

GRADES 6-12

STUDENT SUPERVISION HANDBOOK

2020-2021



STUDENT SUPERVISION HANDBOOK

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STUDENT SUPERVISION INFORMATION

MISSION STATEMENT

Heritage Christian School's Middle School Student Supervision provides students in grades 6-7 an opportunity for supervised recreation and enrichment experiences under Christian leadership.

GENERAL INFORMATION

EARLY MORNING DROP OFF

- * There is no access to the campus or supervision available outside of school hours.
- * Students are not permitted on campus before 6:45 a.m. Upon arrival middle school students are allowed to go to their locker and are to remain south of Gym until school begins.
- * There is no structured supervision in the morning.

CONSEQUENCES FOR FAILING TO SIGN-IN AFTER SCHOOL

- * If a student (grades 6-7) is found on school grounds and has not checked in Student Supervision, the following behavior modification schedule is to be adhered to:
 - 1st time - Warning
 - 2nd time - Parent Notified
 - 3rd time - See Dean of Students
- * When a student has been signed-out of Student Supervision he/she may not return to campus unless returning for a school activity or sport.

MINIMUM DAY STUDENT SUPERVISION (12:30-5:00 P.M.)

- * 6-7 graders are to sign-in to Student Supervision in the Library by 12:30 p.m.
- * Student Supervision charges begin at 12:30 p.m.
- * The school does not provide lunch on minimum days.

AFTERNOON STUDENT SUPERVISION

- * Middle school students proceed to the Library. Charges will begin 15 minutes after school ends.
- * Check in with supervisor.
- * The students are not allowed to touch/write in the Day Student Supervision record books.
- * If the supervisor does not know the person who is picking up the student, the supervisor will need to check in the emergency book to make sure the person is authorized to pick the student(s) up.
- * If the person is listed, then you will need to see a picture I.D.
- * If the person is not listed, then you must make phone contact with the parent. (IF NO PHONE CONTACT IS MADE, THE STUDENT IS NOT TO BE RELEASED.)
- * If a student is to go home with another family, a written permission slip must be on file in the Student Supervision room.

PHONE USAGE

- * Students in grades 6-7 may have cell phones.
- * Staff members may use the phone during break times. If using a school phone, personal calls must be logged and turned into the business office. If a call for a staff member is received during a scheduled supervising time, a message will be taken so the call can be returned at a break time. Cell phone usage is restricted to break times.

SPORTS, DRAMA, & ROBOTICS

- * Students in sports and after school drama and robotics are to remain with the teacher until student is picked up by authorized adult.
- * If teacher/coach has left, students must report to after school supervision.

MISCELLANEOUS

- * 6-7 Math Lab students need to check in to Student Supervision 15 minutes after school ends.
- * Students with notes from parents may watch games on campus after check in. Supervisor can accept a verbal at his/her discretion. This is only for games, not practices.
- * 6-7 graders should remain in their designated supervision area.

LATE PICK UP STUDENT SUPERVISION

- * If a 6-7 student remains on campus after 6:30 p.m., the parent is charged \$2.00 per minute.
- * The late charges are billed on the monthly Student Supervision bill.
- * The parent is to sign the Consequences for Late Student Supervision Pick Up Form on each occasion and this form is to be given to the principal and a copy kept by supervisor.

CONSEQUENCES FOR STUDENTS PICKED UP LATE FROM STUDENT SUPERVISION

Since Student Supervision closes at 6:30 p.m., the following consequences result when students are on campus past that time.

- * First Occurrence - The Supervisor communicates the amount of the late charge and informs the parent that the student is to be picked up by 6:30 p.m.
- * Second Occurrence - The Supervisor informs administration who calls the parent the following day.
- * Third Occurrence - The student loses the privilege of using Student Supervision for a week. Student must be picked up when school is dismissed.
- * Additional occurrences may result in the loss of Student Supervision privileges for the remainder of the school year or possibly extended suspension from school.

