

CAMPUS SUPERVISION POLICY

Goal:

To ensure proper supervision of students at all times.

Policy Statement:

Ross Valley Charter 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 School 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 School Director is responsible for the development of administrative rules and regulations to ensure that this policy is implemented.

Morning Supervision:

By 8:15 AM designated staff must be at their assigned duty areas. Parents may drop off students in the fenced-in blacktop area. When the morning chime sounds, students proceed directly to their classroom where their teacher will greet them at the door or to a designated spot near the blacktop.

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 directly to a parent, guardian or caregiver; to take scheduled transportation home, or to the on-site afterschool program. If a child has not been picked up within 15 minutes of dismissal, they must go to the afterschool program or wait in the office so their parents can be contacted.

Visitors on Campus:

See the Registration of Visitors/Guests Policy