

# G.A.D. ELEMENTARY SCHOOL SUPERVISION PLAN

G.A.D Elementary School is committed to providing a high quality, safe and secure environment for all children whilst attending school or participating in organized school activities. One of the highest priorities at G.A.D. Elementary is the safety and well - being of children under our care.

**PROCEDURES:** Children are supervised during classes, play time, after school program, lunch times and outdoor activities including field trips.

1. Staff at G.A.D. Elementary is required to review the school's policies, procedures and practices regarding the supervision by volunteers, participating parents annually.
  - a) The staff will report at 7:55 am in the morning so that visual control can be maintained on the arrival of the students.
  - b) All staff shall ensure the safety of the students, regardless of whether or not specifically scheduled for supervisory duty.
2. Staff will show reasonable care by
  - a) Being punctual for all professional responsibilities
  - b) Seeing that all children move around the school in a quiet and orderly fashion.
  - c) Students should walk and not run in the hallways.
  - d) Permitting only two students from a class to go to the washroom at any one time.

This plan provides information that is needed by teachers and parents as students arrive at, and are dismissed from school to ensure safety. It is essential that each school employee has the knowledge of and access to the plan at all times before, during, and after school. Any questions or concerns regarding this plan should be directed to the principal.

**Classroom Teachers:** Classroom teachers are responsible for but not limited to:

- Direct supervision during lesson times.
- During movement to another classroom.
- At all assemblies (before school, after school, lunch recess, and dismissal)
- Whole school assemblies
- Extra curricular activities (i.e. Sports, and cultural events)
- Field trips
- Leave children in another teacher's care if he/she needs to leave the class for any reason.
- Not putting children out of view, outside a classroom for disciplinary reason.

- Ensure that no students remain in the classroom without supervision.
- Reporting any serious accident/incident to the Principal and making a report.
- Circulating the designated area of the playground while on duty.
- During rainy days teachers will ensure adequate levels of supervision. Should it begin to rain during lunch, children and teachers will need to return to their room immediately, to do quiet desk activity until the end of lunchtime.
- Teachers will supervise their own classes during recess. They will also supervise their students for the first 10 - 15 minutes of lunch period to allow student to eat their lunch. They will then ensure that the students go to the play area safely.
- Students participating in extracurricular activities are to remain under the supervision of the teacher concerned and should be released into the parents care. In the event of student not being picked up after school or an after school activity the supervising teacher must deliver the child into the care of a responsible staff member of the school before leaving.

## ARRIVAL SUPERVISION

The Principal and staff will adhere to the following procedures for student arrival to the building.

1. Staff on duty will open main door at 7:30 AM.  
Students arriving will be asked to enter the school building at 7:45 AM and wait in the cafeteria. There will be staff on duty beginning at 7:40 a.m. Students will not enter their classrooms until 8:00 a.m. An orderly entrance is required for cooperation, communication, and safety.
2. The bus drivers will check the bus to be sure that all students have exited.
3. The staff on duty throughout hallways ensures students arrive in their classrooms in an orderly fashion.
4. Teachers supervise the entrance of the students into the classroom. Teachers then take the attendance.
5. All visitors must check-in at the office.

## LUNCH SUPERVISION

1. The principal and staff will adhere to the following procedures for student supervision during lunch.
2. The first lunch will begin at 11:20 for grades K - 2. The second lunch will begin at 12:00 for grades 3 – 4 and the third at 12:40 for grades 5 - 9.
3. Homeroom teachers will be expected to remain with children for the first 10 – 15 minutes of lunchtime inside the classroom. Only when the children have finished eating that they should be allowed to go for outdoor play.
4. Children may not wander freely about the room or hallways. Not more than two boys and two girls are permitted to use the washroom at any one time from the classroom. Stress that all desks must be clean before the children will be permitted to leave the classroom.

