

Administrative Procedure 310

STUDENT SUPERVISION

Background

A safe supervised environment must be provided for students during all school functions and activities. The principal shall establish regulations and procedures which ensure that students are adequately supervised when engaged in school authorized activities whether on school premises or elsewhere.

Procedures

1. The principal shall arrange for the indoor and outdoor supervision of students each school day commencing in the morning at such time as is determined by each school and continuing throughout the school day including the two recesses and the noon hour plus the after school period until such time as the students have departed for home via school bus, walking, or by some other means. Supervision schedules shall be communicated to parents each academic year.
2. Lunch time supervisor allocations will be approved by the superintendent responsible for human resources.
3. The principal shall arrange for the supervision of bus students as per Administrative Procedure 700: Student Transportation Services.
4. The principal shall arrange for supervision of students during authorized school activities conducted during out-of-school hours. These arrangements shall be approved by their superintendent.
5. Administrators will:
 - 5.1 Inform parents of school approved sport and other activities that will be supervised by teachers and/or adults other than teachers. Such other adults shall be given clear directions concerning established standards of care and approved procedures.
 - 5.2 Include teachers as part of the supervisory team where outside agencies and organizations are involved.
6. Expectations: Extra-curricular Supervision of Students by Non-Teachers
The primary supervisor of all extra-curricular activities shall be a teacher. It is appropriate for parents or other adults to assist with school-approved activities provided that:
 - 6.1 Primary supervisor is present at all times.
 - 6.2 Such personnel are instructed on how to provide the same behavioral and organizational standards that teachers would provide.
 - 6.3 Procedures relating to such items as fire safety, food handling, discipline, etc. are the same whether a teacher or a volunteer is involved in supervision.
 - 6.4 Such personnel have adequate training and/or experience to properly supervise the designated activity as determined by the principal.

Reference: Section 175, *The Education Act, 1995*

Approved: May 12, 2014