



Policy 109

Student Supervision Policy

Approved Date: September 16, 2025

Revised Date:

Notre Dame School: Student Supervision Policy and Procedures

Section A: Policy

Purpose

Notre Dame School is committed to ensuring the safety, well-being, and appropriate supervision of all students while they are under the care of the school. This policy establishes clear expectations for supervision and reflects CISPG and BC Ministry of Education standards for duty of care.

Policy Statement

- Students must be supervised at all times while on school property or during school-sponsored activities.
- Supervision is the shared responsibility of all staff, including teachers, educational assistants (EAs), and administrators.
- Supervisors must actively monitor student behaviour, promote safety, and intervene when necessary.
- Attendance and accountability are key: students must be accounted for during transitions, recess, lunch, and dismissal.
- Volunteers may assist but are **not permitted to supervise students alone**.
- Parents are responsible for student supervision outside designated supervision times unless their child is enrolled in before/after school programs.

Scope

This policy applies to:

- Before-school arrival and after-school dismissal
- Recesses and lunch breaks
- Classroom instruction and transitions
- Extracurricular activities, field trips, and special events

Responsibilities

- **Principal:** Prepares the supervision schedule, ensures staff are trained, and addresses safety concerns.
- **Teachers & EAs:** Fulfill assigned duties responsibly and report any incidents.
- **Students:** Follow school rules and cooperate with supervising staff.
- **Parents/Guardians:** Ensure timely pick-up/drop-off and reinforce school expectations.

Review

This policy will be reviewed annually to ensure best practices in student safety and supervision are consistently upheld.

Section B: Notre Dame Supervision Procedures

Morning Supervision

- **8:30 am:** All staff are present on the playground to greet students. Gates are opened.
- A **crossing guard** is on duty at 10th Street and 105th Avenue.
- One **EA greets students from the bus** at the bus gate; one **EA greets students from the parking lot gate**.
- All other EAs direct students into the building; teachers welcome students at classroom doors.
- Specialty teachers are in the two mudrooms, greeting students.
- **8:40 am:** First bell rings. The parking lot gate is locked.
- **8:45 am:** Second bell rings. The bus gate is locked.

Recess Supervision

- **First Recess (10:15 – 10:30 am):** All classes outside, **Two Teacher supervisors** (one intermediate and one primary) **on duty**, along with **all EAs**.

Lunch Recess Supervision

- **12:00 – 12:20 pm:** All classes are outside, and four supervisors are **on duty**.
- **12:20 – 12:30 pm:** Students transition indoors; supervisors continue monitoring.
- **12:30 – 12:45 pm:** Teachers return to classrooms to supervise their students as they finish eating.

After-School Supervision

- **2:45 pm:** Dismissal bell rings; teachers escort their classes outside.
- **Principal supervises the bus gate; teacher supervises the parking lot gate.**
- **Crossing guard** stationed at 10th Street and 105th Avenue.

- **2:50 pm:** Second bell rings. Unpicked-up students and those taking alternate buses wait at the front of the school with a specialty teacher.

Supervision Expectations

Outside Supervision

- At the end of the day, **all staff monitor the playground** and their classes.
- **Bus gate supervisor** collects the daily bus list from the office and gives it to the bus driver.
- Teachers follow the **assigned duty schedule** (posted in Google Docs).
- Supervisors meet before their first duty day to coordinate playground coverage (fence lines, primary field, intermediate field, basketball court and common area).
- If absent, staff must **arrange alternate coverage** for their assigned duty. If you are out sick, the principal will arrange coverage.
- Supervisors must circulate the grounds, enforce safety and discipline, and log incidents on the **supervision sheet** for the office.

Classroom Supervision

- Teachers are responsible for supervising their own classes during instructional time.
- If a teacher must leave, arrangements must be made with the principal, an adjoining teacher, or another staff member.
- Volunteers may **never** be left alone to supervise a class.
- Students must always be supervised in the **library, gym, and washrooms** as required.
- Teachers' lunch break is **12:00–12:30 pm**; they return at **12:30 pm** to relieve EAs.
- Teachers on Call (TOCs) may supervise, though the principal may assign duties to staff if needed.
- Extracurricular activities and after-school use of classrooms must always have a supervising teacher present.
- In **inclement weather**, recess/lunch are held indoors with assigned supervisors monitoring classrooms and hallways.
- If a student is exempt from going outside (illness/injury), the **classroom teacher arranges alternate supervision**.

Summary

This combined **Policy and Procedure** ensures that supervision at Notre Dame School is consistent, structured, and aligned with both CISPG standards and the practical realities of our daily schedule. It provides both the **why** (policy) and the **how** (local procedures) in one place for staff clarity and accountability.

