



3202 STUDENT SUPERVISION POLICY

Policy Type :Human Resources
Applies To: All Staff, Students, Visitors
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 2018
Revisions: 08 2020
08 2024

1. PURPOSE:

- (a) The health and safety of the students entrusted to the care of our students is a high priority for the staff, administration and Board of Langley Christian School. We believe that students learn best when they are in a safe and caring environment. To that end we will strive to ensure the safety of our students by providing proper supervision and a safe physical environment.
- (b) Supervision schedules are the responsibility of campus based administrators and may not be delegated to non-administrative staff.

2. SCHEDULES

- (a) Principals are required to ensure that schedules clearly indicate the following minimum requirements for supervision on all LCS campuses and that schedules are posted in visible staff locations in the administrative office and staffroom:
 - 15 minutes prior to the start of the school day.
 - 15 minutes after the end of the school day.
 - Students are supervised by staff during non-instructional time, including breaks
- (b) Supervision schedules must include a map clearly outlining zones where a clear line of vision exists to provide high visibility of staff and ensure there is reasonably adequate supervision of all areas.
- (c) Elementary & Middle School Lunch eating periods
 - Where classroom teachers are required to supervise students during eating periods in their homeroom, those teachers should not be required to provide general supervision before or after school, or during other unstructured breaks.
- (d) Before and After School Supervision requirements
 - All parking lots, including the Southridge parking lot should be adequately supervised by LCS staff

- Assigned supervision zones must reasonably cover and patrol all areas and/or provide sightlines of the of all areas of school grounds
- (e) Students may not come into the school building prior to the start of the school day unless adequately supervised by staff
- (f) Teachers or support staff may be assigned by the campus principal to provide supervision before and after school.
- (g) Bus zone supervision is designed to ensure visual contact for the area to ensure safe loading and unloading of students and safe movement of busses
- (h) All students at the Elementary campus must use the two designated crossing areas when moving between the school and the parking area and only cross when they are being escorted. Children are the responsibility of the parent or guardian once they have crossed to the parking area.
- (i) Support staff may be directed by principals to provide supervision or programming (i.e. social skills groups, 1:1 support) during unstructured student breaks
- (j) Principals will ensure that supervision schedules show all areas of the school, interior and exterior, are regularly monitored or closed and locked to student access
- (k) Staff have a duty to report immediately to an administrator and document any injuries, fights, serious harassment or other potential student safety hazards observed during assigned supervision

3. SOUTHRIDGE PARKING LOT - see Procedures 3202A

- (a) LCS and Southridge Fellowship have a parking agreement in place through 2024-2025 restricting parent and caregiver access to the church parking lots.
- (b) In order to maximize parking for parents and caregivers during dropoff and pickup times, and to reduce probability of injury or liability exposure to the school and church, LCS staff are encouraged to use the Southridge lot for parking and leave campus spots available for other users.
- (c) LCS Middle School and High School will provide a minimum of 2 staff parking lot safety supervisors from 8:15 to 8:30 am, and 2:45pm-3:15pm every school day. Staff must wear a high visibility vest and are assigned to specific areas.
- (d) Southridge parking lot supervisors will enforce the following requirements:
 - Parents and caregivers may enter the lot for immediate drop off or pick up of students, but may not wait or park their vehicle, regardless if they remain with the vehicle or not.
 - Students may not park their vehicles in the church parking lot.
 - Parking on the lawn is prohibited.
- (e) LCS will provide supervision on days the church parking lot is closed in order to ensure that the lot is not used by staff, students or families for parking.
- (f) In the event a staff member is absent or does not report to their assigned duties, principals are responsible to assign an alternate.

4. INCLEMENT WEATHER SUPERVISION

- (a) At the discretion of campus administration, students will be kept in the building during weather conditions by which their health and safety may be compromised
- (b) When students are kept inside they will be appropriately supervised
- (c) Principals will ensure supervision schedules show both regular supervision zones, and alternative "in day" supervision zones
- (d) Staff not regularly required to supervise on a scheduled day, may not be reassigned to supervision on "in days" unless required by emergency or absences of staff normally required to supervise on the schedule

5. GENERAL SUPERVISION AND STUDENT SAFETY REQUIREMENTS

- (a) Employees scheduled to exterior, grounds, or parking lot supervision duties must wear a high visibility vest.
- (b) All employees and regular volunteers will have a document on file indicating that a Criminal Records Check has been conducted on them within the last 5 years.
- (c) All visitors to the school are to report to the campus office
- (d) First aid supplies are updated as needed and inspected regularly.
- (e) At least three teachers and one administrator or office staff at each campus has a current First Aid certificate
- (f) Principals must ensure there is a designated first responder for the campus and that it is clearly posted
- (g) Attendance procedures are designed to ensure each child's safe arrival at school. Office staff contact the home for any student who is late or absent from school without advance notice.
- (h) Students are to remain on the school property unless given permission to leave
- (i) Students will only be given permission to leave the school property if supervision of the students involved has been ensured.

6. PLAYGROUNDS AND UNSTRUCTURED PLAY AREAS

- (a) Students will only use play areas that are safe from moving traffic.
- (b) When beginning supervisors must conduct a brief inspection of playgrounds and play areas for hazardous materials
- (c) Playground equipment inspections occur semi-annually

Reviewed: 09 2024