EMERGENCY AND SAFETY INFORMATION

FIRST AID

1. The health office is open from 8:00 a.m. - 4:00 p.m.
2. If a student complains about being sick, have the student rest.
3. We, as a Student Supervision staff, are able to handle the treatment of minor first aid.
4. Be careful not to get another person's blood on your hands. Gloves must be worn when handling incidents involving blood, and/or other bodily fluids. Red Biohazard bags are provided in your first aid kit.
5. If a student is hit on the head or falls and hits his head, notify the Student Supervision Supervisor. A parent is to receive an injury notice the same day regarding a head injury.
6. Student Supervisor should fill out an accident report, and give a copy to the Health Attendant for follow up the following day.

NOTES ON FIRST AID TREATMENT

- * Medications - All medication must be stored in the Health Office. This includes any form of cough drops, pills, and creams. Contact the designated facilities personnel for access to Health Office.
- * Falls - Once a student has fallen, do not help the student to get up, but allow him/her to get themselves up.
- * Biting - If a student bites another student, notify the Supervisor immediately.
- * Nose Bleeds - Do not touch the blood, have the student hold his own nose, and have the student pinch nostrils together.
- * Bee stings - Alert the Supervisor.
- * Object in the eye - Have the student flush the eye out with water in the sink or drinking fountain.
- * Convulsion - Help individual to a safe place away from furniture, walls, corners, etc.; but do not restrain movements. Loosen tight clothing, or shirt collar and turn head to the side to assure good breathing. DO NOT force anything between teeth or give anything to drink. Stand by until the individual recovers from unconsciousness and the confusion that follows. Notify the Supervisor.
- * Fainting - Lay individual out on the floor or ground and cover to keep warm and lift legs above the heart. Notify the Supervisor.
- * Bleeding - For severe bleeding, remove student from the accident scene and contact the Supervisor. Be careful not to get another person's blood on your hands.

FIRST AID (STAFF)

- * All injuries must be reported to the Supervisor. If a staff member is hurt on the job, an accident report needs to be filled out within 24 hours.. If a work loss will result, then a form will need to be filled out with the Business Office and Health Attendant. All injuries must be reported to the Student Supervisor.

FIRE DRILLS

- * Long, steady bell.
- * If a fire drill occurs during Student Supervision, have all students freeze and wait for instructions to walk quietly to the track/football field
- * Once at the field roll is taken (Student Supervision staff) to make sure all are present.
- * A designated person will check to see that the bathrooms are empty. (Student Supervision staff)
- * Remain with the students until the conclusion of the fire drill and the students are instructed to return to the Student Supervision area.

EARTHQUAKE DRILLS (GROUND SHAKING)

- * When there is an earthquake drill, the students are to drop to the ground/floor and cover their heads, hold on to the leg of a desk, and wait for instructions or evacuation orders.
- * Once on the field, Student Supervision staff can take roll to make sure all of the students are present.
- * Remain with the students until the conclusion of the drill or actual event.

LOCK DOWN DRILL

- * Notification is by telephone, or two way radios.
- * If students are in classrooms, stay there. Lock the doors immediately. Then turn off the lights, close the windows, and put the black out shades up in the windows. Silence all cell phones and instruct all students to remain quiet.
- * Outside students go to the Library or Gym.
- * No students released until all clear signal (3 whistle blows)

RULES AND PROCEDURES

CLASSROOM (USE) RULES FOR STUDENT SUPERVISION

- * Students enter the Library 15 minutes after school ends.
- * Students do not leave the area without permission.
- * Students are not to tamper with materials inside of or on top of desks and cabinets or white board.
- * Desks and chairs are only moved when instructed to by staff.
- * Students are not to sit on desks/tables. Students responsible for cost replacement of broken chairs or tables.

REPORTING STUDENT BEHAVIOR

- * Give verbal warning to student.

If behavior continues or conduct warrants immediate attention:

- * Document incident or behavior with the following information: Name of student, Time/Date/Location of incident, detailed account of the incident, name of any possible witnesses if necessary or applicable.
- * Inform parent/guardian of behavior/incident.
- * Email or submit written report to Principal or Dean of Students as soon as possible, no later than the following day.

