
SUPERVISION OF STUDENTS

Background

In order to provide a safe and caring school environment that is conducive to effective learning, the Division is committed to providing for the safety and security of its students while those students are in its care and custody.

Procedures

1. In order to further the objective of providing for the safety and security of students, each principal will ensure that school procedures for the supervision of students are in place.
 - 1.1 The principal will ensure that school procedures regarding the supervision of students are developed. Supervision procedures will include the following:
 - 1.1.1 For a reasonable length of time prior to the commencement of classes;
 - 1.1.2 During recess breaks;
 - 1.1.3 During the lunch period if students remain on school property, both in the lunchroom and on the playground;
 - 1.1.4 For a reasonable length of time after the conclusion of classes;
 - 1.1.5 When students arrive by school bus and until the last school bus leaves the school;
 - 1.1.6 During all curricular and extra-curricular activities;
 - 1.1.7 During all school authorized activities; and
 - 1.1.8 During inclement weather including:
 - 1.1.8.1 Access to the school building,
 - 1.1.8.2 Provision for adverse weather conditions, and
 - 1.1.8.3 The application of Administrative Procedure 132 – Emergency Closure of Schools and/or School Bus Transportation.
 - 1.2 While the Division does not accept responsibility for students while they are either coming to school or going home by any means other than Division-provided transportation, the Principal may, at his/her discretion, hold students accountable for their actions enroute, even if such conduct or behaviour occurs off school property and outside times when the student is under supervision of school personnel if the conduct or behaviour is, in the opinion of the principal, injurious to the educational climate in the school or the physical or mental well-being of others in the school or diminishes the ability of any student to experience a safe and caring environment that fosters and maintains respectful and responsible behaviours. The student will be subject to corrective actions determined by the principal.

2. Appropriate levels of student supervision will be provided during the hours of operation of the school.
 - 2.1 Subject to any contracts or collective agreements, which may have a restrictive effect, supervision of students during the hours of operation of the school may be carried out with the assistance of support staff and volunteers or paid supervisors.
 - 2.1.1 All paid supervisors or volunteers will be selected in accordance with the relevant sections of Administrative Procedure 400 – Personnel Selection and, in particular, clause 4.1.
 - 2.1.2 All hires of paid supervisors or engagement of volunteers will be reported to payroll and to the Human Resources Department.
 - 2.1.3 Paid supervisors and volunteers will only have the authority specifically delegated to them by the principal and will not otherwise be agents of the Board.
 - 2.2 Any use of support staff, paid supervisors or volunteers to assist in supervision of students will be achieved within the school budget.
 - 2.3 The principal will identify the hours of operation for the school. The hours of operation identified by the principal will include a reasonable length of time before classes begin, all class time, lunch period, and a reasonable length of time after the end of classes.
 - 2.4 The hours of operation will be communicated to students and their parents. No changes will be made to the hours of operation without giving due notice of such changes to the students and their parents.
 - 2.5 The principal and teaching staff and other supervisory personnel, while supervising during the hours of operation of the school, will bear in mind the need for:
 - 2.5.1 All students, particularly Division 1 and 2 students, to be accounted for at all times;
 - 2.5.2 Compliance with Administrative Procedure 160 – Health and Safety of Students and Staff, particularly clauses 1.4, 1.5 and 2.1 dealing with WHMIS and laboratory safety;
 - 2.5.3 Compliance with Administrative Procedure 260 – Field Trips, particularly section 10 dealing with safety standards;
 - 2.5.4 Compliance with Administrative Procedure 140 – Computer Technology, particularly clause 1.5 dealing with supervision of student computer use;
 - 2.5.5 Compliance with Administrative Procedure 312 – Student Safety in Physical Activities;
 - 2.5.6 Compliance with Administrative Procedure 316 – Medical Care of Students in School; and
 - 2.5.7 Compliance with any other supervision or safety reference in Board policy or administrative procedures.
 - 2.6 Each teacher will:
 - 2.6.1 Establish a system of supervision and discipline in the classroom or wherever an activity takes place to ensure that the instructions or warnings given to students are followed. Such a system of supervision and discipline will comply with the requirements of Administrative Procedure 350 – Student Conduct;

- 2.6.2 Carry out assigned supervisory duties;
 - 2.6.3 Be cognizant of their *in loco parentis* responsibilities and in so doing guard against any foreseeable dangers (Administrative Procedure 311 – Appendix); and
 - 2.6.4 Be cognizant of the provisions of Administrative Procedure 312 – Student Safety in Physical Activities and will comply with all supervision and safety requirements.
3. Appropriate levels of student supervision will be provided for all school-authorized activities that occur beyond the hours of operation of the school.
- 3.1 The provisions of Administrative Procedure 562 – Transportation Safety will apply on all co-curricular and extra-curricular bus trips and the bus operator will be the final authority concerning bus safety.
 - 3.2 The bus operator and the supervisor(s) will meet prior to the commencement of a trip to clarify expectations and rules. Disorder, while on the trip, will be referred to the principal and Transportation Services upon the completion of the trip.
 - 3.3 All co-curricular and extra-curricular field trips will have adequate teacher supervision, as identified in Administrative Procedure 260 – Field Trips and Administrative Procedure 561 – Co-Curricular and Extra-Curricular Bus Transportation of Students, on the bus and the teacher supervisors will be in charge of student behaviour.
 - 3.4 The bus operator will not be considered as a supervisor.
 - 3.5 Co-curricular field trips, extra-curricular travel and educational tours involving overnight stays and involving both male and female students will have both male and female adult supervisors as required by Administrative Procedure 260 – Field Trips.
 - 3.6 In all extra-curricular club and sports activities, the principal will ensure that the teacher or supervisor is able to comply with Administrative Procedure 312 – Student Safety in Physical Activities.
 - 3.6.1 If such compliance is not possible, the activity will be cancelled.
4. Appropriate levels of student supervision will be provided during the time the students are transported to school by school bus, when they arrive at school, until the last school bus leaves the school and during the time the students are transported home by school bus.
- 4.1 During the daily delivery of students to and from school, the operator of a bus will be responsible for maintaining discipline.
 - 4.2 Bus operators will immediately report to the principal of the school the student attends, and to Transportation Services, a student who, during the daily delivery of students to and from school, is a persistent or serious discipline problem.
 - 4.2.1 The operator can recommend to the principal that the student be suspended from riding the bus.
 - 4.3 The operator may refuse to transport any student who he/she feels will present a threat to the safety and welfare of the student him/herself, or to the other students on the bus.
 - 4.3.1 When this does occur, the operator will inform the student's parents, the principal, and Transportation Services as soon as possible.

- 4.4 If at any time the operator finds the behaviour of a student to be uncontrollable, he/she is to use the mobile radio or go to the nearest telephone and inform Transportation Services, who will inform the principal of the school involved in the situation.
- 4.4.1 In extreme cases or where no other assistance can be obtained, the RCMP may be called in. The operator is to remain with the students until such time as relief arrives.
- 4.4.2 The operator will not put a student off the bus between home and school for disciplinary reasons.
- 4.5 If Transportation Services becomes aware of a student who is frequently a discipline problem on the school bus, he/she may recommend to the principal that the student be suspended from riding the bus.

Reference: Section 3,11,31,32,33,36,37,52,53,55,196,197,222,256 Education Act
Supporting Safe, Secure and Caring Schools in Alberta (1999)
Safety Guidelines for Physical Activity in Alberta Schools (1999)
A Safe Place: Creating Peaceful Schools (1994)

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