

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	300 - STUDENTS	CODE:	AP 311
PROCEDURE:	SUPERVISION OF STUDENTS		

BACKGROUND

The safety of students must be assured through supervision of students in all school facilities and grounds and during school activities. The Director expects the Principal to plan student supervision for the school day and all school-related activities.

The Director expects staff and school administrators to ensure students wear appropriate gear when they take part in an activity that presents hazardous risks. The Director further expects the observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or curricular or extracurricular activities that offer special hazards.

The Director expects that safety instruction will precede student use of materials and equipment in units of study where there is an obvious safety concern through using either those particular materials or equipment.

PROCEDURES

1. Responsibility is delegated to the Principal to arrange for supervision of students as follows:
 - 1.1 Before school, at recesses, during noon hour and after school;
 - 1.2 Within the school facility and on the school grounds;
 - 1.3 During the loading and unloading of school buses on school premises; and
 - 1.4 During all co-curricular and extracurricular activities, including off-campus activities.
2. The Principal, in consultation with the staff, shall establish written procedures to be followed while carrying out supervision responsibilities. Such procedures shall be annually reviewed by the Principal and staff to ensure they are appropriate and that expectations are reinforced.
3. Sufficient supervisors shall be assigned to ensure reasonable and prudent coverage and visibility for all designated areas of the school building and school grounds open and accessible to students.
4. An appropriate supervisor to student ratio shall be provided for school-sponsored/authorized activities occurring off site.
5. Both professional and support staff may be assigned supervision responsibilities. Student teachers at the internship level may be included in the supervision schedule respecting their reduced teaching load.

6. Assignment of supervision duties is to be made on an equitable basis.
7. Staff shall engage in active supervision, ensuring they are present and visible throughout the entire supervision period. When students are outside of the school building before or after school and at scheduled breaks, it is expected supervisors will be outside with them. Active supervision implies moving constantly throughout the designated area and interacting directly with students.
8. School procedures are to be established to ensure orderly entrance and exit of the school building at the beginning and end of the school day.
9. Except when performing outside supervision, teachers and support staff assigned to students or classrooms are to ensure they are present at the entrance to their classrooms prior to the commencement of each class to provide supervision for students in the hallway and while they are entering the room.
10. Bullying or other harassing behaviour is not tolerated at any time, and it is expected school staff encountering such incidents while on supervision will take immediate, appropriate steps to intervene in accordance with Administrative Procedure 355 –Bullying Behaviours in Schools.
11. Supervisors shall report all accidents or incidents of a serious nature to the Principal/designate at the earliest possible opportunity, providing relevant information, in writing, as required.
12. Where off-campus activities involve an overnight stay, at least one supervisor shall be of the same gender as the students taking part in the activity (i.e., male for male students, female for female students, male and female for students of both genders). A similar requirement is to be followed for off-site activities occurring during the school day where it is deemed necessary and/or advisable (e.g., swimming programs).

Reference: Sections 85, 108, 109, 175, 193, 196, 231 Education Act

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