HOMEWORK RULES—LIBRARY

- * Students may read or do homework.
- * Students may bring backpacks.
- * The teacher's desk, bookshelves, and cabinets are off limits and may not be touched.
- * Students are not to write on the white boards.
- * No horse playing allowed in classroom areas.
- * Students clean up the floor and desks/tables before leaving.
- * Writing/drawing on desks/school property will be considered vandalism and subject to disciplinary action.

STAFF INFORMATION

STAFF

- * Staff members are to be at their position and ready to work two minutes before their shift begins.
- * No staff member is to allow students to sit on his/her lap, or hang on to staff member, or engage in physical contact.
- * No staff member is to at any time grab, shake, pull, or push any student.
- * If a student becomes uncontrollable or defiant, use the 2-way radio and alert the Supervisor or designated person.
- * No staff member is to verbally abuse any student at any time. Firm voice may be used. Yelling at students is not permitted.
- * Staff is to use the restroom before or after their scheduled time of supervision.
- * Staff is not allowed to eat or drink on their shift. A bottle of water is the only thing allowed. Gum chewing is not permitted.
- * Staff members are required to check their box in the Business Office everyday before their shift begins.
- * Staff is asked to leave when their shift is over and not stay around and talk with other staff members as it distracts from their supervision.
- * Staff is required to stand during their time of supervision and to circulate within their area of supervision.
- * Staff members are to avoid being alone with a child in the classroom or the bathrooms.

- * Staff is to discourage students crowding around them. Staff focus is on supervision. Limit social conversation with students and parents.
- * Cell phone usage at break times only.
- * Students are to refer to Student supervisors using appropriate title (Ms., Mr., Mrs., Dr.)

TWO WAY RADIOS

- * The 2-way radios are to be treated with care.
- * The 2-way radios are to be used to communicate to other staff members when needed.
- * They are to be used to help locate students.
- * They are not to be used for anything but that which pertains to Student Supervision.
- * Student Supervision staff responds when called on the radio.
- * Student Supervision staff responds to unanswered calls even if they are directed to another staff member.
- * Keep communication brief and to the point.

TIME OFF/ILLNESS

- * If time off is needed, fill out Request for Leave form and put it in the designated staff supervisor's box as soon as possible. The request should be made at least one week in advance so that there is enough time to find a replacement .
- * If you are ill and are unable to come in, please call the designated staff supervisor before your shift starts. If unable to Contact the person, leave a message with the school office.
- * If you are going to be late, please call the school as soon as you know. Heritage reserves the right to call someone in to replace you for your entire shift.

STUDENT SUPERVISION STAFF DRESS CODE

SHIRTS

- * Staff polo shirts are provided and must be worn when clocked in and working your shift.
- * Turtleneck shirts underneath are permitted.

PANTS

- * Gray, navy, black, khaki, or red fleece or rip stop/nylon type warm ups.
- * Jeans that are blue or black.
- * Pants that are khaki, navy or red.
- * No other colors permitted.
- * Blue or black jean fabric or other fabric capri pants.
- * Khaki, black, navy or red (including jean fabric) shorts.
- * Shorts should reach the top of the knee.

SWEATSHIRTS/JACKETS

- * Solid (no logos, writing or pictures) hooded or crew sweatshirt with school logo.

SHOES

- * Closed toe shoes.
- * Sandals with closed toe and back strap.

NOTE: All employees need to remain in the guide lines of the dress code of the school as stated in the staff handbook. (hair, earrings, etc.) No visible tattoos or piercings other than the ears of female staff are permitted. Visible tattoos must be covered before beginning a shift, and remain covered throughout.

STUDENT SUPERVISION RESPONSIBILITIES

- * Student supervision (no visiting with students or staff)
- * Radio communication
- * Maintain campus cleanliness (broom/dustpan)
- * Control level of noise and horseplay
- * Circulate throughout area. Do not stand in one spot.
- * Announce end of break
- * Ensure that walkway is free of books and other personal items.

**HERITAGE CHRISTIAN SCHOOL
9825 WOODLEY AVENUE
NORTHRIDGE, CA 91343**

**Student Supervision Handbook
Response Form
2020-21**

I acknowledge that I have read the Student Supervision Handbook and will abide by the rules and regulations as set forth.

Name (printed)

Grade

Signature

Date