

Hazelwood West Middle School
Supervision Plan
March 2022



12834 Missouri Bottom Road
Hazelwood, MO 63042
(314) 953-7800

Ms. Lanetra Thomas, Principal
Mr. Scott Cornett, Assistant Principal
Mr. Jason Brown, Assistant Principal
Mr. Josh Roberts, Dean of Students
Ms. Lucille Turner, Safety Officer
Mr. Lamont Brown, Safety Officer
Ms. Teasha Tomlin, Safety Monitor

Table of Contents

Topic	Page Number
Active Supervision	2
Common Language	2
Staff Supervision - Student Arrival	3-4
Staff Supervision - Transition Periods	5-6
Staff Supervision - Lunch Period	7
Staff Supervision - Student Dismissal	8-10
Bus Location Map	11
Restroom Checks	12
Staff Expectations - Student Altercations	13
School Safety Officers and Monitor - Daily Routine	14
Staff Professional Development	15

Supervision Plan - Communication Timeline

WMS Staff:	March 18, 2022 and March 21, 2022
WMS Families:	March 25, 2022
WMS Students:	April 4, 2022
Parent Meeting:	April 7, 2022 at 6:00 pm (virtual)

Active Supervision

Active Supervision supports a respectful, positive, and safe learning environment by providing a structure for intentional observation of the school environment and common language for communicating with students.

The expectation is that faculty and staff will use the Active Supervision Model (Movement, Interaction, and Scanning) in non-classroom settings.

Non-Classroom Settings: Cafeteria, Hallways, Grounds (outside activities, including bus duty)

❖ Movement

- Demonstrate positive non-verbal communication and non-threatening body language.
- Use proximity for areas with a large concentration of students
- Circulate throughout the area
- Frequently visit problem areas

❖ Interaction

- Greet students by name (if possible) and smile.
- Talk to the students (focus on students' personal interests)
- Engage in problem-solving
- Utilize reinforcement strategies to promote compliance with expectations, including pre-corrections.

❖ Scanning

- Visually examine the area
 - Look for areas of concern
-

Common Language

- “Walk and Talk”
- “School Language, please”
- “Right Side, please”

- Wildcat Ways (questions for redirecting student actions) in common areas.
 - What are you doing?
 - What are you supposed to be doing?
 - Are you doing it?
 - What are you going to do to fix it?

Supervision Assignments for Staff - Student Arrival

Time	Staff	Staff Expectations
7:40 am - 8:00 am	Core and Elective Teachers	<ul style="list-style-type: none"> ● Stationed at entrance to their classroom ● Greeting students as they enter the classroom ● Monitoring students in the hallway and classroom ● Encouraging students to “Walk and Talk”
	SSD Paras/TAs Ms. Athlage, Ms. Pilla, and Ms. Smith	<ul style="list-style-type: none"> ● Assisting students off the Student Transportation of America buses ● Monitoring students as they transition to the classroom and Cafeteria ● Escorting students to Academic Excellence
	Counselors <ul style="list-style-type: none"> ● 7th Grade Secretary ● 8th Grade Secretary ● 6th - ISS Supervisor (restrooms) 	<ul style="list-style-type: none"> ● Stationed outside of Counselor Suite (according to grade-level) ● Greeting students as they enter the grade-level floor ● Monitoring students at the water fountain and as they enter the restrooms ● Encouraging students to “Walk and Talk”
	Instructional Coach	<ul style="list-style-type: none"> ● Stationed in the Main Lobby ● Greeting students as they enter the building ● Encouraging students to “Walk and Talk” ● Monitoring the Music Hallway (Monday and Friday only)
	Safety Monitor Tomlin	<ul style="list-style-type: none"> ● Stationed on the 2nd floor landing (stairwell) ● Greeting students as they transition to the appropriate floor ● Encouraging students to “Walk and Talk”

