

## Cold Water Elementary Supervision Plan

Element	Safety Protocols
Communication System	<p><b><u>Ways we Communicate</u></b></p> <ul style="list-style-type: none"> <li>● Walkie Talkie- The following staff members have walkie talkies:               <ul style="list-style-type: none"> <li>○ Principal</li> <li>○ Assistant Principal</li> <li>○ Secretary</li> <li>○ Attendance Clerk</li> <li>○ Instructional Coach</li> <li>○ Counselor</li> <li>○ Back on Track Teacher</li> <li>○ Physical Education Teacher</li> <li>○ One teacher in grades K-5 (6 total)</li> <li>○ Resource teachers (2 total)</li> <li>○ AU teachers (2 total)</li> <li>○ Kid Connect Teacher</li> </ul> </li> <li>● Classroom Phones</li> <li>● Cell phone communication when walkie talkie or classroom phones are not accessible.</li> </ul> <p><b><u>Assistance Call Protocol</u></b></p> <ul style="list-style-type: none"> <li>● In the event of an emergency or office-managed behavior requiring assistance, classroom teachers should call the following:               <ul style="list-style-type: none"> <li>○ Main Office</li> <li>○ Attendance Clerk</li> <li>○ Principal</li> <li>○ Assistant Principal</li> <li>○ Back on Track Teacher</li> <li>○ Counselor</li> <li>○ Instructional Coach</li> <li>○ Case manager or relevant staff member depending on the child.</li> </ul> </li> <li>● Once the office or someone has been contacted, a walkie call will go out that “assistance is needed in room...”</li> <li>● If this is a classroom behavior issue, teachers are expected to follow their discipline cascade and be aware of <a href="#">office v. classroom managed behaviors</a>.</li> </ul>
Arrival	<p><b><u>Arrival Timeline</u></b></p> <ul style="list-style-type: none"> <li>● Before 8:00am- Any staff members that are out of the building need to communicate with the Principal,</li> </ul>

Assistant Principal, Instructional Coach, Secretary, and Attendance Clerk.

- 8:00- Our attendance clerk arrives at the office to assist with guest teachers arriving and to open up the office.
- 8:25- Morning extra-duty supervisor and a building aide will watch early arrivals outside of Door 1. Students will be supervised in the cafeteria if there is an excess number of students, the windchill is below 20 degrees, or if there is rain or snow.
- 8:38- Students will be let into the building. Bus riders getting breakfast will head straight into the cafeteria exterior door, and car riders and walkers getting breakfast will head into the cafeteria. K-1 students will grab their breakfast in the hallway where the library hall and main hallway comes to a T. Students not eating breakfast will head straight to class.
- 8:50- Instructional day begins. Any student that comes in after 8:50 is considered tardy; however, students may still be making their way through the breakfast line and into your classroom after the 8:50 time.
- 8:55-9:15- Any student coming into the building during this time will need to be signed in to the office. Ms. Evans will be marking these students tardy.
- 9:30- Attendance should be completed in SIS Parent Portal.

#### **Building Areas Requiring Supervision**

- Parking Lot/Car Rider Line- One of our reading specialists, our art teacher, our counselor, our Pre-K teacher, and Principal will be letting car riders out of their vehicles.
- Cafeteria- Our Instructional Specialist and a building aide direct students around the cafeteria to get their breakfast before heading to class.
- Office- Our attendance clerk arrives at 8:00 to open up the office. Our Secretary arrives at 8:30. In the morning, students should be heading straight to breakfast and class, but our office staff is covered by our Secretary and Attendance Clerk.
- Stairwell 1- Our EL teacher typically covers Stairwell 1.
- Stairwell 2- One of our Reading Specialists and Fifth grade teachers typically cover Stairwell 2.
- Main Hallway- Teachers are waiting outside their classroom supervising their students entering class and students walking down the hallway.

