



POLICY 7325
SUPERVISION OF STUDENTS

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| Adopted: 2013-01-15 | Reviewed: | Amended: 2021-03-30 |
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POLICY

SUBJECT: **SUPERVISION OF STUDENTS**

The Board of Education requires that Principals and Vice-Principals ensure that adequate supervision of children takes place during the school day and at all school sponsored activities.



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REGULATIONS

SUBJECT: **SUPERVISION OF STUDENTS**

1. **Rosters**

Principals shall establish rosters designating staff members responsible for supervision of students during the necessary times before school, at recess, at noon and after school. These rosters shall be posted in the main offices and staff rooms and Principals shall ensure that all staff are aware of their supervision responsibilities and times.

2. **Supervisors must:**

- a) document any unusual occurrences, accidents, or injuries as in Section 4 below;
- b) never leave their assigned area, except in an emergency in which case a backup system must be in place.

3. **Administrators must:**

- a) ensure rules regarding safety be established in each school and strictly enforced. Any records of safety instructions provided to students are to be maintained on-site for at least 6 years.

4. **Duties of Employees**

When an injury occurs, the duties of school employees include:

- obtaining appropriate treatment for the injured child
- contacting parents or guardians
- initiating backup systems to maintain supervision if they have to leave
- protecting themselves and the school district from liability by:
 - documenting the incident in their personal records and
 - filling out SPP (School Protection Program) Incident Report form, available at the school.