

SUPERVISION AND SECURITY

SUPERVISION

1. **HALL DUTY:**

The maintenance of good hall safety, order and cleanliness is a primary requisite to school morale. To this end, each teacher is expected to take a position at the door of his/her room during every passing period (including dismissal) in order to supervise the hall in the immediate vicinity of his/her room. This position will make it possible to handle any matters that require attention either in the room or in the hall. The mere presence of a teacher at every classroom door will help to insure hall safety and order.

2. **GENERAL SUPERVISION:**

Teachers will be assigned to supervision, before school, during Nutrition, or after school, as necessary, on an equitable basis.

A. Be punctual to your assigned duty.

B. If for some reason you cannot cover your assignment, inform the administrator in charge of supervision prior to the beginning time of the assignment.

C. If you know that you are going to be absent on a day that you have supervision, please leave your assignment in your lesson plans for the substitute.

3. **HOW TO SUPERVISE:**

A. If you are responsible for students being in line, arrive before they do, when possible, and stand where you can be seen.

1) "Cutting in" is a major source of trouble and it will not happen if you can be seen and if you are watching.

2) "Pushing" is a second source of trouble. When you are present before the students, you can keep the lines spread out.

3) "Horseplay" can get out of hand. Prevent trouble by prohibiting play that may lead to misunderstandings and fights.

B. If you are assigned a large area to patrol, move around and use a different route each day.

C. If you are checking the restrooms and find smokers or "graffiti artists", escort them immediately to the Dean.

D. Don't get into involved conversation, thereby taking your attention from the masses of youngsters on the grounds and from possible problems. If you talk with someone, continue to look around. If it's an important conversation with another teacher, face opposite directions and watch the students.

E. Don't permit yourself to be surrounded by students. Walk away.

F. Don't get into an argument with a pupil. If he/she must be corrected, call him/her aside and do it in private. If he/she refuses to comply, ask him/her to accompany you to the office. If he/she refuses, note his/her description carefully, get a name, if possible, and ask any administrator for assistance. Write a referral in detail when time permits.

G. If an emergency arises making it impossible to be present, assume the responsibility of arranging for someone to switch duty with you so that your area is covered. Notify the Administrator responsible for supervision that you have

- arranged for a substitute.
- H. When students start to gather in crowds, move in and break it up. Remove the youngsters who seem to be at the center of the problem and escort them off the grounds to the office.
 - I. When another teacher goes after a problem situation, go to his/her assistance.
 - J. Follow organized groups of students who seem to be headed for another area for reasons other than exercise.
 - K. When classes are in session, pupils without passes and with "pat" answers should be escorted to their rooms or to the Attendance Office.
 - L. Stop and question suspected non-students and adults. Escort anyone off campus who has no business being on the grounds. Yellow Visitor Passes are issued. If a parent is on the grounds, offer assistance. This usually means graciously escorting or directing the parent to the Attendance Office/Main Office for help.
 - M. If a fight occurs, move in with reasonable caution. Direct the fighters to desist; they usually will. **You may use reasonable force to prevent students from hurting each other or you.**
 - N. Be friendly; don't be too rigid; relax; don't hear everything; don't see everything.

SECURITY AND SAFETY PRECAUTIONS

1. When alone in any classroom or office, lock all doors. If someone knocks to gain entry, go to a different door to determine identity before admittance.
2. Never be alone with a student (male or female) in your classroom at any time.
3. Do not work at school past 4:30 p.m. without getting permission from the principal. The offices close at 4:30 p.m., and the doors to the Main Building are locked at that time.
4. In the morning, report to the Main Office and sign in before 7:50 a.m. Be sure to sign out in the Main Office at the end of each day.

Page 2

VAN NUYS MIDDLE SCHOOL FACULTY HANDBOOK

5. During classroom time, keep bottom windows closed. Only open the top windows.
6. At the close of school, all windows should be closed and secured. Do not rely on custodians to do it for you.
7. Blinds in your room should be slanted up and lowered AT ALL TIMES.
8. Make sure the doors to your room are locked at all times.
9. Lock up any valuables. If you have any personal equipment you want to bring to school, fill out the appropriate forms, **Appendix page 8**. Keep purses locked in a file cabinet. Lock up all school equipment in proper storage areas, when possible.
10. Do not allow students to sit at your desk.
11. Carry your keys with you at all times. Never leave keys in a door or on your desk. Report lost keys to the Main Office immediately.

12. Students should never be in possession of your keys at any time.
13. Never leave a student or students in your classroom without a certificated person.
14. Never allow visitors in your room who do not have a pass from the Main Office.
15. Report all strangers, loiterers, or suspicious activities to the Main Office.
16. Use a "buddy" system when entering or leaving school during early or late hours. School hours are from 7:30 a.m. to 4:30 p.m. From 7 a.m. to 7:30 a.m. the cafeteria will be open for early arrivals.

GUESTS ON CAMPUS

1. Parents are welcome to visit the school campus and classrooms. Appointments for classroom observation should be made with the teacher involved. All visitors **must** report to the Main Office before visiting campus areas and receive a visitor's pass.
2. Board employees are not to bring or "babysit" members of their family at their work location.

Page 3

VAN NUYS MIDDLE SCHOOL FACULTY HANDBOOK

3. Friends and special guests are welcome for brief visits upon prior approval of an administrator. They will be given "Visitor's Passes," which they must display.
4. Teachers are to instruct students that they are not to bring their sisters, brothers or friends, etc. to school.
5. All outside visitors wishing to contact students at school must be cleared through the Attendance Office, where the contact shall also take place.
6. **All guests** should get a **Visitor's Permit** from an administrator to come on campus. All Board workers carry ID badges. If an unauthorized guest comes to your classroom, please send him/her to the **Main Office at once**.

KEYS

1. At the beginning of each school year, keys will be issued to each regularly assigned teacher.
2. Keys will be provided for day-to-day substitute teachers. These keys will be returned to the Main Office at the close of each day.
3. **Students are not to have school keys in their possession.**
4. There shall be no duplicate copies of school keys made at any time.
5. Establish a reasonable secure method of carrying keys - necklace key chain, key clip, key ring, etc.
6. **Report lost or stolen keys** to designated school personnel in the Main Office

immediately.

REIMBURSEMENT FOR DAMAGE TO EMPLOYEE'S PERSONAL PROPERTY

Board Rule 1672 provides for reimbursement to cover the cost of replacing or repairing personal property such as eyeglasses, hearing aids, dentures, watches, articles of clothing and vehicles. When damaged beyond repair, the actual value of such items may be paid. The value of such items shall be determined as of the time of damage.

No payment shall be made for any item having a value less than \$10. The maximum payment for any one loss shall not exceed \$100, except in the case of vehicles, where maximum payment shall not exceed \$300.

Page 4

VAN NUYS MIDDLE SCHOOL FACULTY HANDBOOK

Procedure

1. A written request for reimbursement for damages to property shall be filed by the employee with the Insurance Section within 30 days of the date of the loss and a written verification of the damage or incident shall be furnished by the employee's principal. The Insurance Section shall conduct such investigation as may be necessary. Claim forms are available from the Insurance Section.
2. Reimbursement for vehicle damage shall be limited to payment for damages resulting from malicious acts of others while a vehicle is parked, or driven on to, or adjacent to, school, or other district premises, or at the site of authorized school district activities. Collision, theft, or damage to a vehicle's, or its contents are specifically excluded from this coverage.
3. Where the claim involves a vehicle, a police report must be made and the DR number included in the claim. Two estimates of repair cost must be provided, and the employee must assign to the District, right of subrogation to the extent of any payment made by the District.

