



# ADMINISTRATIVE PROCEDURE

ESCORTING AND SUPERVISION OF  
ELEMENTARY STUDENTS ON  
SCHOOL PROPERTY

4220  
Procedure No.  
August 8, 2017  
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. Each school leader must ensure that no elementary school child is left unsupervised at any time during the school day while on school property.
  
    - B. 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.
  
    - C. 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. **RELATED PROCEDURES:** None.
  
  - V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure originates with the Office of the Deputy Superintendent and will be updated as needed.
  
  - VI. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new procedure.



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VII. **EFFECTIVE DATE:** August 8, 2017