

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 309

SUBJECT: SUPERVISION OF STUDENTS

Legal References: *Education Act: Section 265 (1) (j) Duties of Principal: Care of Pupils; Ontario Regulation 298 S. 11 (1) Duties of Principals: Management of the School; S. 20 (b) Duties of Teachers: Supervisory Duties*

Related References: *Administrative Procedure 351 Code of Conduct; AP 352 Promoting Positive Student Behaviour; AP 353 Student Dress Code; AP 355 Substance Abuse by Students; AP 357 Violence-Free Schools; AP 358 Student Suspension; AP 359 Student Expulsion*

The director of education recognizes the importance of effective supervision of students in schools. This administrative procedure is provided to ensure the provision of appropriate student supervision in all schools of Avon Maitland District School Board.

The principal in each school shall be responsible for the supervision of students in accordance with the *Education Act*, the regulations and appropriate collective agreements.

1. Planning for Supervision

The general test of the standard of care owed to a student by the staff is that of a reasonably prudent parent in these circumstances. The duty of care is to protect the student from all foreseeable risks of harm. The principal's plan for the provision of adequate supervision is based upon such standard of care factors as the following:

- a) The age, maturity and number of students;
- b) The nature, condition and location of the school buildings, equipment and grounds;
- c) The presence of potentially dangerous areas, substances or activities; and
- d) The age and degree of skill and training which the students have received in connection with planned exercises or activities.

2. Supervision Procedures

2.1 Principals shall develop, in writing, a supervision schedule and procedures to be followed during the course of supervision. The schedule is to ensure the efficient operation of the school, the safety and welfare of students, protection of the board from liability, protection of property, and maintenance of an atmosphere conducive to learning.

2.2 In order to provide appropriate supervision in general and on the school grounds in particular, the principal shall:

- 2.2.1 Discuss and clarify the supervision procedures at a staff meeting each school year;
- 2.2.2 Post the current supervision schedule on the staff bulletin board;
- 2.2.3 Provide for increased supervision when necessary;
- 2.2.4 Discuss safety and schoolyard procedures on a regular basis with the students;

- 2.2.5 Ensure the regular examination and assessment of the safety of playground equipment;
- 2.2.6 Monitor schoolyard procedures and revise when necessary; and
- 2.2.7 Discuss with staff, procedures to be followed when a student is injured.

3. Elementary Schools

- 3.1 Each principal shall prepare a supervision schedule for teachers prior to school opening in September. All members of staff shall participate in supervision responsibilities as assigned by the principal. The principal shall use the following guidelines in establishing the supervision schedule. The following areas are to be supervised when students are present:
 - 3.1.1 School playground—when the students are in attendance and no less than fifteen minutes before classes begin, and during all recess times;
 - 3.1.2 School halls, corridors and washrooms—fifteen minutes before classes begin and during recess and noon breaks;
 - 3.1.3 School lunchrooms and other rooms for students eating lunch;
 - 3.1.4 Other areas of the school where students are assigned for work or play following lunch or during recess;
 - 3.1.5 Bus loading and unloading areas;
 - 3.1.6 The school library resource centre;
 - 3.1.7 Students on educational excursions and other outside school activities; and
 - 3.1.8 Extra-curricular activities.
- 3.2 This list is a minimum requirement and the principal shall consider the provision of additional supervision in light of specific needs.

4. Secondary Schools

The following are specific requirements for inclusion in the supervision plan established by the principal of each secondary school:

4.1 Bus Supervision

- 4.1.1 There is a clear, open space where buses can unload without waiting;
- 4.1.2 The students do not congregate in the bus unloading zone or the bus route; and
- 4.1.3 The principal is satisfied that the situation is completely safe.
- 4.1.4 Supervision of bus loading shall be provided except for late transportation when the principal feels it can be accomplished safely without staff supervision.

4.2 School Supervision

- 4.2.1 Supervision shall be provided in the school prior to the opening of homerooms when a significant number of students are present in the school.
- 4.2.2 Study areas shall be provided and shall be supervised.
- 4.2.3 Assistance in supervising shall be provided to the librarian during the periods of time when there are large numbers of students using the library.
- 4.2.4 Supervision shall be provided in the cafeteria during the lunch periods.
- 4.2.5 Supervision shall be provided during lunch periods in areas other than the cafeteria where a large number of students congregate, and in all higher risk areas, such as the gymnasium, shops, and science labs, if any students are permitted access.
- 4.2.6 If a detention room is operated in the school, supervision is to be provided.

- 4.2.7 Supervision shall be provided when large numbers of students are present in the school after classes but not involved in supervised extracurricular activities.
 - 4.2.8 In addition to the foregoing areas where supervision is required as part of the principal's supervision plan, principals shall monitor carefully the need for supervision as may be required in the following areas:
 - a) Washrooms;
 - b) Hallways, especially locker bays;
 - c) Change rooms;
 - d) Exits and entrances; and
 - e) Any other areas where the principal feels there is a likelihood of problems occurring.
- 4.3 Other Supervision**
- 4.3.1 In addition to the formal supervision in the principal's plan for supervision, it is expected that teachers will at all times be alert to potential problems in safety, security or deportment and provide, informally, supervision as the situation may warrant.
 - 4.3.2 Principals are expected to ensure that all members of staff are aware of their supervision responsibilities, both formal and informal, and understand procedures appropriate to the specific tasks.
 - 4.3.3 In a number of secondary schools, it has been the practice to provide a greater degree of self-direction for students in grade twelve than for other students in the school. If principals have assigned a specific area for exclusive use of grade twelve students at some time during the school day, they may allow the students to provide for their own supervision.
 - 4.3.4 The use of students as supervisors of other students has advantages and disadvantages. If students are in charge of various activities or games, the following procedures shall be clearly established:
 - a) A responsible staff member is readily available and is known to the students in charge;
 - b) The age, maturity, knowledge and skill of the student(s) in charge is appropriate for the activity; and
 - c) Both supervising students and the students supervised understand expectations and requirements.