



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

MOUNTAINVIEW ELEMENTARY  
SCHOOL

SUPERVISION  
POLICY  
&  
PROCEDURES

2026-2027

# SUPERVISION POLICY

Mountainview Elementary 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 BUS & DROP OFF SUPERVISION**

- At the sound of the morning bell (8:50am) all supervising staff must be at their assigned areas
- Once the children disembark from the morning buses, (located on the side of the school that boarder's 20<sup>th</sup> avenue) they must proceed to enter the school
- Parents who drive their children to school must proceed to the drop-off area (or "The Gate" which is located at the parking lot side of the school)
- Late students (after 8:55 a.m.) driven to school must enter the school building through the office entrance
- Buses arriving late must disembark students at the main entrance

## **A.M. ENTRY PROCEDURE**

- At the sound of the morning bell (8:50 am) all supervising staff must be at their assigned areas (hallway or door)
- Students must proceed directly to their classroom area
- Supervising staff should be present to greet their students at 8:50 (classroom/hallways)
- PROGRESSIVE ENTRY FOR K and PRE-K: At the bell, the students enter the school and are shown where their lockers are. The supervising staff member is responsible for doing this every morning there after (at their cycle door). At the beginning of the year and before the end of their first day, the Pre-K and K teachers give each child a bus tag (on backpacks)
- Daycare students should only be dismissed to their classrooms at the bell

- Once the “start of classes” bell rings at 8:55 a.m. signalling the start of 1<sup>st</sup> period, all teachers **MUST BE** in their respective classrooms

## **A.M. AND P.M. RECESS SUPERVISION**

- At the sound of the bell, all students exit for recess
- Teachers should dismiss their students into the yard only AFTER the bell
- Students should be escorted to the exits. The classroom teacher must not leave the classroom and hallway area until all his/her students have left for the playground.
- No child is to be left unattended
- Students may not re-enter the building unless otherwise authorized by a staff member.
- At the sound of the bell, signaling the end of recess, all students line up in a single file at designated entrances and proceed to enter the building once the supervising staff unlock the doors. A supervising staff member will be present at each entrance with an extra staff supervisor in the yard to ensure all students have entered the building
- Teachers meet students at their respective classrooms (Teachers are waiting by the entrance to their classroom door to receive their class)
- Walkie Talkies are carried by supervising staff on duty
- All staff follow the Supervision Schedule provided by the administration
- ***Supervising staff are the last to enter the building making certain that students have entered and that the exterior doors are well closed and locked***

## **INCLEMENT WEATHER- RECESS**

- The principal or his/her delegate announces the decision to have an indoor recess (10 minutes before the bell)
- Students stay in their respective classrooms (students should not use the Smart Board, laptops, Chromebooks and/or iPads)
- Students may play with games in their classrooms (non-tech)
- Supervising staff circulate in designated areas (corridors)
- Walkie Talkies are carried by ALL supervising staff on duty

- **At the sound of the bell, ALL assigned teachers should BE with their assigned classes for the next period**

## **LUNCH SUPERVISION**

Ratio: Minimum of 1 supervisor per 75 students as per Sir-Wilfrid-Laurier' s Policy

- At the bell, supervisors go into the classrooms to supervise students as they eat
- Students should be permitted and encouraged to use the bathroom facilities and water fountain before dressing to go outside
- For all students: when the bell signals the end of lunch period, schoolyard supervisors line students up to re-enter the building
- At the bell signalling the end of lunch recess and after the students have re-entered the building, receiving teachers must meet the students at their classroom doors
- Smart TVs will not be used during the lunch hour

## **INCLEMENT WEATHER – LUNCH**

- The principal or his/her delegate announces indoor lunch recess
- Students are supervised in their classrooms during lunch
- Students should not use, Laptops, Chromebooks and/or iPads
- Students may play with games in their classrooms (non-tech)
- Supervisors walk between classes in hallways, making certain that students remain calm in their respective classrooms
- Students are not allowed to visit friends in other classes
- Teachers should ensure that students have appropriate activities for use in the classroom
- Students should be permitted to take turns going to the bathrooms and to the water fountains

