



GLENDALE HIGH SCHOOL

"SWOOP"

TARDY POLICY

2010-2011

Staff Procedures: Hallway/Movement Policy for Glendale High School

GOAL: The hallways of Glendale High School will be safe, civil, and orderly to facilitate timely movement to assigned areas in order to achieve bell to bell instruction.

OBJECTIVES:

1. To reduce tardiness
2. To reduce the interruption that tardiness causes teachers
3. To increase school security
4. To improve staff/student relations
5. To ensure students are actively engaged in learning process from bell to bell.

GUIDELINES FOR STUDENT/STAFF SUCCESS:

1. Be Responsible
2. Be Respectful
3. Be Prompt
4. Be Your Best

SUPERVISORY STAFF PROCEDURES:

All teachers with a class the following period will:

- Stand in center of hallway near classroom during passing period while periodically checking on classroom.
- Interact positively with students and move through assigned area, being aware of activity at all times. Supervise in warm and friendly way.
- Use a respectful but firm voice to calmly state the infraction and state the expectation for behavior. (Use every effort to keep the situation from escalating, even humor)
- Request changes in students' behavior in specific, clearly directed statements.
- Not consider the following behaviors as insubordination:
 - Rolling the eyes
 - Hands on the hips
 - Looking away from you (do not ask a student to look at you if they are uncomfortable doing so)Keep a sense of humor when dealing with the above behaviors and remember to try to diffuse the situation.
- Close and ***lock*** classroom doors when the tardy bell rings.
- **Not write a hall pass for students during the first fifteen minutes of the class period, except in the case of an emergency.**

INTERACTION WITH STUDENTS:

1. Calm, proactive, positive interactions are the best deterrents to inappropriate behavior.
2. ALL students are the responsibility of ALL staff.

3. Create a positive, invitational environment using encouragement.
4. Keep the rate of positive interactions high: **3 positives for every negative.**
5. Greet students and use their names whenever possible.
6. Engage students in conversations about their interests and yours.
7. Use positive gestures.(thumbs up)
8. Establish eye contact and **SMILE.**
9. Treat them with respect.(KIDS are people, too)

STUDENT PROCEDURES FOR MOVEMENT BETWEEN CLASSES AND TO ASSIGNED AREAS:

1. Student must walk-not run when moving between classes or to designated area.
2. Walk on the right side of the hallway in direction of travel.
3. If you must have a conversation, take it to the side of the hallway and away from the main intersections. (Yield to through traffic)
4. Intersections of hallways and doorways are “No Parking Zones” so students must proceed through these areas without stopping.
5. Leave space for others at the lockers
6. Be respectful to others by keeping hands, feet, books, etc to yourself.
7. Act and speak respectfully and in a normal tone.
8. Be on time to class and designated areas.
9. Students exiting band, choir, physical education, orchestra and drama should proceed to front hallway (office hallway) when going to north wing for the next block classes.

STAFF “SWOOP” PROCEDURES:

ALL STAFF MEMBERS WILL BE A PART OF A SWOOP TEAM.

STUDENTS NEED TO UNDERSTAND THAT EVERY ADULT IN BUILDING IS A SUPERVISOR OF THEM.

1. Normal supervisory duty until Warning Bell.
2. When the Warning Bell rings, swoop team sweeps out the restrooms and then proceeds to the hallway.
3. Teachers go to their doors to prepare for class.
4. Tardy bell rings and teachers close door and **lock.**
5. Swoop team will sweep halls.
6. Tardy students will be taken to process , (1st block room 104 and cafeteria; 2nd & 4th blocks in cafeteria; 3rd block room 208) to be processed.
7. Students will be taken back to class by swoop team member and he/she waits to make sure there are no classroom interruptions before leaving.
8. If student arrives during swoop time, student reports to process area, (1st block room 104 and cafeteria; 2nd & 4th blocks in cafeteria; 3rd block room 208) NOT CLASS and NOT OFFICE.
9. If student is later than 15 minutes to any block proceed directly to attendance office to obtain an “ADMIT” slip.
10. Doors will stay locked to your room during the first 15 minutes of the class period. Students must have “admit slips” or green passes to be admitted.

LUNCH PERIOD: Swoop only 3rd block-1st lunch. If student is late from lunch, document tardy. Have student fill out and sign pink tardy slip. All completed lunch tardy slips must be placed in D. Smith’s mailbox.

SWOOP PROCEDURE

1. Swoop team report to designated area.
2. When WARNING BELL rings, sweep restroom then sweep assigned zone.
3. Escort tardy students to process area , (1st block room 104 and cafeteria; 2nd & 4th blocks in cafeteria; 3rd block room 208).
4. Student will scan ID badge and follow consequence sequence.
5. After the ID badge is scanned and tardy consequence is complete, students are escorted to class by swoop team.
6. Attendance office enters tardy into STI correcting absence information to tardy.
7. ALL teachers check verification sheets on daily basis to make sure absence has been changed to tardy in STI and teacher grade book.

TARDY CONSEQUENCES:

1st, 2nd and 3rd tardy

Student will scan ID badge. Tardy information is accumulated in the computer. Student is escorted to class by swoop team.

4th tardy

Student will scan ID badge and will **call parents** to inform them that this is the 4th tardy and 5th tardy will result in ISS.

5th tardy

Student will scan ID badge. Swoop team member will complete referral form and take form to office if administrator is not available in processing area. Student will receive a **3rd block detention in ISS** the following day. Student is responsible for getting work from 3rd block teacher prior to detention.

6th tardy

Student will scan ID badge. Swoop team member will complete referral form and take form to office if administrator is not available in processing area. Student will receive a **1st and 2nd block detention in ISS**. Teacher will be notified of detention and must provide assignment.

7th & additional tardies

Student will scan ID badge. Swoop team member will complete referral form and take form to office if administrator is not available in processing area. Student will receive 1 day off ISS. Teacher will be notified of detention and must provide assignment.