



ADMINISTRATIVE PROCEDURE 311

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 policies are developed for their school that identify procedures for the supervision of students.
 - 1.1 The Principal shall ensure that school policies regarding the supervision of students are developed. Such policies shall at least include the supervision of students:
 - 1.1.1 For a reasonable length of time prior to the beginning of classes;
 - 1.1.2 During recess breaks;
 - 1.1.3 During the noon hour 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 ending of classes;
 - 1.1.5 When they arrive by school bus;
 - 1.1.6 Until the last school bus leaves the school;
 - 1.1.7 During all curricular and extra-curricular activities;
 - 1.1.8 During all school authorized activities; and
 - 1.1.9 During inclement weather including
 - 1.1.9.1 Access to the school building,
 - 1.1.9.2 Provision for adverse weather conditions, and
 - 1.1.9.3 The application of Administrative Procedure 130 – Emergency Closure of Schools.

- 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 board-provided transportation, the Principal may, at his/her discretion, hold students accountable for their actions en route, even if such conduct or behavior occurs off school property and outside times when the student is under supervision of school personnel if the conduct or behavior 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 behaviors. 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. All paid supervisors or volunteers will be selected in accordance with the relevant sections of Administrative Procedure 400 – Personnel Selection and, in particular, procedure 4.1. All hires of paid supervisors or engagement of volunteers shall be reported to payroll and to the Director of Business Operations. Further, paid supervisors and volunteers shall only have the authority specifically delegated to them by the Principal and shall not otherwise be agents of the Board.
 - 2.2 Any use of support staff, paid supervisors or volunteers to assist in supervision of students shall be achieved within the school budget.
 - 2.3 The Principal shall identify the hours of operation for the school. The hours of operation identified by the Principal shall include a reasonable length of time before classes begin, all class time, noon hour, and a reasonable length of time after the end of classes.
 - 2.4 The hours of operation shall be communicated to students and their parents or guardians. No changes shall be made to the hours of operation without giving due notice of such changes to the students and their parents or guardians.
 - 2.5 The Principal and teaching staff and other supervisory personnel, while supervising during the hours of operation of the school, shall bear in mind the need for:
 - 2.5.1 All students, particularly the very young, to be accounted for at all times;
 - 2.5.2 Compliance with Administrative Procedure 160 – Health and Safety of Students and Staff, particularly procedures 1.4, 1.5 and 2.1 dealing with WHMIS and laboratory safety;
 - 2.5.3 Compliance with Administrative Procedure 260 – Field Trips, particularly procedure 4.6 dealing with safety standards;

- 2.5.4 Compliance with Administrative Procedure 140 – Computer Technology, particularly procedure 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 313 – 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 shall:
- 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 obeyed. Such a system of supervision and discipline shall 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; and
 - 2.6.4 Be cognizant of the provisions of Administrative Procedure 312 – Student Safety in Physical Activities and shall 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 550 – Transportation Safety shall apply on all co-curricular and extra-curricular bus trips and the bus operator shall be the final authority concerning bus safety.
 - 3.2 The bus operator and the supervisor(s) shall 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 the Director - Transportation Services upon the completion of the trip.
 - 3.3 All co-curricular and extra-curricular field trips shall have adequate teacher supervision, as identified in Administrative Procedure 260 – Field Trips and Administrative Procedure 551 – Co-Curricular and Extra-Curricular Bus Transportation of Students, on the bus and the teacher supervisors shall be in charge of student behavior.
 - 3.4 The bus operator shall not be considered as a supervisor.

- 3.5 All co-curricular field trips and extra-curricular field trips shall conform to the highest recommended standard contained in the CAPHER publication "Safety Oriented Guidelines for Outdoor Education - Leadership and Programming (1986)" if the activity is of a type described therein. If the activity is not of a type described therein, a set of standards will be imposed by the Principal upon receipt of a proposal pursuant to Administrative Procedure 260 – Field Trips.
 - 3.6 Co-curricular field trips, extra-curricular travel and educational tours involving overnight stays and involving both male and female students shall have both male and female adult supervisors as required by Administrative Procedure 260 – Field Trips.
 - 3.7 In all extra-curricular club and sports activities, the Principal shall ensure that the teacher or supervisor is able to comply with Administrative Procedure 312 – Student Safety in Physical Activities. If such compliance is not possible, the activity shall 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 shall be responsible for maintaining satisfactory discipline.
 - 4.2 Bus operators shall immediately report to the Principal of the school the student attends, and to the Director – Transportation Services, a student who, during the daily delivery of students to and from school, is a persistent or serious discipline problem. 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. When this does occur, the operator shall inform the student's parents, the Principal, and the Director - Transportation Services as soon as possible.
 - 4.4 If at any time the operator finds the behavior of a student to be uncontrollable, he/she is to use the mobile radio or go to the nearest telephone and inform the Director – Transportation Services, who will inform the Principal of the school involved in the situation. In extreme cases or where no other assistance can be obtained, the RCMP may be called in. He/she is to remain with the students until such time as relief arrives. The operator shall not put a student off the bus between home and school for disciplinary reasons.
 - 4.5 If the Director – 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 8, 12, 18, 20, 22, 24, 25, 27, 45, 60, 61, 113 School Act
GYPSD Policy 18

Developed: November 2005
Amended: April 5, 2006