* school-wide discipline plan:

* Cooperative
* Attentive
* Timely
* Successful

**SCHOOL DISCIPLINE PLAN**

The purpose of discipline is to help in the development of self-control and responsible behavior, reducing the number of instances where students create unsafe or undesirable situations for themselves or others. The school discipline plan provides administrative support, direction and assistance to the faculty in student management.

Infractions of disciplinary rules will result in consequences assigned by the individual classroom teachers and/or administrator. Discipline will be administered according to the WCHS School Discipline Plan and the Pasco County Code of Student Conduct. It is the responsibility of each staff member and student to become familiar with these documents.

**CLASSROOM DISCIPLINE PLANS**

Each teacher will also develop an individual discipline plan consistent with the school expectations. The rules and consequences should incorporate the school-wide rules and should follow the progressive discipline model, *We are C.A.T.S.*

A referral to administration is to be the last step in any plan once all classroom interventions have been exhausted. Prior to a referral, teachers should have implemented all steps in the *Step it Up* process. Calling the office for an administrator should only be used in the case of a serious breach of conduct or emergency. WCHS does not have ISS.

Teachers may not verbally attack students, throw students out of class, use permanent or multiple days of time out, tell a student not to return to class, put a student in total isolation, use corporal punishment, touch or hold students aggressively or physically harm students, use embarrassment as a discipline strategy, use profanity, use retaliatory actions, leave the classroom, threaten students with suspension or legal action, or continue to escalate the situation. Such actions may be subject to disciplinary action, up to and including termination.

**DISCIPLINE REFERRAL TO ADMINISTRATION**

A discipline referral is appropriate after all of the steps of the discipline plan have been followed. Discipline referrals are also appropriate when the student has consistently presented the teacher with the same problem over time.

Referrals are legal documents. To complete a referral, write only the exact behavior or situation. Be specific and include interventions that you have taken. Do not write opinions or the action that should be taken on the referral. If you need to comment further, use a separate sheet of paper and attach it to the referral with a paper clip.

Administration will only process referrals that have been written appropriately as described above. In addition, a parent contact as an intervention for the particular behavior problem, and during the same time period, must be made prior to submission of any referral.

The administration should be contacted for immediate assistance whenever the student is blatantly disrespectful, uses profanity directly against the teacher, physically threatens another person or creates an unsafe situation. Staff must report all student threats including those directed to students or to themselves. In any situation where the office is called for assistance, please complete and send a referral or written description as soon as possible.

**OUT-OF-SCHOOL SUSPENSION (OSS)**

The principal of a school shall have the right to suspend a student from school or bus transportation for a period of up to 10 days. That suspension must be communicated in writing to the parents of the student within 24 hours. A reasonable effort should also be made to notify the parents by phone in advance of a suspension. A good faith effort must have been made to employ parental assistance and use less severe measures.

No student, who is required by law to attend school, may be suspended from school for unexcused absences or truancy (including skipping classes).

**EXPULSION GUIDELINES**

The principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct, including but not limited to, willful disobedience, open defiance of the authority of a member of her staff, violence against a person or property (e.g. bomb threats, arson, etc.) or any other act which substantially disrupts the orderly conduct of the school.

**STUDENT RIGHTS OF APPEAL**

As outlined in the Code of Student Conduct, a student that receives a referral has the right to a formal hearing at the school level if they believe a rule has not been broken. Under normal circumstances, a suspension is set aside until the student's case can be heard in a formal school hearing. In cases of a serious breach, the principal may impose the suspension until the formal hearing.