

**NORTHWEST MIDDLE SCHOOL
SUPERVISION PLAN
2023-2024**



1605 Shackelford Drive
Florissant, Missouri 63031
(314) 953-5500

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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

Classroom Supervision

Active supervision should continue in the classroom. To be proactive in preventing altercations in your classroom practice the following effective strategies during instruction:

- Use proximity with students
- Change your position throughout the room frequently during instruction so you can monitor students at the same time
- Circulate throughout the room while students are working cooperatively or independently
- Limit time spent at your desk and/or seated
- Consistently enforce district universal expectations with all students

Responding to Verbal Altercations between Students

- Physically move between the two students and address the behavior
- If it continues, separate the students if possible (i.e. take one to the hallway)
- Talk with one separated student and then the other if possible to resolve the altercation
- If students will not separate, call the office for help, check in the hallway for a security guard or administrator for help, or send a student for help

Responding to Physical Altercations between Students

- In a loud, firm voice, verbally attempt to break up the altercation by saying:
 - “Stop!”
 - “Move away from each other”
- Call the office for help
- Check the hallway for a nearby administrator or security guard for help
- Send a student to the nearest adult for help

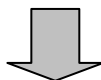
Arrival Procedures and Staff Expectations

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. 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. unless otherwise determined by Dr. Ulrich.

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

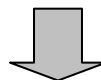
7:35a.m.

Ms. Shanks and [redacted] security guards, safety monitor, administrators, and anyone else who supervises 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. All staff are at their assigned supervisory duty positions. Walkers and car riders enter through the appropriately assigned doors. Students may go to the cafeteria to eat their breakfast or proceed directly to class without breakfast. Students should finish their breakfast in the cafeteria and will not be allowed to leave the cafeteria with food.



8:00 a.m.

Bell rings for class to begin. All teachers with classes should close their doors and begin instruction.

| Staff Member (s) | Location | Supervision Duties and Expectations |
|-------------------------|---|---|
| All teachers | Stand IN your doorway beginning at 7:50 a.m. (Unless assigned otherwise) | <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. • Instruct students to stay on the RIGHT side of the hallway. • Monitor students in your classroom at the same time you are monitoring the hallway |
| Counselors | 6 th Grade: Cafeteria 7 th Grade: Out front/ vestibule 8 th Grade: Upstairs- 7 th /8 th 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 8:05 a.m. to monitor students. • Greet staff and students with positive attitude. • Encourage students to “WALK and TALK” in the hallways. • Instruct students to stay on the RIGHT side of the hallway. |
| Administrators | Dr. Ulrich: Main T Lee: Back T/ Upstairs Back Stairs and 8 th Grade Hall Payne: Outside Café/ 2 nd Floor Main hall and 7 th grade hall | <ul style="list-style-type: none"> • Be at your assigned ARRIVAL/BREAKFAST DUTY POST by 7:35 a.m. Move to your second post at 7:50 AM as students go into the hallways and remain at post until 8:05 a.m. to monitor students. • Greet staff and students with positive attitude. • Encourage students to “WALK and TALK” in the hallways. • Instruct students to stay on the RIGHT side of the hallway. • Direct traffic. |
| Security Officer 1 | Outside Front and Main Hallway | <ul style="list-style-type: none"> • Be at you assigned ARRIVAL/BREAKFAST DUTY at 7:35 AM • Greet students waiting for entry in the front of the building. • Move into the building to main hallway once majority of walkers and car riders have entered • Encourages students to WALK and TALK • Direct hallway traffic • Instruct students to stay on the RIGHT side of the hallway. • Keep students from gathering in bathrooms |
| Security Officer 2 | 2 nd Floor Hallways | <ul style="list-style-type: none"> • Be at you assigned ARRIVAL/BREAKFAST DUTY at 7:45 AM • Greet students • Encourages students to WALK and TALK • Direct hallway traffic • Instruct students to stay on the RIGHT side of the hallway. • Keep students from gathering in bathrooms |
| Safety Monitor | Outside Front- South end of building and Cafeteria | <ul style="list-style-type: none"> • Be at you assigned ARRIVAL/BREAKFAST DUTY at 7:35 AM • Greet students • Direct students to enter the building at the main entrance • Prevent students from gathering on the sidewalk |

