

“The climate and culture of the school is determined by the faculty and the staff.”...Randy Sprick

Dear Fellow Colleagues,

The following are procedures we are asking you to follow in order to improve the environment on our campus. Your feedback is always welcome. If you wish to join the Safe and Civil School Committee, please contact us.

Gwen Barthelme
John Bobich

1. **Teachers At The Door:** Teachers should be at their door prior to each class. Direct students accordingly.
2. **10/10 Rule:** No students out of class during the first and last 10 minutes of each class.
3. **Revolving Door:** Please be very selective on allowing students out of class. The majority of incidents take place when students are out of class. Example: Classroom Disruptions, Graffiti, thefts, drugs, etc.
4. **Tardy Procedures:** We have tardy sweep every day, every period. Please see tardy procedures on the school website. The teachers who are adhering to the procedures have reduced tardies dramatically.
5. **Referral Procedures:** Please use SBM referral form, which you may download on the school website. Follow sections 1 through 4 and make sure to **make the phone call**.
6. **Reporting An Incident:** Medical Emergency, Trespasser, Fight, or other potentially severe situation.
 - a) Remain Calm
 - b) Call Main Office (**5808, 5803, 5802, 5897, 5801**) or the Deans Office (**5811**)
 - c) Describe Situation: (Fight, Trespasser, Weapon, Medical Emergency etc.)
 - d) Location: (Room number or Office)
 - e) Describe Individual (Gender, Ethnicity, Size, Color of shirt, pants, hat, etc.)
 - f) Direction individual is headed (when necessary)