



Supervision of Students

Background

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

Guidelines

#	Procedures	Roles and Responsibilities
1	Principals are responsible for effective supervision of students under their care during all school related activities.	Principal Associate Superintendents
2	Principals shall formulate local procedures pertaining to the supervision of students during: <ol style="list-style-type: none"> 2.1 Times when students begin to assemble for classes until their dismissal from schools; 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 Establish guidelines for emergency lockdown and or evacuations; 2.6 Set up practise drills; 2.7 Establish muster points; 2.8 Extra-curricular activities on the school grounds, in school buildings or away from school but under school sponsorship; and during adverse weather conditions. 	Principal Associate Superintendents
3	Principals shall cooperate with and assist the community in assuring the orderly and safe conduct of all students on the way to and from school.	Principal Associate Superintendents
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 a division of responsibility.	Teacher
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.	School Staff

6	During instructional time student supervision is the responsibility of the classroom teacher.	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.	Principal Superintendent

Definitions:

Not Applicable

References:

[Welcoming, Caring, Respectful & Safe Schools](#)

[Safety Guidelines for Physical Activity in Alberta Schools](#)

[Policy 7](#)

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Superintendent's Office.