

Supervision of Students

I. PURPOSE

To ensure proper supervision of students at all times.

II. SCOPE

This policy applies to all schools and students within Shelby County Schools.

III. POLICY STATEMENT

Students will be under the supervision of school personnel or persons appointed by authorized school personnel during school and school-sponsored events, including play/recess periods and lunch periods, as well as during the school day and during extracurricular activities. Personnel supervising students may be certificated employees, educational assistants, or other noncertificated personnel approved by the principal. Contracted persons, including bus drivers, nurses, and other such persons shall supervise students in accordance with the duties prescribed by their employment functions and/or their contracts. Non-school personnel appointed to supervise students must comply with Board policies regarding the care of and interaction with students, including the policies on School Volunteers (#7010) and Field Trips (#6004).

Parents/guardians are responsible for ensuring supervision of their children during non-school hours both before and after school, except for school-sponsored events and district transportation to and from school. For safety reasons, district security and /or law enforcement may be contacted regarding students on school property whose parents/guardians have not arranged appropriate before and after school supervision for their children. When such instances occur, school staff shall maintain care of students while awaiting the arrival of district security and/or law enforcement.

IV. RESPONSIBILITY

A. Principals are responsible for assigning students to school personnel.

B. Teachers and other school personnel are responsible for supervising students during school hours and during extracurricular activities as required by their assigned professional duties.

C. Parents/guardians are responsible for ensuring supervision of their children during non-school hours both before and after school, except for school-sponsored events and district transportation to and from school.

D. The Superintendent is responsible for the development of administrative rules and regulations to ensure that this policy is implemented.

Legal References:

Cross References:

1. 6004 Field Trips
2. 6051 Interscholastic Athletics
3. 7010 School Volunteers

Administrative Rules and Regulations

Supervision of Students

During School Hours

Students will be under the supervision of school personnel or persons appointed by authorized school personnel during school and school-sponsored events. When a staff member becomes aware of a student who leaves a designated area (e.g., classroom, field trip location) or the school campus in an unauthorized manner, the staff member shall:

1. while ensuring that the remaining students are properly supervised, attempt to restore the student to the designated area (e.g., call out to a student to return to the designated area and visibly monitor the student, when possible); and
2. inform the school office and request appropriate action, which should include informing district security and district communications for students who leave campus. In such cases, school staff should make reasonable effort to notify the student's parent(s).

Non-School Hours

The school shall inform a parent of his/her responsibility to ensure adequate supervision of their children before and after school hours. When staff becomes aware that students are not properly supervised on school property before/after school or after a school activity, the school shall discuss with the parent possible strategies for arranging supervision (e.g., before and/or after care at the school, adjustment of parent's schedule) and outline consequences for failure to arrange sufficient supervision of the child, including providing written notice to the parent that a complaint may be filed with the Shelby County Department of Children Services for a child that is habitually unsupervised.

When specific incidents occur after school/a school activity or students return to school or are returned to school by the school bus, the procedures below should be followed:

1. School staff shall maintain care of students until other adequate supervision is available for students (e.g., parent/guardian, appropriate adult, law enforcement);
2. School staff should first attempt to contact the parents/guardians;
3. If parents/guardians cannot be contacted, then school staff should allow parents/guardians a reasonable amount of time (e.g., within 30 minutes to an hour) to arrive before SCS Security is consulted to assist in locating adequate supervision; and
4. As a last resort for severe and/or habitual violations, the school shall contact district security, which may recommend that law enforcement is contacted and/or a complaint is filed with the Shelby County Department of Children Services.