

# **ENTER and EXIT POLICY**

## **For Sierra High School**

### **Fillmore, California**

#### **OVERVIEW**

The purpose of the Sierra High School Enter and Exit Policy is to ensure the safety of its students when they come to and when they leave school. This policy incorporates by reference all applicable school rules, the Comprehensive School Safety plan, local ordinances, and other applicable laws.

#### **GOAL**

It is the anticipated goal of this policy to minimize any and all foreseeable risks of harm to which students may encounter to and from school. This policy extends only to the proximate area of Sierra School and property owned by Fillmore Unified School District to which staff and administration can reasonably control.

#### **Procedures for Entry**

- Students should use extreme caution on their way to school. Students should utilize sidewalks, crosswalks, obey cross guards, and follow all stop signs and traffic signals.
- Students should avoid walking through the parking lot utilized by both Fillmore High School and Sierra High School and stay on the sidewalks or even proceed through the basketball courts adjacent to Sierra High School.
- Students who ride skateboards and bicycles to school should be extremely cognizant of traffic and should proceed with caution upon their arrival to school. Skateboarders and bicyclists should dismount their skateboards at the entrance to Sierra High School from the parking lot and if arriving through the basketball courts at the sidewalk exiting the basketball courts and walking their skateboards through the gates.
- Students who drive to school shall park their vehicles in designated parking spaces and legally on campus side streets.
- Students should enter the side gate of Sierra High School prior to the bell and before the gate is locked.
- Students who arrive after the second bell shall be required to enter the office through the front door. Students are required to sign in late at the office

counter and will be provided with a tardy slip. Students must present the tardy slip to their respective teacher.

- Bicyclists and skateboarders upon entering campus shall place their bicycle or skateboard in the school provided rack located inside of the gate.

### **Procedures for Exit**

- Students should use extreme caution on their way home from school. Students should utilize sidewalks, crosswalks, obey cross guards, and follow all stop signs and traffic signals.
- The exit procedures are similar to the entry procedures. Students should avoid walking through the parking lot utilized by both Fillmore High School and Sierra High School and stay on the sidewalks or even proceed through the basketball courts adjacent to Sierra High School.
- Students who drive shall use extreme caution when exiting the parking lot and all streets within the proximity of Sierra and Fillmore High Schools. Drivers should adhere to neighborhood and residential speed limits.
- Students shall not walk on the Fillmore High School campus to ensure there is no disruption to classes in progress.
- Students who ride skateboards from school should be extremely cognizant of traffic and should proceed with caution upon their departure from school. Skateboarders and bicyclists should not ride their skateboards and bicycles until they leave the Sierra entrance sidewalk at the entrance to the parking lot and if departing through the basketball courts, students should not use their skateboards or bicycles until they reach the courts.
- Pursuant to local ordinance students should proceed to their respective homes unless attending classes at Fillmore High School, going to place of employment, attending an after-school program or a ROP class. Students who loiter after school may be cited by law enforcement.

### **Supervision Responsibilities**

- Teachers, Counselors, Campus Security, and Administration shall monitor the exit from school.
- Counselor shall stand outside of the campus gate to monitor the orderly flow of student traffic including pedestrians, skateboarders, and bicyclists.

- Teachers shall walk with students to the parking lot and monitor student traffic exiting on foot, skateboard, bicycle, and vehicle.
- Campus Security will monitor students exiting school as directed by Administration.
- Principal will monitor students exiting Sierra High School at locations deemed necessary.

### **Encouragement Procedures**

In the spirit of PBIS, and with all policies implemented at Sierra High School, positive interactions with students is encouraged. Encouragement techniques include:

- Give positive feedback and positive non-verbal feedback (such as thumbs-up sign and head nods) to individual students or groups of students when they are behaving responsibly.
- Make comments about students' responsible behavior to their teachers and/or administrator.
- Recognize students whose behavior is exemplary; offer incentives to students to maintain model behavior.

### **Consequences for Undesirable Behavior**

When a student misbehaves, calmly and consistently implement the mildest, most logical consequence that might be appropriate. To be modified and used at the administrator's or teacher's discretion, suggestions for remedying misbehavior include:

- **Level 1** - Advise student with a verbal reminder and documented as a misbehavior.
- **Level 2** - Advise student of the misbehavior; notify parent; and document the Level 2 misbehavior.
- **Level 3** - Advise student of the misbehavior. A mandatory parent will be held. Document the Level 3 misbehavior. For physically dangerous behavior, illegal behavior, or for overt insubordination, immediate referral to the office.

### **Training Responsibilities**

- **Staff Training:** At the beginning of each school year or on a more frequent basis such as quarterly, the staff will review the policy and invite regular substitutes to attend. This review shall occur with full staff participation.
- **Student Training:** Students will be taught the policy at the beginning of each quarter through Policy Orientation dates. New students will be taught the policy by teachers, guidance counselors and/or administrators.
- **Policy Review:** This policy will be reviewed and modified as deemed necessary by Sierra High School staff and input from students.

**Dated: First Draft December 2016, Revised February 2017, 2<sup>nd</sup> Revision April 7, 2017 by WTC; 3rd Revision February 1, 2018 by WTC; Revised by Staff and Principal on August 14, 2018.**