



Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Supervision of Students, State Schools</i>		
Policy Number:	<i>SS-3008 Descriptor Code-JHFA</i>		
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Purpose

To provide for the safety of students at the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

Applicability

This policy applies to all classified and unclassified employees at each of the three State Schools.

Definitions

Supervision: For the purpose of this policy, appropriate supervision is defined relative to the age and functioning level of students. Some students may need maximum supervision:

The adult provides focused attention in close proximity to the student(s). The adult is expected to be fully aware of the student(s)' actions. The adult is expected to interact with the student(s) and provide physical intervention if needed

Some students based on age, functioning level, and discipline history may need minimum supervision. Even with minimum supervision, the adult is expected to be aware of the actions and location of all assigned students.

Policy

Employees at the State Schools have the responsibility for the supervision of students from the time the student is dropped off at school by a parent, guardian, or LSS at the beginning of the school day until the end of the school day when the student is placed on the bus provided by the local school system or is picked up by a parent or guardian. Furthermore, residential schools are responsible for

residential students 24 hours a day during the school week. Employees at the State Schools have the duty to provide supervision of students at all times when students are involved in activities sponsored by the school taking place both off the school property and on the school property.

Each school has circumstances and situations peculiar to itself. In addition to the general provisions below, each school should construct its own procedures in regard to student safety based on the population of the students enrolled, the design of the campus, and the history of student incidents.

It is recognized that there is no one guiding principle for the exact measurement of care which schools owe and that this policy is not all encompassing; however, school personnel are expected to provide reasonable and prudent supervision of students at all times.

General Provisions

1. Employees at the State Schools shall ensure that, at no time, are students permitted unsupervised into areas that are potentially dangerous.
2. The School Director or his/her designee shall construct a schedule of supervisory duties for the staff so that continual supervision of students within the school building and on school grounds can be maintained throughout the day until the last student has left school at the end of the school day or school week.
3. The School Director or his/her designee must take into consideration all factors when assigning supervisory personnel (i.e. location, facilities, equipment, age of students, mental ability of students, number of students, maturity level of students, etc.). The School Director or his/her designee should view each situation as a “reasonable and prudent parent” and assign personnel accordingly.
4. The duties of a teacher or other personnel on supervisory duty should be clearly indicated with special reference to the areas to be supervised and the potential danger areas of the school or grounds.
5. All teachers shall ensure the safety of students even when they are not specifically scheduled for supervisory duty.
6. Students with medical or disabling conditions may require special precautions. Faculty and staff assigned to these students shall be made aware of their special needs and be capable of providing proper supervision.
7. The School Director or his/her designee shall ensure that parents are made aware of their responsibilities in the event of school

closure before normal closing time, or in the event a student has to leave school while school is still in session.

8. Teachers shall not request students to run errands or any other activity that places them off campus.
9. The School Director or his/her designee shall arrange and put into effective practice a fire drill procedure and other emergency procedures such as tornado drills, etc.
10. Whenever building construction or facility cleaning is taking place, the School Director or his/her designee shall make regulations to protect the safety of the students.
11. School personnel assigned supervision are expected to act as prudent adults in providing for the safety of students supervised. No personnel may authorize any student to leave school prior to the regular hour of dismissal except by permission of the School Director or his/her designee.
12. Students shall be released only into the custody of parents or other authorized persons. The parents, guardians, and School Director must approve exceptions to this.
13. For all elementary and/or other designated grades and classes where bus transportation is provided, the School Director or his/her designee shall provide written directions for teachers and other employees regarding the loading and unloading of students. Students are the responsibility of the State School until they have boarded their county school bus.
14. School Directors shall be responsible for developing student safety and building security procedures as needed. School employees are responsible for implementing these procedures.
15. Faculty and staff in the middle/high school are expected to take attendance at the start of each period and enter absences into the student information system each period to ensure all students are present and accounted for. If a student is not listed on the absentee bulletin and does not report to an assigned class or activity, the adult responsible for supervision must contact the Assistant Director or his/her designee immediately.

