

# **WHS Student Behavior Expectations**

## **New Laws**

The 1998 State Legislature passed new laws, which allow for student suspension of up to 93 days (one semester) for the possession, use or sale of drugs or alcohol or the use of any item as a weapon.

Also, a new compulsory attendance law has been implemented which provides administrators and parents with the right to release chronically disruptive or truant students who are of 16 years or over.

The Gun Free Schools Act mandates that any student found in possession of a gun or firearm be suspended from school for a year.

## **Policies for Students**

Adopted by the SCC of WHS on 10/98

Students who attend Waimea High School are expected to conduct themselves in a manner that promotes a safe, secure, and disciplined learning environment and reflects positively on themselves, their classmates, parents, teachers, and community.

Specifically, students are expected to refrain from disrespectful behaviors including the use of obscene or profane language, public displays of affection, and littering and misuse of school property. Students are expected to be quiet when passing classrooms and offices so as to not disrupt school operations.

Each Waimea High School student automatically becomes a citizen of our school, both receiving privileges and accepting responsibilities, which include the following expectations.

## **Expectations:**

1. Respect for property:  
Waimea High School is a clean, neat environment. Please refrain from marring walls, desks, restrooms, and other school property. Posters may be displayed with the approval of the administration.
2. Respect for authority:  
All Waimea High School staff is responsible for monitoring and correcting student behavior. Please show respect, follow the direction, and identify yourself and activity when asked, obeying all school rules and state laws.
3. Respect for others:  
Waimea High School seeks a positive school experience for students. Please show courtesy and tolerance and avoid put-downs. Harassment and bullying is never acceptable.
4. Respect for self and good work habits:  
At Waimea High School we offer all students an equal opportunity in a safe environment to achieve a maximum potential and competency to become responsible and contributing members of our community. "Be the best you can be." Dress in a manner conducive to learning, orderliness, and safety, including a school wear tee shirt. During the instructional day, all clothing must be modest. Students are expected to be prepared for and participate in class.
5. Regular Attendance and Punctuality:  
Students must attend all classes and are expected to be on time for classes.
6. Freedom from fear:  
Students are expected to contribute to a safe school environment, free from fear. Acts of violence, harassment, or bullying are never acceptable. Possession of weapons and contraband are never acceptable.

## **MENEHUNE MATTERS\***

### **Student Code of Conduct**

**Regular Attendance:** Students are to attend school and all classes regularly.

**Punctuality:** Students are to be on time for school and all classes.

**Work Habits:** Students are to be prepared for and to participate in each class.

Respect for Self and Others: Students are to be honest, to behave with dignity and to treat others with respect and courtesy. Harassment or Bullying is unacceptable.

Respect for Authority: Students are to obey all school rules and state laws.

Respect for Property: Students are to be responsible and care for our buildings, equipment, and textbooks. Students are to treat all property belonging to the school with care.

Freedom from Fear: Students are to contribute to a safe school environment that is free from fear. Acts of violence, harassment, or bullying; possession of weapons or contraband are never acceptable.

### **Punctuality**

Students are to arrive to school on time. First bell rings at 7:45am and the tardy bell is at 7:50am. Passing periods are five minutes long. Students are to be on time for all classes during the day.

### **Tardies**

Any student late for any class is considered tardy and must serve detention after school. Any student more than 15 minutes late for a class will be considered absent from that specific class per DOE documentation. (Refer to “Waimea High School Detention Room” information).

### **Truancy**

At the beginning of each school year, administration will address the issue of truancy at grade level assemblies (1<sup>st</sup> warning) and during Significant Adult sessions (2<sup>nd</sup> warning). Truancy is defined in Chapter 19 as a student absent from class(es) or the school campus with out authorization. Students on campus during academic periods with out an authentic pass being used for the intended purpose are considered Truant.

Consequences for Truancy are as follows:

- Student booked for Truancy by School Resource Officer
- Student given one hour after school detention
- Students possessions may be searched

### **Unexcused Absences**

- 1<sup>st</sup> level: If teacher notices more then 3 unexcused absences; teacher counsel’s student and make arrangements for student to pay back lost class time. Contact parent/guardian to inform of his/her of unexcused absences; counsel and warn student regarding consequences for unexcused absences.
- 2<sup>nd</sup> level: If unexcused absences continue, teacher contacts the grade level counselor and counselor will research absenteeism with parent/guardian and other teachers. Counselor to address student and a Family Court petition may or may not follow.
- 3<sup>rd</sup> level: If unexcused absences continues, counselor will contact Parent or guardian and may file a Family Court petition.

### **School Wear**

Students will comply with the adopted school wear policy:

- Students shall wear an approved “School Wear” shirt on all school days. (WHS or Menehune incorporated into design)
- Students are not to alter, i.e. cut into midriff or tank top styles, turn inside out, tie, or twist their school wear shirts.
- School wear must be worn, not carried in a backpack, slung over the shoulder or worn as a “necklace”. There is no excuse!

No shirt, NO EXCUSE! Your shirt is your ticket to school. Teachers have the authority to check for school wear under sweatshirts/jackets. Student referred to administration will be presented with the following consequences if not in school wear:

1. Given the option of purchasing and changing into school wear immediately and then returning to class. Student is marked “Tardy” and parent/guardian notified.
2. If unable to purchase school wear, parent/guardian notified to bring in school wear or grant permission for student to drive home to pick up school wear. Reasonable time period allowed in both actions.

