



# ADMINISTRATIVE PROCEDURE

## ESCORTING AND SUPERVISION OF ELEMENTARY STUDENTS ON SCHOOL PROPERTY

4220

Procedure No.

August 27, 2018

Date

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- I. **PURPOSE:** To describe the procedures for school staff to follow in supervising elementary school children during the school day on school property.
- II. **BACKGROUND:** The safety and well-being of each student in Prince George’s County Public Schools (PGCPS) requires our collective commitment to strengthen and maintain a culture of safety. Prioritizing the safety of PGCPS students while on school property is a shared responsibility in schools and requires each employee to understand his or her role in keeping students safe.
- III. **PROCEDURES:**
- A. Schools leaders must be mindful that transitions are often the most challenging times when supervising children – e.g., when students are arriving, leaving and/or moving from one location to another within the school building.
- B. It is the expectation that school staff will implement strategies for managing transitions in order to prevent students from being left unsupervised at any time during the school day while on school property.
- Such strategies may include, but are not limited to:
- an adult staff escort to or from the front office, nurse’s office, another classroom or other location in the building where the student is headed;
  - an adult staff member watching a student walk from one location to another in the building; and
  - the “buddy system”, where two (2) or more students travel together from one location to another in the building.
- IV. **MONITORING AND COMPLIANCE:**
- A. Each school leader must provide ongoing training to school staff regarding providing appropriate supervision for elementary school children so that no elementary school child is left unsupervised at any time during the school day while on school property.
- B. Any school staff who sees a student unaccompanied at any time should accompany the student to the office and report the incident to the school leader.
- V. **RELATED PROCEDURES:** None.



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- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure will be updated as needed by the Chief of School Support and Leadership.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This procedure cancels and supersedes the version dated August 8, 2017.
- VIII. **EFFECTIVE DATE:** August 27, 2018