## OUTDOOR SUPERVISION (LUNCH)

1. During favorable weather, the children are to be dismissed to the playground/gym area. Dismissal should be orderly. The students are to walk in a line to and from the playground. The teacher/supervisor must walk along with the children, preferably at the rear of the line. Supervisors are to take their positions in order to ensure the full visual supervision of all students. Supervisors may not stand together and talk and are not permitted to use their cell phone.
2. All lunch hour supervisors must report all concerns to the principal.
3. While children are on the playground/gym, the supervisors should circulate among them in order to provide adequate supervision. Pushing, shoving or any other rowdy behavior is to be discouraged. Children that do not abide by the playground/gym rules shall be told to sit/stand on the side. No child shall be told to return to the classroom. Children must not be permitted outside the designated playground area, and are to be allowed into the building only in cases of emergency. Children are not permitted to enter or exit the building without a supervisor.
4. If a child is injured, no matter how slight it may appear, he/she should be sent, accompanied by the supervisor, to the nurse room and the principal/Vice-Principal should be notified if the injury is deemed severe or emergent.
5. At the warning signal, children are to begin lining up by classes at the building exits and accompanied by the supervisors/teachers back to the classroom.
6. If the weather is inclement, children will remain in class for playtime.
7. Planned activities help eliminate discipline problems. Lunch supervisors will encourage students to have a recess plan in order to have children involved and focused during recess.

## BUS DISMISSAL SUPERVISION

The Principal and staff will adhere to the following procedures for student dismissal from the building:

1. Staff on bus duty will report to assigned areas.
2. Students are called to their bus over the PA system. An orderly exit is required for cooperation, communication, and safety.
3. The drivers of the buses will bring the students in K – 2 from the classes. Students in Grades 3 – 7 will walk in a single line in an orderly fashion and use the stairs by the staff room out to the bus.
4. Students will board the bus only if the bus driver is on the bus.
5. Any student who is in need of special consideration is accompanied to the main office.

## DISMISSAL SUPERVISION –

Students who do not ride the bus

1. Staff/Teachers on duty will ensure that students are supervised during dismissal. Teachers will supervise the orderly exit of students from the classroom, through the halls and out of the building. Kindergarten, Grade 1 and Grade 2 teachers will ensure that their students are picked up by their parent/guardian at their dismissal exit. Students will not be

released to persons other than parent/guardian. Anyone not listed on the emergency contact must present identification. Student will be asked to recognize the person to whom they will be released. The staff will contact the parent/guardian before the student is released.

2. Students are to remain with the staff in the cafeteria until they are picked up by their parents/guardians.
3. Any student who is in need of special consideration/not picked up is accompanied to the main office by staff.

## EMERGENCY PLAN

Evacuation of Classroom: Supervision of student's during evacuation will be in accordance with the schools emergency evacuation policy.

In the event that a crisis occurs other than a fire (where you would follow the usual fire drill exit procedures), the following procedure must be followed:

1. All staff will assist with the evacuation of students.
2. Students will be taken to the designated safe environment. (the Gym or the school playfield)
3. Staff will take attendance.
4. Staff will wait with students until further notice.

## CO-CURRICULAR DISMISSAL (SPORTS/CLUBS)

Parent/guardian adult must pick up students who remain after school for any club activities, supplemental, etc. No student will be allowed to walk home alone.

## OTHER THAN PARENT/GUARDIANS PICKING UP STUDENTS

A note must be sent to school and given to the teacher who in turn will send it to the office if someone other than the parent/guardian will be picking up a student. In case of an emergency, a phone call must be made informing the office of a change in dismissal if a note was not sent in on that day. Adults at least 18 years old must pick up all students

## VOLUNTEERS/PARTICIPATING PARENTS

All volunteers participating parents must agree to follow the directions and guidelines provided by staff and administration of G.A.D. Elementary School.

1. All volunteers including participating parents having direct contact with children in the school must agree to have a criminal reference check done.
2. Any accident, injury and unsafe situation during the supervision of students must be reported immediately to the staff member present.

3. The volunteers/participating parents will be consulted and kept informed of upcoming changes in policies procedures or program.
4. We expect the volunteers, participating parents to meet the time commitments, schedules and maintain the confidentiality of the school, including students, volunteers, staff and parents.
5. We expect them to give reasonable notice so that other arrangements can be made if they cannot meet their time commitments or schedules.

### FIELD TRIP SUPERVISION POLICY

Ratio: The following supervisor to student ratio will be respected.

Ratio

1:10 – Open/closed venue, transportation

**Note:** There must be a minimum of 2 adults per bus on any trip.

- The supervisor may be selected from among members of the staff, school administration and parents.
- At least one supervisor must be a teacher or a member of administration.

I \_\_\_\_\_ have read, understood and had the opportunity to ask question and hereby agree to do the following.

I agree to follow all of G.A.D. Elementary school rules, policies and procedures including health and safety discipline, anti-bullying Supervision, child abuse and confidentiality.

I agree to work reliably to the best of my ability, and to give as much notice as possible whenever I cannot work when expected.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_