Hollywood High School

School-Wide Positive Behavior Support

and Discipline Plan

**BE SAFE**

**BE RESPONSIBLE**

**BE RESPECTFUL**



**Approved By: SBM November 18, 2013**

**Adopted By: SSC November 21, 2013**

**Table of Contents**

**Introduction 3**

**Role of the Student 3**

**Role of the Teachers 3**

**Role of the Parent/Guardian 3**

**Role of the Counselors and the Dean 3**

**Role of the Administrators 3**

**Role of the Support Staff 4**

**General School Rules and Behavioral Expectations 4**

**Zero Tolerance Policy 5**

**Cell Phone Policy 5**

**Inappropriate School Items 5**

**Metal Detector Scanning 5**

**Locker Policy 5**

**Sexual Harassment Policy 5**

**School Tardy Policy 6**

**Classroom Discipline Plan 6**

**Hollywood High Rules and Expectations Matrix 7-8**

**Staff / Student Rewards and Incentives Plan 9**

**Discipline Referral Procedures Chart 10**

**Dress Code 11-12**

**Hollywood High School**

**School-Wide Positive Behavior Support and Discipline Plan**

**Introduction**

A fair and thoughtful discipline policy, clearly communicated to all stakeholders and consistently implemented and enforced by all school staff, provides the centerpiece for a school climate that promotes continuing academic progress. This document states the policies and procedures adopted by the staff of Hollywood High School to help its students succeed by holding them to high expectations of behavior.

**Role of the Student**

Students are required to arrive at school and at each class on time. Students are expected to come prepared to learn and have their homework completed with all necessary school supplies. Students must interact respectfully with all their teachers, students, and staff. When questions about school matters or conflicts with other students arise, students are expected to attempt to address their problems or ask an adult for assistance. Students are required to exemplify the **3 B’s** included in the Hollywood High School’s Discipline Plan. We expect students to **“BE SAFE, BE RESPONSIBLE AND BE RESPECTFUL”** (see Hollywood High School Rules and Expectations page7) at all times.

**Role of the Teachers**

Teachers must provide a well-planned, standards-driven curriculum in a clean, safe, nurturing

environment. They should model respectful communication, mature decision-making and life-long

learning skills along with teaching the course content. Teachers are encouraged to work with all other

school staff to implement and enforce the school rules, policies and procedures on a daily basis,

including the use of audio/visual recordings for instructional use (see LAUSD Audio and Visual

Policy). Teachers are asked to review the behavioral expectations on an ongoing basis.

**Role of the Parent/Guardian**

Parents/Guardians are expected to send their students to school on time and with adequate supplies each day. Parents/Guardians must understand the school’s rules and policies and set high expectations for achievement and behavior. Parents/Guardians are expected to maintain regular communication with their student’s teachers and counselor and work with them to promote school success and social growth. Parents/Guardians are encouraged to take advantage of school resources when they require assistance with their student’s academic or behavioral problems.

**Role of the Counselors and the Dean**

Counselors, Lead teachers and the Dean are expected to communicate with all other stakeholders (students, teachers, parents/guardians and administrators) to support the academic success and social growth of students. They enforce school rules and policies at all times. They assist and support teachers when students experience academic or behavioral problems, and counsel students and parents/guardians when interventions are necessary.

**Role of the Administrators**

Administrators are required to implement and enforce the Discipline Plan. They monitor the classroom and campus environment in an effort to ensure a safe and positive school climate. They make suggestions and decisions that facilitate communication between stakeholders to improve the learning environment, while holding teachers and counselors accountable for implementing and enforcing the Discipline Plan.

**Role of the Support Staff**

Support staff are expected to consistently implement and enforce the school rules/behavioral expectations and policies in order to hold students accountable for their behavior. This especially applies to student’s respectful speech and behavior toward all adults on campus.