Hall Passes

In the event that a student is not escorted by an adult, he/she must have an approved hall pass in order to visit another area of the school, e.g. restroom and media center, or to attend a school related activity approved by the School Director or his/her designee. It is the responsibility of the teacher sending the student to complete a hall pass that at a minimum includes the following.

- a. Name of Student
- b. Date
- c. Departure Time of Student
- d. Destination

e. Sending Teacher's Signature

Teachers or authorized adults receiving the student shall document the following on the hall pass.

- a. Arrival Time of Student
- b. Departure Time of Student Back to Class
- c. Receiving Teacher's Signature

Care must be given by both the sending teacher and receiving teacher or authorized adult in verifying that the student used the hall pass appropriately in regard to reporting to and returning from the approved destination in a timely manner. If there is suspicion that the hall pass was not used appropriately, the teacher or authorized adult must investigate. If the student is deemed to have misused the hall pass, the Assistant Director for Instruction or his/her designee should be contacted immediately.

Transporting Students to and from School

Each school should have procedures in place to document student arrival on campus whether transported by the local school system, the family or another source. The school is responsible for student supervision until the student boards the transportation vehicle provided by the local school system or the parent. Therefore, the schools should have procedures in place to ensure students safely board the appropriate vehicle upon dismissal from school. Students shall not be allowed to board any vehicle when the driver or other responsible adult is not present.

If the school transports students to/from school, the school is responsible for supervision of the student until the student boards the transportation vehicle provided by the school system, or is released to the authorized adult. Each school shall develop internal procedures for where and when students are dropped off at school or picked up to go home during the school week and weekend homegoings/returns.

The bus driver has the responsibility for maintaining and supervising order and discipline on the bus. Infractions must be reported to the School Director or his/her designee as soon as possible and no later than 24 hours of the incident. Any emergencies must be reported to the School Director or his/her designee immediately.

Schools must develop guidelines for students who are eligible to drive their own vehicles to school or use public transportation.

Field Trips and Other Excursions

Field trips, community based instruction activities, and other excursions can support and/or enhance student learning. The school is responsible for planning for the appropriate supervision of students during all off campus excursions.

1. Each field trip or excursion must have prior approval by the School Director or his/her designee.
2. If the field trip or excursion is out of state, an out of state travel request must be approved by the Director of State Schools at least two weeks in advance of the trip.
3. Each student is required to submit a consent form granting permission by the parent or guardian for the student to go on a field trip or excursion for both in and out of state trips. The consent form as well as student emergency contact information must be taken on the trip or excursion by the supervisors and chaperones. A student roster must be sent to the Office of State Schools at least two days before the scheduled out of state travel is to occur.
4. An appropriate number of employees must be present at all times when traveling by bus, as well as during loading/unloading.
5. A minimum of one adult supervisor per five students shall be assigned to each bus carrying students.
6. With respect to student(s) with challenging needs, the level of supervision shall reflect the needs of the student(s), and is to be provided in addition to the level of supervision outlined in item five above.
7. To the most reasonable extent possible, male and female students should not share the same seat on the bus, especially during out of state travel.
8. A first aid kit and a cellular communication device shall be taken on every trip.

Non-Teachers in Supervisory Roles

It is most desirable to have supervision performed by a teacher. Teachers generally have training and experience dealing with groups of students and are best equipped to discharge the obligation to provide supervision. Notwithstanding this preference, a non-teaching employee can be permitted to chaperone at a school-sponsored activity under the following conditions:

- i. The use of non-teacher chaperones would be in addition to the presence of teacher chaperones.
- ii. As the size of the event grows and the number of students increases, the

School Director or his/her designee must ensure an increased number of non-teaching employees to act as additional chaperones.

**Authority and/or
Cross-Reference**

- O.C.G.A. 20-2-200; 20-2-981 through 20-2-984.5