

Ione Junior High School-Wide Pass Policy

Purpose: The policy is designed to ensure that all students, staff, and families clearly understand the behavioral and systematic expectations for time that students are outside of the classroom while class is in session in order to create a safer and more effective learning environment.

Classroom Expectations:

1. All classrooms will have a sign-in/ sign-out sheet that all students are expected to use when they leave the classroom while class is in session. The sign out sheet must contain:
 - a. Student name
 - b. Date
 - c. Class period
 - d. Time out (left classroom)
 - e. Time in (returned to classroom)
 - f. Student Destination
2. All classrooms will have one general pass that is specific to the classroom and one pass that is designated for visiting the office only.
3. All students must be in possession of a pass at all times when they are outside of the classroom.
4. During tutorial, students must have a pre-signed pass from the teacher whom they wish to visit.
 - a. If a student has an academic need to visit a teacher whom they do not have a pass for during tutorial, the teacher of record may call the teacher whom the student desires to visit and gain approval. The student will need a pass signed by the teacher of record in order to leave the classroom.
5. Only one student may be outside of any given classroom at any one time unless there is an emergency, a student is called to the office, or multiple students have passes to visit teachers for academic purposes during tutorial.
6. All classrooms will have a 10-minute rule, which states that no student may leave the classroom during the first 10 minutes of class, unless there is an emergency or a student is called to the office.
 - a. All 504 or IEP accommodations will be complied with.
 - b. Students who have an immediate physical need will be allowed to use the restroom or otherwise address the need (first aid, etc.)
 - c. If a classroom already has a similar rule in place with a longer time frame (ex: 15-minute rule), that rule satisfies the requirement.
7. Students may not use technology (cell phones, headphones, etc.) when they are outside of the classroom while class is in session.
8. During the first five minutes of any class period, the tardy policy will apply, and students will not be required to possess a pass.

Accountability:

1. If a student leaves a classroom without signing out or returns to the classroom without signing in, the teacher will provide a verbal warning, and inform the student that failure to sign in or out again will result in a formal conversation with an administrator (not a disciplinary office referral).
 - a. Following the formal conversation with the administrator, if the student again fails to sign in or out, the student will be given an office referral.
2. If a student is unable to produce a pass at a time when they are outside of the classroom while class is in session, they will be given a warning by the staff member and the staff member will alert the teacher of record that the student was warned.
 - a. If, after having been warned, there is another incident in which the student is unable to produce a pass, they will be given an office referral by the teacher of record.
3. If a student is using technology while outside of the classroom, they will be given a warning and the staff member will alert the teacher of record that the student was warned.
 - a. If, after having been warned, there is another incident of technology use while outside of the classroom, they will be given an office referral by the teacher of record.
 - b. A teacher may give permission to a student to use technology outside of the classroom, if they deem that there is a legitimate need to do so. The teacher will ask the student to remain visible through the window of the classroom while using technology and will set parameters regarding the amount of time allowed for technology use.
 - i. If a student has a need to make a private phone call, etc. the teacher may ask the student to come to the office to do so.
4. Following the first office referral for any of the above violations of the policy, students will receive an office referral for each additional violation.
5. Any staff member at any time has both the authority and the responsibility to respectfully enforce the policy with all students, regardless of whether or not the staff member has direct responsibility for the student at the time of enforcement.