

PROTOCOL FOR SUPERVISION PERSONNEL

- 1. Adhere to your scheduled station during the day, during passing periods and during lunch. Be at your post at all times unless your assistance is needed elsewhere.**
- 2. Supervise your area diligently before and after lunch and check all students out of classes for passes. Check restrooms for students during class time.**
- 3. Advise the main office of any classrooms without teachers after the tardy bell.**
- 4. After lunch continue roving in your vicinity.**
- 5. Usher kids to class during passing periods and after lunch.**
- 6. Cell phones should only be used during your break.**
- 7. Sign in and sign out prior to the beginning of your shift and before going home. You must also sign out and sign in at the main office if you plan to leave during lunch.**
- 8. Be attentive and respond to radio calls.**
- 9. Don't congregate in certain areas all at once. Avoid this issue during student fights.**
- 10. Inform the Main Office and your supervisor if you will not be at your post or if you are going to be absent.**
- 11. Advise all parents to sign in the main office.**
- 12. Check gates during your supervision duty and make sure they are locked.**
- 13. Enforce the school policies pertaining to conduct (dress code, electronics).**
- 14. Treat all students as you treat your own children.**
- 15. Be at work every day. Our students depend on you.**
- 16. You are required to wear your vest.**