

## General Supervision Procedures

In order to ensure safety of students, all staff members are responsible for supervision of students who are directly assigned to their duty stations and staff must take care to know where their students are at all times. If staff members are unable to assume their supervision stations, they must make arrangements for a substitute. Students are not to be left alone in classrooms without a staff member present. If a staff member must leave the classroom area while students are present, the supervision of the students must be transferred to another staff member.

Classroom teachers are responsible for meeting their students at their assigned outside area and leading them into the building at the beginning of each day. At the end of recesses, teachers are responsible for meeting their classes under the covered play area or at the doorways of their rooms depending upon the organization of that particular recess/grade level. When the bell rings, supervision of the students transfers from the para-educator in charge of recess to the classroom teacher.

Staff members must supervise their classes when moving from one area to another in the buildings. Staff members are expected to instruct students to walk quietly on the right side of the hallway.

- 1. Students are expected to have passes when traveling from one area in the school to another when no staff member is present.**
- 2. Students are not allowed to be in any classroom without direct supervision.** All students must go outside during recess periods unless the teacher or office has authorized a different arrangement. Do not send students to the office during recess either for punishment or for finishing school work without speaking directly to the principal *prior to sending* to make arrangements.
- 3. Students may not be in the supply or book rooms without a staff member.** Send emergency supply requests to the para-educators or to the office.
- 4. Students must report to their rooms after recesses and should come to the office only when directed by a teacher, another supervisor, or in case of an emergency.** Non-emergency referrals to the health room at the end of recess must come from the classroom teacher and not the playground supervisor.

### Before-School Supervision

Para-educators are responsible for morning supervision between 8:15 a.m. and 8:35 a.m.

#### *Before-School Supervision Stations*

- Covered Area
- Between 168<sup>th</sup> and 171<sup>st</sup> with safety patrols
- Cafe
- Valet

Students will line up at assigned areas under the covered play area and wait for their teachers to come and take them to the classrooms. Students are to remain in their class assigned lines in the mornings.

Transfer of student supervision from para-educators to teachers begins when the bell rings.

### **Lunch Recess**

Noon supervisors are responsible for supervising students in the cafeteria and on the playground areas during lunch recess time. Teachers take students to the cafeteria after which they are free for their 40 minute supervision-free lunch.

Supervisors must not engage in play with the students. Supervisors must refrain from entering into involved conversations with students or other staff members while on supervision since this will cause attention to be taken from overall safety on the playground.

### **After-School Supervision**

After-school supervision begins at 2:45. Teachers will monitor their students as they travel to the bus—this can be arranged by grade levels. PE teacher will stand outside the gym and art/tech teacher will stand outside art/tech door monitoring students as they pass.

#### *After-School Supervision Stations*

- Between 168<sup>th</sup> and 171<sup>st</sup> with safety patrols
- Covered play area for bus safety
- Parking Lot
- Outside Gym
- Outside Art/Tech

Para-educators should be at their stations *prior* to the dismissal bell. Supervision responsibilities center on a safe exit from the school site by all of the students at the end of the school day. Para-educators on bus supervision are responsible for making sure all students are on the buses before they leave their supervision station.

