

## Townsend Elementary Supervision Plan

Element	Safety Protocols
<p><b>Arrival/Dismissal</b></p>	<p><b>Arrival (ALL)</b></p> <p><u>Teachers and student-walkers</u> arrive through the front door marked <b>enter</b>.</p> <p><b>Adult visitors must</b> buzz the office to enter the enclosed foyer and wait in the front foyer area.</p> <p><b><u>Students</u></b></p> <p><b>Car riders</b> will remain in their cars until 8:35 am. Students will enter through the Car Rider door located at the rear of the building and follow the assigned path to class.</p> <p><b>Walkers</b> arrive through the front door marked <b>enter</b>. Proceed along the assigned path to pick up breakfast or follow the assigned path to class.</p> <p><b>Bus riders'</b> expectations have been created by the transportation department. Bus riders will exit in single file and walk socially distant and arrive through the main door located at the main entrance</p> <p><b>Daycare riders</b> will exit the single file and walk socially distant and walk through the door at the main entrance</p> <p><b>Late Arrivals</b> Main entrance will remain open until 8:50 am. After 8:50 am, students arriving late will be greeted at the door by the attendance clerk. The attendance clerk will remain in the foyer to ensure late arrivals are socially distant.</p> <p>Students will come to the door and will be greeted by the attendance clerk, who will remain socially distant.</p> <p>The attendance clerk will record the child's name and time of arrival.</p> <p><b>Dismissal</b> at school is often a time when areas become congested and many people are in areas in close proximity. Students will follow the same procedures as with arrivals.</p> <p><b>Early Dismissal for Students:</b></p> <p>For students that need to leave our school building prior to the scheduled dismissal time, we will maintain safe social</p>

	<p>distancing guidelines by dismissing each will follow these procedures:</p> <p>The Parents will call the office. The attendance clerk will look in SIS to make sure they are listed as leaving early.</p>
<p>Bathrooms</p>	<p>Townsend has (3) three boys' restrooms and (3) three girls' restrooms, allowing each classroom to have specified times for restroom breaks one at a time.</p> <p>Classes will be assigned one of three locations for their restroom breaks to avoid mixing age-level groups more than necessary.</p> <p>Teachers <b>must be</b> aware of students' access to and time in a restroom.</p> <p>The schedule is shared with the staff so all classes follow the schedule daily.</p>
<p>Before/After School</p>	<p>Staff and Students will follow the same procedures as in arrival and dismissal.</p>
<p>Busses</p>	<p>Bus expectations have been created by the transportation department. Bus riders will exit in single file and walk socially distant and arrive through the main door located at the main entrance</p>
<p>Hallways</p>	<p>Personnel will be monitoring the hallway movement as students move to and from classes or the cafeteria. Students will not be placed in the hallway unsupervised by an adult.</p>
<p>Breakfast/Lunch/Recess</p>	<p><b>Breakfast/Lunch:</b> Students will have access to meals while maintaining social distancing. The tables will be sanitized after meals have been eaten and trash removed. Recognition of food allergies and alerting staff who are serving food.</p> <p><b>Recess:</b> A schedule for grade-level recess is followed by each teacher. The schedule is shared with the staff so all classes are aware of the process.</p>

Office areas	All visitors are buzzed in the building, before entering the office area. If students arrive in the office area, they are placed on the bench outside the Principal’s Office.
Outdoor school grounds	A schedule for grade-level recess is followed by each teacher. The schedule is shared with the staff so all classes are aware of the process.
Safety Drills	<p><b>First</b> - Classroom teachers conduct all safety drills individually with their own classroom and document them.</p> <p><b>Then</b> - The administrative team will conduct Tornado and Earthquake safety drills with each grade level. Socially distanced areas will be assigned to each classroom and grade level. Feedback will be given if needed to ensure proper safety and socially distanced protocols are in place.</p> <p><b>Finally</b> - The administrative team will conduct all drills school-wide following CDC social distance guidelines. This will ensure ALL safety procedures &amp; drills are in place in case an emergency were to occur</p>
Stairwells	Arrival and Dismissal stairwell usage are supervised by staff as documented in the arrival document. Stairwell usage during the school day is supervised by the staff member assigned to the students.
Substitutes	report to the Assistant Principal for directions for the day.
Within Classrooms	Students are under the direct supervision of the teacher of record. Students will not be placed in the hallways unsupervised. Teachers will follow recess and restroom protocols while monitoring where their students are at all times.
<p>Communications plan for your Supervision plan to include:</p> <ul style="list-style-type: none"> <li>■ Staff</li> <li>■ Students</li> <li>■ Community</li> </ul>	<p>A general meeting to discuss the plan with all staff to get input. Blackboard communication in the form of a news blast and voice communication of our school supervision plan will be sent to all parents.</p> <p>General assembly each morning occurs through Google Meet and later, Morning Meeting in the gym.</p>
Students with specific safety plans or special needs that require additional supervision (do not include names in	The Teacher Assistant support is during arrival, dismissal, and when needed, classroom instruction.

a public document)	
Use of building-level safety team protocols	We follow the school emergency plan.
Processes for responding to dangerous activities	We follow the Level I, II, III Lockdown Procedures. When assistance for any reason is needed, information is logged and documented by the secretary.
Professional Learning necessary to operationalize your plan	A faculty meeting is held for all staff. Specific staff members attend Active Intruder Training, NCI Training, and CPR certification training