

# SAN PEDRO HIGH SCHOOL

## Interoffice Memorandum

*Wisdom*

*Integrity*

*Self Respect*

January 12, 2010

**To:** Teachers and Staff Members  
**From:** Safe and Civil Schools Committee

**T.E.A.M.:** *Together Everyone Accomplishes More*

**We need to enforce the following procedures consistently** if we plan to make a **CHANGE.**

### **Procedure I: Teachers Monitor outside Classroom**

- Teachers are to be outside their classroom door before each period.
- Communicate to lingering students (especially the ones who are not yours)

Report any problems to Administrator/Supervision Staff who has been assigned to your area.

### **Administration/Staff Assignments**

**Lower Bungalows/PE:** C. Young/Bobich

**English Building:** Naazir/Budar

**Admin. Building 1<sup>st</sup> Flr.:** Lamperelli

**Admin. 2nd Floor/Chartroom:** Butterfield/Rodriguez

**Vending Machine Area (B-8):** Gonzalez/Grigsby

**Flag Pole:** Stevens/Supervision Aides

**Upper Bungalows:** Mrs. Murata/Muto

**Math/Science:** Denny/Armstrong

**Shops:** Alvarenga/Fistikoglu

**West of New Gym:** Rasic/R. Young

**Ramp of Math/Science:** Campbell/Henkle

### **Procedure II:** Random Tardy Sweep

Random Tardy Sweeps will take place at least once a day. After tardy bell rings: Do not allow students to enter class without blue tardy slip. All late students will be swept to the Flag Pole area where they will perform "Campus Beautification" and receive a blue unexcused slip.

### **Procedure III:** Progressive consequences for tardies

-Follow "Tardy Sweep Procedures" and "Detention Assignment Forms" which are located on the lower right area under "Employees" on the school website (sanpedrohs.org).

**Note:** Teachers may hold their own detentions and/or consequences

### **Procedure IV:** 10/10 Rule

-Do not allow students (including service workers) out of class the first and last 10 minutes. They must have a hall pass.

-Please Be **VERY Selective** on allowing students out of class.

### **Procedure V:** Dress Code, Electronic Equipment, Cell phones.

-Send dress code violators to the Deans with referral if you are unable to correct the problem.

**Hats:** (black hats or San Pedro Hats only; outside only)

-Electronic equipment and cell phones may be brought to the Deans. 1st Offense: Parent Conference or confiscated for 30 days.

-2nd Offense: 30 days

**Note:** Electronic equipment and cell phones may be used at nutrition and lunch.

Thank you in advance for your hard work and cooperation.