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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK****Policy Code:**

IHCF

**Policy Title:**

Supervision of Students

**Cross Reference:**

HCE,HICA,GCAD,GCAG, JHF

**Legal Reference:***Education Act, S. 7, 9***Adoption Date:**

May 28, 1997

**Amendment or Re-****May 30, 2023****affirmation Date:**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS PRINCIPALS TO ENSURE THAT STUDENTS ARE ADEQUATELY SUPERVISED WHILE AT SCHOOL, OR SCHOOL SPONSORED ACTIVITIES TO FACILITE THE PROVISION OF A WELCOMING, CARING, RESPECTFUL, AND SAFE LEARNING ENVIRONMENT.

**REGULATIONS**

1. It is the responsibility of the principal, in consultation with the staff, to develop a supervision schedule. The schedule shall include supervision:
  - 1.1 ten minutes prior to the commencement of school,
  - 1.2 both within the school facility and on school grounds,
  - 1.3 during recess,
  - 1.4 during lunch time,
  - 1.5 during the loading and unloading of school buses on school premises,
  - 1.6 that maintains orderly dismissal and dispersal at the end of the school day, and
  - 1.7 during all co-curricular and extra-curricular activities, including off-site activities.
2. The principal, in consultation with the staff, shall establish written procedures and a supervision schedule to be followed while carrying out supervision responsibilities. Such procedures shall:
  - 2.1 be consistent with the age and mental ability of the student(s) and the nature of the activity in which the students are involved;
  - 2.2 ensure reasonable and prudent coverage and visibility for all designated areas of the school building, school grounds, school sponsored/authorized activity;
  - 2.3 reviewed regularly by the principal and staff; and
  - 2.4 posted and maintained on file at the school.

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3. Supervisors shall:
  - 3.1 report all accidents or incidents of a serious nature to the principal or designate at the earliest possible opportunity, providing relevant information, in writing, as required;
  - 3.2 principals shall inform the superintendent and appropriate division office personnel of accidents and incidents;
  - 3.3 attempt to contact the student’s parents in case of an accident; and
  - 3.4 shall take whatever steps are necessary to care for the student.
4. An appropriate supervisor to student ratio shall be provided for school-sponsored/ authorized activities occurring off site.
5. Both professional and support staff may be assigned non-instructional supervision responsibilities. Student teachers at the PS-III level may be included in the supervision schedule. Student teachers at the Ed 2500, PS-I and PS-II level should only be used to accompany and assist other staff assigned to supervision duties.
6. Staff shall engage in active supervision, ensuring they are present and visible throughout the entire supervision period. When students are outside of the school building before or after school and at scheduled breaks, it is expected supervisors will be outside with them. Active supervision implies moving constantly throughout the designated area and interacting directly with students.
7. School procedures should be established to ensure orderly entrance and exit of the school building at the beginning and end of the school day.
8. Except when performing outside supervision, teachers and support staff assigned to students or classrooms should ensure they are present at the entrance to their classrooms prior to the commencement of each class to provide supervision for students in the hallway and while they are entering the room.
9. Bullying or other harassing behaviour is not tolerated at any time, and it is expected school staff encountering such incidents while on supervision will take immediate, appropriate steps to intervene in accordance with Board policy.