Time	Staff	Staff Expectations
7:40 am - 8:00 am	Safety Officer Brown	<ul style="list-style-type: none"> ● Stationed on the landing between the 2nd and 3rd floors (stairwell) ● Greeting students as they transition to the 3rd floor ● Encouraging students to “Walk and Talk”
	Safety Officer Turner	<ul style="list-style-type: none"> ● Stationed on the 3rd floor landing (stairwell) ● Greeting students as they enter the 3rd floor hallway ● Encouraging students to “Walk and Talk”
	Building Aide - Mr. Benson **When not assigned to a classroom.	<ul style="list-style-type: none"> ● Stationed in the Cafeteria ● Greeting students as they enter the breakfast line ● Encouraging students to “Walk and Talk”
	Dean of Students - Mr. Roberts	<ul style="list-style-type: none"> ● Stationed in the Cafeteria ● Greeting students as they enter the breakfast line ● Encouraging students to “Walk and Talk”
	Assistant Principal - Mr. Cornett	<ul style="list-style-type: none"> ● Stationed at the Cafeteria doors (bus riders entrance) ● Greeting students as they enter the building ● Encouraging students to get breakfast
	Assistant Principal - Mr. Brown	<ul style="list-style-type: none"> ● Circulating between the 3rd floor restrooms and Math classrooms ● Greeting students as they transition to the 3rd floor ● Encouraging students to “Walk and Talk”
	Principal - Ms. Thomas	<ul style="list-style-type: none"> ● Stationed in the Main Lobby at the stairs ● Greeting students as they enter the building ● Encouraging students to get breakfast ● Encouraging students to “Walk and Talk”

Supervision Assignments for Staff - **Transition Periods**

Time	Staff	Staff Expectations
Transition Periods 8:45 am - 8:50 am 10:10 am - 10:05 am 12:10 pm - 12:15 pm 1:35 pm - 1:40 pm	Core and Elective Teachers	<ul style="list-style-type: none"> ● Stationed at entrance to their classroom ● Greeting students as they enter the classroom ● Monitoring students in the hallway and classroom ● Encouraging students to “Walk and Talk” <p>**If it is your plan time, please make sure your classroom is empty and assist with clearing the area of students.</p> <p>For example, at 8:45 am Mr. Kilgore and Mrs. Catlow are checking their classroom for students then following the 7th graders down the hallway (stopping at the Teachers’ Lounge).</p>
	Counselors <ul style="list-style-type: none"> ● 7th Grade Secretary ● 8th Grade Secretary 	<ul style="list-style-type: none"> ● Stationed outside of Counselor Suite (according to grade-level) ● Greeting students as they transition to class. ● Monitoring students at the water fountain and as they enter the restrooms ● Encouraging students to “Walk and Talk”
	Instructional Coach	<ul style="list-style-type: none"> ● Stationed in the hallway (location based on meeting schedule) ● Encouraging students to “Walk and Talk”
	Safety Monitor Tomlin	<ul style="list-style-type: none"> ● Stationed on the 2nd floor landing (stairwell) ● Greeting students as they transition to the appropriate floor ● Encouraging students to “Walk and Talk”

Transition Periods 8:45 am - 8:50 am 10:10 am - 10:15 am 12:10 pm - 12:15 pm 1:35 pm - 1:40 pm	Safety Officer Brown	<ul style="list-style-type: none"> ● Stationed on the landing between the 2nd and 3rd floors (stairwell) ● Greeting students as they transition to the 3rd floor ● Encouraging students to “Walk and Talk”
	Safety Officer Turner	<ul style="list-style-type: none"> ● Stationed on the 3rd floor in front of the water fountain and restrooms ● Greeting students as they transition to class. ● Encouraging students to “Walk and Talk”
	Building Aide - Mr. Benson **When not assigned to a classroom.	<ul style="list-style-type: none"> ● Stationed on the 2nd floor in front of the water fountain and restrooms ● Greeting students as they transition to class ● Encouraging students to “Walk and Talk”
	Dean of Students - Mr. Roberts	<ul style="list-style-type: none"> ● Stationed on the 1st floor in front of the water fountain and restrooms ● Greeting students as they transition to class ● Encouraging students to “Walk and Talk”
	Assistant Principal - Mr. Cornett	<ul style="list-style-type: none"> ● Circulating between the 2nd floor restrooms and ELA classrooms ● Greeting students as they transition to class ● Encouraging students to “Walk and Talk”
	Assistant Principal - Mr. Brown	<ul style="list-style-type: none"> ● Circulating between the 3rd floor restrooms and Math classrooms ● Greeting students as they transition to class ● Encouraging students to “Walk and Talk”
	Principal - Ms. Thomas	<ul style="list-style-type: none"> ● Circulating between the 1st and 2nd floors ● Greeting students as they transition to class ● Encouraging students to “Walk and Talk”

