| **Element** | **Safety Protocols** |
| --- | --- |
| **Arrival** | Procedures for staff are in place for the arrival of students to support the supervision of all students.   * Various entrances are utilized to help minimize overflow of students attempting to enter the building at the same time.   + Student walkers,car riders, and bus riders will enter at the Door #1 main entrance.   + Students will enter the building at 8:40 and proceed directly to the classrooms.   + Bus riders will stay on the bus until dismissed by a staff member.   + Hallways - Students will walk on the right side of any hallway in the direction they are headed.   + Day care riders will enter in the front as well. This will help with students having to walk unsupervised throughout the halls for breakfast.   + Breakfast will be served in the classrooms. * The following staff support supervision of students in the morning until 8:50 am:   **SUPERVISORS: (starting at 8:40)**   * Crossing Guard - Reid * Outside sidewalk/ bus riders - Thomas, Smith, Levy,Underwood * Outside the office - Sutton, Maret * Stairwell (main hall) - Reading Specialist, Fick * Lower level stairwell (K/1 hallway) - Payne, Peltes, Speech-Path, Sievers * Mid level hallway (by the restrooms) - N. Smith, Sievers, Mitchell- Collins, Jones,KMW, SSD Paras * Pre-K Arrival in the side library door-Pre-K teachers and aides |
| **Dismissal** | Procedures for staff are in place for the dismissal of students to support the supervision of all students.  **Car riders and front door:**   * Mr. Thomas will get student names from the car line outside starting at 3:35. * Names will be listed in order of the car line so students come out in that order. * **At 3:35,** Mrs. Barrett will announce **“Prepare for dismissal and supervisors please go to your locations.”** * **At 3:37,** Mrs. Barrett will announce **“Backdoor walkers and daycare van riders exit your classes and line up with your supervisor at the end of the hallway. “** * **At 3:40,** Mrs. Barrett will announce “**Front door walkers and car riders exit your classes and line up with your supervisor at the end of the hallway.”** * **Depending on when buses arrive this will determine when a bus is called either before 3:37 or after the other 2 groups.** * Once students are in the cafeteria, all walkers will line up by the kitchen and be walked out by a supervisor. Car riders will be lined up in the cafeteria and walked out by any of the supervisors listed below to their car. * Car rider supervisors: Maret, Haynes, Blackmon, Cooke, Payne, Tosh   **Daycare:**   * Mrs. Abegg will escort the back door walkers to the light for safe crossing then return to the gym to assist with daycare dismissal. * Reid, Schanzle, Barrett, B. Smith, Jones will assist until all daycare vans are picked up.   **Hallway bus supervisors:** N. Smith/ Sutton   * Bus riders will be called to exit the classrooms as the buses arrive and line up in the hallway with their supervisors. * Teachers stay in the classroom with students until the last bus is escorted out.   **KINDERGARTEN SUPERVISORS*:***   * **Front Door Walkers/ Car Riders- Payne, Tosh, Carter** * **Walkers/ Daycare - Schanzle,Abegg,** * **Bus riders - V. Sievers/ Frisby/ Hill**   **FIRST GRADE SUPERVISORS*:***   * **Front Door Walkers/ Car Riders- Maret** * **Walkers/ Daycare - Peltes** * **Bus riders - V. Sievers/ Frisby/ Hill**   **THIRD GRADE and FIFTH GRADE SUPERVISORS*:***   * **Front Door Walkers/ Car Riders- Haynes** * **Back Door Walkers/ Daycare - J. Stout** * **Bus riders - A. Sutton**   **SECOND AND FOURTH GRADE SUPERVISORS*:***   * **Front Door Walkers/ Car Riders- Blackmon** * **Back Door Walkers/ Daycare - B. Smith** * **Bus riders - Mitchell- Collins** |
| **Bathrooms** | * All classrooms have specific restroom locations and breaks assigned to them for bathroom/hand washing and drinking water breaks. * Pre-K students use the restrooms located directly across the hallway from their classroom. Teacher and/or TA helps support restroom breaks. * Classroom teacher monitors students entering/exiting the restroom or while using the water fountain, with no more than 2-3 students in the restroom at a time. * Students that require an additional restroom break(s) are sent 1 at a time; K-1 students utilize the buddy system per district protocol. * Before sending individuals or partners (K-1) to the restroom, the classroom teacher checks the hallway for an opportunity for student(s) to proceed. * Students who are identified as needing additional adult support will be given adult support. |
| **Before/After School** | * Before/After School activities require the same supervision protocols followed during normal school hours. * Staff and/or administrators remain with students until all students have been picked up by grown-ups for after school activities. |
