



CAMPUS SUPERVISION POLICY

Goal: To ensure proper supervision of students at all times.

Policy Statement

New West students will be under the supervision of school personnel during the school day and during extracurricular activities. Personnel supervising students are certificated employees, or other classified personnel.

Responsibility

1. The Assistant Director is responsible for assigning school personnel to supervised students.
2. Teachers and other school personnel are responsible for supervising students during school hours and during extracurricular activities.
3. All staff are responsible for being aware of individuals whose presence on school premises is not justified.
4. The Executive Director is responsible for the development of administrative rules and regulations to ensure that this policy is implemented.

Morning Supervision

By 7:45 AM designated staff must be at their assigned duty areas. Parents may drop off students on the yard. Once inside the gate, students proceed directly to their classroom where their teacher will greet them at the door.

Classroom Supervision

Students are never to be left alone in the classroom without authorized adult supervision. A teacher may, on occasion, leave his or her students in the classroom with another adult provided that the adult has Live Scan fingerprint clearance on file in the school office. Teachers are not to leave the classroom at lunchtime unless all students have also left the room. No child is to be left unattended. Students who want to return to the classroom during lunchtime need to be supervised by a staff member.

Afternoon Supervision

At the end of the school day, designated supervisors must go to their assigned duty area. Students will be released at the end of the school day report directly to a parent, guardian or caregiver. If a child has not been picked up within 15 minutes of dismissal, they must go to the afterschool program.

Visitors on Campus

All visitors on campus are required to sign in at the school office. Individuals who are on campus without visitor identification must be asked to sign in at the school office. People who clearly do not have legitimate business on campus must be reported to the school office immediately.