 P 811Q

MARATHON SCHOOL

61-25 Marathon Parkway

 Little Neck, New York, 11362

718-224-8060 Fax 718-224-5914

[www.811Q.weebly.com](http://www.811Q.weebly.com)

Independence-Collaboration-Technology-Communication

 Nicole Avila

 **Principal Assistant Principals**

**Elementary Offsites**: P 37**,** P 147, P 822 Yvette Miguez

**Intermediate Offsites:** 227 Katis Romig

**High School Offsites:** Bayside HS, Francis Lewis HS, QHST Michel Rueda

**P811Q Safety Memo**

**All teachers and paraprofessionals must read and acknowledge receipt by signing below.**

**Emergency Contact Information**

If a child is missing / having a health crisis (choking, seizure, etc.), immediately inform the child’s nurse

(First Floor: 1170/1171/1173, Second Floor: 2054) and the School Office (x0).

**Missing Students**

If a student is missing, you must tell the closest administrator or school safety officer IMMEDIATELY.

Tell the closest 811Q staff member that you need help and ask them to contact the main office immediately.

YOU MUST NOTIFY US IMMEDIATELY TO PREVENT A CHILD FROM LEAVING THE BUILDING!

**Transitions**

During transitions, the teacher is IN FRONT of the line and a paraprofessional is AT THE BACK of the line. Check in with the other adult on stairs to be sure all students are accounted for. Students are never the first or the last person on line!! Students should be in arm’s reach at all times.

**Adult** **supervision**

No child should ever travel in the hallways alone. This means every student must be escorted to the bathroom. Staff members should take no more than 2 students to the bathroom at the same time.

**Attendance**

The teacher must know where every child in the class is at all times (in the bathroom, with a related service provider, with the nurse) No paraprofessional has permission to remove a child who is sick or in crisis from any area supervised by a teacher without permission from the teacher in charge.

**Door** **Safety**

Students should be at least 3 feet from doors before they are closed. Students (especially younger students or students with autism) may put their fingers between the door and the frame as the door is closing. Make sure students are clear from the area before the door is closed.

**Active** **supervision**

All staff must actively supervise students at all times. BE PROACTIVE. This includes constantly scanning and moving around the area while interacting with students to reinforce appropriate behavior and reduce inappropriate behavior.

**Trips/Leaving the building**

A staff assignment form must always be completed and given to Ms. Nicole or the site coordinator prior to leaving the building for any reason. This includes trips to the garden, school yard or fitness center.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_