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> • Move into Cafeteria once majority of car riders and walkers have entered the building • Monitor movement through the breakfast line and then to a seat in the cafeteria • Encourage students to stay seated after getting their breakfast • Direct students to finish eating and get to class on time |
|--|--|--|

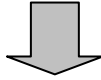
Arrival Supervision Assignments

| | |
|---|---|
| Cafeteria | Helvey, Ross, Safety Monitor (after outside duty) |
| Hallway by Library | Korman |
| Main Hallway (6 th grade girls bathroom) | Wofford |
| Hallway Outside of Cafe | Ulrich |
| SSD Hall Downstairs | Castillo |
| Elective Hallway | Lee |
| 8 th Grade Hall Upstairs Back Stairwell | Brophy |
| 8 th Grade Boys and Girl's Restroom Downstairs | Lee |
| 6 th /7 th Grade Back Hall | Ross-Thomas |
| 6 th Grade Hall | Security |
| Skinny Hall | Deb Smith |
| Bus Arrival Area Doors | Lee |
| 7 th Grade Boy's and Girl's Restroom Upstairs | Security |
| 7 th Grade Hall Upstairs | Payne |
| 8 th Grade Upstairs Hall/Back Stairs | Trautman |

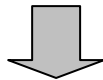
All staff members are expected to be at their duty positions by 7:50 a.m. If your name is not listed, the expectation is to be at your classroom door. Teachers with morning duty, security guards, safety monitor, administrators, and anyone else who supervises students at arrival should be in their positions at 7:30 AM.

Lunch Duty Procedures and Staff Expectations

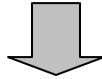
Students are escorted directly to the cafeteria and may choose their seat. They must sit immediately. Students are to remain seated and wait for their table to be directed to the serving lines. Students are to wear their mask at any time they are not eating. Students must raise their hand and receive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



During lunch students will raise their hand to request to use the restroom. **Only one boy and one girl may go to the restroom at a time.** Students must remain seated in the cafeteria until it is their turn to go to the restroom. Students should not be allowed to leave the cafeteria without a pass.



After students have eaten their lunch and cleaned their area, they should proceed by table as called in an orderly fashion to put their trash in the trash cans and return their trays.



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. • Circulate the cafeteria. You should interact with students in a friendly manner and redirect them as necessary. • <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. • Students should sit facing the table with their feet under the table. |

Lunch Supervision Assignments

8th Grade Lunch Supervision 10:29 a.m. to 10:59 a.m.

| | | | | | | | |
|--------------|-----|----------|--------------|----------|-------|-------|--------|
| In Cafeteria | Lee | Trautman | HSD Security | Rollhaus | Harry | McKay | Brophy |
|--------------|-----|----------|--------------|----------|-------|-------|--------|

6th Grade Lunch Supervision 11:30 a.m. to 12:00 p.m.

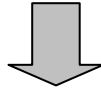
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|--------------|-----------|--------|--------------|---------------|----------|-------|-------|
| In Cafeteria | Carpenter | Helvey | HSD Security | Teroy-Hackley | Connolly | Harry | McKay |
|--------------|-----------|--------|--------------|---------------|----------|-------|-------|

7th Grade Lunch Supervision 12:32 p.m. to 1:02 p.m.

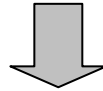
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|--------------|-------|-----------|--------------|---------------|----------|----------|--------|
| In Cafeteria | Payne | Counselor | HSD Security | Teroy-Hackley | Connolly | Rollhaus | Brophy |
|--------------|-------|-----------|--------------|---------------|----------|----------|--------|

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 KAHFOOTY while walking together. No electronics should be out except for Chromebooks in their case. Cell phones and ear buds should be out of sight.



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

Specific expectations are:

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 | Trautman |
| SSD/Elective Hall 1 st Floor | Lee |
| 6 th Grade Hallway Front | Helvey |
| 6 th Grade Hallway Back | Security Guard 1 |
| 8 th Grade Downstairs Hallway End | Security Guard 2 |
| 7 th Grade Hallways | Payne, Carpenter |
| 7 th /8 th Grade Corner/Back Stairs Upstairs | Ross-Thomas |
| 8 th Grade Upstairs Hallway | Safety Monitor |

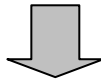
Dismissal Procedures and Staff Expectations

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. unless otherwise determined by Dr. Ulrich.

