

PINEWOOD ELEMENTARY
SCHOOL

SUPERVISION
POLICY
&
PROCEDURES

2009-2010

SUPERVISION POLICY

Pinewood Elementary School's Supervision Policy provides guidelines to ensure students' safety. Supervision should be preventive in nature and measures should be taken to eliminate any situation that could threaten the students' safety. The safety of our children is of primary concern.

MORNING BUS SUPERVISION

- At the tone of the first morning bell all supervisors must go to assigned areas.
- CAMPUS A: Once the children disembark from the morning busses, they must proceed to enter the school yard.
- CAMPUS B: Once the children disembark from the morning busses, they must proceed through the schoolyard. Once the first bell rings they enter the building through the front door immediately and proceed to their classroom area.
- Parents who drive their children to school must proceed to the drop-off area at the back of the school near the K classes.
- Late students (after 8 a.m. for Campus A, 7h50 a.m. for campus B) driven to school must enter the school building through the office entrance.
- Busses arriving late must disembark students at the main entrance of the appropriate campus.

A.M. HALL SUPERVISION

- At the tone of the first morning bell all supervisors must go to assigned areas (hallway or door).
- Students must proceed directly to their classroom area.
- In the beginning of the year, on the first day, the K teachers give each child a name tag outside and have them line up, grouped by classes. At the first bell, the students enter the school and are shown where their lockers are. The supervising teacher is responsible for doing this every following morning (at the K door). They are then met by their teachers in their locker room at the second bell. In October, the K students enter through the K door at the first bell

Once the "start of classes" bell rings at 8:00 a.m., all teachers **MUST BE** in their respective classrooms.

A.M. RECESS SUPERVISION

- First bell is the signal to get dressed and get ready to exit.
- Supervising teachers must exit with their classes before the second bell.
- At the tone of the second bell, all students exit for recess.
- Teachers NOT supervising should dismiss their students into the yard only AFTER the second bell.
- Students exit freely, however, the classroom teacher must not leave the classroom area until all his/her students have left for the playground.
- No child is to be left unattended.
- Students may not re-enter the building unless otherwise authorized by a staff member.
- At the tone of the bell, all students line up in a single file at each entrance and proceed to enter. Supervising teachers are present at each entrance.
- Receiving teachers meet students at their respective classrooms.

Supervising teachers are the last to enter the building making certain the exterior doors are well closed and locked.

INCLEMENT WEATHER- RECESS

- The principal 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).
- Once the bell rings, all teachers proceed to their respective classrooms.
- **At the tone of the bell, ALL assigned teachers should BE with their assigned classes for the next period.**

LUNCH SUPERVISION

Ratio: Minimum of 1 supervisor per 75 students as per Sir-Wilfrid-Laurier' s Policy

- At the first bell, teachers supervise students as they dress to go into the schoolyard (cycle 3).
- At the second bell, teachers can let the students go to the schoolyard.
- Students should be permitted and encouraged to use the bathroom facilities and water fountain before dressing to go outside.
- Students must have passes to circulate unattended in school.

- When the bell signals the end of one lunch period, (approximately 30 minutes per period) and the beginning of another, supervisors ensure students dress, line up and lead them outside. At the same time, schoolyard supervisors line other students up to re-enter the building for lunch.
- After the bell rings and the students have completed lunch, receiving teachers meet the students in the cafeteria (or in the school yard).
- Permission slips to leave school premises for lunch must be brought to the office during homeroom.

INCLEMENT WEATHER – LUNCH

- The principal or his/her delegate announces indoor lunch recess.
- Students are supervised either in the cafeteria or in their classrooms during lunch.
- Supervisors walk between classes in hallways, making certain that students remain calm in their respective classrooms. Students are not allowed to visit friends in other classes.
- Lunchtime supervisors should ensure that students have appropriate activities for the classroom.
- Students should be permitted to take turns going to the bathrooms and to the fountains.

PM BUS SUPERVISION

- A first bell signals end of class. (Campus A and B)
- The supervising teachers must line-up with their classes near the exits prior to the second dismissal bell. (Campus A and B)
- Daycare students (**K and cycle 1**) are dismissed at the first bell in order for daycare to take attendance. (Campus A)
- At the second dismissal bell, supervising teachers must exit the building with their class. (A and B)
- Daycare students from campus B enter the building through the daycare entrance. (A and B)
- Every exit door area must have one supervisor. (A and B)
- All other teachers lead their classes to the exit doors and dismiss the students. (A and B)
- Students who do not board the busses must not leave the school building unless accompanied by an adult. (B)
- No child is to leave the building to meet a parent waiting in a car. (A and B) Supervisor is to keep the child with them until the parent gets out of the car and picks up the child.
- The supervisor standing in front of the center entrance is responsible for collecting bus cards.

The bus card is given by one student from each class to signal that he/she is the last from the class to leave the building. (A and B)

- Daycare signals that all students are accounted for and sends daycare card. (A)
- Once the bus area is clear of students, the different supervisors give the signal that all is clear and that the busses can leave. (A and B)
- Pick up area is located at the back of the school, near the K classes. (A)
- Pick up area is located at the front of the school, near the main entrance. (B)
- Students should not be permitted by the driver to disembark from their bus once they have boarded. (A and B)

FIELD TRIP & EXTRA CURRICULAR ACTIVITIES

Ratio: **There should be a minimum of one adult per 20 students going on the outing**

Transportation: minimum of one supervisor per bus

-The Governing Board must approve the field trips and ECA activities along with the detailed outline of adequate supervision plans.

- One person must be a designated person in charge of the outing or activity.
- Students must have a written consent from their parents to participate in field trips.
- The person in charge needs to supply the Administration with:
 - List of students going on the field trip, or participating in the activity
 - List of students per bus load as applicable
- The person in charge needs to bring:
 - First Aid kit
 - EPIPEN (if applicable)
 - A student list including the children's Medicare card number and emergency telephone numbers
- A car should accompany the group in case of minor accidents or illness of a student.

SUPERVISION RESPONSIBILITIES

- Keeps students in sight at all times.
- Maintains order and safety.
- Encourages positive atmosphere.
- Anticipates potential dangers and initiates preventive action.
- Any debris or damaged equipment must be reported to the administration.
- Serious injuries which require the student to remain still: The supervisor administers first aid, remains with the student and ensures the administration is advised.
- Minor injuries: The supervisor administers first aid on site if possible. If not, send the student to the office for treatment accompanied by an older student.
- Responsible for completing accident forms when necessary.
- Assists administration in applying school rules and ensures the administration is informed when school rules have been violated.
- Exercises a certain amount of understanding, good judgement, good example, impartiality, an absence of discrimination.
- Ensures that students remain within the limits of the designated areas.
- Remains at all time with the students to be supervised.
- Supervisors must ensure they circulate in the school yard. Gathering up in one area is discouraged.
- Lunch supervisors are not permitted to eat while supervising students.

ADDITIONAL NOTES:

- ALL STUDENTS REQUIRE HALLWAY PASSES TO CIRCULATE IN THE SCHOOL HALLWAYS.
- RUNNING IS NOT TOLERATED IN THE HALLWAYS.