

ADMINISTRATIVE PROCEDURES

JGFC(2)

STUDENTS

~~MARCH 1, 1990~~

~~ARRIVAL, DISMISSAL, AND RECESS GUIDELINES~~ ~~SUPERVISION OF STUDENTS DURING~~ ~~ARRIVAL, LUNCH AND DISMISSAL~~

Arrival

1. Walking students should time their departure from home in order to arrive at school at approximately the entry bell.
2. Upon arrival, all students should go to the designated area established by the principal.
3. Adult supervision will be provided from the time the first bus arrives until the entry bell.
4. Children are to be admitted into the school during inclement weather.

Recess

1. An adult supervisor must be able to maintain visual contact with all students on the playground during recess.
2. There are to be no more than 200 students per adult supervisor during regular recess periods.
3. The adult supervisor/student ratio at lunchtime will be 100 to one.
4. Children unable to go outside during recess must be supervised by an adult.
5. In inclement weather, students may remain in their classrooms and the adult supervisors must rotate between these rooms.
6. Student aides may assist adult supervisors but cannot be considered as adequate supervisors of pupils.

Dismissal

1. Adult supervision must be provided for students waiting for their buses. Protection from the elements must be provided during inclement weather.
2. Parents must be notified when students are kept after school for longer than five minutes. Transportation home for bus students must be arranged.
3. During a severe rainstorm, the principal may delay dismissal for a brief period.