	<ul style="list-style-type: none"> <li>● 2nd Floor Hallway- Teachers are waiting outside their classroom supervising their students entering class and students walking down the hallway.</li> <li>● Gym/Cafeteria Hall- Our PE teacher is waiting outside the gym. Our Nurse is typically at the cafeteria door.</li> <li>● Library Hall- The PE teacher is waiting outside the gym, with our K-1 breakfast supervisors also being able to see the library hall when looking straight forward.</li> <li>● Art Hall- Our EL teacher is at the bottom of stairwell 1 and is able to see down the art hallway.</li> </ul> <p><b><u>How Do Students Enter The Building?</u></b></p> <ul style="list-style-type: none"> <li>● Walkers- Door 1</li> <li>● Car Riders- Door 1</li> <li>● Bus Riders- Cafeteria exterior door if eating breakfast, Door 1 if not eating breakfast.</li> <li>● Van and Daycare Riders- Cafeteria exterior door if eating breakfast, Door 1 if not eating breakfast.</li> <li>● Late Arrivals- Ms. Evans will be waiting with our check-in clipboard at Door 1 after 9am.</li> </ul> <p><b><u>Communication Systems to Respond To Issues</u></b></p> <ul style="list-style-type: none"> <li>● Walkie talkies are the primary device used to communicate issues.</li> <li>● Sub needs and coverage assignments, including supervision adjustments can be found in our sub needs Google Doc.</li> </ul> <p><b><u>Visitor Protocols</u></b></p> <ul style="list-style-type: none"> <li>● Guest Teachers- Check in with the office when they arrive to verify their room assignment and will receive any needed keys or technology.</li> <li>● Visitors are expected to buzz in if they are coming in after 9am. Any visitors coming in prior to 9am need to have an appointment.</li> <li>● Visitors will sign-in at the main office and will be provided a visitors sticker. If teachers see an unidentified adult without a visitors sticker, they need to advise that person to return to the main office.</li> </ul>
Dismissal	<p><b><u>Dismissal Timeline</u></b></p> <ul style="list-style-type: none"> <li>● Our overall goal with our dismissal timeline is to balance the optimization of time for instruction while providing a safe, efficient process of dismissing students throughout the building.</li> </ul>

- During the day our attendance clerk is updating our transportation clipboards so that we can have an accurate list of how students are getting home.
- 3:00- Deadline to have a student dismissed early from the building or inform the office of a change in transportation. The change in transportation needs to be provided in writing.
- 3:30- Cars are let into the lot by our crossing guard.
- 3:38- Dismissal transition announcement to review expectations and wrap up instructional time. 2nd floor prepares for dismissal and students transition to classrooms based on their transportation method. Our car rider supervisor, bus supervisor, and daycare supervisor grab their transportation clipboards from the attendance clerk.
- 3:43- 2nd floor will dismiss their dismissal area. 1st floor prepares for dismissal and students transition to classrooms based on their transportation method.
- 3:45- All students should be in process of moving to their dismissal area. Walkers are dismissed to begin their walk home or to their families.
- 3:48- Bus riders will begin boarding their bus from the gym, van and daycare riders will begin dismissing to their transportation from the cafeteria, and car riders will be dismissing from the parking lot.
- 4:00- Classroom teachers will depart from their duty. Remaining students will be supervised by special area teachers.
- 4:05- Students not picked up will make their way to the office to call their families to be picked up.

**Building Areas Requiring Supervision**

- Parking Lot/Car Rider Line- Each grade level will have a teacher supervising their students that are walkers outside of the building. Each grade level has a designated spot where they line up awaiting their car rider pick-up. Special area teachers and special educators will have students at our pick-up zone that they will walk to cars whenever they arrive to the front of our car line.
- Cafeteria- Our daycare and van riders are dismissed to the cafeteria to await their transportation. They are supervised by our Instructional Coach and one of our building aides.

