

## McNair Elementary Supervision Plan

Element	Safety Protocols
Arrival/Dismissal	<p><b>Arrival: <u>Daily Schedule</u></b>            -Hand Sanitizers will be utilized upon entering the building.            -Students not eating breakfast will enter the building, in a single file line, to the greatest extent possible, at 8:35 through door #10. All students eating breakfast will enter through the main doors #1 at 8:30 and will be directed to the cafeteria to pick up their grab and go breakfast. Students will walk single file down the front hallways to their classroom.</p> <p>-Back door walkers will arrive through the hall doors #8 and will be directed to go to their designated morning areas outside their classroom doors. Students arriving through the back door who are eating breakfast will proceed through the library hall to the cafeteria.</p> <p><b>Dismissal: <u>Daily Schedule</u></b>            At 3:35 DEAR time will begin for all classrooms while teachers stand at their doors to check off their students as they leave the room. All students would stay in their classrooms until their mode of transportation has been called over the intercom.</p> <p><b>(3:40)</b> Daycare Van Riders- Office will call for them over the intercom. One adult will bring the lower level students downstairs and another staff member will meet the upstairs kids to walk them down the library hallway to their vans. Once their van arrives they will exit out door #5.</p> <p><b>(3:43)</b> Call back door walkers to the backdoor #8- Office will call for backdoor walkers over the intercom. One adult will bring the lower level students downstairs to door #8 and another staff member will meet the upstairs kids to walk them down the door #8 until they are called for dismissal. An adult will check their names off when they leave out the doors (#8) to the backlot. Staff will monitor students as they leave the school grounds.</p> <p>Two staff members will collect back door walkers both upstairs and downstairs and escort students to the gym. Students are</p>

	<p>released at the final bell <b>(3:50)</b> and Staff will monitor students as they leave school grounds.</p> <p><b>(3:46)</b> Two staff members will be upstairs to collect the bus rider students. Two staff members will be downstairs to collect the bus rider students. The adults will lead the students through the cafeteria doors, out the side door, and directly onto the bus using door #2. If buses are running late the teachers will have the students sit in the cafeteria and should be silently reading. The adult who is assigned to walk that bus will supervise them until 4:00. The office will take over supervision at 4:00.</p> <p><b>(3:50)</b> Call Front door walkers and Car Riders to the front of the building. Students will be placed by classrooms in their classroom boxes while waiting for their names to be called over the walkie-talkie. Parents will be asked to write names of their students on colored 8 ½ x 11 sheets to hang in the window so staff can identify cars and staff can call students out to them. The Park and Retrieve Lane will be used this year but parents will need to get out of the vehicle and ask for their students to be sent out. Parents will then need to walk their child to the cars.</p> <ul style="list-style-type: none"> <li>● Late pickups <ul style="list-style-type: none"> <li>○ The support staff will assist with late students in the front hallway and students will exit out door #1. (McNair’s building aides work 8:00-4:30)</li> </ul> </li> </ul>
Bathrooms	<p><a href="#">PBIS Matrix</a></p> <p>-No more than two students per classroom should be in the restroom at a time.</p> <p>-Students must sign in and out of classrooms if they must use the restroom outside the assigned classroom break schedule. Passes must be used when out of the room. Teachers will monitor students for extensive time out of the room. Grades K-2 will use a buddy system while using the restroom outside of the classroom times.</p> <p>-Visuals outside restrooms (esp. downstairs) on procedures).</p> <p>-Teacher stands outside the bathroom door (if more than one teacher one at each door)</p>
Before/After School	Students should not arrive at school before 8:30. Supervision

	<p>of school grounds does not start until 8:30.          After school, staff will monitor students as they leave the school grounds until all students have left the property.</p>
<p>Busses</p>	<p>Students will use the PBIS Matrix expectations while on the bus. Administrators will greet buses each morning and inquire how the ride from school and to school were. Staff will pick up all students in the afternoon from their assigned classrooms and escort them to their assigned bus and set the expectations for traveling after students are seated. Students should be reminded to follow line basics during dismissal. <a href="#">PBIS Matrix</a></p>
<p>Hallways</p>	<p><a href="#">PBIS Matrix</a></p> <ul style="list-style-type: none"> <li>• Students should travel in the halls following the PBIS expectations. There is to be no talking in the hallway lines unless the students are reviewing skills under the teacher's direction. Even then students should use a level 0 voice.</li> <li>• Keep hands and all body parts off the bulletin boards.</li> <li>• Students should observe the one tile rule when in line, staying one tile behind the student in front and beside them, and one tile away from the wall. Remind students of what a line looks like, One person, one square, behind the other.</li> <li>• Teachers should be able to see their entire class at all times. Classes should stop at all junctions or between long stretches of hallway.</li> <li>• Individual Travel: -Students must sign in and out of classrooms if they must leave the classroom without their class. Individual students must have a hall pass, signed by the supervising teacher when traveling in the halls for any reason. Primary students (Pre-K, K, 1st &amp; 2<sup>nd</sup> grade) must travel in pairs. The pass will state the reason and the time the student(s) was/were dismissed. Hall passes will be collected by the supervising teacher when students return. Students must sign back into the classroom upon their return to class.</li> </ul>
<p>Lunch/Recess</p>	<p>-Before leaving the cafeteria, classroom teachers will record the number of students present for the day on the white board.          -Students will eat lunch at their assigned table in the cafeteria. Once the meal is over students will clean their assigned area up and line up for recess.          -If a student needs to use the bathroom they must notify a supervisor prior to exiting the cafe. Students need to use the bathrooms closest to the cafeteria and exit using the door closest to the bathroom. After a student returns to the cafe they need to let the supervisor know they have returned.</p>

-Lunch supervisors will collect all students and will head out to their assigned recess locations. Count students prior to leaving the cafeteria. The class may not leave for recess until all students have been accounted for.

