

NORTHWEST MIDDLE SCHOOL SUPERVISION PLAN



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SUPERVISION

Supervision is part of everyone's responsibility. Active supervision and monitoring student behavior is expected. Be visible at your door or assigned post before school (7:50 a.m.), between classes, and after-school (until 3:10 p.m.). No student should be sent into the hall during class time without a pass to a designated location. Legally, students must be in your room learning and cannot be adequately supervised if they are in the hallway. Students involved in hall activities should be regularly monitored. At no point in time, should any faculty or staff member leave their classroom unattended and/or not supervised for any reason.

Active Supervision

Active Supervision is the maintenance of a safe, respectful and responsible environment by remaining observant of student behaviors and involved in student communication. The expectation is that faculty and staff will use the active supervision model (**Movement, Interaction and Scanning**) in non-classroom settings.

- Scan
 - Visually examine the area
 - Look for areas of concern
- 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 of hallway expectations, including pre-corrections.
 -

Common Language:

- "Walk and Talk"
- "School Language, please"
- "Right Side, please"

The 4 questions to ask when approaching a student not following expectations::

- What are you doing?
- What are you supposed to be doing?
- Are you doing it?
- What are you going to do to fix it?

Active Supervision in the hallways, gym, locker areas, dining hall and other areas

Movement

- Use proximity to areas with largest concentrations of students

- Circulate throughout the area

Interaction

- Talk with the students
 - “Right side, please.”
 - “KAHFOOTY.”
 - “School language, please”
- Engage in problem solving
 - “WALK and TALK”
 - The 4 questions to ask when approaching a student:
 - What are you doing?
 - What are you supposed to be doing?
 - Are you doing it?
 - What are you going to do to fix it?

Scanning

- Look for areas of concern
- Pre-correct, when possible

Active Supervision in the dining hall

Movement

- Use proximity
 - Tables
 - Drinking Fountains
 - Microwaves
 - Garbage Cans

Interaction

- Talk with the students
- Engage in problem solving

Scanning

- Look for areas of concern
- Pre-correct, when possible

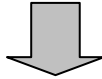
Arrival Procedures and Staff Expectations

MORNING SUPERVISION BEGINS AT 7:50 AM every day. If you are unable to attend to your supervision, it is your responsibility to find a colleague to cover your entire duty time. **AFTERNOON SUPERVISION IS OVER AT 3:10 PM** every day. If you are unable to attend to your supervision, it is your responsibility to find a colleague to cover your entire duty time. Staff members receiving an additional stipend for 30 extra minutes of supervision will need to begin their morning supervision at 7:35 a.m. and end their afternoon supervision at 3:25 p.m.

Supervisory Assignments may be changed depending upon need. Any changes must be approved by Dr. Ulrich.

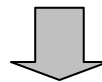
7:35a.m.

Ms. Brazuk, Ms. Brown, and designated security guards supervise students who arrive before 7:50 AM. Students will remain outside until the bell rings at 7:50 AM unless the temperature is below freezing, in which case they will be moved to the cafeteria.



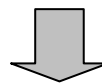
7:50 a.m.

Bell rings for assigned supervisory duty. Walkers and car riders enter through the appropriately assigned doors. Students may pick up breakfast first and proceed to their first block class or proceed directly to class without picking up breakfast.



8:00 a.m.

All staff are at their assigned supervisory duty positions.



Staff Member (s)	Location	Supervision Duties and Expectations
All core teachers	Stand IN your doorway starting at 7:50 a.m.	<ul style="list-style-type: none"> • Be at your assigned ARRIVAL by 7:50 a.m. and remain at post until 8:00 a.m. to monitor students. • Greet staff and students with positive attitude. • Encourage students to “WALK and TALK” in the hallways. • Encourage students to keep at least 3 feet apart to remain socially distanced. • Monitor students in your classroom at the same time you are monitoring the hallway
Elective teachers	Stand in assigned post from 7:50 a.m. - 8:00 a.m.	<ul style="list-style-type: none"> • Be at your assigned post by 7:50 a.m. and remain at post until 8:00 a.m. to monitor students. • Greet staff and students with positive attitude. • Encourage students to “WALK and TALK” in the hallways. • Encourage students to keep at least 3 feet apart to remain socially distanced.
Counselors	6 th Grade: 6 th Corner 7 th Grade: 7 th -Out front/vestibule 8 th Grade: Up Stairs- 7th/8th grade corner	<ul style="list-style-type: none"> • Be at your assigned ARRIVAL/BREAKFAST DUTY POST by 7:50 a.m. and remain at post until 8:02 a.m. to monitor students. • Greet staff and students with positive attitude. • Encourage students to “WALK and TALK” in the hallways. • Encourage students to keep at least 3 feet apart to remain socially distanced.
Administrators	Dr. Ulrich: Main T Bunch: Back T Wren: 2 nd Floor Halls (above the front steps)	<ul style="list-style-type: none"> • Be at your assigned ARRIVAL/BREAKFAST DUTY POST by 7:50 a.m. and remain at post until 8:00 a.m. to monitor students. • Greet staff and students with positive attitude. • Encourage students to “WALK and TALK” in the hallways. • Encourage students to keep at least 3 feet apart to remain socially distanced. • Direct traffic.
Security Officer 1	Outside Front	<ul style="list-style-type: none"> • Greet students waiting for entry in the front of the building.
Security Officer 2	Main T/1 st Floor Hallways	<ul style="list-style-type: none"> • Greet students • Encourages students to WALK and TALK • Direct hallway traffic • Keep students from gathering in bathrooms
Security Officer 3	2 nd Floor Hallways	<ul style="list-style-type: none"> • Greet students • Encourages students to WALK and TALK • Direct hallway traffic • Keep students from gathering in bathrooms