**General School Rules and Behavioral Expectations**

* Teachers are encouraged to stand at their door during all passing periods to monitor and supervise student behavior in the hallways and outside the buildings.
* Students must always carry a hall pass when outside the classroom, regardless of distance or time. Service students are required to wear their service badges during service periods at all times.
* Students may not leave the classroom during **the first or last ten minutes of the class** in order to minimize the number of students in the hallways. Students will be sent back to the teacher if found in the hallways during those periods of time.
* Teachers are discouraged from sending students out of class to use the bathroom or to get a drink of water or to go to their lockers during the instructional period.
* Students are required to have their school ID in their possession at all times. Teachers are encouraged to wear their school ID at all times.
* Out-of-classroom personnel supervise the eating areas, the quad and parking areas during nutrition and lunch. Students may not remain in the classroom buildings during lunch or nutrition, nor may they be released before the bell, unless a teacher supervises them in his/her classroom.
* Students may not carry markers or marking substances of any kind. This includes permanent and non-permanent markers (highlighters and crayons are acceptable), shoe polish, white out, or other similar substances. Teachers may use markers in the classroom but are responsible for collecting them from students before they leave the classroom.
* Students must walk bikes on campus.
* Play fighting or games where students hit or grab each other may be interpreted as actual fighting or harassment and are not allowed.
* Profanity and vulgar gestures in any language are forbidden.
* Inappropriate touching or verbalization may be considered sexual abuse and is forbidden.
* Possession or sharing of offensive written or pictorial material is not allowed this includes notebooks with offensive photos, pictorials, or gang-related items on the covers.
* Inappropriate use of social media venues about any student or staff member is forbidden and may be referred to outside authorities and other actions may be determined.
* Gang signs and visual or verbal displays associated with gangs are forbidden.
* Students must consume all food and beverages in the eating area. **No food or beverages may be taken into classroom buildings** unless students have a note or a pass from their teacher for teacher-sponsored activities.
* Trash must be picked up before leaving a table.
* Students caught throwing food will help clean the lunch area.
* All teachers and staff members are required to implement and enforce the school’s tardy policy.

###### Zero Tolerance Policy

According to LAUSD’s Zero Tolerance Policy, any student who provides and/or is in possession of illegal items such as firearms (authentic or replica), knives, controlled substances, or other dangerous objects will be recommended for expulsion from the school district per the Education Code Sections 48900 and/or 48915. Also, students who commit or attempt to commit acts of sexual assault or battery will be recommended for expulsion from the school district per Education Code Sections 48900 and/or 48915.

**Cell Phone Policy**

Cell phones may be used inside the classroom if permitted by the classroom teacher for **instructional use** **only**. Phones and/or electronic devices will be confiscated and returned to the parent/guardian of the student, if students fail to abide by the classroom policies. **Cell phones are not permitted during the administration of standardized tests.** Students may not use cell phones and/or electronic devices during passing periods, nutrition or lunch. They should not under any other circumstances be visible. Ear bugs and head phones will be confiscated. Videotaping, texting, any communication of a sexual nature and taking pictures without permission, is not allowed and is considered illegal.

###### Inappropriate School Items

Banned items should not be brought to school. Hollywood High School nor LAUSD is responsible for confiscated, lost, damaged or stolen items. The owner is solely responsible and will not be reimbursed. The following items are prohibited:

1. Hollywood High School hats are permissible. Non-Hollywood High School hats must be of a solid color only (brim and crown). No sports insignia or symbols are to be visible.
2. Markers, spray paint, or any other objects associated with graffiti. (The student may be cited by School Police.)
3. Skateboards. (Students can be checked in at the designated skateboard at the skateboard cage (rack) next to Room 301A (Orange Parking Lot) at the beginning of the day. Students must have a personal lock. After 8:10 am, the cage will be locked and will not be reopened until 2:50 pm. Skateboards are not allowed to be carried around at school nor is skateboard riding permitted on campus. Students are encouraged to leave their skateboards at home.
4. Alcohol, drugs, or tobacco. (The student may be cited by School Police.)
5. Pictures or items that advertise drugs, sex, alcohol, gangs, violence, or anything illegal.
6. Firearms, knives, explosives or other dangerous objects (authentic or replica). Students may be cited, be subjected to Opportunity Transfers, or recommended for expulsion.
7. Items which endanger the health and safety of the school population or which disrupt, distract, or interfere with the orderly maintenance of the school environment.
8. No baggy jeans, no gang related attire, no slippers, and no t- shirts that display foul language or gestures, sexual images, no bare midriff, no spaghetti straps, and no unsafe footwear.

