



Maple Hill School

SECTION	General School Administration
POLICY NAME	Student Supervision Policy
POLICY NUMBER	318
DATE CREATED	August 10, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

Preamble:

Supervision at Maple Hill School is a collaborative effort by all members of the staff. As a school we collectively share in the responsibility to take all reasonable steps to prevent harm to students. Each staff member is in part responsible for the supervision of students.

Policy:

Supervision of students is the responsibility of the school administration and staff members of the school. Supervision schedules for before/after school as well as during recess and lunch shall be posted and staff members assigned to supervision times. Supervising students is part of the duties of staff members at Maple Hill School.

Implementation:

1. Supervisory Duties & Responsibilities:

Staff members will promote a sense of security, safety and accountability to students by:

- being vigilant and ensuring that students are not taking part in activities that have a significant risk of causing undue harm to themselves or others.
- preventing students, where possible, from breaching the Code of Conduct
- ensuring that unauthorized persons report to the front office.
- being ready and able to respond to situations potentially harmful to students.

2. Remaining on Campus:

Students are expected to remain on the school's campus throughout the school day unless they have signed permission from their parent/guardian to leave the school grounds during the school day. In such cases, students must sign out before leaving campus and sign back in when returning. Valid reasons for leaving the campus during class time include medical/dental appointments, external tests, government document applications, university visits, illness, etc.

Parents/Guardians must give permission for their student to leave the school campus during the lunch hour each day.

3. Early Dismissal:

Students who must leave school early and will not be returning later must have a valid reason that is permitted by the parent/guardian. For recording purposes, permission must be written, by email or by letter.

4. Visitors:

Visitors to Maple Hill School must check in at the school office upon arrival. Students should not normally invite friends or acquaintances to visit them at school, during field trips, or other school sanctioned events, unless permitted to do so by the school administration, e.g., guests at assemblies, graduation, etc.

5. Teachers:

Teachers and staff are expected to remain on campus during their regular school day. If a staff member has to leave the school grounds, he/she must inform the front office, stating reasons and anticipated time of return.

6. Lunchtime Supervision:

During lunch breaks members of the staff will be assigned to patrol all areas of the school. In completing their supervision, staff members must be vigilant to situations that may develop into safety issues, such as unsafe student activities, etc.

To help with supervision of students during lunch the administrative staff will have designated lunch breaks before or after the lunch breaks of students and teachers. Staggered lunch breaks ensure students are always supervised.

7. Field Trip Supervision:

Whenever a member of staff leaves the campus with a group of students they must adhere to the school's Field Trip Policy (Policy # 319)