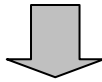
Arrival Supervision Assignments

Dining Hall	N/A
Hallway by Library	Korman
8th Grade Hall Downstairs	Connolly
8th Grade Hall Upstairs Back Stairwell	Robertson
8th Grade Hall Upstairs	Neel
Back-T Upstairs	Banks
8 th Grade Girl's Restroom Downstairs	Melvin
8 th Grade Boy's Restroom Downstairs	Bruce
6th Grade Hall Corner	Reese/Crenshaw
6th Grade Team A Hall	Rollhaus
6th Grade Team B Hall	Teroy-Hackley
Bus Arrival Area Doors	Hindrichs, Trautman
7 th Grade Boy's Restroom Upstairs	Security
7 th Grade Girl's Restroom Upstairs	Custer
7th Grade Team B Hall Upstairs	Campbell
Bus Monitor Hallways	Wren/Ulrich/Bunch

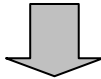
All staff members are expected to be at their duty positions by 7:50 a.m. If your name is not listed, the expectation is to be at your classroom door.

Lunch Duty Procedures and Staff Expectations

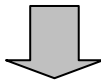
Students are escorted directly to the cafeteria to sit at their assigned table and assigned seat. Students are to remain seated and wait for their table to be directed to the serving lines. Students are to wear their mask at any time they are not eating. Students must raise their hand and receive permission to get out of their seat.



During lunch students will raise their hand to request to use the restroom.



After students have eaten their lunch and cleaned their area, the lunch supervisor will bring trash can to students at their table. Students are to remain at their seat wearing their masks.



At the end of lunch, students are to get quiet per the quiet signal or call and response. Students should put away cell phones and earbuds or earphones before leaving their table. Students will be escorted from the dining hall by their teacher who brought them to the cafeteria. Students are to transition to their next class quickly and quietly.

Staff Member	Supervision Duties and Expectations
Teachers, Counselors, Administrator, Security Officer	<ul style="list-style-type: none"> ● <i>Arrive on time for your lunch duty.</i> You are expected to be at your duty at the beginning of lunch start time. ● You should interact with students in a friendly manner. ● <i>Use a firm, respectful voice</i> to tell a student who is not meeting expectations, what he/she should be doing instead. ● <i>Implement a mild consequence</i> (e.g., positive practice) for repeat infractions. (Other suggestions: verbal reprimand) ● <i>Inform the assistant principal</i> if a student refuses to go to the office (avoid power struggles, force or further disruption to lunch) ● <i>Positively reinforce</i> students who are following the lunch expectations by issuing a school-wide incentive or providing positive feedback. ● Try to <i>prevent possible behavior infractions</i> by ACTIVE SUPERVISION. Encourage our school-wide lunch expectations. ● Students will raise their hand to go to the restroom. ● Only send one male and/or one female student at a time. ● Remind students to keep socially distanced from one another.

Lunch Supervision Assignments

8th Grade Lunch Supervision 10:20 a.m. to 10:50 a.m.

In Cafeteria	Bunch	Banks	HSD Security	Hindrichs	Melvin	Bruce	Hicks
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7th Grade Lunch Supervision 11:00 a.m. to 11:30 a.m.

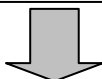
In Cafeteria	Wren	Vanzandt	HSD Security	Teroy-Hackley	Neel	Connolly	Rollhaus
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6th Grade Lunch Supervision 11:40 a.m. to 12:10 p.m.

