


Administrative Procedures 310

Student Supervision

		Adopted: June 28, 2011 Amended: August 8, 2019
	External References: <ul style="list-style-type: none">• Education Act: Sections 85, 87, 156, 175, 193, 196, 231• Teacher Local Bargaining Agreement• CUPE 4802 Collective Bargaining Agreement	Internal References: <ul style="list-style-type: none">• Form 415-3 Noon Supervision Declaration• Form 407-13 Noon Supervisors Record• Form 415-3a Noon Supervision Plan• Form 415-4a Noon Supervision Schedule (6 Day Cycle) Full Year Schedule• Form 415-4b Noon Supervision Schedule (6 Day Cycle) Alternate 2nd Semester Schedule• Form 415-4c Noon Supervision Schedule (Monday to Friday) Weekly Schedule• Form 415-4d Noon Supervision Schedule (Monday to Friday) 2nd Semester

Background

Principals are required to make provisions for supervision of students during the school day or while engaged in school authorized activities outside of the school premises. The principal is also responsible for students being transported to and from school on school buses.

Procedures

1. General

- 1.1 The Principal or designate is to assign teachers and other persons the responsibility of student supervision.
- 1.2 The assignments are to be made in consultation with the teachers and persons involved.
- 1.3 Supervisory responsibilities include supervision of students
 - 1.3.1 Before school in the morning;
 - 1.3.2 During recess periods;
 - 1.3.3 At noon;
 - 1.3.4 After school; or
 - 1.3.5 At any time students are engaged in authorized school activities, either on, or off school premises.
- 1.4 The Principal or designate is to establish procedures for the general supervision of students.
- 1.5 All supervision practices are to result in safe, positive learning environments. They are to be consistent with the educational, physical, social and moral development of the individual child.

2. Lunch

- 2.1 The Principal or designate is to assign lunch period supervision for students. Refer to Form 415-3a Noon Supervision Plan.
- 2.2 Earned leave for voluntary noon supervision will be administered in accordance with the applicable collective agreement.
- 2.3 Rates for lunch period supervisors not covered by collective agreements will be determined annually.