

## **River Montessori Charter School CAMPUS SUPERVISION POLICY**

### Before- and After-Care

During the before- and after-care periods, between 7:00 a.m. and 8:00 a.m. and from 3:10 p.m. to 6:00 p.m., students will be supervised by the supervising teacher, an authorized aide, or an authorized parent volunteer, who has proper finger-printing clearance. If before- and after-care activities are going on both inside and outside, at least one supervising adult will be present in each area.

### During Lesson Times

Above all other considerations the safety of pupils must be an over-riding concern.

Children should be under supervision at all times during the school day. From time to time it may be desirable that children are allowed to exercise some personal responsibility, e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation. Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.

Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom for any length of time, the School Director or another appropriate adult should be summoned.

### Responsibilities of Teachers on Duty

Teachers will be on duty during the lunch hour / recess on a rotating basis, along with at least one other staff or authorized parent volunteer, so that there is always a ratio of no more than 50 students per adult. The staff or volunteers on duty shall divide up the recess area to be able to supervise the entire area. Their responsibilities are:

- To be present in the area for which they are responsible and only to leave that area in exceptional circumstances.
- To patrol visibly the outdoor areas used by the pupil group under supervision.
- To observe pupils' activity to detect in so far as possible any individual or group action which might :
  1. Be considered intimidating (bullying)
  2. Give rise to injury
  3. Cause damage
- Enforcement of such rules as may apply to play areas.
- To be aware of such individuals whose presence on school premises is not justified.

- In the event of an accident take appropriate action.
- Ensure that the appropriate signal (whistle), is given on time to indicate the end of break.
- Supervision of orderly lines until the class is collected by the class teacher.

#### Absence of duty teachers

In the event of the absence of a duty teacher, the Executive Director will appoint another teacher or staff person in their place to assume their duty. Should a member of staff feel for any valid reason that they cannot complete a duty they must inform the Executive Director who will endeavor to cover it.

#### Inclement Weather

Whenever possible breaks must be outdoor, however there will be times when poor weather will prevent that. In the event of poor weather:

- The Executive Director or his/her delegate announces the decision for indoor recess
- Students stay in their respective classrooms
- Students may play with games in their classrooms
- Supervising teachers circulate in designated areas (corridors)

Adopted: September 8, 2009