## **PM BUS & PICK UP SUPERVISION**

- A bell signals end of class (3:35pm)

- The "Pickup" area (or The Gate) is located at the parking lot side of the school
- The Bus Zone is located on the side of the school that border's 20<sup>th</sup> avenue
- The Pre k + Kindergarten students must board the busses at 3:30. Buses depart at 3:40pm
- The supervising teachers must line-up with their classes near the exits prior to the second dismissal bell (3:40pm)
- All teachers must work in teams to ensure that all students are escorted safely from the building
- At the second bell, supervising teachers must exit the building with their class
- Daycare (All cycles, Pre K and Kindergarten) students are dismissed at the first bell for daycare educators to take attendance (3:35 pm)
- Every exit door area must have one supervisor
- All other teacher teams accompany their classes to both exit doors (pick up and bus) to dismiss the students
- Students who do not board a bus must not leave the school yard unless accompanied by an adult (Pick up area). HOWEVER, students with written parental consent may leave to walk home alone
- At The Gate: No child is to leave the school yard to meet a parent waiting in a car. The parent must get out of the car and come to the pickup area to greet his/her child
- In the Bus Zone: The supervising teacher standing closest to the exit door is responsible for collecting and counting all the bus cards. A designated student from each class gives his/her class's bus card to the supervising teacher
- Students are not permitted to return to classrooms once they have been dismissed
- Students should not be permitted by the bus driver to disembark from their bus once they have boarded
- Walkie Talkies are carried by all teacher supervisors
- All teachers follow the Supervision Schedule provided by the administration.
- **Prior to the departure of the buses:**
  - The Daycare Technician signals via the walkie talkie, that all registered students have checked in
  - The Pickup gate teacher supervisor signals via the walkie talkie, that all students have been dismissed and there are no waiting parents

- The bus area teacher supervisors ensure that there are no students in the bus zone, and that all the bus cards are accounted for

## **FIELD TRIP & EXTRA CURRICULAR ACTIVITIES**

Ratio: There should be a minimum of one adult per 20 students for activities outside of the school. (Sir Wilfrid Laurier School Board policy).

Transportation: minimum of one supervising staff member per bus

- The Governing Board must approve the field trips and ECA activities including a detailed outline of adequate supervision plans unless otherwise stated by the hosting company
- One person must be a designated person in charge of the outing or activity and be the point of contact
- Students must have a written consent from their parents to participate in any activity leaving school property
- The person in charge needs to supply the Administration with:
  - A list of students going on the field trip, or participating in the activity
  - A list of students per bus load as applicable
- The staff in charge of each class needs to bring:
  - First Aid kit (1/grade) available at the office
  - EPIPEN (if applicable) or any necessary medication (i.e., asthma pumps)
  - A student list including the children's emergency telephone numbers, with picture provided from office
- A car should accompany the group in case of minor accidents or illness

- All parent volunteers must have completed and submitted a DECLARATION CONCERNING A JUDICIAL RECORD form with Sir Wilfrid Laurier School Board prior to being confirmed as a volunteer

## **SUPERVISION RESPONSIBILITIES**

- Remain with the students and always keep students in sight
- Ensure that students remain within the limits of the designated areas
- Maintains order and safety
- Encourages positive atmosphere
- Anticipates potential dangers and initiates preventative action
- Any debris or damaged equipment must be reported to the administration
- Serious injuries which require the student to remain still: The staff member administers first aid, remains with the student and ensures the administration is advised
- Minor injuries: The staff member administers first aid on site if possible. If not, will escort or send the student to the office for treatment accompanied by an older student
- Accident forms need to be completed when necessary
- Assist administration in applying school rules and ensures the administration is informed when school rules have been violated
- Exercise understanding, good judgement, good modelling, impartiality, an absence of discrimination
- Supervising staff must ensure they circulate in the school yard. Gathering in one area is discouraged
- Lunch supervisors are not permitted to eat while supervising students

ADDITIONAL NOTES: RUNNING IS NOT TOLERATED IN THE HALLWAYS.