- Office- Our Secretary and Attendance Clerk remain in the office to field phone calls and assist in relaying communications.
- Stairwell 1- When students are dismissing, one of our reading specialists supervises this stairwell.
- Stairwell 2- When students are dismissing to their dismissal area through this stairwell, students are walked down by their classroom teacher.
- Main Hallway- Teachers supervise the hallway when transitioning to their dismissal rooms. Teachers walking their students to their dismissal area are supervising their students.
- 2nd Floor Hallway- Teachers supervise the hallway when transitioning to their dismissal rooms. Teachers walking their students to their dismissal area are supervising their students.
- Gym/Cafeteria Hall- The gym is used to house our bus riders. Each bus has a line of students. When the bus arrives one of the teachers supervising the bus riders and one of our building aides will walk the students across the playground to their buses in the FAAA lot. When students are walking down the cafeteria hallway, they are supervised by the classroom teacher tasked with that particular transportation model.
- Library Hall- When students are walking down the library hallway, they are supervised by the classroom teacher tasked with that particular transportation model.
- Art Hall- When students are walking down the art hallway, they are supervised by the classroom teacher tasked with that particular transportation model.

**How Do Students Dismiss From The Building?**

- Walkers- Walked out of the building through Door 10 by their supervising teacher(s). These teachers will stay with students until they have all departed the grounds. Any student picking up a walker should be coming and arriving to the building with a card.
- Car Riders- Walked out of the building through Door 1 by their supervising teacher(s). PK and Kindergarten are on the sidewalk next to Door 1. 1st grade, 3rd, 4th, and 5th grade is in the grass close to Door 1 on the cafeteria side. 2nd grade is in the grass on the office side of the building.
- Bus Riders- Walked out of the building by the gym door. Supervising teacher(s) for a particular bus will walk students straight to their bus in the FAAA lot.

	<ul style="list-style-type: none"> <li>● Van and Daycare Riders- When the daycare bus has arrived, the students will board their transportation outside of the cafeteria door.</li> <li>● Early Dismissal- Students will not be dismissed during the 3pm hour unless a special circumstance arises. Families wanting their students dismissed early will need to come inside the office to sign out their child.</li> </ul> <p><b><u>Communication Systems to Respond To Issues</u></b></p> <ul style="list-style-type: none"> <li>● Walkie talkies are the primary form of communication during dismissal.</li> <li>● Mrs. Fischer will be calling out car rider names via walkie so supervising teachers are prepared to dismiss their students.</li> <li>● Any other assistance needs are sent out by walkie.</li> </ul>
<p>Bathrooms and Drinking Fountains</p>	<p><b><u>Classroom Bathroom Breaks</u></b></p> <ul style="list-style-type: none"> <li>● On our master schedule, grade levels have 3 time spans where they are expected to take their classroom bathroom breaks. The expectation is that students use the bathroom during these breaks so they are not using the bathroom excessively during other periods of our instructional day.</li> <li>● Classes can implement a bathroom monitor class job to report any issues with safety or cleanliness to the classroom teacher.</li> <li>● The classroom teacher needs to check the bathrooms when arriving and before departing back to their classroom.</li> <li>● If there is a safety or cleanliness concern during the class bathroom break, the office needs to be notified so the concern can be rectified.</li> </ul> <p><b><u>Individual Bathroom Breaks</u></b></p> <ul style="list-style-type: none"> <li>● If a student needs to use the bathroom outside of their classroom restroom break time. The student needs to have a timestamped hall pass.</li> <li>● If there is a safety or cleanliness issue during their restroom break, the student needs to notify their classroom teacher or closest adult upon return.</li> <li>● Classroom teachers should not send more than one student at a time to use the restroom outside of their classroom restroom time.</li> </ul> <p><b><u>Lunch Bathroom Breaks</u></b></p>

