

2024-25 Russell Elementary Supervision Plan

Element	Safety Protocols
Arrival	<p>Procedures for staff and students are in place for the arrival of students to support the supervision of all students. Staff are actively engaged in monitoring their area of supervision at the following locations:</p> <ul style="list-style-type: none"> → Various entrances are utilized to help minimize overflow of students attempting to enter the building at the same time. <ul style="list-style-type: none"> ◆ Car riders may enter the building at exit #4 at 8:30 am. <ul style="list-style-type: none"> ● Students proceed to the cafeteria for breakfast or gymnasium until 8:40 am. ◆ Students walking to school may enter the building at exit #10 at 8:30 am. ◆ Bus riders will enter the building upon arrival using exit #1. → The following staff support supervision of students in the morning until 8:50 am when students are in the classroom: <ul style="list-style-type: none"> ◆ Crossing Guard: Crosswalk at Howdershell (stoplight) ◆ Bldg Aide: Crosswalk on Gerard Park Lane ◆ Bldg Aide: Crosswalk on Russell parking lot ◆ Bldg Aide: Exit #10 ◆ Principal: Bus supervision ◆ Principal: Main Hallway ◆ Librarian: Exit #1 entryway ◆ 2 Staff Members: Assisting students exiting cars Exit #4; Counselor greets students ◆ Reading Specialist, Clerk, SLP, IC: Cafeteria for breakfast ◆ Pre-K Teachers & Teacher Assistants: Exit #4 for Pre-K students ◆ Art Teacher: Outside staff lounge door ◆ Music Teacher: Between science closet & courtyard doors ◆ PE Teacher: Exit #7 (mural hallway) ◆ All classroom teachers: Stand at classroom door monitoring students in hallway and students in classroom → Parents/Guardians bringing student(s) after 8:50 am will enter the building to document late arrival, which affects student attendance.
Dismissal	<p>Procedures for staff are in place for the dismissal of students to support the supervision of all students. Dismissal begins promptly at 3:45 pm.</p> <ul style="list-style-type: none"> → CAR RIDERS <ul style="list-style-type: none"> ◆ 3:45 pm: Car riders are escorted to the gym. There is a supervisor that is assigned to each grade level and walks students to the gym. <ul style="list-style-type: none"> ● Signs for car riders are provided to parents for easy identification of safe grown-ups. Verification checks are made in the office for any new grown-up picking up a student. ● 5-6 additional certified staff assist students in gym and support students to their cars → WALKERS <ul style="list-style-type: none"> ◆ 3:50 pm: Walkers are escorted from their classroom door by a grade level supervisor depending on the direction the student walks home. <ul style="list-style-type: none"> ● Students walking to Gerard Park use from Door #8 ● Students walking to Howdershell (left of building) use Door #10 ● Students walking to Howdershell (towards church) use Door #1 ◆ 3:53 pm: Bus riders are escorted from the classroom by the grade level bus coach to the bus. <ul style="list-style-type: none"> ● Attendance is taken once students enter the bus. Seating charts are utilized.

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	<ul style="list-style-type: none"> ◆ Music Teacher: Directs traffic at crosswalk on Russell parking lot ◆ PE Teacher: Directs traffic exiting Russell parking lot ◆ All classroom teachers are actively involved in the dismissal process. ◆ Parents/Guardians arriving prior to 3:30 pm will enter the building to document the early dismissal, which affects student attendance.
<p>Restrooms</p>	<ul style="list-style-type: none"> → Pre-K students have restrooms located within their classroom. Teacher and/or TA helps support restroom breaks. → Classroom teacher monitors students entering/exiting the restroom or while using the water fountain, with no more than 2-3 students in the restroom at a time. <ul style="list-style-type: none"> ◆ Restroom schedule is created to support flow of hallway traffic. → Students that require an additional restroom break(s) are sent 1 at a time; K-1 students utilize the buddy system per district protocol. → Before sending individuals or partners (K-1) to the restroom, the classroom teacher checks the hallway for an opportunity for student(s) to proceed. → Students who are identified as needing additional adult support will be given adult support with an escort as needed.
<p>Before/After School</p>	<ul style="list-style-type: none"> → Before/After School activities require the same supervision protocols followed during normal school hours. → Staff and/or administrators remain with students until all students have been picked up by grown-ups for after school activities.
<p>Buses</p>	<ul style="list-style-type: none"> → Designated bus coaches (staff members) work with each bus and work as a liaison between the bus driver and administration. → Cameras and live video feed are available for administration to view if needed for additional support. → Attendance is taken as students are seated when being dismissed from school → Principal, Assistant Principal and/or bus supervisor may ride along when needed for additional support/supervision. → For additional information, review our Bus Supervision Plan.
<p>Hallways</p>	<ul style="list-style-type: none"> → Classroom teachers are at their doors for arrival and are with specific students at dismissal depending on their assigned supervisory location. → If a student needs to relocate to a different setting, staff members contact the receiving staff member before sending a student there. → K-1 and students needing additional adult support, will be escorted to special instructional support, counselor, office, etc. → Cameras are strategically placed in various hallways to help with identification purposes as applicable.
<p>Cafeteria/Recess</p>	<p>Students are supported in the cafeteria and outdoor recess with adult supervision:</p> <ul style="list-style-type: none"> → Cafeteria Expectations are reviewed with students and modified as needed. <p>Students are provided two recesses daily. Staff actively supervise students at all times. Exterior doors are not to be propped open to provide continued safety for students/staff inside the building. Personal cell phone use is not allowed while supervising students.</p> <ul style="list-style-type: none"> → Playground Expectations are reviewed with students and modified as needed.
<p>Office areas</p>	<ul style="list-style-type: none"> → Office supervision mirrors classroom supervision. Students in the main office are supervised at all times. → Students needing to visit the office for behavioral support are escorted by an adult.

