



CAMPUS SUPERVISION POLICY

Purpose

To ensure proper supervision of students at all times.

Policy Statement

Students will be under the supervision of school personnel or persons appointed by authorized school personnel during school and school-sponsored events, including play/recess periods and lunch periods, as well as during the school day and during extracurricular activities. Personnel supervising students may be certificated employees, Instructional Coaches, or other classified personnel approved by the Site Administrator. Contracted persons such as bus drivers, nurses, and other such persons shall supervise students in accordance with the duties prescribed by their employment functions and/or their work agreements.

Parents/guardians are responsible for ensuring supervision of their children during non-school hours both before and after school, except for school-sponsored events. For safety reasons, security and/or law enforcement may be contacted regarding students on school property whose parents/guardians have not arranged appropriate before and after school supervision for their children. When such instances occur, school staff shall maintain care of students while awaiting the arrival of security and/or law enforcement.

Responsibility

- A. The Site Administrator is responsible for assigning school personnel to supervised students.
- B. Teachers and other school personnel are responsible for supervising students during school hours and during extracurricular activities as required by their assigned professional duties.
- C. Teachers are responsible for observing student activities to detect in so far as possible any individual or group action which might be considered intimidating (bullying), give rise to injury, or cause damage.
- D. All staff are responsible for being aware of individuals whose presence on school premises is not justified.
- E. Parents/guardians are responsible for ensuring supervision of their children during non-school hours both before and after school, except for school sponsored events.
- F. The Executive Director is responsible for the development of administrative rules and regulations to ensure that this policy is implemented.

Morning Supervision

By 7:45 AM designated staff must be at their assigned duty areas. Parents may drop off students at the gate (loop area). Once inside the gate, students in grades 1-12 must proceed directly to their classroom where their teacher will greet them at the door. Kindergarten students will be greeted by their teacher near the gate and walked to class. School begins at 8:00 AM.

Classroom Supervision

Students are never to be left alone in the classroom without authorized adult supervision. A teacher may, on occasion, leave his or her students in the classroom with another adult provided that the adult has Live Scan fingerprint clearance on file in the school office. Teachers are not to leave the classroom at lunchtime unless all students have also left the room. No child is to be left unattended. Students who want to return to the classroom during lunchtime need to be supervised by a staff member.

Bathroom Supervision

Teachers will have a system in place for student restroom usage. Teachers must send primary students to the restroom near their classrooms. Teachers will have a sign in and sign out procedure for students who are out of the room, so that staff may account for the whereabouts of each child at all times during the day.

Afternoon Supervision

At the end of the school day, designated supervisors must go to their assigned duty area. Teachers in grades K-5 will walk students to the gate (loop) and release students directly to a parent, guardian or caregiver. Students in grades 6-12 will be released at the end of the school day. If a child has not been picked up within 15 minutes of dismissal, they must go to the school office so their parents can be notified.

Inclement Weather

Whenever possible, breaks and lunch will be outside; however, there will be times when inclement weather will prevent that. In the event of inclement weather, administration will make the call to announce indoor breaks. Students must stay with their respective teachers in their classrooms.

Visitors on Campus

All visitors on campus are required to sign in at the school office. Individuals who are on campus without visitor identification must be asked to sign in at the school office. People who clearly do not have legitimate business on campus must be reported to the school office immediately.