

502.1.2 Supervision of Students

The principal shall ensure that students are properly supervised while attending school and/or at school sponsored/authorized activities.

On-Campus Supervision

1. A minimum of one teacher shall be designated as responsible for students at all times. This does not preclude the use of non-teaching staff for direct supervision of students. Students shall be supervised:
 - 1.1 for fifteen minutes prior to the commencement of school; at recess and lunch time; and
 - 1.2 to ensure orderly dismissal and dispersal at the end of the school day.
2. The principal shall consult with school staff, professional and support, in the establishment of a supervision schedule, for it is understood that supervision is a joint responsibility of all staff members.
 - 2.1 The principal shall post and maintain a supervision schedule on file at the school.
 - 2.2 Non-teaching staff may be used to provide supervision.
 - 2.3 A minimum supervision ratio of one supervisor per 120 students shall be maintained.
 - 2.4 Volunteers may be used to supplement the supervision schedule, but shall not be included as part of the supervision ratio.
3. The principal shall approve adult supervisors who shall:
 - 3.1 assume the responsibility for maintaining a satisfactory degree of supervision as required by the principal;
 - 3.2 assume supervision responsibility in the areas designated by the principal;
 - 3.3 not partake of alcoholic beverages or non-medicinal drugs prior to the assigned time of supervision;
 - 3.4 make whatever wise and judicious decisions are in the best interests of all students; and
 - 3.5 attempt to contact the student's parents/guardians in case of an accident, but failing to reach parents/guardians, shall take whatever steps are necessary to care for the student.
4. The principal shall arrange for the supervision of students loading and unloading at the school site from Division provided or arranged transportation.
5. During the lunch break:
 - 5.1 Any student is eligible to stay at school for lunch. Students who stay at school for lunch are required to obey lunch supervision guidelines

established by the school.

6. Supervision for all off-campus activities must adhere to:
 - 6.1 Policy 607.1 Field trips, off-campus activities and student travel.
 - 6.2 Procedure 607.1 Procedural Manual for Field Trips, Off-Campus Activities and Student Travel
 - 6.3 the use of Forms 607.1 Field Trips, Excursions & Community-Based Activities.
 - 6.4 Policy 604.2 Off-Campus Education

References:

Division Policies: 607.1 Field Trips, Off-Campus Activities and Student Travel
604.2 Off-Campus Education

Division Procedures: 607.1 Procedural Manual for Field Trips, Off-Campus Activities and Student Travel