Secondary School Climate Protocols

Addressing:
- Hallway Management / Lateness to Class
- Respect
- Cellphones / Earbuds
- Hats / Hoods (Headwear)

The Boards Advisory Committee for Health & Safety / Sub Committee for Secondary School Climate, along with the respective climate committees at Bellport MS and Bellport HS outlined and developed effective protocols for hallway management, respect, cellphones / earbuds and hats (headwear). The following identifies those protocols as well as the responsibilities of all stakeholders in the school community.

A. Hallway Management (Lateness to Class):
The expectation is that all students will arrive to class on time and move through the hallways in a respectful manner. The following identifies protocols for addressing student lateness.

Teacher Action Steps for excessive lateness to class:
1. **Step 1:** Teacher speaks with the student about their lateness (i.e. “In order to have a successful year, you need to arrive to class on time. It’s important for you and it’s important to me. I’m going to give you an opportunity to fix this, otherwise I’ll have to contact your parent”)
2. **Step 2:** If the student continues to be late to class, inform the child that you will be contacting their parent to request their help in ensuring they get to class on time. Both student and parent will be informed that if the behavior continues, a referral will be sent for administrative intervention.
3. **Step 3:** Referral sent to administration for excessive lateness.

Administrative Action Steps for excessive lateness referrals:
(Please note: all referrals must indicate the intervention implemented prior to the referral being written). In addition, all referrals are written after the student has accumulated 4 lateness’s to class.

1. **1st referral:** 1 day after school detention
2. **2nd referral:** 2 day after school detention
3. **3rd referral:** 1 day SAS (student placed on pass restriction)
4. **4th referral:** 2 days SAS (with referral to Parent Liaison for home visit)
5. 5th referral: 1 day OSS and parent meeting with grade level AP upon return
6. 6th referral +: 2 days OSS (additional consequences/interventions determined by the grade level AP

- Assistant Principal Excessive Lateness Meeting (following 5th referral):
  o Meet with parent / student following the fifth (5th) referral related to excessive lateness to class.
  o Develop / implement interventions to promote on-time arrival to class
  o Review the intervention expectations with the student / parent

**Hall Sweeps:**
High School/Middle School will conduct weekly hall sweeps in areas of the building as determined by administration.

- Students caught in a hall sweep will be taken to an “open” classroom where an administrator will discuss the importance of arriving to class on time.
- The students will be assigned a lunch detention the following day and given a pass back to class.
- Connect-Ed phone calls informing parents will be sent home at the end of the day

**B. Respect:**

Students are expected to demonstrate the following:

- Be respectful
- Arrive to class on time
- Adhere to the protocols for use of electronic devices
- Adhere to the dress code policy
- Follow school rules and behavioral expectations

**Teacher Action Steps for incidents of disrespect:**

1. **Step 1:** Teacher speaks with the student about respect (i.e. “In order to have a successful year, you need to follow school rules and behavioral expectations. It’s important for you and it’s important to me. I’m going to give you an opportunity to fix this, otherwise I’ll have to contact your parent”

2. **Step 2:** If the student continues to be disrespectful, inform the child that you will be contacting their parent to request their help in ensuring they show respect. Both student and parent will be informed that if the behavior continues, a referral will be sent for administrative intervention.

3. **Step 3:** Referral sent to administration for insubordination.

All issues of disrespect (inappropriate language, ignoring a faculty / staff member, etc.) should be brought to the appropriate grade level AP in the form of a referral or office visit.
Administrative action steps for issues of disrespect:

- Consequences will be determined by the grade level AP based upon the severity of the disrespect.
- AP’s will also determine an appropriate intervention to assist in eliminating the behavior in the future

C. Other Building Management Items:

Cellphones / Earbuds:

- All students will be permitted to use their cellphones before and after school.
- Middle School students are not permitted to use their cellphones during the school day. Cellphones must be turned off, secured and out of sight.
- High School students will be permitted to listen to music through earbuds during hall passing and during lunch / study hall. Students must remove their earbuds and put cellphones away immediately upon entering the classroom (no exceptions).
- No cellphones or earbuds are allowed in the classroom unless specifically related to instruction at the high school as communicated by the high school teacher.
- At no time are students allowed to make or receive phone calls during the school day.

Teacher Action Steps for Cellphones / Earbuds:

1. Step 1: Teacher speaks with the student and asks them to put their cellphone / earbuds away.
2. Step 2: If the student refuses, inform the student that you will be contacting their parent. Both student and parent will be informed that if the behavior continues, a referral will be sent for administrative intervention.
3. Step 3: Referral sent to administration for student failure to comply with request.

