

Russell Elementary Supervision Plan

Element	Safety Protocols
<p>Arrival</p>	<p>Procedures for staff are in place for the arrival of students to support the supervision of all students.</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 8:20 am. <ul style="list-style-type: none"> ● Counselor, Teacher Clerk & Building Aide supervise students in the gym until students are dismissed to their classroom or breakfast ◆ Walkers & Pre-K students may enter the building at exit #10 at 8:40 am. Inclement weather will allow students to enter at 8:30 am. ◆ Bus riders will enter the building upon arrival using exit #1. <ul style="list-style-type: none"> ● Attendance is taken as students exit the bus. ◆ Students enrolled in YCARE may enter at 7:00 am using exit #3. → The following staff support supervision of students in the morning until 8:50 am: <ul style="list-style-type: none"> ◆ Custodian/Crossing Guard: Crosswalk at Howdershell (stoplight) ◆ Bldg Aide: Crosswalk on Gerard Park Lane ◆ Bldg Aide: Crosswalk on Russell parking lot ◆ Assistant Principal & Bldg Aide: Bus supervision ◆ Principal: Main Hallway ◆ Librarian: Exit #1 entryway ◆ Counselor: Exit door of cafeteria ◆ 5-6 Teachers: Assisting students exiting cars Exit #4 ◆ Reading Specialist: Inside exit #4 between door & gym ◆ Reading Specialist: Cafeteria entrance ◆ IC & Behavior Interventionist: Cafeteria (Grab-n-Go breakfast) ◆ Teacher Clerk: Exit #10 ◆ Pre-K Teacher & Teacher Assistant: Exit #4 for Pre-K students ◆ Art Teacher: Near Art closet (near kindergarten rooms) ◆ 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 → Students report to the cafeteria for Grab-n-Go breakfast prior to going to class.
<p>Dismissal</p>	<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"> → The same exits are used in the afternoon for consistency purposes. <ul style="list-style-type: none"> ◆ Car riders are escorted to the gym at 3:45 pm. 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. ◆ Walkers are escorted from their classroom door by a supervisor depending on the direction the student walks home. ◆ Bus riders are escorted from the classroom by the bus coach to the bus. <ul style="list-style-type: none"> ● Attendance is taken once students enter the bus. Seating charts are utilized. → The following staff support supervision of students in the afternoon: <ul style="list-style-type: none"> ◆ Principal & Assistant Principal: Monitor implementation of supervision and/or support absent staff. ◆ Behavior Interventionist & Building Aide: Enter documentation of cars in

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	<p>line so correct names of students being dismissed are called.</p> <ul style="list-style-type: none"> ◆ Car rider escort supervision: <ul style="list-style-type: none"> ● EL Teacher: Kindergarten ● Counselor: 1st grade ● Art Teacher: 2nd grade ● Reading Specialist: 3rd grade ● SSD Teacher: 4th grade ● Classroom Teacher: 5th grade ● Pre-K Teacher & Assistant: Pre-K students <ul style="list-style-type: none"> ○ 5-6 certified staff assist students in gym and support students to their cars ◆ Walkers supervisors: <ul style="list-style-type: none"> ● Librarian: K-5 walkers that meet a grown-up at the church next door; monitors students waiting ● Teacher Clerk & PE Teacher: K-5 students walking to Gerard Park next to school ● Teacher Clerk: K-5 students walking down Howdershell past the stoplight ● Reading Teacher supports K-2 walkers at door #10 waiting for parent pick-up to walk home ◆ Bus riders supervisors: <ul style="list-style-type: none"> ● Building Aide: Bus 30 ● Building Aide: Bus 140 ◆ Music Teacher: Directs traffic at crosswalk on Russell parking lot ◆ PE Teacher: Directs traffic exiting Russell parking lot ◆ EL Teacher: Supports classroom of Classroom Teacher supervising 5th grade car riders ◆ Classroom teachers stand at the classroom door to monitor students leaving and entering the hallway.
<p>Bathrooms</p>	<ul style="list-style-type: none"> → All classrooms have specific restroom locations and breaks assigned to them for bathroom/hand washing and drinking water breaks. → 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. → 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.
<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.

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	<ul style="list-style-type: none"> → Attendance is taken as students exit the bus when arriving to school and as they are seated when being dismissed from school → Assistant Principal and/or Principal may ride along when needed as additional support/supervision.
<p>Hallways</p>	<ul style="list-style-type: none"> → Classroom teachers are at their doors for arrival and dismissal. → 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 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>Lunch/Recess</p>	<p>After the HSD Board of Education approved mask recommended protocols, we updated our lunch supervision schedule to allow two (2) classrooms at a time per grade level to eat in the cafeteria.</p> <ul style="list-style-type: none"> → Lunch Supervision Schedule <ul style="list-style-type: none"> ◆ Lunch Expectations are reviewed with students and modified as needed. <p>Classroom teachers provide two 20-minute recesses daily. They actively supervise students at all times. Doors are not to be propped open to provide continued safety for students/staff inside the building.</p> <ul style="list-style-type: none"> → Playground Expectations
<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. → 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 activity or recess, staff are responsible for reporting unsafe conditions or suspicious behavior to the main office. → 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. → The emergency drills and the number to be completed annually are as follows: <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)

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	◆ Active Intruder Drills: 4 per year (Level 3)
Substitutes	Substitutes or Guest Teachers are provided with explicit plans that contain all safety and classroom protocols and expectations. → This includes the teacher's classroom management plan and school safety plan.
Within Classrooms	→ 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 all times with students present, except for Pre-K students during nap time. → Doors remain closed while students are present in the classroom. → No windows on doors are covered while students are present in the classroom.
Students with specific safety plans or special needs that require additional supervision	→ 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.
Processes for responding to dangerous activities	→ When assistance for any reason is needed, information is logged and documented by office staff. → Any dangerous activity is investigated by administrative staff and outcomes communicated to students, parents, and appropriate staff. → HSD Safety & Security are contacted if 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 necessary to operationalize your plan	→ 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.

For additional information, please review our updated [Implementation & Operational Framework 2021-2022](#).

This Supervision Plan will be communicated with the following groups:

- ★ Staff: March 18, 2022 & revisited monthly as needed
- ★ Students: Week of April 4th by classroom teachers
- ★ Community: PTA Meeting April 11, 2022; weekly Sunday communication; Russell Elementary website