

DIVISION: PROGRAMS

Policy #: PROG-308

POLICY NAME

STUDENT SUPERVISION

POLICY STATEMENT

The Newfoundland and Labrador English School District (NLESD) provides for the supervision of students in accordance with the *Schools Act, 1997* and the provincial Safe and Caring Schools Policy (2013, Revised).

BACKGROUND

Student supervision is critical to ensuring a safe, caring, orderly and inclusive learning environment. Administrators, teaching staff, other employees, and adult volunteers are responsible for monitoring students to ensure safety and to promote positive behaviour.

SCOPE

This policy is applicable to all administrators, teaching staff and other employees, and adult volunteers approved by the school administration. The responsibilities for supervision extend to all activities within the school, on school property, during field trips, or during any school-sponsored event. The supervision of students while travelling on a school bus to and from school is addressed separately under Student Transportation Policies.

DEFINITIONS

Non-instructional time

Non-instructional time is that time before actual classroom instruction begins or after actual classroom instruction ends. It occurs at transitional times before and after school and during recess and lunch breaks. It also takes place during any unexpected occurrences such as emergency evacuations.

APPROVED: June 14, 2014

Effective: September 1, 2014

AMENDED: _____

POLICY DIRECTIVES

1. The school administrator shall establish and approve a schedule of supervisory duties for teaching staff so that continual supervision of students within the school building and on school grounds can be maintained throughout the school day.
2. In line with the Administrative Procedures/Regulations for this Policy, the school administrator can determine the need for supervision and change the schedule in order to ensure the safety of students.
3. Supervision of students during instructional time is the responsibility of the classroom teacher(s) assigned to each group of students.
4. Supervision during non-instructional periods commences prior to the instructional session(s), is conducted over recess and lunch breaks, and extends until students depart school property. Supervision includes the loading and unloading of students from buses.
5. Supervision duties shall clearly indicate the areas to be supervised.
6. Supervision extends to athletic events, approved excursions off school property and any form of extracurricular activity. See: [Student Travel \(Pending\)](#) and [Field Trips \(Pending\)](#) policies for related information.
7. The lead supervisor for all school-sponsored events shall be a teacher who is under contract with the NLESD.
8. The school administrator approves all volunteers as per the District's *Volunteer Policy*, and volunteer services can only be provided for activities/events for which a teacher supervisor has been assigned.
9. In preparation for emergency evacuation situations, the school administrator shall arrange specific supervision schedules for students with special needs.

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