



## **ADMINISTRATIVE PROCEDURES MEMORANDUM**

**#: APS 019**

### **Supervision of Students**

**DATE OF ISSUE:** July 26, 1999  
**Revised:** August 2002, April 2003, September 2005

**MEMO TO:** All Staff

**FROM:** Director of Education

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**PURPOSE** The purpose of this administrative procedure is to provide for supervision of students during lunch breaks and at other times.

#### **REFERENCES**

*Education Act and Regulations*

#### **COMMENTS AND GUIDELINES**

1. The parent(s)/guardian of any student who wishes to remain at school for lunch will be provided with the best accommodations that local circumstances will allow and will have appropriate supervision provided.
2. It is expected that any parent/guardian requesting that a student be allowed to remain at school for lunch will provide the student with a proper and nourishing lunch.
3. Any student remaining at school for lunch must not leave the school property during the lunch hour without the approval of the parents/guardian.
4. The principal at the beginning of each school year will survey the parents using a standard format to determine which students will be remaining at school for lunch and for which days and a copy of this form will be maintained in each student's file.
5. The principal will establish and maintain a master list, to be kept in the principal's office, of all students remaining at school for lunch and for which days.
6. In assigning accommodation for the lunch hour period the principal will use good judgement and common sense in determining what is the best under local circumstances.
7. Accommodations for lunch hour will range from eating at classroom desks to benches and chairs in the gym or some other area to other creative options depending on local circumstances.
8. Supervision again requires good judgement and common sense on the part of the principal. Teachers and paraprofessionals are available to the principal for supervision purposes.
9. Assisting in the office is a positive learning experience for all students. When students are utilized in this manner the Principal will develop a plan that addresses the need for students to assist in the office in a safe environment. The plan will include immediate staff access for the student in emergency situations. In addition, no student should be placed in a situation where the student is signing in and signing out another student.

10. In addition to the above, the teacher is the primary supervisor of students. With the exception of noon-hour supervisors and in other than emergency situations, non-teaching staff (EA's, secretaries, library technicians, custodians) should never be responsible for being the primary supervisor of students.
11. Any question regarding any of the above but especially regarding accommodation or supervision should be reviewed with the appropriate supervisory officer.