

STUDENT SAFETY AND SUPERVISION

Background

The safety of students must be assured through supervision of students in all school facilities and grounds and during school activities. The Superintendent expects the Principal to plan student supervision for the school day and all school-related activities. The Superintendent expects staff to develop procedures and practices which enhance the safety of students and which give individual students a sense they are in a safe and caring environment.

The Superintendent expects staff and school administrators to ensure students wear appropriate gear when they take part in an activity that presents hazardous risks. The Superintendent further expects the observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or curricular or extra-curricular activities that offer special hazards.

The Superintendent expects that safety instruction will precede student use of materials and equipment in units of study where there is an obvious safety concern through using either those particular materials or equipment.

Procedures

1. School doors shall be opened at least one-half hour prior to commencement of morning classes or upon arrival of the first bus, whichever occurs first.
2. Unless previously arranged, all teachers are required to arrive at school at least 15 minutes prior to commencement of morning classes.
3. Arrangements shall be made for some staff to be at school at the time the school doors are opened or in special circumstances when buses must arrive early or late on a regular basis due to established bus schedules.
4. Noon hour, recess, before-school opening, and bus-loading supervision shall be allocated by the Principal to staff on an equitable basis. This should take into consideration other school related activities in which staff are involved.
5. Supervision schedules must be posted not only in offices and staff rooms, but also in such places that students can easily determine who is on duty.
6. In the event of a student injury, a Student Injury Report from the Forms Manual should be filed with Division Office within 24 hours of the injury.
7. Administrators are encouraged to provide outside supervisors with reflective vests for outside supervision.