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	<ul style="list-style-type: none"> → Staff are contacted if a student needs to visit the office for additional reasons, and office staff will either escort the student back or contact the receiving staff member to notify them that student is returning.
<p>Outdoor school grounds</p>	<ul style="list-style-type: none"> → Students are not allowed outside without adult supervision. → Custodial staff and/or administration walk school grounds to assess potential concerns or damage. → When outside for instructional activities or recess, staff are responsible for reporting unsafe conditions or suspicious behavior to the main office. Staff utilizes a walkie-talkie for immediate communication. → Doors are not to be propped open when a class goes outside to keep students and staff in the building safe.
<p>Safety Drills</p>	<ul style="list-style-type: none"> → Building/District safety plan is followed for all drills and emergency or dangerous situations. Staff are situated in hallways so that students can safely move through the hallways or in and out of the building. → School maps with exit routes are displayed in all student and adult spaces for a visual in an emergency. → All safety drills are conducted regularly with a minimum of one adult staff member per classroom or group of students. → Safety Drills and protocols are reviewed and updated annually as well as on an as-needed basis. → <u>The emergency drills and the number to be completed annually are as follows:</u> <ul style="list-style-type: none"> ◆ Fire Drills: 10 per year ◆ Tornado Drills: 4 per year ◆ Earthquake Drills: 4 per year ◆ Bomb Threat Drills: 4 per year ◆ Intruder Lockdown Drills: 4 per year (Level 1 & Level 2) ◆ Active Intruder Drills: 4 per year (Level 3)
<p>Substitutes</p>	<p>Substitutes or Guest Teachers are provided with explicit plans that contain all safety and classroom protocols and expectations.</p> <ul style="list-style-type: none"> → This includes the teacher's classroom management plan and school safety plan.
<p>Within Classrooms</p>	<ul style="list-style-type: none"> → All students are to be supervised at all times. → Students should not be seated in the hallway unless directly supervised by a staff member. → Active engagement with students while providing close proximity as needed is critical towards active supervision of students in the classroom. → Instructional lessons are utilized to keep students engaged with minimal instructional time lost. → Lights remain on at <u>all</u> times with students present, except for Pre-K students during nap time. → Windows remain closed. → Doors remain closed & locked while students are present in the classroom. → No windows on doors are covered while students are present in the classroom.
<p>Students with specific safety plans or special needs that require additional supervision</p>	<ul style="list-style-type: none"> → For students that need specific safety plans for various reasons, a Behavior Improvement Plan (BIP) is developed in coordination with administrative staff, classroom, special areas teachers and special school district teacher → Members of the BASES (Behavioral and Social Emotional Support) Team monitors student data to identify students that need additional adult support → Non-Crisis Intervention (NCI) plan is written with specific procedures and roles for staff members to support individual students.

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Processes for responding to dangerous activities	<ul style="list-style-type: none">→ Office staff is alerted by phone and/or walkie-talkie when assistance is needed for any reason.→ Any dangerous activity is investigated by administrative staff and outcomes communicated to students, parents, and appropriate staff as applicable.→ HSD Safety & Security is notified if additional assistance is needed.→ Hazelwood County Police are notified for any safe schools violations.→ NCI Team is activated at the building level to support as applicable.
Professional Learning	<ul style="list-style-type: none">→ Active supervision expectations and procedures are reviewed with staff prior to the first day of school and reviewed as needed.→ Updates to protocols and/or expectations are reviewed as needed with appropriate school staff immediately if changes are made.

This Supervision Plan will be communicated with the following groups:

- ★ Staff: August 6, 2024 & revisited monthly as needed
- ★ Students: Week of August 19, 2024
- ★ Community: PTA Meeting; weekly Sunday communication; Russell Elementary website