Every teacher should have a class list indicating if a student is a car rider/walker or bus riders with bus rider numbers specified. This list should be easily accessible to the teacher or a substitute.

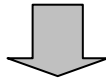
2:55 p.m.

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.



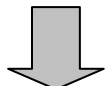
3:02

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



3:08 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..



3:10 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 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/ Hallway | Shanks |
| Front T | Ulrich |
| Back T | Belter |
| Elective Hall | Okaro |
| Back T Stairs Up | Security |
| Front T Stairs Up | Ross-Thomas |
| 7 th Grade Hall | Payne |
| Elevator Area Downstairs | Love |
| 6 th Grade A/B Stairwell | Wofford |
| Elevator Area Upstairs | Kluempers |
| Walgreen's Crosswalk | Security |
| Hallway Outside Library | Korman |
| Outside rear of building for busses | Lee, Trautman, and Brown |
| Crosswalk between houses on Flamingo | Safety Monitor |
| Flagpole | Moll |
| Front of Building | Security |
| Side walking path | Ulrich |
| Outside- South end | 7 th Grade Counselor (after upstairs cleared) |
| Front Main Stairs Down | KIP Teacher |
| South Crosswalk | Ducing |
| 6 th Grade Corner | Helvey |
| Cafeteria (after dismissal) | Payne/ Helvey/ Brown |

HALL PASSES

We will be using eHallpass again this year. An eHallpass should be used every time a student leaves a classroom during instructional time, including when a student is called to the office, getting a drink of water, when a restroom is located nearby, etc. 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 PM on to keep the halls clear at the end of the day.

SAFETY AND SECURITY ROLE AND DAILY ROUTINE

The central role of security guards and the safety monitor is to ensure the safety of our students. Throughout the day security guards and the safety monitor patrol their assigned areas to make sure students have hall passes, are not loitering in hallways, and are quickly moving to their destination. Security guards also check to make sure doors remain locked and that no one is loitering outside the building who is not there on official business. During lunch, at least one security guard is present at all times in the cafeteria while the others monitor the hallways upstairs and downstairs. Security is available by walkie-talkie or by visual presence for issues and emergencies that may arise in the hallways or in classrooms. At dismissal, security presence is increased by guards who join us from the high school to assist in making sure students leave our campus safely.

BUS SUPERVISION PLAN

Bus Drivers

A meeting will be held prior to school starting to review expectations of students and procedures for discipline with bus drivers. Bus drivers will learn about our PRIDE words and how they can reinforce those on the bus.

Students

At the beginning of the school year, students will be taught bus expectations according to the Student-Parent Handbook and Behavior Guide (pages 86-87) and the resources provided by the Transportation Department on the Hazelwood School District website. Bus expectations will be revisited with students at monthly grade level meetings throughout the year.

For students who do not meet expectations on the bus, administrators will first conference with the student (depending on the severity of the violation) and contact the parent. Further violations of expectations may result in suspensions from the bus.

Students who engage in dangerous behaviors such as fighting, horseplaying, throwing objects out of the window, etc. that could cause harm to the other students, the bus driver, or other drivers on the road will be suspended off of the bus for a minimum of 5 days depending on the nature and severity of offense. Those students who engage in repeated dangerous behaviors

Parents

Bus expectations for students will be sent to parents in the welcome newsletter at the beginning of the year. Reminders of bus expectations will be sent to parents on a quarterly basis in the weekly newsletter.

Administrators

On a rotating basis of bus numbers, administrators will view bus video weekly to monitor what students are doing on the bus and if they are following expectations. Students caught following expectations will be given incentives; students not following expectations will be disciplined accordingly. Throughout the year, administrators will use the camera system to pipe into buses to remind students that we can see them while they are riding the bus. If necessary, administrators may ride a bus if several students on that bus have violated the bus expectations.

Incentives

Administrators and the PBIS committee will give incentives to those students who consistently follow bus expectations. Bus drivers will be given Knight bucks to give to those students who follow expectations and demonstrate behavior consistent with our PRIDE words.

COMMUNICATION TIMELINE

August 8, 2023- Staff
August 21, 2023- Students
August 29, 2023- Parents