

**SUPERVISORY PROCEDURES  
AND GUIDELINES**

## SUPERVISION AND ATTENDANCE REGULATIONS AND RESPONSIBILITIES

**Checking attendance is the legal responsibility of every teacher in every class every day.** Be sure to take your own attendance. Do not delegate this to a student. A reliable student or two should be chosen to help a substitute take attendance.

### SCHOOL ATTENDANCE

1. Open all classrooms by 7:45 a.m.
2. **Actively** supervise both your room and the hallways from 7:45 a.m. – 7:50 a.m.
3. Take **school attendance** every period.
  - a. Periods 1 & 2 attendance must be completed by 9:00 a.m.
  - b. All attendance for day must be completed by 2:00 p.m.
  - c. Tardiness to first period classes should be handled by the teacher in the same manner that he/she handles tardiness to any other class.
4. Students who arrive late to school should sign in at the attendance office.
5. Repeated tardiness to class may be an issue for several students. Following are suggestions for teachers:
  - Start class on time and make the first five minutes of learning essential to students' academic success.
  - Set consequences (or remind students of the consequences) for students' tardiness to class. This should include teacher detention.
  - Contact parents if a student continues to be late to class, and document that parent contact.
  - Discuss a student's chronic attendance problem with the student's counselor. Together, develop a strategy to address the concern. This may be the time to refer the student to the Child Study Team.
  - Refer (referral form) chronic offenders to their assistant principals.
6. **Students Excused Early**
  - a. Students who need to leave school during the day must present a written parental request to the Attendance Office before school on or before the day they need to be excused.
  - b. Students will be issued a pass to excuse them from school. Upon their return, students should sign in at the attendance office.
  - c. Students who do not have a written excuse may not leave school until a school official has contacted their parents or guardians for verification.

**7. Suspensions**

Students on in-school or out-of-school suspension will be so noted on the daily absentee list.

**8. Students Leaving School District**

Guidance staff will notify you when students are transferred or leave the district. Please maintain your records until so notified.

**Student Dismissal Precautions**

No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian.

Parents are urged to make appointments with physicians, dentists, special tutors, etc., after school hours. If a request is necessary, parents must submit a note indicating the date, time, and reason for the release. Children cannot be excused without an advance written request by their parents/guardians and must be released in the care of parents/guardians.

Under no circumstances is a student to leave school ill without first going to the nurse's office. Failure to do so will lead to administrative consequences. The nurse will decide whether a student should return to class, remain in the Health Office, or go home.

**CLASSROOM ATTENDANCE**

1. It is the legal responsibility of all teachers to keep accurate attendance and tardiness records for all classes, including study hall.
2. Keep track of tardiness to class and determine appropriate consequences. If your efforts to correct tardiness are unsuccessful and the problem becomes chronic, refer the chronic tardiness to the appropriate assistant principal.

## STUDENTS LATE TO CLASS

All students are expected to arrive to class on time. Teachers may issue a disciplinary referral each time a student is inexcusably late 5-9 minutes to their class or less than 5 minutes on multiple occasions within a reasonable time frame. An unexcused lateness of 10 minutes or more will count as a cut, falling under the guidelines of the cut policy.

Please remember:

- 1. The bell signals the beginning of class, not the point at which students should be heading for class. Students should be in their seats and ready to learn when the bell rings.**
- 2. Teachers need to be in the halls between periods monitoring student behavior and encouraging students to get to class on time.**

## NURSE'S OFFICE

Except in rare emergencies, students must report to their assigned teacher and request a pass before going to the nurse's office. If, in the teacher's judgment, a student is unable to go to the nurse's office alone, the teacher should either:

- a. call for assistance, or
- b. have a reliable student accompany the ill student

The nurse will either send the student back to class or notify the attendance office that the student has been sent home. That dismissal will appear on the afternoon attendance sheet.

