

## **Dixon Montessori Charter School Student Supervision Policy**

Dixon Montessori Charter School's Supervision Policy provides guidelines to ensure students' safety. Supervision should be preventive in nature and measures should be taken to eliminate any situation that could threaten the students' safety. The safety of our children is of primary concern.

### **Morning Supervision**

At 7:45 designated staff must go to their assigned duty areas. Parents may drop off students in the school parking lot, but the bus zone may not be used for drop off unless a visible handicapped placard or license plate is displayed. Students in 4<sup>th</sup> through 8<sup>th</sup> grade are to remain in the grass area between the Room 1 and Room 5. Students in grades Kindergarten through 3<sup>rd</sup> are to remain on the primary playground. During inclement weather students will remain in the school cafeteria prior to the start of the school day. Students are to line up at 8:05 outside of their respective classrooms.

### **Classroom Supervision**

Students are never to be left alone in the classroom without adult supervision. A teacher may only briefly 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.

### **Bathroom Supervision**

Teachers will have a system in place for student restroom usage. Teachers may send primary students to the restroom in pairs. Teachers will have a sign in and sign out procedure for students who are out of the room, so that staff may account for the whereabouts of each child at all times during the day.

### **Afternoon Supervision**

At the end of the school day, designated supervisors must go to their assigned duty areas. Students in Kindergarten and 1<sup>st</sup> grades will be released directly to a parent, guardian or caregiver. Students in 2<sup>nd</sup> through 8<sup>th</sup> grades will be released at the end of the school day. If a child has not been picked up within 15 minutes of dismissal, they must come to the school office so their parents can be notified.

### **Visitors on Campus**

All visitors on campus are required to sign in at the school office as a safety precaution. 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. Students may not leave the classrooms if there is suspicious activity on campus.