	<ul style="list-style-type: none"> <li>● If a student is needing to use the restroom during lunch, they are expected to use the single-person restrooms or the nurse’s restroom located closest to the cafeteria.</li> <li>● Students are reminded their class either has just used the restroom or are using the restroom right after lunch. Restroom usage is not encouraged.</li> <li>● Students are expected to report back to their lunch supervisor when they have arrived back in the cafeteria.</li> </ul> <p><b><u>Drinking Fountains</u></b></p> <ul style="list-style-type: none"> <li>● The water bottles are designed so students get their required amount of water during the instructional day. Students should only need to fill up their water bottle one time for the day.</li> <li>● Students should fill up their drinking fountain while they are supervised by an adult, or if they are sent out for a hall pass. The student should be the only person out from their class and be sent with a time-stamped hall pass.</li> <li>● All drinking fountains are accessible. If a student does not have a water bottle, they are able to use the drinking fountains.</li> </ul>
<p>Before/After School Activities</p>	<p><b><u>Before School Activities</u></b></p> <ul style="list-style-type: none"> <li>● If before school activities are in session, morning supervisors and our attendance clerk need to be notified of their arrival.</li> <li>● Classroom teachers are expected to take attendance and be actively supervising when students are in their presence.</li> <li>● If any issues arise, staff is expected to call the Principal on his cell phone if he is not in the building or call the office and relevant extensions if they are in the building.</li> </ul> <p><b><u>After School Activities</u></b></p> <ul style="list-style-type: none"> <li>● If after school activities are in session, after school supervisors and our attendance need to be notified of who is staying.</li> <li>● Classroom teachers are expected to take attendance and be actively supervising when students are in their presence.</li> <li>● If any issues arise, staff is expected to call the Principal on his cell phone if he is not in the building or call the office and relevant extensions if they are in the building.</li> </ul>
<p>Busses</p>	<p><b><u>Student Expectations</u></b></p>

	<ul style="list-style-type: none"> <li>● Students are expected to be seated on the bus at all times while en route.</li> <li>● Students are expected to remain in only their assigned seat while the bus is on route.</li> <li>● When possible, there should be no more than 2 students to a seat.</li> <li>● Students are expected to get on and off the bus at their assigned stops.</li> </ul> <p><b><u>Arrival Procedures</u></b></p> <ul style="list-style-type: none"> <li>● If students are eating breakfast, bus riders are expected to walk across the lot straight into the cafeteria exterior door.</li> <li>● If students are not eating breakfast, students will walk across the lot then down the sidewalk to enter through door 1.</li> <li>● Students are walked across the street by our building aide or another supervising staff member.</li> </ul> <p><b><u>Dismissal Procedures</u></b></p> <ul style="list-style-type: none"> <li>● Students will be lined up in the gym by bus number.</li> <li>● When their bus has arrived, students will be walked to the bus by our teachers supervising bus riders.</li> <li>● Before students board the bus, they should be in as calm and regulated state of mind as possible.</li> <li>● Our Assistant Principal is the lead supervisor for our bus riders.</li> </ul>
Hallways and Stairwells	<p><b><u>Hallway Movement Expectations</u></b></p> <ul style="list-style-type: none"> <li>● When classes are moving around the building, they are expected to be supervised by their teacher or assigned adult, be facing forward, have hands at their sides, and using line basics.</li> <li>● If a student is moving independently, not during a time when their class is moving to an activity, then the student is expected to have a hall pass.</li> <li>● If a student is going to another classroom such as a re-focus room, please make sure prior contact has been made so a teacher knows they should be expecting to receive a student.</li> </ul> <p><b><u>Hall Passes</u></b></p> <ul style="list-style-type: none"> <li>● If a student is moving independently, not during a time when their class is moving to an activity, then the student should have a time-stamped hall pass.</li> </ul>



