

**Garrett  
Elementary Supervision Plan 2022**

Element	Safety Protocols
Arrival/Dismissal	<p><b>Arrival</b>            One way entry staff, walkers, and bus riders will enter through the main entrance.</p> <p>Students will be let into the school at 8:30. Staff will be at several locations through the school to ensure that all areas are supervised.</p> <p>Car riders will be dropped off at the end of the parking lot and will enter through the blue gymnasium doors and sit on the next available dot. Two to three staff members will be outside to walk students from their car to the door. Two staff members will be in the gymnasium to monitor students until the 8:40 bell.</p> <p>Arrival Duties:  <b>Principal:</b> Foyer - Front Doors  <b>Assistant Principal:</b> Gym - Cars  <b>Counselor:</b> Foyer - Front Doors  <b>NBC BA:</b> Cafeteria  <b>Art Teacher:</b> Primary Stairwell  <b>Nurse:</b> Breakfast Hallway (k-2)  <b>Librarian:</b> Library  <b>Reading Specialist:</b> Gym - Cars  <b>Clerk:</b> Front Door -tardy bell  <b>TC:</b> Kdg, 1st Hallway  <b>BA:</b> Outside - Crosswalk and Cones  <b>IC:</b> Cafeteria  <b>Reading Specialist:</b> Gym - Cars  <b>TA:</b> Gym - Car Rider Supervision  <b>ELL Teacher:</b> 3rd, 4th and 5th hallway  <b>SSD Teacher:</b> SSD morning arrival - 3rd, 4th, 5th grade bathroom area  <b>SSD Teacher:</b> Foyer - Front Doors  <b>SSD TA:</b> Gym - Car Rider Supervision  <b>PreK-TA:</b> Foyer (prek)  <b>Classroom Teachers:</b> At their door greeting students</p> <p><b>Dismissal</b></p>

	<p><u>Pre-K</u> - Students will be escorted by both the classroom teacher and the BA to the foyer in front of the office. Students will sit on dots spaced at 3 feet when possible while they wait for their car to arrive. Students will exit the building through the front door with a teacher and walk to their car.</p> <p><u>K-5</u> - In each grade level, one teacher will monitor each of the three groups (Car Riders/YMCA, Bus Riders, and Walkers).</p> <p>The parking lot team will be in place no later than 3:40. All students remain supervised by a Garrett staff member until all students are dismissed.</p> <p>Dismissal Duties 3:50</p> <p><b>Assistant Principal:</b> Foyer</p> <p><b>Principal:</b> Street/Parking Lot Direction 3:30</p> <p><b>IC:</b> Pre-k assistance</p> <p><b>Librarian:</b> Car riders (In Gym) - Collection of names/numbers 3:40</p> <p><b>BA:</b> Car riders (collects numbers) as parents arrive 3:30</p> <p><b>SSD Teacher:</b> Traffic at the lines 3:40</p> <p><b>SSD Teacher:</b> Sub for parking lot</p> <p><b>Reading Specialist:</b> Walkers / Crosswalk 3:40</p> <p><b>Counselor:</b> Bus coach</p> <p><b>Attendance:</b> Bus coach</p> <p><b>TC:</b> Bus coach</p> <p><b>P.E. Teacher:</b> Car riders</p> <p><b>Music Teacher:</b> Car riders</p> <p><b>Reading Specialist:</b> Car riders</p> <p><b>SSD TA:</b> SSD support</p> <p><b>TA:</b> Car Rider Monitor 3:45</p>
Bathrooms	<ul style="list-style-type: none"> <li>● Full classroom breaks are recommended with no more than three students in at a time.</li> <li>● Scheduled breaks</li> <li>● Students sign out and in on a classroom folder to track time away from class.</li> <li>● K-2 Buddy System</li> </ul>

	<ul style="list-style-type: none"> <li>● Open communication between staff members to ensure coordination of unscheduled bathroom usage.</li> <li>● Students who are identified as needing additional support through building a plan are given adult support.</li> </ul>
Before/After School	<ul style="list-style-type: none"> <li>● Supervisor expectations are the same as expected in the classroom.</li> </ul>
Busses	<ul style="list-style-type: none"> <li>● Designated bus coaches (staff members) that work with each bus line and work as a liaison between the bus driver and administration.</li> <li>● Assistant Principal and or Principal ride along when needed.</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>● Staff members are at their doors for arrival and dismissal.</li> <li>● Staff members contact the staff member in the destination before sending a student there. This is done on the way there and the way back.</li> <li>● PreK-1 hallway has alarms installed on doors to alert staff to an open door.</li> </ul>
Lunch/Recess	<p><b>Lunch/Breakfast:</b></p> <ul style="list-style-type: none"> <li>● Two to Three adults per Lunch/Breakfast shift.</li> </ul> <p><b>Recess:</b></p> <ul style="list-style-type: none"> <li>● Active supervision by classroom teachers without cell phone usage.</li> <li>● At least one staff member must have a walkie while outside at recess.</li> <li>● Whistles are used for specific reasons such as stop and listen or line up.</li> <li>● Designated lineup areas are known by students.</li> </ul>
Office areas	<ul style="list-style-type: none"> <li>● Office supervision mirrors classroom supervision in that all students are supervised at all times.</li> </ul>
Outdoor school grounds	<ul style="list-style-type: none"> <li>● Lead custodian and/or Principal walk the school grounds in the morning to check for damage or concerns.</li> </ul>

Safety Drills	<ul style="list-style-type: none"> <li>● Building/District safety plan is followed for all drill and emergency/dangerous situations. Staff are situated in hallways so that students can safely move through the hallways or in and out of the building.</li> </ul>
Stairwells	<ul style="list-style-type: none"> <li>● Staff are stationed at the stairs during arrival.</li> <li>● Staff are with students at the stairwell during dismissal.</li> <li>● Students are taught to use the handrail.</li> </ul>
Substitutes	<ul style="list-style-type: none"> <li>● Sub plans include emergency plans and supervision expectations.</li> </ul>
Within Classrooms	<ul style="list-style-type: none"> <li>● All students are to be supervised at all times.</li> <li>● Students should not be seated in the hallway unless directly supervised by a staff member.</li> </ul>
Any other elements that are relevant to your particular school	
<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>	<ul style="list-style-type: none"> <li>● Staff - Faculty Meetings</li> <li>● Students - PBIS Bootcamps</li> <li>● Community - PTA</li> </ul>
Students with specific safety plans or special needs that require additional supervision (do not include names in public document)	<ul style="list-style-type: none"> <li>● Garrett has a crisis/emergency manual that describes who will assist students with specific safety plans and how they will do so.</li> <li>● The Nurse also works with the staff members to ensure all are aware of the safety plans and how to follow them.</li> <li>● This includes bus drivers.</li> </ul>
Use of building level safety team protocols	<ul style="list-style-type: none"> <li>● Garrett utilizes a crisis team that is led by the administrators.</li> <li>● This team is noted in our crisis/emergency manual.</li> <li>● Building/District safety plan is followed for all drill and emergency/dangerous situations.</li> </ul>

Processes for responding to dangerous activities	<ul style="list-style-type: none"> <li>● Building/District safety plan is followed for all drill and emergency/dangerous situations.</li> </ul>
Professional Learning necessary to operationalize your plan	<ul style="list-style-type: none"> <li>● Beginning of the year faculty meeting and review through PLCs and or faculty meetings in the second semester.</li> </ul>
Review process for the plan for revisions as found necessary	<ul style="list-style-type: none"> <li>● The Leadership Team will meet in May to review and discuss needed changes for the upcoming school year.</li> </ul>