

303 STUDENT SUPERVISION

Belief

MESC believes that school staff has a responsibility to provide for the supervision of students to protect their safety.

Guidelines

1. Teachers have an obligation under the Teacher Quality Standard to maintain order and discipline among students while they are in the school, on school grounds and while attending or participating in school sponsored/authorized activities.
2. The purpose of supervision is to provide a safe environment for students under the care of the school staff.
3. MESC expects all staff to carry out their supervisory responsibilities in accordance with this and other relevant administrative procedures.
4. The Principal will consult with school staff in the establishment of a supervision schedule, for it is understood that supervision is a joint responsibility of all staff members.

Procedures

5. The Principal shall post and maintain a supervision schedule. Effective supervision of students includes:
 - 5.1.1. when arriving and departing by bus;
 - 5.1.2. during activities in the gymnasium;
 - 5.1.3. when on the school grounds or playground;
 - 5.1.4. when eating lunch at school;
 - 5.1.5. in hallways and classrooms; and
 - 5.1.6. when planning activities after school hours and overnight;
 - 5.1.7. in other areas when necessary;
6. Students who do not travel to school by bus shall not arrive excessively early nor stay excessively late, except as approved by the Principal. In these circumstances, supervision shall be for fifteen minutes prior to the commencement of school, and fifteen minutes at the end of the school day to ensure orderly dismissal and dispersal.
7. While at school, a minimum supervision ratio of one supervisor per 100 students in kindergarten to grade 9 shall be maintained, with the Principal responsible to determine the specific ratio of supervisors to students. There should always be at least two supervisors on duty, unless there are exceptional circumstances that are approved by the Superintendent or designate prior to implementation.

8. All supervisors shall report all accidents or incidents of a serious nature to the Principal at the earliest possible opportunity.
9. Principals shall provide parents information regarding the supervision of students, at parent request.
10. There will be times when supervision plans must be altered due to extraordinary circumstances (e.g., inclement weather, special events, emergency situations, etc). Principals may alter the supervision plan to address these scenarios, as necessary, but must ensure supervision at all times.
11. Supervision on field trips shall be guided by Administrative Procedure 210: Field Trips and Excursions and AP 211: Extra Curricular Activities:

Reference:

Teacher Quality Standard,
AP 210: Field Trips and Excursions
AP 211: Extra Curricular Activities