	<ul style="list-style-type: none"><li>● Classroom teachers should try to have only one student out in the hallway at one time whenever possible.</li></ul> <p><b><u>Arrival Procedures</u></b></p> <ul style="list-style-type: none"><li>● Pre-K, 1st, and 5th grade students should use the library hall when heading to class.</li><li>● K, 2nd, 3rd, and 4th grade students should use the art hallway and stairwell 1 if going upstairs to go to class.</li><li>● Any student arriving after 9am will need to sign in with office staff.</li></ul> <p><b><u>Dismissal Procedures</u></b></p> <ul style="list-style-type: none"><li>● Pre-K, K, 1st, and 5th grade car riders will use Door 1 to depart from the building. This dismissal group will be supervised by a teacher in that particular grade level.</li><li>● 2nd, 3rd, and 4th grade car riders will use Door 10 and make their way up the sidewalk towards Door 1 to line up in their car rider line areas.</li><li>● All walkers will depart out Door 10. Walkers will be supervised by a teacher in that particular grade level.</li><li>● All bus riders will travel to the gym supervised by a teacher in that particular grade level.</li></ul>
Lunch	<p><a href="#">Link to Schedule</a></p> <p><b><u>Lunch Supervisor Expectations</u></b></p> <ul style="list-style-type: none"><li>● Lunch supervisors need to report at their assigned times. If they may be arriving outside of their scheduled time because they are traveling from a place far from the cafeteria, they need to communicate that to the Principal, Assistant Principal, and fellow supervisors during their scheduled lunch supervision time. Some special area teachers may be arriving at the conclusion of one of their classes at the conclusion of their personal lunch time.</li><li>● Each supervisor is assigned a classroom's lunch tables during their lunch supervision time. The supervisor needs to respond to the children's needs and ensure students are being safe and orderly during their lunch time.</li><li>● Cafeteria duty entails teaching the students proper behavior while in line, at the food bar, while eating, while returning their trays, while throwing trash away and recycling, as they line-up and as they are dismissed.</li></ul>

	<ul style="list-style-type: none"> <li>● Supervisors are expected to circulate among the students while they are eating. Talking casually with students is encouraged.</li> </ul> <p><b><u>Student Expectations</u></b></p> <ul style="list-style-type: none"> <li>● We do expect students to treat eating as a task. While students are eating they should be at a level 0. After eating, students can talk but they have to use a Level 1 voice volume.</li> <li>● Students are not to get up once they get their lunch without your permission. If they need something, they are to raise their hand and usually the adult will get whatever they need or give instructions.</li> <li>● Students may empty trays when done eating with adult permission.</li> <li>● We will use student volunteers (as appropriate) to wash tables and assist with trash.</li> </ul> <p><b><u>Lunch Protocol and Structure</u></b></p> <ul style="list-style-type: none"> <li>● Quietly enter the cafeteria in a straight line. Voice Volume is 0 upon entering. Follow the posted line order (regular lunch, alternate, and others as the menu lists)</li> <li>● Wait patiently to be served in the food line.</li> <li>● Keep hands and feet to self at all times.</li> <li>● Eating is a task and students should be at a level 0</li> <li>● Use Level 1 voice volume after eating</li> <li>● Eat only in the cafeteria.</li> <li>● Student volunteers (as appropriate) clean the eating area before leaving the cafeteria.</li> <li>● Students should not leave the cafeteria without permission.</li> <li>● Use the same language as on the PBIS matrix: Give Best Effort, Be Respectful</li> </ul>
Office areas	<p><b><u>Before School and Arrival</u></b></p> <ul style="list-style-type: none"> <li>● The Attendance Clerk arrives at the building at 8am to prepare for guest teachers and answer the phone as needed.</li> <li>● Secretary arrives at 8:30 to take over phone calls and prepare for the day. From 8:30-9:00am the Attendance Clerk and Secretary will be housed in the office to supervise anyone coming in.</li> <li>● After 9am, the Attendance Clerk will be in the front foyer to check-in late arrivals.</li> </ul>

