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## Hall Sweep Process for ALMS

**Objective:** To ensure student accountability during class time, enhance safety, and minimize classroom disruptions through a structured hall sweep protocol.

### Pre-Sweep Preparations

1. **Communication with Staff:**
  - **Advance Notice:** We have informed teachers and staff about the hall sweep protocol at the beginning of the school year and during staff meetings. We will provide a written copy of the procedure.
2. **Communication with Parents:**
  - **Website Information for Parents:** Include information on school website, explaining the hall sweep protocol, its purpose, and the consequences of being in the hallways during class time.
  - **Updates:** Offer regular updates via the school newsletter or website to keep parents informed about the protocol and its effectiveness.

### Hall Sweep Procedure

1. **Announcement:**
  - **PA Announcement:** When a hall sweep is initiated, an announcement will be made over the PA system - For example:  
“Attention, staff and students -we are conducting a hall sweep, please look out your door to see if any students are close to your class. If not, close and lock your door. Students proceed to room 318.
2. **Teacher Responsibilities:**
  - **Lock Doors:** Teachers should look out their door when the sweep is called, and if there are no students, close and lock classroom doors.
3. **Administrator and SSO Responsibilities:**
  - **Floor Leadership:** Administrators and School Security Officers (SSOs) will be stationed on the 3rd floor to guide and lead students to room 318.
  - **Encouragement:** Engage with students during the escort to encourage them to be on time to class.
4. **Room 318 Supervision:**
  - **Check-In Process:** Upon arrival at room 318, students will be checked in and accounted for.
  - **Reflection Time:** Students will be given a brief reflection sheet to fill out, encouraging them to think about the importance of being on time.

## Consequences for Students

### 1. Progressive Discipline:

- **First Offense:** Conversation with the student about the importance of attending class and being on time.
- **Second Offense:** Phone call home to inform parents about the repeated tardiness and assign a reflection time during lunch.
- **Third Offense:** Meeting with the student, parents, and school counselor to discuss ongoing issues and further consequences, which may include a lunch or after-school detention.

## Follow-Up

### 1. Phone Calls Home:

- At the end of the day, staff will make phone calls home for any students who were in the hallways late for class, notifying parents of missed instructional time.

### 2. Feedback Loop:

- Regularly collect feedback from staff and students on the effectiveness of the protocol and adjust as necessary.
- Hold a quarterly review meeting to discuss the outcomes and make improvements.

## Summary

This hall sweep protocol aims to foster a culture of accountability for the students and support for the teachers. By implementing clear communication strategies and support mechanisms, we aim to create a positive learning environment for all students.