###### Metal Detector Scanning

Upon the recommendation of the Superintendent of Schools, the School Board has approved a plan to use random metal detector “scans” to discourage students from bringing weapons to school. Signs will be posted on this campus indicating that anyone may be subject to a metal detector search. Students found in possession of any item considered a weapon will be subjected to an immediate suspension from school and may be recommended for expulsion.

**Locker Policy**

In general, students should use lockers before and after school, as well as at right before the beginning of Nutrition and Lunch respectively. Students are discouraged from using the hall pass to go to their lockers for any reason.

**Sexual Harassment Policy**

The Los Angeles Unified School District is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of sex discrimination and is a violation of state and federal laws. The District considers sexual harassment to be a major offense. Any student who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of a counselor or teacher so that appropriate action may be taken to resolve the problem. Students found to have engaged in offenses will be reported to local and central district offices as mandated by law and subjected to discipline procedures such as school suspensions, depending on the severity of the situation.

**School Tardy Policy**

Teachers should mark all late students tardy. Students arriving to class 10 minutes late should be admitted and marked tardy. Students arriving more than 10 minutes should be directed to Room 408 for a tardy pass. After three tardies students will be assigned detention.

The school will conduct periodic Tardy Sweeps. Students detained in tardy sweeps may be subject to random metal detector scanning. Students caught during these sweeps will be automatically assigned detention and their parents will be contacted each time. The Plasco system is being used to track tardy students. The Plasco system is not linked to ISIS.

**Classroom Discipline Plan**

Teachers have a responsibility to establish and foster a positive, nurturing, and consistent learning environment for their students. Rules and procedures provide students with boundaries that help guide acceptable social behavior. Prevention and correction better serve our students than control and punishment. Teachers are encouraged to collaborate with their Small Learning Community.

Classroom discipline plans should also include positive rewards, incentives, and reinforcers developed in collaboration with the teacher’s students. Each teacher must post the rules and consequences within their classroom and submit their classroom plan to their administrator, as part of their course syllabus.

When a student’s behavior becomes consistently disruptive or egregious, the teacher should submit a discipline referral explaining the behavior in detail and send the student to the Dean’s Office escorted by one reliable student. Depending on the severity of the case, classroom discipline concerns may be referred to the student to the Counseling Office.

Egregious behaviors may include:

* Repeated tardies or truancies
* Profanity towards other students (consistent or unapologetic)
* Profanity towards the teacher
* Threats to other students or the teacher
* Harassment
* Name calling
* Throwing food
* Possession of drugs, alcohol or tobacco
* Possession of a weapon
* Theft/extortion
* Graffiti/vandalism
* Suspected gang activity (send confidential note to the counselor)
* Fighting or other violence

The referring teacher will receive a copy of the referral in their mailbox, containing an explanation of what was done by the counselor, dean, and/or administrator. The teacher may also use classroom suspension upon administrative approval. In this case, students may be suspended from that teacher’s class for the remainder of the day. The teacher is requested to provide relevant class work for the period of suspension and attempt to notify the student’s parent/guardian that a parent-teacher conference is requested. The counselor may continue to follow up with the parents and address additional consequences. Students who are at risk because of academic, behavioral, social, emotional, or family-related problems may be referred by teachers to the PSA, COST or the Healthy Start Coordinator, who will be working with other school personnel and/or outside agencies to find comprehensive intervention strategies for those students.