	<p><b><u>During School</u></b></p> <ul style="list-style-type: none"> <li>• The office will always have at least one person at the front desk. If for some reason the Attendance Clerk or Secretary cannot be at the front desk, the Principal, Assistant Principal, Instructional Coach, Supply Clerk, or Building Aide will monitor the front desk.</li> <li>• Visitors will be expected to check-in at the front desk and be provided a visitor sticker.</li> <li>• Parent visitors are expected to have an appointment if they are wanting to come to the building.</li> </ul> <p><b><u>Dismissal and After School</u></b></p> <ul style="list-style-type: none"> <li>• The Attendance Clerk and Secretary will remain in the main office to assist communicating any issues to relevant personnel via walkie talkie.</li> <li>• At 4:00, the Attendance Clerk departs for the day.</li> <li>• At 4:30, the Secretary departs for the day. Between 4:00 and 4:30, the Secretary will assist in calling any families of students who have not been picked up yet.</li> </ul> <p><b><u>Classroom Visitor Protocol</u></b></p> <ul style="list-style-type: none"> <li>• In the event that a parent wants to observe a classroom, the parent is expected to provide the office and classroom teacher with 24 hours notice.</li> <li>• Once the appointment has been made, observation expectations will be shared with the parent.</li> <li>• When the parent or visitor arrives, the office staff will communicate this to the classroom teacher.</li> </ul>
<p>Playground, Outdoor school grounds, and Recess</p>	<p><b><u>Recess Supervision</u></b></p> <ul style="list-style-type: none"> <li>• Each classroom teacher is responsible for supervising a particular zone of the playground during recess.</li> <li>• Teachers are expected to have their eyes on students at all times and refrain from using cell phone communication.</li> <li>• There is one teacher on each grade level that has a walkie-talkie. If assistance is needed, the walkie talkie is the desired form of communication.</li> </ul> <p><b><u>Dismissal Supervision on Grounds</u></b></p> <ul style="list-style-type: none"> <li>• Teachers supervising students outside at dismissal are expected to have eyes on their students at all times.</li> <li>• The teachers supervising car riders are expected to have a walkie talkie. When a student in their grade level is called by walkie talkie for dismissal, they are expected to watch as their student moves to the pick-up lane and</li> </ul>

	<p>then be assisted to their car by a special area teacher or special educator.</p> <ul style="list-style-type: none"> <li>• Teachers supervising walkers are expected to watch over their students until they leave campus with a family member.</li> </ul>
Safety Drills	<p><a href="#">Link to Emergency Procedures Manual</a></p>
Guest Teachers	<p><b><u>Sign-In/Out Procedures</u></b></p> <ul style="list-style-type: none"> <li>• Guest teacher assignments are updated consistently in our Sub Needs Google Document. The Google Document is shared with all staff members and has sub assignments for an entire month.</li> <li>• When a guest teacher arrives, they are expected to check in with the front desk so they can receive any materials necessary such as technology or classroom keys.</li> <li>• Guest teachers will sign out and turn in relevant classroom materials to the front desk.</li> </ul> <p><b><u>Classroom Expectations</u></b></p> <ul style="list-style-type: none"> <li>• Guest teachers should have easy access to the following documents: <ul style="list-style-type: none"> <li>○ Emergency procedures</li> <li>○ Phone extension list</li> <li>○ Discipline cascade</li> <li>○ Classroom procedures and expectations</li> <li>○ Lesson plans</li> </ul> </li> <li>• Guest teachers should leave feedback for the classroom teacher about the classroom’s performance and completed work.</li> </ul>
Within Classrooms	<p><a href="#">Link to Classroom V Office Managed Matrix</a>  <a href="#">Link to Behavior Management Flow Chart</a></p> <p><b><u>Supervision Expectations</u></b></p> <ul style="list-style-type: none"> <li>• Staff members are always responsible for the supervision of all students anywhere on the school campus.</li> <li>• Teachers should always accompany their group when returning from recess and when passing through the walkways.</li> <li>• Teachers should always be at the classroom door at 8:40 for breakfast duty, unless you are on a special duty.</li> </ul>

- The classroom teacher is responsible for taking and picking up their class from art, music, cafeteria, recess and physical education.

### **Refocus Rooms**

- Students in need of a break in a location other than their teacher's classroom should use a buddy room.
- The office cannot be used as a refocus room area.
- Re-focus rooms will not be utilized for students in need of extended time out or ISS.
- If a student is assigned to a buddy room the sending teacher must provide the student with ample work matching that day's learning objectives.
- Students should be sent to their refocus room with a pass and teachers receiving the student should know in advance whenever possible.
- Possible refocus rooms could be Character Family mentor, club sponsor, check-in/check-out mentor (if applicable), case manager (if applicable), or another caring adult that has an established relationship with the child.

