

St. Mary's School Supervision Rules 2019-2020

SHIFT TIMES:

Supervision shifts are all 90 minutes in length and will be every alternate week.

Morning:	8:00am - 9:30am
Lunch:	11:45am - 1:15pm
After school:	2:30pm - 4:00pm

GENERAL RULES :

- The required supervision hours of 40 hours are to be completed by the end of the school year in June 2020.
- The total shift hours for anyone doing regular duties like Playground/Library/Liturgy/Prep may not total to 40 hours. You may therefore need to do additional volunteering to meet the requirement of 40 hours.
- You can volunteer for other events during the school year and this may place you in a position where your volunteer hours exceed 40. The excess hours will not be carried forward.
- If you are listed for Playground/Library/Liturgy/Prep volunteer duties, you are required to continue doing these duties till the end of the school year in June 2020, even if you do other volunteering duties at the school and/or your hours exceed 40 at any point of time during this school year.
- Be on time for your shift and leave after your shift has ended.
- Sign in when you arrive for your shift and sign out when you finish your shift. The system will record the actual hours that you have been on the shift and this will count towards the required 40 hours.

- Coming late or leaving earlier than the end time will impact your hours and does impact other volunteers and the school.
- If you are not able to come for your shift for any reason and you know about it in advance, please contact other supervisors from the list of supervisors given to you and request for a shift trade.
- If another volunteer substitutes you, the volunteer who does the substitution has to inform Lora at the school office about the substitution. The substitute will get the credit for the hours. If the substitute happens to be part of the pool of ex-parents, then the parent who is supposed to do the duty (not the ex-parent) will get the credit.
- In case of any absences due to urgent situations, please email the Participation Coordinator.
- There is a \$100 fine for no show per shift. An invoice will be issued to that parent who will then have to write a letter to the PEC with an explanation if they are requesting for a fine waiver.
- On early dismissal days (Walkathon, Christmas break, Holy Week etc.) only morning and lunch supervisors are needed. After school supervisors are not required. Since Lunch supervisors in this situation may not be required for the full 1.5 hours, please inform Lora so that a manual adjustment can be done for the credit of hours for the full shift.
- Always wear the orange safety vest when on your volunteer duties.
- Pets and other children in your care must not be brought to school during your volunteer time.
- Do not use cell phones, tablets, mp3 players etc. during your volunteer time.

- Do not spend your time talking to other parents. A small exchange in communication is acceptable. Your volunteer duty is to supervise the students, hence please move around so that they are aware of your presence.
- Do not spend your shift watching your child and his/her friends.
- Anticipate problems before they happen.
- Deal and communicate with other supervisors and parents with respect and co-operation.
- Ensure that traffic and playground duties are rotated between supervisors so that you are aware of all the duties and assist in sharing them.
- Carry the two-way radios for communicating injuries or for teacher assistance or if you are concerned about a stranger on the playground. Please keep them on, with the volume up.
- Come prepared to be outside even on days when there is light rain. Students may still be required to go outside for fresh air.
- Students are not allowed to leave the playground for any reason during the school day.
- If a ball falls outside the fenced area, please determine if it is safe for the student to retrieve it and watch them until they return or retrieve the ball yourself.
- Students cannot play inside the school except during “inside recess” on rainy days.
- Please record the names of any students you find playing inside during the recess period on dry days. This includes hanging out in the stairwells.

- Submit a written report for any accident causing injury or serious behavior problem to the Principal's in-box in the office.
- You cannot handle a student in an aggressive manner, and under no circumstances can students be pushed or hit. Verbal aggression or inappropriate language is also completely unacceptable. Acting in this way would terminate your duty as a supervisor and other more serious consequences could follow.
- All incidents regarding students and their behavior at school are to be kept confidential. You are not to contact the parents of the child or any other parent at any given time. Please report any incident to the school office.
- The small gate (not the small gate next to the back doors of the school) at the end of the pathway beside the school is to be kept locked at all times.
- In the winter, salt the icy areas on the playground, the back gate and front & back entrances.