**Hollywood High School Rules and Expectations**

**“Sheik Keys to Success”**

|  |  |  |  |
| --- | --- | --- | --- |
| Common **Area** | BeSafe | BeResponsible | BeRespectful |
| Classroom | * Keep hands and feet to yourself. * Ask permission to leave assigned areas. * Follow directions. * Keep aisles clear. * Keep food or drink outside of buildings. * Be in seat before the bell rings. | * No electronics. * Resolve attendance issues before class. * Be prepared, bring appropriate materials. * Participate in class activities. * Actively listen to designated speaker * Stay on task | * Use appropriate voice and language. * Clean up after self. * Dress and groom according to school dress code. * Limit Public Displays of Affection (PDA) * Actively listen to designated speaker * No cursing |
| **All Common**  **Areas** | **\*Follow All School Rules \*Follow Directions the First Time Given** | | |
| Hallways | * Keep hands & feet to yourself. * Open doors slowly. * Keep walkways and doorways clear. * Walk on the right, let others pass. | * Keep all food and drinks outside. * Use drinking fountains appropriately * Inform adults of vandalism or spills * No loitering | * Pick up your trash * Open/close lockers quietly * Use appropriate voice and language * Limit Public Displays of Affection (PDA) |
| Cafeteria | * Wait in line patiently * Always walk * Use two hands to carry your tray * Push chair in when leaving. | * Have ticket ready * Make choice quickly * Clean up your area * Exit quietly/quickly | * Keep all food to yourself * Use appropriate voice and language * Use good manners |
| **Quad** | * Pick up any food/trash * Resolve conflicts without violence * Use appropriate verbal and non-verbal communication. * If you see something, say something. | * Clean up after eating * When bell rings walk to class. * Take lost items to the Student Store * Respect school property (no tagging) | * Stand in single file line, no cutting. * Take only what belongs to you. * No spitting on Quad * Limit Public Displays of Affection (PDA) |
| Restrooms | * Open doors carefully * One person per stall * Wash your hands * Keep water in sink | * Use time wisely, return to room promptly * Use HHS Hall pass * Flush toilet after use | * Dispose of all trash in the trash can * Give people privacy * Use appropriate voice and language |
| Common **Area** | BeSafe | BeResponsible | BeRespectful |
| School Offices | * Use chairs and tables appropriately. * Keep all food and drinks outside. * Use computers for schoolwork | * Use HHS Hall Pass * State your purpose politely * Have school ID available. * Turn in AUP forms | * Wait patiently to be attended to * Use appropriate voice and language. * Do not destroy school property |
| Auditorium | * Enter and exit in an orderly manner * Leave food and drinks outside. * Keep hands and feet to yourself * Exit from the specified exits only * Keep walkways and all exits clear | * Be on time. * Applaud appropriately * Sit quietly with your class * Turn cell phones off * Remove hats when requested * Don’t leave until dismissed. | * Be attentive. and courteous. * Listen with an open mind. * Use appropriate voice and language. * Remind others to follow the rules. * Keep your feet on the floor. |
| Locker **Rooms** | * Leave all food and drinks outside * Listen and follow directions of adults * Report spills and any lost items | * Pick up your own trash * Change at your locker not in restroom stalls * Be on time entering and exiting | * Give people privacy * Keep lockers, walls, shower /bathroom stalls free of graffiti * Use appropriate voice and language |
| Gym | * Leave food, drink and gum outside. * Use equipment as it was designed to be used. * Sit properly in bleachers. * Resolve conflicts peacefully. | * Return equipment to the designated area. * Pick up your trash. | * Use appropriate language. * Demonstrate good sportsmanship both as a player and spectator. * Be a team player, encourage and include others. |
| Playing **Fields** | * Use equipment properly as instructed. * Be aware of other activities around you * Ask permission to leave assigned areas * Report any injuries or unsafe equipment to adults. | * Be prepared to begin on time * Return equipment to the designated area * Turn in lost items to PE Coaches | * Use appropriate language * Demonstrate good sportsmanship both as a player and spectator * Be a team player, encourage and include others * Limit Public Displays of Affection (PDA) |

**Staff and Student Rewards and Incentives Plan**

In addition to an effective and comprehensive school discipline plan, Hollywood High School will implement programs and policies that help create a positive school climate which includes incentives and recognition of staff and students for positive academic achievement and citizenship.

The following recognitions will take place throughout the school year:

**Monthly**

* Perfect Attendance - Students will get a recognition tag and a ticket for a special engagement once a month.
* Wearing School ID – Staff and students will be rewarded for wearing their identification cards.
* Picking up trash – Students will be rewarded for contributing in throwing away trash and helping to maintain a clean campus.
* Taking attendance – Staff will continue to be rewarded for taking daily accurate attendance.
* No tardies – Staff and students who have no tardies will be rewarded through a raffle system.

