

Supervision Procedures and Policy Highroad Academy

A. Rationale:

It is our desire to keep our students safe before, during and after school by clearly outlining the strategies and routines for supervision adopted by the school. The supervision policy will clarify responsibilities and roles with regard to supervision of students for all staff and parents. As a school, we will strive to provide a 'safe place to work' for employees, students, and all who visit our school, regardless of race, gender or ability.

B. Definitions:

1. Head Teacher responsibilities:

The head-teacher for each department maintains responsibility for the overall internal organization, management and control of the school. They create supervision schedules, deploy and manage all teaching and non-teaching staff allocating duties to them in a manner consistent with their conditions of employment.

2. Teacher responsibilities:

Classroom teachers are responsible for the discipline, health and safety of the students while they are inside the school building and while playing outside. Teachers record and report any incidents or accidents to their Head Teacher. Supervisory staff have opportunities to discuss and be trained in issues of safety and behaviour. They are informed of school policies regarding safeguarding children and have attended first aid training courses.

3. Parent responsibilities:

Parents are responsible to drop their students off and pick them up in a timely manner. If there is an emergency or a change in pick up and drop of schedules, parents will phone the office to let them know of the change so that the teachers and students may be informed and kept safe.

C: Protocol

Supervision Before School:

Before school supervision begins at 8:00 AM unless other arrangements have been made with the Principal or Head Teacher. Pupils are expected to go to the designated supervision area upon arrival.

During rainy days deemed as “In Days”, students will play in the gym or hallway in front of gym. During fair weather days deemed as “Out Days”, students will play on the playground and/or field.

High school students in grades 7-12 are permitted to be outside, in the gym, or in the high school hallway before school, after school, or during lunch break. They are not to interfere with elementary students or to be in the elementary hallway. The church foyer, church entrance, and church office areas are off limits for all Highroad students.

Students in grades K-10 are not allowed off-site during school hours unless there is a phone call, email, note, and accompanying sign out from a parent/caregiver, or unless there is a special event for which permission has been granted ahead of time and notification home has been provided.

Students in grades 11-12 have permission to be off campus during lunch break unless parents have requested this permission NOT be granted to their students. Students are permitted to drive another student during lunch, according to the rules of their license, unless the parent has indicated otherwise.

Students are not permitted to drive other students during the school day unless there is specific parent permission. Students in grade 12 are permitted to be off campus during study blocks if the Vice Principal / Head Teacher has a note or email on file from the parent to grant permission for this privilege. Off campus study permission can be withdrawn at any time if the student is abusing the privilege or not in good standing in their courses.

Recess and Lunch Time Supervision

Elementary:

Three teaching staff are on duty each break time and lunch time on a rotational basis. Also, two EAs are on duty for Special Needs students requiring extra assistance. The school has clear playtime rules that follow the WITS/LEADS programs and steps. The Head Teachers should be informed of any serious or repeated breaches of this code. Steps include

- W: Walk Away
- I: Ignore
- T: Talk It Out
- S: Seek help

Classroom teachers will go over procedures with students on the proper use of these steps and strategies. When the bell rings, students in Kindergarten to 1-3 will line up in front of the elementary wing in the appropriate area. All students

in portables will line up in front of their classroom door. During eating time, students are supervised by their classroom teacher.

High school:

Students in grades 7-12 are expected to eat before pursuing lunch break activities. For grade 7-8 students, eating will take place in the Garage. Grade 9-12 students may eat in the Garage or classrooms. Eating is not to take place in the hallway or the other common areas of campus. Students may spend their lunch time break in the gym, outside in the designated areas, in classrooms, the Garage, or in the high school hallway. Grade 7-12 should not be near the church offices, in the church or school foyer, or at the front of the building near the church offices and Chilliwack Central road. The church foyer is available for student use on cafe days as long as it is kept clean and in good order.

Injured Students:

If a pupil is injured, they will enter the school with a staff member on duty and will report to the office. Office staff will contact the designated first aid attendant. The first aid attendant will record the injury and treatment in the appropriate records. If necessary, the first aid attendant will forward a report to the class teacher or Head Teachers of the circumstance of significance of the injury. If a high school student has an injury, they should first report to a teacher, and then the teacher will call for first aid or refer the student to the school office.

Supervision In Wet Weather:

It is our desire that students will be able to play outside at recess and at lunch. The students should bring coats and boots appropriate to the weather,

as students will be going outside unless it is actively raining. If it is raining at recess time, elementary students remain in their classrooms to play with toys and games. Primary staff members on duty will supervise the classrooms in the main building. The intermediate staff members on duty will supervise classes in the portables. EAs will go into the classroom of the students who need extra support. At lunch recess time, gym use is divided between the primary and intermediate classes.

Supervision After School:

Class teachers ensure the safe exit of all pupils from their classroom and hallway. All students have instructions not to leave the playground without their parent/caregiver, and to go to the office if they have still not been picked up within a reasonable time period. Elementary students are expected to wait for parents on the playground or in the school foyer and should not be in the gym or other areas of the school unless they are involved in a specific school sanctioned activity that permits this. Students will be supervised outside until 3:30pm. For safety reasons, any elementary students who have not been picked up by 3:30pm will be asked to wait in the school foyer until a parent/caregiver comes to pick them up.

High school students who remain on campus after 3:30pm and are not involved in a specific activity like athletics, teacher support, or tutoring must either be in a classroom with direct teacher supervision, or in the school foyer. Students are not to be in other areas of the school unless they are involved in a specific school sanctioned activity with appropriate supervision.

D: Related Information

Elementary Extracurricular Activities

Elementary students remaining for after school activities are expected to obtain parental consent. Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the student will be supervised at school until the planned end of that activity (the prearranged collection time). Students should not leave the premises in these circumstances, but wait until their parents collect them.

Policy Developer: Kim Evans/Julie Lade

Policy History	
Developed:	November 2014
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