



SUPERVISION RESPONSIBILITIES

Your coordinator completes a supervision chart listing times and places to be covered by teachers during students' free time.

General Dorm Supervision (7-8a.m., 11:30-noon, 5-6p.m.)

- ✓ Be at your duty area on time so students are always supervised.
- ✓ Keep order in the dorm. Prevent altercations and vandalism. Dorms are the place for quiet free time.
- ✓ You need to be aware of what is happening but you do not have to entertain students.
- ✓ If damage occurs to furniture or fixtures, do your best to find the responsible student. Report the damage *immediately* to the Program Coordinator.
- ✓ Have setters out of the dorm 20 minutes before mealtime. Other students should be on their way to the dining hall by 10 minutes before the hour. Please do not wait to hear the bell to head to meals.
- ✓ Remind students to see the nurse if they need to 30 minutes before mealtimes.
- ✓ When leaving the dorm, check that
 - lights are out
 - windows are closed
 - toilets and showers aren't running
 - Stop and Go sign on the door is turned to Stop
 - all students are out of the dorm

Meadow (11:30-noon and 5-6p.m.)

- ✓ Position yourself on the meadow or porch, depending on students' location. When a second supervision person is available, one should rove—checking roads, the parking area, beach, areas around the meadow, etc.
- ✓ Be aware of students' locations. They can be in the Nature Center, on the meadow, or in their dorms. Unless otherwise directed, students are not to be on trails, in the woods, or on the waterfront.
- ✓ Keep roughhousing to a minimum. No tackle games and no snowballs in the winter.
- ✓ Students are welcome to use sports equipment stored in bins on the porch. Make sure students are playing in the meadow and not on the porch, and when they are finished with equipment, please ask them to put it away.
- ✓ No one is allowed to stand or sit on railings or stand on benches—feet are to stay on the ground.
- ✓ When the setter's bell rings, only setters are to go to the dining hall.

- ✓ When the second bell rings, ask students to 1) line up in two lines to enter the building, 2) hang their coats and hats in the hall, and 3) wash their hands.

Put to Bed (9-10:15p.m.)

This procedure is highly effective. Please follow it to ensure consistency among Sargent Center staff and teachers covering the dorms each night.

- ✓ Call a dorm meeting to brief students on the evening procedure and time frames.
- ✓ 9-9:30p.m. – free time for talking and getting ready for bed. Quick showers are an option, but the best time for showers is 5-6p.m, immediately before dinner. Sleeping in clothing isn't permitted. Encourage students to keep bunk areas neat and to keep the noise volume down. Giving students a countdown is helpful—"It's 9:15," "It's 9:25; 5 minutes to go," "It's 9:30—bedtime!"
- ✓ 9:30-9:45p.m. – Students are in their bunks, reading, talking quietly, or listening to a story.
- ✓ 9:45p.m. – Lights out! Please be prepared to stay if the dorm is not quiet by the time the overnight supervisor arrives at 10:15p.m.
- ✓ If you are having any difficulty, alert the on-call person to this fact when he or she stops by to check the dorm. The on-call person will either help you or notify the Program Coordinator. You can also use the walkie-talkie in the dorm in case of emergency.

Overnights (10:15p.m.-7a.m.)

- ✓ If an emergency arises or you need additional support, please contact the Nightwatch person via the dorm's walkie-talkie. The Nightwatch person will help you, and if needed, notify the Program Coordinator and/or our nurse.
- ✓ To use the walkie-talkie:
 - Twist the knob on the top to turn it on.
 - Press the black button found on the left side to talk and hold it down while talking. When you are pressing the button correctly, a red light next to the antenna is lit.
 - Release pressure to get a response.
 - Twist the knob on the top to turn it off only after the situation has been resolved.
- ✓ If the situation is not an emergency, please address the situation yourself. Each dorm has receptacles, mops, buckets, and sponges.

Do not leave the dorm.

- ✓ The only exception is if the fire alarm goes off; here, everyone should leave the dorm and stand on the other side of the road. Bring 1) the walkie-talkie with you to call for help and 2) the dorm chart with students' names on it so you can take attendance.

Early Morning – Wake-up and Clean-up (7-8a.m.)

- ✓ Keeping dorms clean is both an aesthetic and a health issue; it is the responsibility of staff, students, and teachers to ensure they stay clean.
- ✓ Wake students at 7a.m. Out of respect for other students and the supervising adult, students should stay in bed until this time. Showers and personal hygiene should begin upon waking. Keeps students informed of the time and how much time they have left.
- ✓ The overnight supervisor leaves at 7a.m. and is replaced by the staff person or teacher responsible for getting students out of the dorm and supervising clean up.
- ✓ Have students ready to leave the dorm at 7:30a.m. They need to be appropriately dressed and their rooms need to be tidy. Please do not let students leave the dorm before 7:30, as this is when meadow supervision begins.
- ✓ Students are responsible for tidying their personal space and their dorm rooms, and picking up items from the floor. Personal items need to be removed from the bathrooms and hallways need to be clear so maintenance can clean.

Last Day Wake-up and Clean-Up (7-8a.m.)

- Awaken everyone in the dorm at 6:50a.m.
- After showers and personal hygiene, ask students to
- pack their gear and move everything into the hallway,
 - pick up all trash on the floor,
 - remove anything that may have slipped behind dressers or be under beds,
 - empty drawers,
 - clean shelves, and
 - recycle suitable material.
- ✓ A Sargent Center staff person inspects each room, checking for cleanliness, graffiti or damage, and items left behind. **Please report damage to the Program Coordinator at breakfast.**
 - ✓ Students in each room are to take luggage to the collection area as soon as their room is inspected.
 - ✓ Bring all found items to the dining hall where the Lost & Found box is located.
 - ✓ A Sargent Center staff person takes the dorm info poster, sleeping bag, door key, and Stop & Go door sign to the office storage area. Leave the supervision chart and dorm room chart on the bulletin board.