

## ADMINISTRATIVE PROCEDURE NO. 317

# SUPERVISION OF STUDENTS

### Background

In order to protect the safety of students, it is necessary to have clear guidelines for the supervision of students. Teachers have an obligation under the Education Act to maintain order and discipline among students while they are in school, on school grounds and while attending or participating in school sponsored /authorized activities. Supervision can be carried out by professional staff, paraprofessional staff, paid supervisors or trained volunteers.

The Board expects all staff to carry out their supervision responsibilities in accordance with the regulations. The principal shall consult with school staff in the establishment of a supervision schedule, for it is understood that supervision is a joint responsibility of all staff members.

### Procedures

1. The principal shall post and maintain a supervision schedule. Effective supervision of students includes:
  - a) when arriving and departing by bus;
  - b) during activities in the gymnasium;
  - c) when on the school grounds or playground;
  - d) when eating lunch at school;
  - e) in hallways and classrooms;
  - f) in other areas when necessary.
2. Students who do not travel to school by bus shall not arrive excessively early nor stay excessively late, except as approved by the principal. In these circumstances, supervision shall be for fifteen minutes prior to the commencement of school and to ensure orderly dismissal and dispersal at the end of the day.
3. While at school, a minimum supervision ratio of one supervisor per 100 students in kindergarten to grade 9 shall be maintained, with the principal responsible to determine the specific ratio of supervisors to students. There should always be at least two supervisors on duty.
4. All supervisors shall report all accidents or incidents of a serious nature to the principal at the earliest possible opportunity.

5. A teacher assigned supervisory duties during the noon recess is entitled to a duty free period of at least 30 minutes for lunch.
6. Principals shall provide parents information regarding the supervision of students at school at the beginning of the school year.
7. There will be times when supervision plans must be altered due to extraordinary circumstances (i.e. inclement weather, special events, emergency situations). Principals may alter the supervision plan to address these scenarios, as necessary, but must maintain overall control of the situation and ensure supervision at all times.
8. Supervision on field trips shall be guided by Administrative Procedure No. 342 – Field Trips.

References:

Section: 196 of the Education Act