3. Student awaiting arrival of school wear will wait in main office until parent/guardian arrives. If parent/guardian fails to deliver school wear, detention will turn into "In-School Suspension." Absence will then be marked as "Excused" by attendance clerk.
4. Student failing to return to school after having been sent home to retrieve school wear will be marked "Truant" and referred to KPD for detainment.
  - Upon 3<sup>rd</sup> offense, parent is notified and student is suspended from school.
  - Teachers/administration should have joint responsibility of noting infraction "tallies" for student.
  - Counselors to schedule post-suspension counseling upon student's return to school.

### **Inappropriate Language**

1. Students who use inappropriate language **directed at any adult staff member will be suspended.** Second offense of this nature will result in two days of suspension; a third offense will result in three days of suspension.
2. Students who use inappropriate language directed at fellow students whether in dialogue or anger will be **assigned consequences according to teacher's classroom rules.** These consequences will include communication with parent/guardian and could include teacher assigned detention. If these consequences have been trialed, exhausted and properly documented and the inappropriate language still continues, the student will then be referred to administration for suspension.

Each class syllabus should clearly state classroom rules and consequences. A copy of the syllabus shall be provided to parent for ongoing reference.

Parent/guardian contact for each offense; counselor to schedule post suspension counseling upon completion of suspension.

### **Insubordination**

1<sup>st</sup> level: Students who display insubordination in the classroom will be first assigned consequences according to teacher's classroom rules. These consequences will include communication with parent/guardian and could include teacher consequences.

2<sup>nd</sup> level: If insubordination continues, teacher will refer matter to counselor for action. Counselor will notify parent/guardian of inappropriate behavior.

**3<sup>rd</sup> level: If insubordination does not cease despite teacher's intervention, teacher to complete Detention Room Referral Form and submit to administration. Documentation of parent contact MUST be included on referral form prior to submission to administration.**

### **Cheating**

All students are expected to produce their own work and assignments and must refrain from cheating. Cheating is defined by:

- Copying another student's work
- Allowing another student to copy your work
- Plagiarism (using someone else's work as your own)
- Distribution of answers to a test, paper, assignment, etc., whether done verbally, in writing, or the like.

### **Consequences of Cheating**

1<sup>st</sup> level: Student caught cheating will have paper, test, etc. taken away and no credit given. Teacher will counsel student, contact parent and refer student to administration for disciplinary action (1 day suspension).

2<sup>nd</sup> level: Student caught cheating a second time will receive no credit for task, will be considered insubordinate as well, and will be referred to counselor. Counselor will work with student and notify parent to schedule conference. Administrator will handle disciplinary action (2 days suspension).

3<sup>rd</sup> (or more) level: Student who continues to cheat will be given long term suspension as determined by administrator.

### **Electronic Equipment**

MP3 Players, Play Station Portables, IPOD and any other electronic devices including cell phones will be automatically confiscated if used during class time. Parent/guardian contacted. Item may be picked up in the office once student has completed 1 hour of after-school detention.

If the item is confiscated for a second time, parent/guardian will be asked to pick it up upon completion of two hours of after school detention.

A third time will result in parent/guardian contact for suspension. Counselor to schedule post-suspension counseling. Teachers have the authority to enforce this policy even if electronic equipment is used while going to the bathroom, counselor, office, etc.

#### **Off Limits Areas**

- Cemetery
- Back and on the sides of band building.
- Back of the old dispensary and adjacent parking lot.
- Behind vocational (Bldg. D) and agriculture (Bldg. E) buildings.
- Behind Art (Bldg. J) building – Haina Road.
- S,T,U building – second floor.
- Front lawn railing is off limits, students are expected to refrain from sitting on the railing fronting Tsuchiya Road.
- The area beyond stone wall (Building R and Gym included).
- All of Haina Road, Makeke Road, Ola Road, Tsuchiya Road and parking lot behind the Foreign Church Classroom.
- Student cars. (Students are not to go to their cars at any time during school hours. If belongings for a class are needed, student must first acquire a pass from the front office.)
- Students on modified schedule should be ready to show their cards to school personnel whenever asked.

#### **Waimea High School Detention Room**

Students are to report to the detention room on their own.

Master attendance list will be provided by security attendant.

Room will be staffed by two teachers and one security attendant.

Detention period runs from 2:10pm – 3:00pm.

Students are to sign in on provided attendance sheet.

All bottom louvers of the detention room will be closed to prevent distractions. Opened top louvers will provide ventilation.

Students are expected to sit quietly in chairs, with their heads up and without talking for the entire period.

Sleeping is not allowed.

Talking during detention will earn student another day in the detention room.

Electronic equipment is not allowed, items will be confiscated and student will serve another day of detention in order to get them back.

School work will not be completed during detention time.

Student should utilize the restroom prior to entering the detention room.

Students who fail to comply with detention room expectations will be escorted out of room to administration.

Removal from the detention room may result in student being suspended from school.

Students who skip detention are insubordinate and suspension will result once parents are notified by administration.

#### **Chapter 19**

1. Chapter 19 is the document in which the Department of Education outlines student discipline, including the definition of offenses and the possible consequences (disciplinary actions).
2. When school opens, the administration reviews Chapter 19 and the school's discipline plan with all the students.
3. Students are accountable for following the rules of the school.

### **Miscellaneous Policies**

#### **Closed Campus:**

Waimea High School is a closed campus. This means that students cannot leave the school grounds once they arrive (even before first period). Leaving campus without permission constitutes truancy.

#### **Off Limits:**

Students found in areas designated “off-limits” will be subject to disciplinary action.

*\*Menehune Matters subject to revision per administration. Disciplinary intervention, i.e. “after school detention room”, subject to approval by School Community Council and administration.*