

SUPERVISION

Holy Family Elementary School is insured by Catholic Mutual..."CARES" Insurance. Supervision is the responsibility of **every** teacher. A supervision schedule is developed by the principal to ensure equality for all teachers. The school is responsible for the safety of students at all times.

1. For safety reasons and liability, the Diocesan Superintendent has suggested one adult supervisor be on the playground during recess for forty students. Recess supervision duties are divided among Holy Family Elementary faculty/staff. One staff member for each recess will be designated to make the weather-appropriate determination and inform others.
2. Students are accompanied to and from the church, playground, lunchroom, gym, co-curricular classes, and other activities.
3. Students are not to be left in the classroom unsupervised. Provisions must be made for those staying in during recess and for the class when it is necessary for the teacher to leave.
4. Teachers should maintain good order in the classroom.
5. Teachers should arrive 20 minutes before school starts (7:40) and remain for 25 minutes after school is dismissed (3:45).
6. Teachers should always follow the guidelines and procedures of both Diocesan and local policies when taking disciplinary action.
7. Teachers should take all reasonable precautions to prevent injury to persons or damage to property.