**Semester**

* To be developed by each SLC
* Rewards and recognitions will be ongoing
* Other recognitions will be developed and announced

**End of the Semester/End of the Year**

* To be developed by each SLC
* Other recognitions and rewards will be developed and announced

**Other Student Recognitions**

* Caught Being a Sheik– Tickets given to those students caught doing something positive in terms of citizenship or academics.
* Sheik $ - Given by teachers to reward model behavior anywhere on campus. Parents will be given one Sheik$ every time they attend a meeting. Students can cash those at the “store”.
* Pizza Parties – Done for small groups (Advisories) that have achieved the most points in a particular project.
* SLC Recognitions – Done each semester. Teachers in SLC select students according to different academic achievements. Certificates are made by the SLC.
* Periodic Assessments Certificates – Students scoring Advanced or Proficient in Performance Assessments will receive a certificate and other perks to be determined.
* Grade Sponsored Events – Each grade has sponsors that program a variety of activities to enhance school spirit, academics, and citizenship.
* Additional incentives will be developed by students.

**Hollywood High School**

**Discipline Referral Procedures**

This chart is designed to provide assistance to teachers and other school personnel when confronted with student infractions to school rules and regulations. The “Responsibility” column highlights the main person expected to follow up with suggested strategies and/or administer a consequence, but is by no means the only one that can or should be involved. **To facilitate the referral procedure for teachers, please send all students to their SLC office when deemed necessary.** The counselors will review the merits of each case and decide if someone else must get involved.

|  |  |  |
| --- | --- | --- |
| **Infractions** | **Primary Responsibility** | **Suggested Strategies/Consequences** |
| ⬩ No classroom supplies  ⬩ Lack of homework  ⬩ Tardiness  ⬩ Out of seat  ⬩ Talking/Arguing  ⬩ Non-suit in PE  ⬩ Poor work habits  ⬩ Possession of toys/games  ⬩ Chewing gum  ⬩ Cheating  ⬩ Shooting rubber bands  ⬩ Out of Dress Code  ⬩ Not wearing school ID | **Teacher**  **Parent** | ⬩ Review Behavior Expectation Matrix  ⬩ Plan well and anticipate  ⬩ Stand at door during passing period  ⬩ Talk with the student  ⬩ Call home  ⬩ Send a note home  ⬩ Send to team members’ class  ⬩ Void test score because of cheating  ⬩ Send to Parent Center to change  ⬩ Assign detention  ⬩ Class suspension |
| ⬩ Use of cell phone  ⬩ Tardiness (4th time)  ⬩ Truancy  ⬩ Defiance  ⬩ Disruption in class  ⬩ Profanity toward other students  ⬩ Name calling  ⬩ Throwing objects in class  ⬩ Out of dress code  ⬩ Not wearing school ID | **Counselor**  **Teachers** | ⬩ Parent/Teacher conference  ⬩ Daily progress report  ⬩ Receive a U in cooperation  ⬩ Attendance checks  ⬩ Class/Program changes  ⬩ Parent visits to the classroom  ⬩ Referrals to outside agencies  ⬩ Tardy Sweeps  ⬩ Detention  ⬩ Student Behavior/Academic Contract  ⬩ Class suspension |
| ⬩ Fighting  ⬩ Gang activity  ⬩ Graffiti/vandalism  ⬩ Leaving class without permission  ⬩ Habitual disruptive behavior  ⬩ Habitual vulgarity  ⬩ Profanity toward personnel  ⬩ Threats toward personnel  ⬩ Sexual harassment  ⬩ Not wearing school ID | **Dean**  **SLC Administrator**  **School Police** | ⬩ Suspension from school  ⬩ Opportunity transfer  ⬩ Parent/teacher conference  ⬩ PSA referrals  ⬩ Recommend program changes  ⬩ Expulsions  ⬩ Referrals to outside agencies  ⬩ Daily progress reports  ⬩ Tardy Sweeps  ⬩ Student Behavior Contract  ⬩ Not allowed to participate in extra sponsored activities |
| ⬩ Weapons  ⬩ Drugs/Tobacco  ⬩ Theft/Extortion | **School Police**  **Dean** | ⬩ Arrests  ⬩ Citations |
| ⬩ Habitual Truancies | **PSA** | ⬩ House visits  ⬩ SARB |

**Hollywood High School**

**Dress Code 2013-2014**

The Los Angeles Unified School District believes that appropriate student dress contributes to a productive learning environment. To maintain an effective learning environment and to keep the focus of the classroom on learning, Hollywood High School has set forth the following dress code which sets forth general parameters and prohibitions for certain student attire.