Supervision Assignments for Elective Teachers - Lunch Periods

Grade	Monday/Wednesday	Tuesday/Thursday	Friday (A)	Friday (B)	Monday - Friday
6th	Williams, C.	Erbst	Williams, C.	Erbst	Roberts Wideman Thomas
	-	Herbert	-	Herbert	
7th	Harris	Price	Harris	Price	Roberts West Cornett
	Hargrove	Fajatin	Hargrove	Fajatin	
8th	Penning	Eversgerd	Penning	Eversgerd	Roberts Isaac Brown
	Dzamastagic	Hicks	Dzamastagic	Hick	

Lunch on Late Start Day

Due to limitations of the schedule, all available administrators and counselors will cover all lunch duty supervision during the event of a late start day.

*****If you are assigned to sub during your lunch duty, please notify the appropriate administrator.***

Supervision Assignments for Staff - Student Dismissal

Time	Staff	Staff Expectations
3:00 pm	Core and Elective Teachers <i>*Non-Bus Duty Staff</i>	<ul style="list-style-type: none"> ● Encouraging students to “Walk and Talk” and exit the building <p>**If it is you are not assigned to bus duty, please make sure your classroom is empty and assist with clearing the area of students.</p> <p>For example, at 3:00 pm Mr. Clark and Mrs. Knepper are checking their classroom for students then follow the 8th graders down the hallway.</p>
	8th Grade Counselor 7th Grade Secretary 8th Grade Secretary	<ul style="list-style-type: none"> ● Stationed outside of Counselor Suite (according to grade-level) ● Monitoring students at the water fountain and the restrooms ● Encouraging students to “Walk and Talk” and exit the building
	Instructional Coach	<ul style="list-style-type: none"> ● Stationed in the Main Lobby ● Encouraging students to “Walk and Talk” and exit the building
	Librarian - Mrs. McMackin	<ul style="list-style-type: none"> ● Stationed in the Main Lobby ● Encouraging students to “Walk and Talk” and exit the building

Time	Staff	Staff Expectations
3:00 pm	Safety Monitor Tomlin	<ul style="list-style-type: none"> ● Stationed on the 2nd floor landing (stairwell), followed by the Cafeteria ● Encouraging students to “Walk and Talk” and exit the building <p>*Safety Monitor Tomlin will follow behind the 7th graders to ensure the floor and stairwell (between 1st and 2nd floors) are clear.</p>
	Safety Officer Brown	<ul style="list-style-type: none"> ● Stationed in the Cafeteria (2:45 pm), followed by the bus area outside of the Music Hallway (2:55 pm) ● Encouraging students to “Walk and Talk,” exit the building, and board their buses
	Safety Officer Turner	<ul style="list-style-type: none"> ● Stationed in the front of the school (2:50 pm), followed by the Cafeteria (depends on daily need) ● Encouraging students to “Walk and Talk” and board their buses
	Building Aide - Mr. Benson	<ul style="list-style-type: none"> ● Stationed in the Cafeteria (3:00 pm) ● Encouraging students to “Walk and Talk” and exit the building
	Dean of Students - Mr. Roberts	<ul style="list-style-type: none"> ● Stationed in the Main Lobby (2:50 pm) ● Encouraging students to “Walk and Talk” and exit the building
	Assistant Principal - Mr. Cornett	<ul style="list-style-type: none"> ● Bus area outside of the Music Hallway (2:55 pm) ● Encouraging students to “Walk and Talk” and board their buses

Time	Staff	Staff Expectations
3:00 pm	Assistant Principal - Mr. Brown	<ul style="list-style-type: none"> ● Stationed on the 3rd floor in front of the water fountain and restrooms (then the Cafeteria) ● Encouraging students to “Walk and Talk” <p>*Mr. Brown will follow behind the 8th graders to ensure the floor and stairwell (between 2nd and 3rd floors) are clear.</p>
	Principal - Ms. Thomas	<ul style="list-style-type: none"> ● Bus area outside of the Cafeteria (2:50 pm) ● Encouraging students to “Walk and Talk” and board their buses
	Bus Duty Staff	<ul style="list-style-type: none"> ● Ms. Athlage, Ms. Pilla, Ms. Showers, and Ms. Smith - Front drive (2:50 pm) ● Ragsdale - Bus area (back drive) near the Science Classrooms (2:55 pm) ● Mann - Bus area (back drive) near the Science Classrooms (3:00 pm) ● Stevenson - Bus area (back drive) near the Science Classrooms (2:55 pm) ● Minney - Bus area (back drive) near the Science Classrooms (3:00 pm) ● Gorman - Bus area near the Cafeteria doors (3:00 pm) ● Williams, C. - Bus area near the Music Hallway (3:00 pm) ● West - Front drive (2:50 pm) ● Overfield - Front drive (2:50 pm) ● Williams, R. - Front drive (2:50 pm)

