



Student Supervision Policy and Procedures

Missing Child Policy and Procedure

Teachers regularly take attendance at the beginning of each class. Playground supervisors stay on fields until all students have left the fields. If a child should be found to be missing from the class, the following procedures will be followed by the teacher or other staff member:

1. Teachers and staff will Immediately inform the Head of School, the Director of Education or Administrator and search the immediate area, classrooms, hallway, washrooms, and office.
2. They will ask for assistance from other teachers and expand the search to the play area, parking lot and baseball fields and on the Valley Trail to the bridge. One teacher should remain with the children, while the rest assist with the search.
3. If the child is still not found, the Head of School, or Director of Education or Administrator will contact the RCMP to report them missing. A detailed description including name, age, approx. height, hair, eye colour, and clothing will be provided.
4. The Head of School, Director of Education or Administrator will contact the parents to inform them the child is missing.
5. Available staff will continue searching the area trails, fields, etc.
6. An incident report form will be filled by the teacher who was responsible for the student at the time of disappearance.

Illness and Attendance

If a child is ill or absent, parents are asked to contact the receptionist at 604- 932-1885 extension 101. If the receptionist has not heard from parents by 9am a call will be made home to determine the whereabouts of students. If the school is unable to contact a parent, a second call will be made by 9:15am. If it cannot be reasonably assumed that a student is safe at home the missing child policy may be enacted.

Morning Drop-Off – Playschool

When parents arrive and depart, they are required to sign their children in and out. There is a sign-in/sign out sheet with room for parents to leave any special instructions for the day in the space provided. If a student will be absent, parents are asked to inform the school by calling before 9 am.

Morning Drop-Off – Kindergarten/Lower School / High School

Parents are to drop their children to school on time, to begin the day with their class (8:20am to 8:25am). Outside supervision ends at 8:25 am. For those reasons the ideal arrival time for Lower School and High School students is between 8:20am and 8:25am. The first bell rings at 8:25 at which time students must be heading into the classroom. The second bell will ring at 8:30am and classes are considered to have begun. The students are considered late on or after 8:35 am.

Afternoon Pick-Up – Playschool

Parents are required to send a note if someone other than the parent or designate is picking up your child. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the staff until parents have been contacted.

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The teacher may allow verbal permission via the telephone from the enrolled family as long as the parent/guardian confirms information about the person and the pick-up person presents identification to verify the information.

If a child is not picked up by 12:15 or 3:15 pm as per the child's regular schedule, and there have been no prior arrangements by the authorized person, the school staff will try to contact the family and other authorized people. If the school is unable to contact anyone, the child will remain in the kindergarten with the preschool class or be taken to the office to wait with supervision.

Afternoon Pick-Up – Lower School

Kindergarten, Grade 1 to 3

Dismissal is at 3:00pm. Parents of students in Grades 1 to 3 need to be picked up at their classroom by their parents or regularly assigned designate. Parents need to inform their child's teacher of how their child will get home from school on a regular basis. Parents are asked to send a note with their child if someone other than the parent is picking up and it is not the regular designate. If an unauthorized person arrives to pick up a student in the Lower school, the student will remain under the supervision of staff until the parents or regular designate has been contacted.

If a child is not picked up 15 minutes after dismissal, as per the child's regular schedule, and there have been no prior arrangements by the authorized person, the school staff will try to contact the family and other authorized people. If the school is unable to contact anyone, the child will be taken to the office to wait. The teacher may allow verbal permission via the telephone from the enrolled family as long as the parent/guardian confirms information about the person and the pick-up person presents identification to verify the information.

Grades 4 to 7

Dismissal is at 3:00pm. Students in Grades 4 to 7 are dismissed at the end of the day and should know their mode of transportation home.

After-School Play on School Grounds

Students supervision on school grounds ends at dismissal, 3:00pm for the Early years, Kindergarten and Lower School, 3:15 for the High School, according to our dismissal procedures for each grade. While it is wonderful to see the students enjoy playing with their friends after school, and in fact, it seems that sometimes they do not want to leave, please be aware that it has been a long day for some of them, particularly the younger ones. They can be tired and hungry, and it may be best for them to go straight home after school. Also remember that parents are responsible for supervising their children at the end of the school day and faculty may have meetings or be working in their classrooms and are not on supervision duty at that time.



Student Conduct After School

Students are asked to follow the student code of conduct, even during after school hours. They are asked to respect the “school rules” for appropriate play after school which includes: no rough-housing or wrestling, throwing of snow, biking through groups of people, climbing of trees or school property, etc. Ball games and afterschool sledding must be supervised by parents.

Leaving School Grounds During School Hours

Students from Grades 1 to 7 are not permitted to leave the school grounds during the school day unless written permission is received that they may go home or to an appointment on their own.