Hollywood High has established a dress code that emphasizes to the student body that this school is a place of business with high expectations where all students are expected to maintain a professional appearance at all times. Therefore, students must attend school wearing attire that is appropriate and acceptable for a professional workplace.

Any staff member who feels that a student is in violation of this dress code will refer the student to his/her counselor. The Administrator or designee will be responsible for contacting the student’s parent or guardian: this contact will include the particulars of the alleged violation and will inform the parent or guardian of their rights to appeal the matter to the Hollywood High School SBM Council if they desire.

Students are expected to comply with the following dress code:

|  |  |  |
| --- | --- | --- |
|  | **Students May Wear** | **Students May Not Wear** |
| Tops | Tops should be long enough to cover the midriff at all times. | Shirts that are overly revealing, (displaying the midriff or excessive cleavage), halter tops, mesh shirts over bare skin, or any tops showing underwear (including bra straps). |
| Shorts, Skirts and Dresses | Shorts, skirts or dresses must be long enough to extend past the student’s fingertips when the student is standing. Leggings are acceptable if worn under such items. | Shorts, skirts, or dresses that expose underwear (including items with holes). |
| Footwear | All footwear, including shoes, boots, and sandals, must be safe and secure | Bare feet or house slippers. |
| Pants/Jeans | Pants/Jeans that are not tight and must be at waist level or hip level. | Sagging pants that do not stay at the waist without a belt, pants that expose underwear (including pants with holes). |
| Clothing with holes | Clothes with holes that do not expose undergarment | Clothes with holes in inappropriate places, where holes reveal skin that otherwise would sexually  suggestive. |
|  |  |  |
| Hats /Caps | Hollywood hats or solid color headgear may be worn. | Headgear with profanity, alcohol/drug-related logo or gang affiliation, do-rags, beanies/skull caps, bandanas. No headgear worn indoors. |
| Chains or Jewelry | Chains or jewelry may be worn. | Chains or jewelry that could be used as a weapon or poses a safety hazard, no gang paraphernalia. |
| All Clothing and Personal Items | Personal items such as backpacks and book bags | Language or images that are vulgar, sexually suggestive, discriminatory, obscene, contain threats, or that promotes illegal violent activities such as: images of drugs, weapons, alcohol, tobacco, or drug paraphernalia. |

**Proposed Dress Code Infraction Consequences**

|  |  |  |  |
| --- | --- | --- | --- |
| **Students May Not Wear** | **1st Infraction** | **2nd Infraction** | **3rd Infraction & Thereafter** |
| Revealing clothing | **Warning**: **Contact** **parent/guardian** **regarding** **infraction.** Student must cover revealed area. If unable, parent must come in and provide change of clothing. | **Contact parent and** **request conference.** Student must cover revealed body area. | **Contact parent** **Detention one hour for each infraction**. Student must cover revealed body area. If unable, parent must come in and provide change of clothing. |
| Offensive or Drug Related Clothing | **Warning**: **Contact parent/guardian** **regarding infraction**. Student must turn garment outside in to conceal offensive image/words, or cover it up. | **Contact parent/guardian and request conference**. Student must change clothes. | **Contact parent.** **Detention one hour for each infraction.** Student must change clothes. |
| Unapproved Hat | **Warning: Contact** **parent/guardian regarding** **infraction**. Hat sent to Dean to be picked up at the end of the day by student. | **Contact parent/guardian** **and request conference**. Hat sent to Dean to be picked up by parent. | **Contact parent/guardian.** **Detention one hour for each infraction.**  Hat sent to the Administrator to be picked up by parent. |
| Gang Affiliated | **Warning: Contact parent/guardian and school police regarding infraction.** Student must change clothes. If unable, a parent must come to provide clothing. | **Contact parent/guardian** **and request conference.** Student must change clothes. If unable, a parent must come to provide clothing. Conference with principal or principal designee. | **Contact parent/guardian.** **Detention one hour for each infraction. Conference with principal or principal designee.** |

Repeated Offenses will be referred to Healthy Start for counseling and intervention. Students may be

placed on a behavior contract and/or referred to an alternative location, or their home school if enrolled by permit in the interest of the student being college and career ready at Hollywood High School.

**Approved By: SBM November 18, 2013**

**Adopted By: SSC November 21, 2013**