

Administrative Procedures Manual	Administrative Procedure 310
	Supervision of Students
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Sections 3, 11, 31, 36, 37, 52, 53, 55, 196, 197, 222 Education Act Supporting Safe, Secure and Caring Schools in Alberta Safety Guidelines for Physical Activity in Alberta Schools A Safe Place: Creating Peaceful Schools

Background

The Division has responsibility for the safety and security of students while those students are in its care and custody.

Procedures

1. Principals are responsible for effective supervision of students under their care during all school and school related activities.
2. Principals shall formulate local guidelines and procedures pertaining to the supervision of students during:
 - 2.1 times when students begin to assemble for classes until their dismissal from school;
 - 2.2 morning and afternoon breaks and recesses;
 - 2.3 noon hour when students are present either for lunch or other activities;
 - 2.4 times or occasions when students are transported by school buses;
 - 2.5 extra-curricular activities on the school grounds, in school buildings or away from school but under school sponsorship; and,
 - 2.6 during adverse weather conditions.
3. Principals shall co-operate with and assist the community in assuring the orderly and safe conduct of all students on the way to and from school.
4. Teachers are responsible for the general supervision of students while they are at school. Specific supervisory duties shall be assigned by the Principal to ensure the safety of the school community and to allow for an equitable distribution of responsibility.
5. All school staff, in order to prevent accidents, shall be constant in their attention to unsafe conditions involving equipment, building and school premises. Care is to be taken to see that unsafe conditions are immediately reported to the Principal through Public School Works [Near Miss Hazard Report](#).
6. During instructional time student supervision is the responsibility of the classroom teacher.
7. The organization of a school or schools may involve volunteer parents for various supervisory duties. Such supervisory duties shall be authorized by the Principal, in consultation with the Superintendent or designate. Parents in all cases shall be briefed as to their duties as supervisors.