



POLICY: JHFA
SUBJECT: SUPERVISION OF STUDENTS
APPROVAL DATE: August 1982
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1. GENERAL

- 1.1 In accordance with the Education Administration Act, the Principal is responsible for the supervision of staff, pupils, buildings and grounds during school hours.
- 1.2 The Principal shall make provision for the supervision during the noon recess and before assembling in the morning. In elementary schools, this shall be intended to include active supervision of the playground fifteen minutes before commencement of classes in the morning and ten minutes before commencement of classes in the afternoon on days when children are playing outside.
- 1.3 Students shall not be left unsupervised at any time during the school day or when under the control of the WSD (e.g. field trips, lunchtime, recess, etc.)
- 1.4 The Principal shall be responsible for the organization of extra-curricular activities and for the direction and supervision of the classroom and playground activities of the students throughout the school day.
- 1.5 Students are accountable to the Principal and staff for their conduct on the school premises, and for their behaviour on the way to and from school.
- 1.6 The Principals may alter the supervision plan to address circumstances beyond the control of the school (e.g. inclement weather, special events, emergency situations) as necessary, but must maintain overall control of the situation and ensure supervision by certificated staff at all times.
- 1.7 WSD authorizes the Principal to leave students in the care and charge of School Social Workers, Psychologists, Educational Assistants, Student Teachers, and other designated responsible persons without having a certified Teacher in attendance.

2. RECESS

- 2.1 The school supervision plan shall cover recess periods at the elementary level and address both indoor and outdoor situations.
- 2.2 For outdoor activities on the elementary school playground a minimum of two supervisors are to be assigned to playground supervision, regardless of student numbers. Where school facilities include a creative playground structure, an individual supervisor shall be assigned to supervise that structure during recesses, noon-hours, and before and after school supervisory periods.

3. TRANSPORTATION

- 3.1 WSD is not responsible for the supervision of children travelling to and from school. Students will be supervised in the school and on the grounds for a specified period of time before and after each school day. Additional supervision is required where students are transported by bus or other contracted transportation and supervision in these cases is required, until the arranged transportation has arrived and students have been seated.



4. LUNCH PROGRAM SUPERVISION GUIDELINES FOR ELEMENTARY SCHOOLS

4.1 WSD Supervised Lunch Period

WSD under the direction of the Principal, will provide noon-hour supervision for elementary school children who remain at school during the lunch period if:

- a) The student is transported to a school for a Special Education program.
- b) A whole school population is re-located to an alternative site on a temporary basis.
- c) There is a medical reason (substantiated by a medical certificate).
- d) Students are participating in extra-curricular activities and cannot reasonably cover the distance between the home and school during the lunch break.

Supervision should provide for an adult supervisor, a minimum of 20 minutes for lunch and some activity for the remainder of the lunch period including a portion of time for outdoor play.

4.2 Parent Group Supervised Lunch Period

WSD will provide the opportunity for parents to establish and operate a lunch program in the school building within the following guidelines:

- a) The lunch program will operate under the jurisdiction of the Parent Council where one exists or under the jurisdiction of a group of parents designated by the Principal (if Parent Council sponsorship is not feasible);
- b) The Principal, in consultation with the Parent Council, will assign appropriate space(s) within the school and will advise the Parent Council as to the maximum number of students that may be accommodated in each of the spaces(s) available taking into consideration any fire code regulations;
- c) The Parent Council, in consultation with the Principal, will establish a policy and procedures for the operation of the lunch program, including:
 - a ratio of one adult per 20 students is recommended;
 - a minimum of one adult per allocated room is required.

5. EXTRA-CURRICULAR ACTIVITIES

- 5.1 Students who are allowed to remain at school during the lunch period for extra-curricular activities and are not already registered for the parent-run lunch program, are to be supervised by the staff person responsible for the activity.

6. FIELD TRIPS

- 6.1 Field trips may create situations that require unique supervision requirements. Principals shall ensure that teachers contemplating a field trip review the requirements outlined in Policy IICA- Educational Field Trips & Excursions.
- 6.2 A risk assessment shall be completed for each field trip and appropriate supervision provided for the circumstances.



7. RESPONSIBILITIES

7.1 Principal

The Principal shall develop, maintain and retain a school supervision plan encompassing all areas of the school and grounds for all times when students are required to be in attendance. This includes before and after school, recess, and lunch time.

- a) The plan shall detail who is the teacher in charge, the names of the individual supervisors (which may include other teachers, support staff, and volunteers) and their designated area of supervisory responsibility, and the times supervision is required for each date during the school year;
- b) The school supervision plan shall direct particular attention to and assign specific supervision for the supervision of playground structures and the loading and unloading of school buses.

The Principal shall ensure that each person involved in noon-hour supervision has a full understanding of and the ability to discharge his/her duties and responsibilities. In addition, the Principal shall ensure that the designated supervisor, if not a certificated teacher, is supervised by a certificated teacher at all times.

7.2 Teacher

Before leaving the school at the end of the day, teachers shall be responsible for seeing that all children under their direction are dismissed.

Under the direction of the Principal, it shall be the duty of the teachers of each school to maintain regular supervision of the playground.

The teacher in charge is to be available to all supervisors and is, therefore, to be actively involved in the supervision.

It is the primary role of the teacher in charge to ensure all areas identified in the school supervision plan are adequately and appropriately supervised.

The teacher in charge shall request assistance from the Principal to ensure adequate numbers of supervisors are available.