

Administrative Procedure 310

SUPERVISION OF STUDENTS

Background

In order to maintain a safe school environment, well planned supervision of students is essential.

Procedures

1. The principal shall ensure adequate supervision of students from the time students arrive at school by bus to the time of departure by bus. This includes all breaks and the noon recess.
 - 1.1 Principals, in consultation with staff and School Council, shall develop guidelines for arrival and departure times of students.
 - 1.2 Students who do not travel to school by bus shall not arrive excessively early, nor stay excessively late except as approved by the principal.
2. Principals, in consultation with staff, shall be responsible for organizing staff in a manner which will provide effective supervision of students at all times; specifically
 - 2.1 When arriving or departing by bus;
 - 2.2 During activities in the gymnasium;
 - 2.3 When on the school grounds or playground;
 - 2.4 When eating lunch at school;
 - 2.5 In hallways and classrooms;
 - 2.6 In other areas when necessary.
3. Supervision duties shall be carried out by professional staff, paraprofessionals, volunteer or paid supervisors.
4. Provision may be made for the supervision of students during the hours of school operation by volunteer or paid supervisors. All such personnel are to be placed in a school subject to the approval, direction and authority of the principal, and thus would be considered agents of the Board for liability purposes.
5. The principal shall ensure adequate supervision for all school authorized activities during or beyond the hours of operation, on or off school premises.
6. Principals shall provide parents information regarding the supervision of students at school.

Reference: Section 8, 12, 18, 20, 22, 24, 25, 27, 45, 60, 61, School Act
 Supporting Safe, Secure and Caring School in Alberta (1999)
 Safety Guidelines for Physical Activity in Alberta Schools (1999)
 A Safe Place: Creating Peaceful Schools (1994)

