



Lunch Supervision Guidelines 2009/2010

Thank you for supervising at CHS. The guidelines below will give you an idea of the expectations we have of you, the supervisor, and of the students. Of course, if a specific behavior or situation is not mentioned below, please use your “Christian common sense” to quickly discern the appropriate response to a situation. You should always record minor incidents or concerns in the supervisor’ book. If you are disrespected by any student, you should record that as well. **Remember, you are the authority on the school grounds during your supervision shift!** You have the right and the responsibility to speak to any child who does not comply with the rules or who, in your opinion, is behaving in an “un-Christian-like” manner. Only when an incident is reported or recorded can the child’s teacher or the principal address the matter, benefitting all students. **Thank you for helping keep our children safe!**

RESPONSIBILITIES

1. **Supervision Times** - Parents supervise students from **12:00-12:50 p.m.** Please be on time for your shift.
2. **K-1-2 Classrooms** - One parent supervisor assists teachers in monitoring kindergarten, grade 1 and 2 classrooms from 12:00-12:15 p.m. They may need help heating up their lunch. As the younger children are most likely to be ready first, this parent should **prepare to go outside as soon as children are ready to go out.** Kindergarten to grade 2 students must wait on the deck until there is a supervisor outside.
3. **Grades 3-8 Classrooms** - Another parent supervisor assists teachers in the grades 3-8 classrooms. You should simply ensure that the students are **well behaved and are eating their lunches at their desks.**
4. **Exiting School** - All students and supervisors should be **outside by 12:20 p.m.** Only those students who have permission from their teacher may stay inside. Their names should be recorded on the classroom board.
5. **Water/Bathroom** - With your permission, students may **re-enter the school to have a drink or go to the bathroom.** They should return quickly and not wander around inside the school.
6. **Indoor Recess** - Occasionally, students will have **indoor recess due to poor weather.** In this case, students should be mostly in and around their classrooms.
7. **Multi-purpose Room** – During indoor recesses, older students may have permission from a teacher to be in the multi-purpose room. This is a privilege and may be withdrawn if behavior warrants. **This room must be monitored by the supervisor of the K-2 classrooms.**

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8. **Keep Moving** - Supervisors need to be **constantly moving around the playground** in order to see and hear what is happening. You must monitor the area behind the school as well as older students have permission to play there.
9. **After Lunch** - When the first bell rings after lunch, please ensure that all students make their way into the school promptly. Remind them to **bring any sports equipment into the school** and dispose of their garbage properly.

SAFETY POLICIES

1. **Leaving School Grounds** - Students must notify a teacher if they have their **parent's permission to leave the school grounds** at lunch time.
2. **Hands-off Rule** - The "hands off" rule applies to all students. If you see students playing rough or play-fighting, approach them and **remind them of the "hands off" rule**.
3. **Stay Out of the Tree Line** - Children must stay **within the tree line** of the school. For the safety of the children and out of respect for our neighbours, children must stay out of the trees on all sides. The large trees on the south side of the grounds are out of bounds and children must not climb them.
4. **Storage Shed** - Children may go into the storage shed to get equipment but not to play. **Children should not play behind the shed** as the area is often dangerous and is difficult to monitor.
5. **Eating Outside** - K-grade 4 may eat **snacks on the deck** and grades 5-8 students may eat on the deck or near their door.
6. **No Littering** - Please remind children to put their **garbage and recycling in the bins**.
7. **Behind the School** - The area behind the school is **reserved for grade 7-8 students** and must be monitored by the supervisors.
8. **Flying Objects** - Throwing snow, stones, sticks, etc. is **not permitted**, even if it is not aimed at another person.
9. **Helmets** - All students playing on the ice must **wear a helmet and a face mask** must be worn when playing hockey. Students using skateboards or rollerblades on the school grounds must wear a helmet.
10. **Report Abuse** - Any **verbal or physical abuse or bullying of any kind must be reported** to the office.