



Lions Light Academy
Supervision & Room Operations SOP

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Operational Clarity for Co-op Days

Effective: Fall 2026 | Version 1.0

Purpose

This Supervision & Room Operations SOP establishes clear, practical procedures for how Lions Light Academy (LLA) operates during co-op days. Its purpose is to ensure student safety, orderly transitions, consistent supervision, protection of instructional time, and clear adult roles.

This SOP applies to all teachers, volunteers, and supervising adults.

Adult Roles & Responsibilities

Teacher (Instructional Lead)

Each instructional space has one designated Teacher. The Teacher is the final authority in the room unless leadership intervenes.

- Instruction and lesson flow
- Classroom management
- Enforcing expectations
- Determining when behavior interferes with instruction
- Escalating concerns per LLA policy

Room Lead (Operational Support)

A Room Lead may be assigned to larger or higher-movement spaces.

- Support transitions and flow
- Assist with supervision during movement
- Help maintain order in common areas
- Do not override teacher decisions

Volunteer / Helper

- Reinforce teacher direction
- Assist with supervision and logistics

- Escalate concerns rather than correcting independently
- Do not manage discipline beyond immediate safety needs

Supervision Standards

- Students must remain in assigned, supervised spaces
- Adults actively supervise at all times (not passive presence)
- Movement between spaces occurs only when directed
- Unsupervised wandering is not permitted

Suggested Supervision Ratios (Guidance)

These are operational targets and may be adjusted based on activity and space.

- Elementary: 1 adult per 8–10 students
- Middle School: 1 adult per 10–12 students
- High School: 1 adult per 12–15 students
- Higher-risk activities (labs, tools, outdoors): increase supervision

Room Setup & Start-of-Class Procedure

- Materials prepared
- Expectations stated clearly
- Students accounted for
- Assignments required for instruction verified
- Instruction begins promptly

Transitions Between Classes

- Transitions are supervised and time-limited
- Students move directly to their next assigned space
- Teachers and Room Leads assist with flow as needed
- Loitering or unnecessary delays are addressed immediately

Orderly transitions protect both safety and instructional time.

Handling Disruptions During Class

- Teacher addresses the issue immediately
- Clear redirection or correction is given
- If disruption continues, the student may be temporarily removed from the activity
- Escalation follows the LLA discipline pathway

Teachers are not expected to sacrifice instruction to manage repeated disruption alone.

Assignment Preparedness

- Teachers may require assigned work to be completed prior to instruction
- Incomplete assignments may limit a student's ability to participate fully
- Ongoing issues are escalated per LLA policy

Preparedness is essential for effective co-op instruction.

End-of-Class & End-of-Day Procedures

- Ensure students are dismissed in an orderly manner
- Account for students during transitions
- Communicate concerns to leadership promptly
- Students are not dismissed independently unless explicitly directed

Escalation & Leadership Support

- Teachers escalate concerns when patterns emerge
- Leadership support is available and expected
- Emergencies follow the Student Safety & Emergency Plan

Professional Conduct During Operations

- Remain calm and professional
- Use clear, respectful communication
- Support leadership decisions consistently
- Address concerns through proper channels