### **Assistance Calls**

- If a student is exhibiting office-managed behaviors, the office needs to be called.
- Once the office is called, the Secretary or Attendance clerk will call on the walkie "assistance is needed in..."
- The Back-On-Track Teacher, Assistant Principal, Principal, Counselor, or Building Aide will then report to the classroom to assess the situation.
  - The goal of the assistance call is to first de-escalate and put the student-in-need into a more regulated state.
  - A classroom may be cleared if the classroom or student-in-need's safety is in question.
  - If a student is in need of removal of the classroom, the staff member responding for assistance will take the student to the office, Back-on-Track Room, sensory room, or relevant space to best meet the student's needs.

### **Hall Pass Procedures**

- Whenever a student is going to the office, restroom, nurse, or a different classroom, the expectation is that the student has a time-stamped hall pass.

	<ul style="list-style-type: none"> <li>• Whenever possible, only one student should be sent to the restroom at one time.</li> <li>• If a student is seen in the hallway without a hall pass by a staff member, the staff member is expected to send the student back to class for a hall pass.</li> </ul>
<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><b><u>Staff Communication Plan</u></b></p> <ul style="list-style-type: none"> <li>• Staff will receive the initial supervision draft on March 18, 2022. Staff will receive the opportunity to leave comments and feedback.</li> <li>• On a monthly basis, the instructional leadership team will review and revise the Supervision Plan.</li> </ul> <p><b><u>Student Communication Plan</u></b></p> <ul style="list-style-type: none"> <li>• Sections of the Supervision Plan will be reviewed on an ongoing basis during morning announcements.</li> <li>• Teachers will also share and reteach the supervision plan inside their classrooms.</li> <li>• Supervision Plan will be shared during universal expectation education during the opening week of school and upon returning from Winter Break.</li> </ul> <p><b><u>Community Communication Plan</u></b></p> <ul style="list-style-type: none"> <li>• The Supervision Plan will be posted on the Cold Water website.</li> <li>• The Supervision Plan will be reviewed at the following PTA meeting after being published.</li> </ul>
<p>Students with specific safety plans or special needs that require additional supervision (do not include names in public document)</p>	<p><a href="#">Link to Emergency Procedures Manual</a></p> <p><b><u>Communication Plan for Disseminating IEPs, BIPs, and Behavior Plans</u></b></p> <ul style="list-style-type: none"> <li>• Any staff member that will be in contact with a student with an IEP, BIP, or building plan will receive the plan upon publication.</li> <li>• Staff members receiving the document will sign off that they have received the document.</li> <li>• Meetings will be held as needed to ensure compliance with the expectations expressed in these documents.</li> <li>• Since these are legal documents, compliance and adherence to the content of this documents is mandatory.</li> <li>• When the staff member is no longer part of the student’s daily schedule, the documents should be sent to the office to be shredded.</li> </ul>

<p>Processes for responding to dangerous activities</p>	<p><b><u>Communication Plan</u></b></p> <ul style="list-style-type: none"> <li>● Staff should have access to phone extensions to communicate to necessary personnel in the event of an emergency.</li> <li>● For classroom related incidents that may require office intervention, the classroom phone is the preferred communication medium.</li> <li>● If there is suspicion that a student has an inappropriate object such as a weapon, the office needs to be notified immediately and to come visit the classroom about some “materials.”</li> <li>● If there is an incident on school grounds with a phone not being accessible, walkie talkie is the preferred form of communication.</li> <li>● Opportunities will be provided after a dangerous activity for staff to disseminate information, reflect, and evaluate building response to make future changes.</li> </ul>
<p>Professional Learning necessary to operationalize your plan</p>	<p><b><u>21-22 School Year</u></b></p> <ul style="list-style-type: none"> <li>● Communication of the building supervision plan</li> <li>● Ongoing evaluation of the expectations of the supervision plan, handbook, and other relevant documents that focus on building operations and student safety.</li> </ul> <p><b><u>BOY 22-23 School Year</u></b></p> <ul style="list-style-type: none"> <li>● As our society opens up more from the COVID-19 pandemic, we will need to revisit, train, and implement trauma-informed structures to de-escalate students.</li> <li>● Set up monthly revisions to the building’s supervision plan.</li> </ul>