(Front of school)

20/54

18/62

93

Safety Officer
Turner

77/4

Student Transportation of
America Bus Routes

West and Williams, R.

Overfield

Front Exit

Front
Stairwell
Exit

23/120

Cornett (AP)

Music
Hallway
Exit

BUS DISMISSAL

15/137

Williams, C.

45

Safety Officer
Brown

Back Stairwell
Exit

79/107

Cafeteria
Exit

Gorman

Thomas

Stevenson, Mann/Ragsdale, Minney

140/3

26

39

44

98

78

(Back of school)

Restroom Checks

- Restrooms are checked regularly throughout the day by school safety, administrators, the dean of students, and custodians.
 - **Specific times:**
 - 8:50 am
 - 10:10 am
 - 12:15 pm
 - 1:40 pm
 - 3:00 pm
- All students are required to have a hall pass that includes the date, destination, time, and name.
- Hall pass trackers are monitored by teachers and administrators.

Staff Expectations - **Student Altercations**

Type of Altercation	Staff Expectations
<p>Verbal (Students are approaching each other, using profanity, threatening to harm each other):</p>	<ul style="list-style-type: none"> ● Proximity (ask students to stop arguing) ● Send one student to a buddy room ● Call for assistance (grade-level office, main office) ● Document incident in SIS and contact the families by phone <p><u>Preventive Measures:</u></p> <ul style="list-style-type: none"> ● Build relationships with students ● Check-in with students as they enter your classroom ● Move throughout the classroom ● If you are able to deescalate the situation, then notify the administrator and counselor immediately of the incident.
<p>Physical:</p>	<ul style="list-style-type: none"> ● Ask the students to stop (repeatedly). Use the student's name. ● Call for assistance (send a student if necessary) ● Remove the audience (other students in class, disperse crowds in the hallway) ● Scan the room for cell phones ● Write a statement of the incident and email to the appropriate administrator

School Safety Officers and Monitor - Daily Routine

Time of the Day	Safety Officers and Monitor Expectations
Student Arrival	<p>The WMS Safety Team members are assigned specific locations to support students entering the building and reporting to classes in a timely manner.</p> <p>*See pages 3-4 for specific locations.</p>
Transitions	<p>The WMS Safety Team members are assigned specific locations to support students transitioning to their next class. Safety Officers and Monitor will remain in their designated location until the area is clear of students.</p> <p>*See pages 5-6 for specific locations.</p>
During Classes	<p>During classes, the WMS Safety Team members monitor the hallways, check restrooms, stairwells, entry/exit doors, and alert school administration of any potential areas of concern.</p>
Lunch Periods	<p>The WMS Safety Team members are assigned to the cafeteria to support the students and respond in a timely manner to any incident.</p> <ul style="list-style-type: none"> ● 1st lunch: Officer Turner ● 2nd lunch: Officer Turner ● 3rd lunch: Officer Brown
Student Dismissal	<p>The WMS Safety Team members are assigned specific locations to support students exiting the building and reporting to the bus (or car/van) in a timely manner. Safety Officers and Monitor will remain in their designated location until the area is clear of students.</p> <p>*See pages 8-10 for specific locations.</p>

Staff Professional Development

All staff will participate in Professional Development which will consist of four modules. Each module will be developed by members of the district-level departments responsible for the topic area and provided to schools to provide all staff. The topic areas encompass all elements needed for the successful implementation of the Supervision Plan. The modules are as follows:

- De-escalation processes for minimizing aggressive behaviors
- Review of structural expectations
- Review policies regarding sexual harassment
- Review policies on student-staff relations, touching students, etc.