



## STUDENT SUPERVISION POLICY

**Summit Academy school hours for student instruction is from 9:00 am to 3:00 pm unless otherwise instructed. Teachers and / or office staff are on duty during the following times:**

- 30 minutes prior to class student instruction or 8:30 am doors are unlocked and space is available to students
- Recess / break
- Lunch
- 30 minutes after school dismissal or 3:30 pm doors are locked and space is unavailable to students

Students who wish to be in the building more than thirty minutes prior to first block, or more than thirty minutes after last block should make arrangements with a teacher or staff member. Students are not permitted in the building before or after these regular school hours unless they are with a Summit Academy staff member.

**Parents should note that students in the building or on school grounds outside of the times stipulated above will not be under the direct supervision of Summit Academy staff.**

Please note that thirty minutes after the last class has ended there are no longer staff on hand to open the front door. Parents or students wishing to enter the building after this time should make arrangements with a Summit Academy staff member.

In order to ensure the safety and supervision of our students, please arrange to have students:

- a) arrive at school ten to thirty minutes prior to the first block, and
- b) picked up from school within thirty minutes of last block.