| **Buses** | * Designated bus coaches (staff members) work with each bus and work as a liaison between the bus driver and administration. * Cameras and live video feed are available for administration to view if needed for additional support. * Assistant Principal and/or Principal may ride along when needed as additional support/supervision. |
| **Hallways** | * Classroom teachers are at their doors for arrival and dismissal. * If a student needs to relocate to a different setting, staff members contact the receiving staff member before sending a student there. * K-1 and students needing additional support, will be escorted to special instructional support, counselor, office, etc. * Cameras are strategically placed in various hallways to help with identification purposes as applicable. |
| **Lunch/Recess** | Lunch is eaten in the cafeteria, and partitions are utilized for social distance purposes  [**KEEVEN ELEMENTARY SCHOOL-WIDE EXPECTATIONS AND SETTINGS MATRIX**](https://docs.google.com/document/u/0/d/1H7w2316LANyK79N5IR3__AM3UP3fvHCJLeyNOPs6IlQ/edit)are reviewed with students and modified as needed.  Classroom teachers provide two 20-minute recesses daily. They actively supervise students at all times. |
| **Office areas** | * Office supervision mirrors classroom supervision. Students in the main office are supervised at all times. * Students needing to visit the office for behavioral support are escorted by an adult. * Staff are contacted if a student needs to visit the office for additional reasons, and office staff will either escort the student back or contact the receiving staff member to notify them that student is returning. |
| **Outdoor school grounds** | * Students are not allowed outside without adult supervision. * Custodial staff and/or administration walk school grounds to assess potential concerns or damage. |
| **Safety Drills** | * Building/District safety plan is followed for all drills and emergency or dangerous situations. Staff are situated in hallways so that students can safely move through the hallways or in and out of the building. * All safety drills are conducted regularly with a minimum of one adult staff member per classroom or group of students. * Safety Drills and protocols are reviewed and updated annually as well as on an as-needed basis. * The emergency drills and the number to be completed annually are as follows:   + Fire Drills: 10 per year   + Tornado Drills: 4 per year   + Earthquake Drills: 4 per year   + Bomb Threat Drills: 4 per year   + Intruder Lockdown Drills: 4 per year (Level 1 & Level 2)   + Active Intruder Drills: 4 per year (Level 3) |
| **Substitutes** | Substitute or Guest Teachers are provided with explicit plans that contain all safety and classroom protocols and expectations. |
| **Within Classrooms** | * All students are to be supervised at all times. * Students should not be seated in the hallway unless directly supervised by a staff member. * Active engagement with students while providing close proximity as needed is critical towards active supervision of students in the classroom. * Instructional lessons are utilized to keep students engaged with minimal instructional time lost. * Lights remain on at all times with students present, except for Pre-K students during nap time. * Doors remain closed while students are present in the classroom. * No windows on doors are covered while students are present in the classroom. |
| **Students with specific safety plans or special needs that require additional supervision** | * For students that need specific safety plans for various reasons, plans are developed in coordination with administrative staff, classroom and special areas teachers and special school district teachers * Members of the SST (System Support Team - Behavioral and Social Emotional Support) monitors student data to identify students that need additional adult support |
| **Processes for responding to dangerous activities** | * When assistance for any reason is needed, information is logged and documented by office staff. * Any dangerous activity is investigated by administrative staff and outcomes communicated to students, parents, and appropriate staff. * HSD Safety & Security are contacted if assistance is needed. * Hazelwood County Police are notified for any safe schools violations. |
| **Professional Learning necessary to operationalize your plan** | * Active supervision expectations and procedures are reviewed with staff prior to the first day of school. * Updates to protocols and/or expectations are reviewed as needed with appropriate school staff. |

This Supervision Plan will be communicated with the following groups:

* Staff: Week of August 15th, 2022 & revisited monthly as needed
* Students: Week of August 22st by classroom teachers
* Community: August 19, 2022; Monthly Newsletter communication; Keeven Elementary website