



File: AR-JLIA

SUPERVISION OF STUDENTS

In order to ensure the safety and well being of the students of Aspen Ridge Preparatory School, students shall be under the supervision of school employees at all times during school hours. At least one employee shall be charged of student supervision at all times and in all places where students are located during the school day. The following provisions constitute the scope of this policy.

1. Employees included any paid employee who is currently signed in and has passed the mandatory background check for employment.
2. Supervision may be supplemented or augmented by volunteers, but at no time may a volunteer be left alone with or in charge of students.
3. School hours are from 8:30am to 3:05pm. All the time contained herein is subject to this policy, including but not limited to classroom instruction, enrichment programs, lunchtime and recess.
4. In accordance with the Parent Handbook, students may be dropped off at school in the staff supervised drop-off zone in front of the school starting at 8:15 AM each day. Sufficient school employees must be present to provide for the safety of students in designated locations.
5. Before school and after school care is provided by an outside contractor on a fee for service basis. Students who arrive at school before 8:15am or remain at school past 3:05pm must be enrolled in the Before/After School program. Student supervision for students enrolled in this program is the responsibility of the contractor and not the school.
6. The Principal is responsible for providing and enforcing a schedule of supervision duties outside the classroom for school employees.
7. The school will not be responsible for the supervision of children not formally enrolled in Aspen Ridge Preparatory School. Parents who bring other children with them to volunteer at the school are solely responsible for the supervision and safety of these children.
8. The one exception to this supervision policy is that students may use the restroom facilities



and/or go to the office without staff supervision provided there are moving about the building with staff permission (hall pass) and with clear expectations for behavior. If problems should arise, the Principal has the authority to implement actions necessary to ensure safety of students in the restrooms and hallways.