Administrative Action Steps include:

1. 1st referral: Student’s phone will be taken by (or given to) the grade level AP and returned at the end of the day
2. 2nd referral: Student’s phone will be taken by (or given to) grade level AP and call made to parent to inform that upon next offense, parent will have to pick up phone.
3. 3rd referral: Student’s phone will be taken by (or given to) the grade level AP and require a parent to pick it up and 1 day detention.
4. 4th referral: Student’s phone will be taken by (or given to) the grade level AP, require parent pick up and 2 days detention.
5. 5th referral: Student’s phone will be taken by (or given to) the grade level AP, require parent pick up and 1 days SAS.
6. 6th referral: Student’s phone will be taken by (or given to) the grade level AP, require parent pick up and 2 days SAS.
7. **7th referral**: Student’s phone will be taken by (or given to) the grade level AP, require parent pick up and 1 days OSS.
8. **8th referral**: Student’s phone will be taken by (or given to) the grade level AP, require parent pick up and 2 days OSS.
9. Ongoing offenses will include 3-5 days OSS (up to and including a Supt. Hearing for gross insubordination).

**Hats / Hoods (includes doo rags, bandanas):**
- Hats / hoods (doo rags / bandanas) may be worn before and after school
- No Hats / hoods (doo rags / bandanas) are allowed to be worn in the building during the school day.

**Teacher Action Steps for Hats (doo rag, bandana):**
1. **Step 1**: Teacher speaks with the student and asks them to remove their hats / hoods (doo rag, bandana).
2. **Step 2**: If the student refuses to remove their hat / hood (doo rag, bandana), inform the student that you will be contacting their parent. Both student and parent will be informed that if the behavior continues, a referral will be sent for administrative intervention.
3. **Step 3**: Referral sent to administration for student failure to comply with request.

**Administrative Action Steps for Hats / Hoods (doo rag, bandana):**

**Hoods will not be taken from students, but action step consequences will be implemented for each referral (beginning with 1 day detention, 2 days detention, etc.).**

1. **1st referral**: Student’s hat (doo rag, bandana) will be taken by (or given to) the grade level AP and returned at the end of the day.
2. **2nd referral**: Student’s hat (doo rag, bandana) will be taken by (or given to) grade level AP and call made to parent to inform that upon next offense, parent will have to pick up hat.
3. **3rd referral**: Student’s hat will be taken by (or given to) the grade level AP and require a parent to pick it up and 1 day detention.
4. **4th referral**: Student’s hat (doo rag, bandana) will be taken by (or given to) the grade level AP, require parent pick up and 2 days detention.
5. **5th referral**: Student’s hat (doo rag, bandana) will be taken by (or given to) the grade level AP, require parent pick up and 1 days SAS.
6. **6th referral**: Student’s hat (doo rag, bandana) will be taken by (or given to) the grade level AP, require parent pick up and 2 days SAS.
7. **7th referral**: Student’s hat (doo rag, bandana) will be taken by (or given to) the grade level AP, require parent pick up and 1 days OSS.
8. 8th referral: Student’s hat (doo rag, bandana) will be taken by (or given to) the grade level AP, require parent pick up and 2 days OSS.

9. Ongoing offenses will include 3-5 days OSS (up to and including a Supt. Hearing for gross insubordination).

**Passes:**
- No passes out of class during the first five (5) or last five (5) minutes of class.
- Bathroom passes should be given at the discretion of the teacher. Teachers should monitor the frequency of individual student use so as not to become habitual. In addition, students should be told they have five (5) minutes to return to class.
- Bathroom passes are given to only one student at a time
- Pink paper passes are used for all other classroom removals (main office, nurse, early dismissal, etc.)
- Passes out of class should be an infrequent occurrence.

**D. Stakeholder Responsibilities in hallway management / lateness to class:**

**Students:**
- Be respectful
- Arrive to class on time
- Adhere to the protocols for use of electronic devices
- Adhere to the dress code policy
- Follow school rules and behavioral expectations

**Parents:**
- Work collaboratively with faculty and building administration
- Support the district’s Eligibility Policy and Progressive Code of Conduct Summary
- Instruct children on their responsibilities as a student
- Praise children when they meet expectations successfully and hold them accountable when they are unsuccessful meeting expectations.

**Teachers:**
- Be present at classroom doorway during passing and to greet students into the classroom
- Call home for incidents of a classroom removal or disciplinary referral
- Individually explaining the importance of arriving to class on time and encouraging tardy students to do so
- Contact parents for disciplinary referrals and document in eSchool phone journal so other teachers and administrators can see the history
- Record all lateness’s / absences in eSchool
• Actively engage in duty assignments (hall duty, study halls, etc.)
• Be Fair, Firm and Consistent
• Build positive relationships with students and staff

**Building Administration:**
• Conduct random hallway “sweeps” to send a visible message on the importance of arriving to class on time
• Create a Weekly “Excessive Lateness” report with appropriate student consequence
• Consequence students according to the new Progressive Discipline, Standards of Intervention and Code of Conduct Summary
• Contact parent / guardian for all disciplinary consequences and document in eSchool
• Create “No Pass” list and distribute to all staff
• Be present in the hallways during hall passing
• Assist Responders in moving students along
• Be Fair, Firm and Consistent
• Build positive relationships with students and staff

**Responders:**
• Move students through the hallways
• Prevent students from gathering in the hallways during passing
• Be present at post assignments at all times
• Communicate with lead guard and administration as needed
• Be Fair, Firm and Consistent
• Build positive relationships with students and staff