

CAMBRIAN SCHOOL DISTRICT
Board Policy

Administrative Procedure 5140

Adopted: June 11, 2002

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STUDENTS

Supervision of Pupils

- I. The Principal shall be responsible for the supervision of the school and shall schedule and assign personnel for supervision of the pupils of the school in keeping with District Policy, the Education code, and Administrative Code.
- II. There shall be direct supervision of pupils at all times with the exception of selected individual children who may be assigned to non-group activities, such as office helpers, messengers, or other duties by the principal or his/her designee.
- III. Classes must be supervised at all times and are under the direct supervision of the assigned teacher. In the event an emergency arises and the teacher must leave the classroom during class time, the Principal is to be informed and the children may be directly supervised by any of the following:
 - A. Any classified personnel
 - B. Any employee or other designated adult
 - C. Classes may be combined under the supervision of another teacher or teachers if other means are not available.
- IV. Students shall not be isolated for punishment or other reasons outside the classroom if the area does not have assigned supervisory personnel on duty.
- V. The Principal shall set up provisions within the school to assure adequate supervision in the event of any emergency and a teacher cannot punctually fulfill his/her assigned duty. The teacher will inform the office ahead of time and follow the procedure set up within the school so that supervision can be provided.
- VI. Pupils shall be dismissed at the bell to insure proper supervision unless provisions have been made by the Principal to alter the schedule.
- VII. All school personnel shall consider themselves to be on supervision duty at all times and stop any infraction of the rules or situations which would be detrimental to the health, welfare, or safety of the youngster in keeping with the rules of the school, Administrative Code, and Education Code.

- VIII. When children cannot be released for playground activities at recess due to inclement weather, they will be under the direct supervision of their teacher or classes may be combined.
- IX. When children are released from the cafeteria in inclement weather, they are to report to the classroom to be directly supervised by their teacher, other classified employee or designated adult. Classes may be combined under the supervision of a teacher.
- X. Children may be released individually for the use of the rest room throughout the school day. Release of more than two children at a time should be avoided.
- XI. When the majority of the children have been dismissed from the cafeteria and the supervisor has departed for yard supervision, the few remaining children may be considered supervised under the direction of the cafeteria staff/and or custodians.
- XII. Non-certificated personnel may be used for lunch duty. Such personnel should be instructed in the rules and regulations of the school, and supervision of cafeteria and yard.
- XIII. Principals shall conduct Inservice Training programs for certificated personnel.