

Role of the Hallway Supervisor

1. Students should have a pass with them during class time. If they do not have a pass, walk or send them back to class to get a pass.
2. Students should remain in their class, in their seat until dismissed. Students should not be dismissed early and the last 5 minutes of class is not to be used to allow students to be out of class to get drinks, go to the bathroom or go to their lockers.
3. Students should not be working in the hallway. This is a safety hazard and a supervision nightmare.
4. Check bathrooms at least 2 times per class period. Students like to hang in there and skip class. Check each stall as students like to sit on top of the toilets and hide. If there is any vandalism, call office so we can get it taken care of.
5. Timeouts are not to be done in the hallway. They need to be in a classroom with a teacher supervising them.
6. Assist with directing visitors to the office and make sure they have a visitors pass on. If not send them to the office. If they give you a hard time, call the office and Admin/Security will assist you.
7. If there is any kind of disturbance in the halls, call the office and Admin/Security will come to assist you.