

# CENTRAL HIGH SCHOOL ACTIVE SUPERVISION

Active supervision is the maintenance of a safe, respectful and responsible environment by remaining observant of student behaviors and involved in student communication. This includes interacting with students in your area, encouraging students to move to class, and discouraging off task behaviors that could prevent students from getting to their destination in a timely manner. All staff members are expected to participate in active supervision throughout the day at their designated times and areas, as well as during all transition and passing times.

Teachers should always exit their classrooms with students, remain in the hallways until the next scheduled class begins and greet students for the next period/and when they return from lunch. Adult supervisors should not gather in clusters during supervision. Adults should report to their assigned areas to ensure the smooth transition of students to their assigned destination. If staff members are unable to fulfill supervision responsibilities, an administrator must be notified and an alternative staff member has to be identified.

## **6:30-7:00 Early Arrival**

Entry to Building:

- Students enter through the auditorium doors, or the rear door of B-hall.

Student Location:

- Students must stay in the commons.
- Grab-and-go breakfast is available for all students.

School Personnel:

- 3 before school supervisors, supervise the common area.
- 1 security officer also supervises the commons during this time.

## **7:00-7:15 Arrival**

Entry to Building:

- Students enter through the auditorium doors or the rear door of B-hall.

Student Location:

- Students will transition to their first class of the day.

School Personnel:

- 1 Administrator at auditorium door, 3 administrators in commons.
- 1 administrator in the back of the building, hall B entrance.
- Teachers stand at classroom doors and supervise hallways.
- Security officers and safety monitors positioned throughout the building.
- Safety monitor positioned in PE area.
- School personnel positioned outside of all restroom doors.

## **7:15-7:25 Beginning of school**

Entry to Building:

- All exterior doors are locked and secured.
- All students will enter through the main entrance.

Student Location:

- Classrooms/Hallways

School Personnel:

- Administrators and security sweep halls, clear restrooms, and stairwells

**7:25 or later (Late arrivals)**

Entry to Building:

- All exterior doors are locked and secured.
- All students will enter through the main entrance.
- Students check in at the attendance desk and head to classrooms.

Student Location:

- Classrooms/Hallways

School Personnel:

- Administrators and security sweep halls, clear restrooms, and stairwells
- Safety monitors move to designated positions around the building.
  - Safety Monitor Ashley: upper A/D hall
  - Safety Monitor Trina: upper A/B hall
  - Safety Monitor Mr. Hendrix: lower C/E hall
  - Safety Monitor Brandon: G-Hall
  - Safety Monitor Jennifer: Lower D hall restrooms
  - Safety Monitor David: Lower A/B hall
  - Officer Ed Barber: upper + C hall
  - Officer Wayne: Roving
  - Officer Owens: Roving
  - Office Shelton: Roving
  - Officer Hicks: Roving
  - Officer Maxwell: Roving

**Transition times**

Stagger safety monitor lunches.

Entry to Building:

- All exterior doors are locked and secured.
- All students will enter through the main entrance.

Student Location

- Hallways
- Restrooms

School Personnel

- Teachers stand at classroom doors and supervise hallways.
- Administrators, security officers and safety monitors positioned throughout the building.
- Safety monitor and teachers positioned outside of all restroom doors.
  - Safety Monitor Ashley: upper A/D hall
  - Safety Monitor Trina: upper A/B hall
  - Safety Monitor Mr. Hendrix: lower C/E hall
  - Safety Monitor Brandon: G-Hall
  - Safety Monitor Jennifer: Lower D hall restrooms
  - Safety Monitor David: Lower A/B hall

- Officer Ed Barber: upper + C hall
- Officer Wayne: Roving
- Officer Owens: Roving
- Office Shelton: Roving
- Officer Hicks: Roving
- Officer Maxwell: Roving

**Lunch time (10:27 - 12:39) Lunch 1 - Lunch 4**

Entry to Building:

- All exterior doors are locked and secured.

Student Location:

- Commons/Cafe

School Personnel:

- Three administrators in the commons/cafe
- Two administrators perform hall sweeps upstairs
- Five security officers positioned around the commons.
- Safety Monitors are placed throughout the building
  - Safety Monitor Ashley: upper A/D hall
  - Safety Monitor Trina: upper A/B hall
  - Safety Monitor Mr. Hendrix: lower C/E hall
  - Safety Monitor Brandon: G-Hall
  - Safety Monitor Jennifer: Lower D hall restrooms
  - Safety Monitor David: Lower A/B hall

**Lunch transitions (3 minutes back to to class)**

Entry to Building:

- All exterior doors are locked and secured.

Student Location:

- Commons/Cafe
- Hallways

School Personnel:

- School Personnel walk with students to designated hallways.
- Teachers
- Hall sweeps after the bell rings

**Dismissal**

Exit of Building:

- Students exit through the front of the building, back of the building, or PE area.
- Commons is closed to prevent gatherings and expedite student dismissal.

Student Location:

- All student will clear building by 2:20 pm
- Students left in building will be with teacher, after school sponsor, or coach

School Personnel:

- Administrators and security officers positioned in the front of the school, back of the school, and PE area.
- Security officers directing traffic at the main entrance of the parking lot.

- Administrators and security officers inside the building clearing hallways, getting students to designated exits or after school locations.
- Safety monitors sweep all hallways, stairwells, and restrooms.
- Security, safety monitors, and after school supervisors are positioned in the front of the school for late buses and buses that are doubling back.

**After school 2:20-5:00**

- All students are with a designated teacher, sponsor or coach in a designated location by 2:25 pm.

**Activity bus 5:05**

- Designated teacher, sponsor, coach, safety monitor, security officer, late night administrator supervise students getting on buses and getting picked up.