**Please do not send students to the nurse for lotion, throat lozenges, or band-aids.**

# SUPERVISORY DUTIES

## CAFETERIA SUPERVISION

Duties include:

- Keeping the lunch lines orderly
- Insuring that tables are neat
- Providing for an orderly atmosphere in the cafeteria
- Making sure that students leave the cafeteria in an orderly fashion
- Circulating through the cafeteria to deter students' misbehavior
- Encouraging students to dispose of their debris properly

Food is not to be taken from the cafeteria, unless student is in possession of pass from assistant - principal.

Students are permitted to use a lavatory pass, but only two (2) passes may be issued at any one time. Students will not be excused to go to their lockers prior to the bell. Students should have a pass from a teacher if they leave the cafeteria for any reason.

Students who throw food will be given the opportunity to help clean the cafeteria for a period time determined by an assistant principal. They also will lose their cafeteria privileges for duration determined by an assistant principal.

In addition to the above, please note the following:

1. One supervisor should monitor the lunch lines at the beginning of each lunch. This serves two purposes: 1) to make sure that students don't cut into the lines and 2) to make sure that students don't leave the lunch line without paying for their food.
2. Only one supervisor needs to stand, not sit, by the door writing passes and monitoring students as they move between the cafeteria and the game room.
3. Supervisors must be visible throughout the lunch period as they actively monitor students' behavior. This can best be accomplished if supervisors circulate through the cafeteria. **This is not the time to correct papers, read books or newspapers, or complete crossword puzzles.**

## STUDY HALL SUPERVISION

Students are expected to arrive in study hall on time and to bring appropriate materials. Students should not be excused to go to their lockers once the period has begun.

Supervisors must take attendance daily. Any absences not noted on the afternoon absence list must be reported to the appropriate assistant principal on the daily Class Absence Report.

Students are not to make any disturbance that interferes with expected study hall orderliness. Supervisors may assign seats if this contributes to the proper atmosphere. Study hall should be a quiet work area for students. Talking and working together is allowed only with the permission of the supervisor.

Students may leave a study hall only with a pass and after getting permission from the supervisor.

## HALL SUPERVISION

1. Supervise a specific area of the building, which will include corridors, lavatories, and exits and may include other areas such as the cafeteria.
  - a. Actively supervise the assigned corridors by requesting to see the passes of all students. Check the passes for time, date, destination, and issuing teacher's full name. Substitutes and student teachers should include the teacher's name in addition to their own. If students do not have passes, direct them back to the classroom. If problems persist with the issuing of passes or other matters, contact an assistant principal.
  - b. Complete disciplinary referrals for students who have been warned and the appropriate assistant principal.
  - c. Check the lavatories during the periods and maintain constant supervision during passing times.
  - d. Escort all visitors to Pat Romano's or Pat Burke's office to sign in.
2. Your time should be spent supervising assigned areas and monitoring students.
3. Communicate ideas for change, suggestions, and concerns as they arise so we can all work together to create a positive environment for our students and staff.

## CHAPERONE EXPECTATIONS

### Auditorium

1. Stations
  - main hall
  - balcony
  - auditorium
2. Main Hall Duties
  - keep people on the main floor and in the main hall
  - allow entrance into the auditorium only between acts, songs, scenes
  - keep noise to a minimum
3. Balcony Duties
  - enforce rules – The audience is
    - a. to stay seated

- b. not to be permitted to talk in a manner that disrupts the performance or interferes with the enjoyment of the performance by others.
- c. to behave appropriately (no public displays of affection)
- d. not to climb over seats
- e. not to sit on back of seats
- f. not to stand in the aisles
- allow entrance into the balcony only between acts, songs, scenes
- keep noise to a minimum
- remove violators

#### 4. Auditorium Duties

- Position yourselves midway down each side of the auditorium.
- Only one chaperone can monitor from the back of the auditorium.
- Closely monitor audience and enforce rules: The audience is
  - a. to stay seated
  - b. not to be permitted to talk in a manner that disrupts the performance or interferes with the enjoyment of the performance by others
  - c. to behave appropriately (no public displays of affection)
  - d. not to climb over seats
  - e. not to sit on back of seats
  - f. not to stand in the aisles
- allow entrance into the balcony only between acts, songs, scenes
- keep noise to a minimum
- remove violators