



Hazelwood North Middle School

**Active Supervision Plan
2021-2022**

Key Strategies for NMS Staff



Active Supervision at NMS will include All Staff Members:

- Visually identifying each child for Name-to-face recognition
- Watching and continuously scan the entire environment to know where everyone is and what they are doing
- Positioning themselves in key positions
- Listening for specific sounds or the absence of them may signify reason for concern
- Anticipating children's behavior
- Engaging and redirecting students

Early Arrival 7: 30 am



Early Duty Staff Members are:

- Greeting Students with a smile
- Circulating by walking around to each table
- Directing students to sit down at the cafeteria tables
- Encouraging students to sit correctly at the tables, put away cell phones, earbuds, put on their school ID

Morning Arrival 7:50 am



NMS Staff are:

- Positioned at entrances (front/back), cafeteria, stairwell, hallways, classroom doors
- Greeting students
- Reminding students to be prepared for school (IDs visible, Cell phones/Earbuds in purse or bookbag, remove hoodies)
- Encouraging students to eat breakfast and enter the classroom

Academic Excellence (8:00am-8:45am)

NMS Staff will:

- Checking student IDs before entering the classroom
- Prepare students for the today
 - Order IDs
 - Review ID and Uniform Policy
 - Make students accountable for ID and Uniform Policy
 - Monitoring Reading
 - Listen to morning announcements



Classroom



- Teachers will circulate throughout the classroom to actively listen and observe
- Teachers will provide clear and specific procedures for activities
- Students to remain seated unless teacher gives them permission to move around the classroom
- Teachers will ensure that students are always engaged in learning activities
- Teachers will Identify one student per class to be the “runner” if a situation occurs

If a situation arises, the teacher will:

- Contact the office (push the button) and send a responsible student to the office.
- Identify yourself as the teacher and get in between students if they are arguing or posturing.
- Encourage one student involved in the altercation to leave the room and go to the office
- Make sure that cell phones are put away.
- Direct students to move away from the altercation while directing those involved to stop by saying “stop, go away...anything to disrupt the fight.
- Teachers should know who are the trained staff members for CPI.

Hallways and Transitions



- Teachers are standing at their classroom doors encouraging students to enter the classroom or walk and talk as students move to their next class
- Grade Level Counselor is actively monitoring the area outside of the restroom
- Dean of Students and Grade level administrators are stationed in the middle of the hallway (area between science rooms and Grade Level Office)
- Safety Monitor/Safety Officer are actively supervising each grade level landing/stairwell
- Grade Level Secretary will monitoring the grade level office and is available to answer the phone if a situation arises

Hallways and Transitions

If an altercation occurs:

- Closest staff should intervene
- Identifying yourself as a staff member
- Other Staff should call or go find security
- Staff will direct all students to move to class and remove themselves from the disruption
- Staff will direct students not to pull out cell phones



Transition to and from Lunch

To Lunch:

- All teachers will escort their students to the cafeteria
- Teachers will actively monitor students as students remain in a single line to assist with effective supervision
- All teachers will walk students to their assigned cafeteria tables and assist with students sitting in their assigned seats

From Lunch:

- One teacher pair (neighboring rooms) will pick up students from lunch
- The other teacher pair will be stationed in the hallway to receive students as they return from lunch
- The grade level counselor will supervise the hallway area near the restroom
- A safety officer/safety monitor will supervise the stairwell/landing



Cafeteria/Lunch



- Administrators and Counselors will arrive to duty before students arrive
- Teacher Supervisors will arrive to duty on time
- All Cafeteria supervisors will actively walking around to watch and listen
- All Cafeteria supervisor will monitor and enforce students to sitting at the correct tables
- Students will sit in their assigned seats and correctly at the table (legs under the table)
- Students will be at a level 0 during announcements
- Cell phones will not be visible in the cafeteria
- Students will monitor their behaviors at the lunch table and make sure they are picking up their trash.
- Students will be reminded to not share food or buy food from each other
- Supervisors will direct students to follow the directional arrows in the cafeteria (to monitor the flow of traffic/student movement)

Dismissal



- Teachers are actively supervising students in classrooms
- Grade Level Secretary will call for car riders, walkers and bus riders via the intercom system
- Students will remain seated in their assigned desk until their mode of transportation/bus # is called via the intercom system
- Teachers will monitoring noise levels to ensure all intercom announcements are heard
- Teachers are monitoring the “live” bus manifest to ensure students are exiting at their designated times
- Counselors will be stationed the hallway near the grade level office/restrooms to monitor students as they transition
- Administrators be stationed in the stairwell/landings to monitor students as they transition
- Safety Monitor will report to the cafeteria to monitor student move to the back entrance
- 6th grade teachers report to their designated supervision areas
- Safety Officers will monitor students as they exit the building and board buses
- Dean of Students and a team of teachers will monitor walkers and car riders students as they exit the rear of the building

After School/Late Bus 3:10pm



- Grade Level Secretary will announce all buses to report to the cafeteria
- Teachers will dismiss students to the cafeteria
- Grade Level Counselors will report to the stairwell/landing and monitor students as they leave the floor
- TAs/BAs will report to the cafeteria to assist with supervision students
- Safety Officer will report to the cafeteria to assist with supervision of students
- Administrators will report to the cafeteria to assist with supervision of students
- After School Sponsors will report to the cafeteria by 3:15pm to retrieve students
- Safety Officer will announce when late buses arrive

After School Activities



- Sponsors will report to the cafeteria to pick up students
- Sponsors will take attendance and enter attendance in the after school attendance folder
- Students will remain with sponsor at all times
- After School Supervisors will monitor hallways and make dismissal announcements
- Sponsors will escort students to the front entrance at 4:25pm
- Safety Team will supervise as students exit the building for dismissal