In Cafeteria	Ulrich	Reese	Crenshaw	HSD Security	Custer	Campbell	Robertson	Evans
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Transition Procedures and Staff Expectations

Bell is sounded to end class. **Students should remain in their desks until teachers release students.**
Students should **not** line up at the door for any reason.



Students have 2 minutes to get to their next class. Students should be encouraged to keep socially distanced while walking together. No electronics should be out except for Chromebooks in their case. Cell phones and ear buds should be out of site.



All teachers, counselors, administrators, and security should be monitoring the halls during transitions.

Specific expectations are:

Counselors should monitor stairway landings during transitions to assist with students traveling to and from elective classes.

Teachers must be at the doorway encouraging students to report to their next class. **Station yourself where you can see inside your classroom at the same time you are monitoring the hallway.**

Use the term, “WALK and TALK” when prompting students to move along in the hallways.

Interact positively with students as they transition to class.

Give pre-minders to students at the end of class. Please “WALK and TALK to your next class”.

Be aware of students who may “WALK and TALK” back and forth, up and down the hallway. These students need to be reminded to transition to their next class.

Encourage students to keep socially distanced in order to keep the hallways clear and flowing freely.

Have a do-now or warm-up ready for students to begin working on immediately as they enter the classroom.

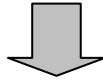
Hallway Transition Supervision Assignments:

Main T 1 st Floor	Ulrich
Back T 1st Floor	Banks
8 th Grade 1 st Floor	Bunch
6 th Grade Hallway Front	Reese
6 th Grade Hallway Back	Crenshaw
Roamer	Safety Monitor
8 th Grade Downstairs Hallway End	Security Guard 1
7 th Grade Hallways	Wren and Security Guard 2
7 th /8 th Grade Corner Upstairs	Vanzandt

Dismissal Procedures and Staff Expectations

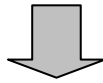
2:55 p.m.

Car riders and walkers only should be dismissed when the announcement is made. Students should leave the building immediately.



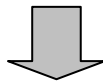
3:00

Students are released by bus numbers. Students should not leave the classroom until their bus number is called. Students should exit to their bus immediately.



3:05 p.m.

All remaining students whose bus has not been called yet or who are staying for an afterschool activity will be dismissed to the cafeteria. All staff are to report to their assigned duty stations..



3:06 p.m.

All students are either in the cafeteria or out of the building. Staff specifically assigned with 30 minutes of extra supervision duty are to ensure building is clear of any unsupervised students.. Unsupervised students should be escorted out of the building or to their respective grade-level administrator.

Staff Member	Supervision Duties and Expectations
All staff	<ul style="list-style-type: none"> ● Be at your assigned position until students have exited the area. Do not release students early. ● Encourage students to keep at least 3 feet apart to remain socially distanced. ● Encourage students to move to their bus. ● Positively interact with students as they pass by. The goal is for staff to supervise in a warm, friendly manner rather than in a loud, confrontational way. ● If a student is not meeting expectations, use a respectful but firm voice to inform the student of what he/she should be doing. Teachers will point out the appropriate behavior the student needs to exhibit.

Dismissal Supervision Assignments

Main Hall & Girls'/Boys' Restrooms	Crews
Front T	Southard/ Ulrich
Back T / Elective Hall	Mouser, Devereux
Back T Stairs Up	Security
Front T Stairs Up	Wren
Elevator Area	Alteri
Walgreen's Crosswalk	Security/ Ulrich (once walkers and car riders leave)/Shanks
Hallway Outside Library	Korman
Outside rear of building for busses	Bunch, Steil, Banks and Brown
Crosswalk between houses on Flamingo	Rader
Flagpole	Dudley
Front of Building	Security, Brazuk
Side walking path	Kennedy
South end of the building	Vanzandt
Front Main Stairs Down	Jansen
South Crosswalk	Crenshaw
6 th Grade Corner	Reese
Cafeteria	Bozdech and Trautman

HALL PASSES

A hall pass should be issued every time a student leaves a classroom during instructional time, including when a student is called to the office, when a restroom is located nearby, during after school activities, etc. Every time a student leaves and returns to the classroom, the student should sign in and out. No more than one student should be excused from the classroom at a time. Hall passes should not be given to students during prime time ***“THE FIRST TEN MINUTES AND LAST TEN MINUTES”*** unless there is an emergency. Students should not be allowed to use the restroom with one minute left before the ringing of the bell. They should be encouraged to wait until the first 10 minutes of class has passed. No hall passes should be issued from 2:30 on to keep the halls clear at the end of the day.