

Administrative Procedures

AP-406	Date of implementation: Fall 2006
	Date of review: December 6, 2023
	Related Administrative Procedures:
STUDENT SUPERVISION	

Purpose: A safe supervised environment must be provided for students during all school functions and activities. Principals are required to make provisions for supervision of students while in school or while engaged in school authorized activities outside of the school premises.

Procedures:

1) General

- a) The principal, in consultation with teachers and others involved, shall assign responsibility for student supervision.
- b) Supervisory responsibilities include supervision of students:
 - before school in the morning;
 - while in class;
 - during recess periods;
 - at noon;
 - after school;
 - during loading and unloading of school buses; and
 - at any time students are engaged in authorized school activities, either on or off school premises.
- c) The principal is to establish parameters for general supervision of students for the supervision periods noted in 1(b) and communicate the times when supervisors are present to parents.
- d) All supervision practices shall be designed to achieve safe, positive learning environments that are consistent with the educational, physical, social and moral development of the individual child.
- e) The PSSD Sport and Activity Handbook lists specific supervision requirements for various sports and activities that involve students. The principal must assign supervisors to meet the supervision requirements detailed in the Handbook when students are participating in these sports and activities as part of school-sponsored events. For descriptions of three levels of supervision, please refer to the Handbook.

2) Lunch Supervision

- a) The principal is to assign lunch period supervision for students subject to local agreements or local arrangements, budget allocations and the needs of the school.
- b) Schools may establish a lunch hour childcare program subject to the directives of the Director of Education or designate.
- c) The schedule of rates or time in lieu paid to supervisors is to be determined annually through the budget process and/or the local agreements.

References:

[The Education Act, 1995](#), sections 108, 109, 151, 175, 193, 196, 231
[PSSD Sport and Activity Handbook](#) (internal document)