

## **344 SUPERVISION OF STUDENTS**

### **Background**

The staff at each school share in the supervision of the students during school hours and at all school-related activities, as assigned by the Principal.

### **Procedures**

1. It shall be the responsibility of the Principal to work out a supervision schedule that includes:
  - a. Before school, recesses, noon hour and after school.
  - b. Both inside and outside the school.
  - c. Loading and unloading school buses.
  - d. Supervising Kindergarten students between the school bus loading and unloading area, and the school.
  - e. During extra or co-curricular activities.
2. The type and amount of supervision shall vary according to the age and type of activity the students are involved in.
3. Teachers are assigned to be at school fifteen (15) minutes before the first bell and to remain for at least fifteen (15) minutes after the final bell, to be available to provide general supervision of students and to be available to assist students.
4. With the permission of the Superintendent, support staff and/or volunteers may be approved for some of the supervision responsibility.
5. The Principal shall post a supervision schedule at regular intervals that complies with this Administrative Procedure.
6. If an accident should occur, the injured person should be treated in accordance with proper principles of first aid and according to administrative procedures.
7. An electronic accident report shall be completed.

8. The Principal of each school shall establish procedures to care for any student who becomes ill or injured as per Division Administrative Procedures.

### **References**

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)  
Administrative Procedures 316, 386 and 387

### **History**

Developed: August 2003  
Amended: February 2020