All playground supervisors should observe the following:

- Position yourself so as to see as much of the playground as possible at all times.
- Do not stand together, talking with another supervisor during duty.
- Constantly look for ways to prevent student conflicts. Watch student's faces for signs of distress. Teach problem solving and conflict resolution at every opportunity. Actively supervise kickball, soccer, and basketball games.
- Continually scan the whole playground for unsafe use of equipment e.g. climbing up the slide, swinging swings side to side, running in front of swings, jumping off equipment from an unsafe height, hanging by legs from equipment, walking/standing atop high bars.
- Continually scan the whole playground for conditions that may foster conflict or fighting e.g. formation of groups of students, students "swarming", students lifting, kicking, pushing, pulling, swinging, play- fighting, tackling, wrestling with others, or throwing objects in a harmful way.
- Watch the playground equipment for inappropriate activity. Reassign or relocate students to another area of the playground if there is any concern.
- Move around the playground frequently so as to be in close proximity to any possible trouble spots and be available for all students to report their concerns.
- Supervisors should take corrective measures immediately upon witnessing a potential problem. Do not wait until a real problem occurs before acting.
- Take some action on every complaint a student makes. This may be simply talking to another student briefly to investigate the complaint, giving verbal warning or assigning a brief time out.
- A designated supervisor should take a walkie-talkie to the playground every day. Walkie-talkies are kept in the main office or 2nd grade hallway.
- Supervisors should make sure that all equipment is returned to the building after their recess.
- Supervisors must communicate the count of students to the teacher before leaving recess duty.

Students are never to come back into the building from the playground without permission of the playground supervisor. If they are permitted to go to the restroom they must go directly

	and report back to the playground supervisor immediately upon completion of their mission.
Office areas	Students are not allowed to stay in the office without administrator permission. No students will be left alone in the office. Students should have a pass when coming to the office. Teachers should also call to make sure someone is in the office and check to see if a student is able to come down to the office at that time. The office staff should call back when the student makes it. Staff write the time on pass when they leave and return back to class.
Outdoor school grounds	During arrival (8:30-8:50) and dismissal (3:50-4:00) all students will be actively supervised. Students will not be on school property without an adult present during school hours. School Grounds are available to the public after all students have been picked up (4:00 pm)
Safety Drills	See Emergency Plans for McNair  <a href="#">McNair Emergency Plans</a>
Stairwells	Stairwells will be monitored during arrival and dismissal. Students should be supervised while in the hallway and stairwell. Students should use the hallway expectations laid out in the PBIS matrix while traveling through the building. <a href="#">PBIS Matrix</a>
Substitutes	Teachers are expected to keep the following information in the provided substitute binder in the office. This information should be periodically updated:  <ul style="list-style-type: none"> <li>- updated class list and seating chart</li> <li>- daily/weekly schedule with duty schedule</li> <li>- schedule of students reporting to GALACTIC, band, resource room, reading room, or other locations</li> <li>- emergency procedures and exit routes</li> <li>- building floor plan - indicate location of rooms for special classes, cafeteria, staff lounge, adult restrooms, teacher clerk room, clinic, and counselor's office</li> </ul>

	<ul style="list-style-type: none"> <li>- discipline plan</li> <li>-Behavior System classroom uses</li> <li>- appropriate free time activities</li> <li>- classroom privileges and jobs</li> <li>- opening and dismissal routines</li> <li>-A list of all adults and students who are being picked up (daycare, bus, back door walker)</li> <li>- location of plan book - teacher's editions and supplies</li> <li>- dependable students who may be helpful to the substitute teacher</li> <li>- two days worth of emergency plans</li> <li>-Students who should be separated from other students</li> <li>-Provide students building plans/ 504/ IEP or safety plan notes</li> <li>-Students who can not use the restroom with others</li> <li>-Recess expectations for your class</li> <li>-Cheat sheet for numbers to call for support</li> </ul>
Within Classrooms	Students will never be unsupervised in a classroom. Active lessons will be used to keep students engaged and ensure less downtime.
<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>Professional Development for staff through our monthly staff meetings.</p> <p>Staff and Teachers will educate students on supervision plans. Presentation to the community through PTA meetings and will also be communicated in weekly newsletters and placed on our school website.</p>
Students with specific safety plans or special needs that require additional supervision (do not include names in public document)	<p>All student safety plans will be given out and discussed with all staff that work with the student. Staff will sign off after training is complete.</p> <p>Office will inform substitutes of the safety plan upon their arrival to school.</p>
Use of building level safety team protocols	See Emergency Plans for McNair

	<a href="#"><b>McNair Emergency Plans</b></a>
Processes for responding to dangerous activities	<p>Staff will immediately call the office via walkie talkie or phone if a dangerous activity is identified. Office staff will contact HSD security, assistant superintendent, and police (if necessary) to inform them of the issue.</p> <p>Administrator will make an announcement to put the school in active lockdown.</p>
Professional Learning necessary to operationalize your plan	All staff will be trained yearly on process and responsibilities. Refreshers of this plan will also happen throughout the year.
Responsibilities of staff, by staff category and title	<a href="#"><u>Daily Schedule</u></a>
Review process for the plan for revisions as found necessary	Ongoing changes throughout the year.