Students in Grades 8 and 9 may leave campus for the lunch period, two times per week. Grade 10, 11 and 12 may leave campus three times per week. All high school students require a signed parent permission form on file at the office to leave school grounds at lunch. Students must return to school no later than 5 minutes before third period begins, in order to be ready for their next class. If a high school student is often late (2-3 times in a month), their lunch privileges may be revoked. Should they be absent for their next class, parents will be contacted, and privileges may be revoked. Students must follow the school’s code of conduct and safety guidelines when off campus during school hours.

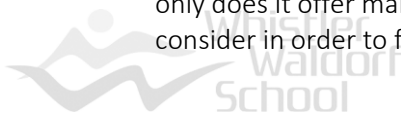
The privilege of driving off campus for lunch is reserved for students who are classified as seniors (Grade 12) and meet the following criteria:

- Parent Lunch Permission form on file.
- Have no In School or Out of School suspensions.
- Have no more than 2 time late in any given week.
- Must sign out at reception no earlier than 12:30 PM
- Must sign in at reception no later than 1:10 PM

While off campus, students are not under the direct supervision of Whistler Waldorf; however, students are expected to uphold the school’s values. Driving privileges will be revoked as determined by Director of Education or designate if students transport students from Grade K-11 or Grade 12 students without signed permission forms, if they bring or consume outside food, garbage on campus, bring food for other students, or violate any other school policies and/or procedures while off campus.

Recess and Lunch Break Supervision

Although recess time is technically not instructional time it is an important part of the school day. Not only does it offer many pedagogical opportunities but also is a time with many risk that we need to consider in order to follow best practices and ensure the safety of the student body.



Recess duty is a time where your attention needs to be fully with the students at all times. You should ensure that you can see all areas of your supervision section and move around so that you can also see those who may be behind play structures if applicable. Conversations with other duty teachers or staff will distract from your important task.

Student Boundaries:

- Grade 1,2 and 3 play area is around the play structure by the School house. Play area is bordered by the Valley Trail, the Greenhouse, sledding hill and the storage shed.
- Kindergarten play garden (to the right of the School house) is to be respected and students are asked to leave it for the Kindergarten children.
- Play on the baseball diamonds must be requested of and supervised by the floater, who must inform the other duty teachers.
- Children are asked to stay out of school and Fieldhouse garden beds.
- Children must stay clear of the eaves under the Field House especially in the winter.
- Children are not to go behind the sledding hill, behind the Field House or behind HS or Red Roof buildings.

Supervision Areas:

- Two teachers are always on duty supervising the play structure area
- One teacher monitors the front fields
- One teacher floats as needed around the whole play area
- One teacher monitors ball fields when in use
- Greenhouses and garden beds behind are off limits.

Bear Check Procedures

- Students are not to be on play areas until bear check is completed during Fall and Spring Terms. Duty teachers, who are marked in red on the recess schedule, take the school bell and do a bear check. This includes walking **behind** the high school, the school house, red roof building and the field house.
- If all is clear the bell is rung, and student can be released into recess.
- If a bear is seen, a near horn will be blown to scare the bear away. Another check will be done within 5 minutes, while teachers and recess duty teachers are informed.
- Areas where the bear has been seen will be restricted, and additional duty teachers will be added to supervise.
- The Director of Education may decide that students have an indoor recess if a bear is seen.

Supervision Guidelines for Teachers:

It is your responsibility as a duty teacher to be on time and do the bear check.

- Duty teachers should be prompt and timely for their duty.
- Please arrange for cover for your duty if you cannot make it.
- During bear season (spring and fall) one teacher should do sweep of the playground areas to check for bears.
- Please refrain from debriefing or in depth conversations with other teachers/parents while on duty but continually scan the play areas with an eye for unsafe and socially exclusive play, children leaving the playground boundaries, etc.
- Some children may be required to 'check in and go' or 'check in and stay' with a duty teacher. This info will be shared through the Three Stream work. More details on this process can be provided by the Student Support Coordinator.
- Recess sports equipment will be made available by movement teacher or designated duty staff.
- Any wood used for constructing shelters etc. should be inspected by teachers for nails, staples and safety concerns.
- Middle field is in charge of ringing the bell to end recess.
- Duty teachers are requested to stay out and monitor that all students (in particular Grades 1, 2 3) are headed in and no students are left in the fields unsupervised. Most teachers have a prep lesson following their recess duties for this reason.
- Bell, air horn (for scaring bears away) and first aid are kept at reception in the Field House.

Student Expectations:

- Students must stay in the sightline of a duty teacher at all times on the playground.
- Children are to refrain from climbing up the swing structures or on top of the roof of the play structure.
- Children are must stay away from the drainage near the front of the Greenhouses
- Please respect the plants and trees in the gardens.
- Kindergarten shovels and play tools are only for those students.
- Students must wait until teachers are on duty and scanned for bears during bear seasons before they proceed outside.
- Children are responsible for returning all equipment that they borrowed.
- The use of bikes, scooters, skateboards, rollerblades is not permitted during recess.
- Children are to refrain from climbing trees and baseball diamond fences.
- Children are expected to play respectfully, safely, inclusively.

Field Trip Supervision

See Field Trip Policy and Procedures

