

Policy:	Student Supervision	PROG-308
Division:	Programs	
Cross-Reference	EECD 902 – SCHOOL BUS TRANSPORTATION EECD 903 – ALTERNATE TRANSPORTATION PROG 300 – VOLUNTEERS IN SCHOOLS	

ADMINISTRATIVE PROCEDURES/REGULATIONS.

1. Supervision on School Grounds

- 1.1 The school administrator (principal) is expected to construct a schedule of supervisory duties so that continual supervision of students within the school building and on school grounds can be maintained. The principal shall take into consideration the number, age and abilities of students; facilities and equipment, and areas which may pose elevated risk. The principal can change the schedule as the need arises, in order to ensure the safety of students.
- 1.2 Supervisory duties include the loading and unloading of school buses and alternate transportation vehicles. Principals must ensure adequate supervision of students during the arrival of school buses/authorized alternate transport, until the last bus/authorized alternate transport leaves the school grounds at the end of the day.
 - a) Bus drivers are to provide written reports regarding any issues that occur on a bus to the principal for assessment and response. Further details regarding supervision on a school bus are covered in student transportation policies.
- 1.3 Supervisory duties also include the supervision of students during unstructured times such as prior to the commencement of classes, during recess and lunch, and at the end of the school day/after the dismissal of classes. The level of supervision must be commensurate with the age of the students and level of risk to which the students may be exposed. It is recognized that K-6 students will generally require a greater level of supervision than 7-12 students.
 - a) Schools should annually communicate supervision times and the expectations, rules and procedures for unstructured time to students and parents/guardians.

- b) Parents/guardians are not permitted to drop off students at school before regular supervision times commence, without prior authorization from the principal.
 - 1.4 Supervision of students during instructional time is the responsibility of the teacher(s) assigned to each group of students.
 - 1.5 K-6 students must remain on school grounds or in school during recess and lunch periods, unless otherwise arranged by the school (e.g., lunchtime busing) or the principal approves and there is written parental consent for them to leave. Grades 7-12 students may leave the school grounds during recess and lunch periods, unless otherwise determined by the principal in consultation with the school council.
 - 1.6 Student assistants, specialists or unassigned (non-homeroom) teachers should be assigned as necessary to assist students with special needs during emergency evacuations.
2. Field Trips/Excursions, Co-Curricular and Extra-Curricular Activities
- 2.1 For the purposes of this policy a field trip/excursion is defined as a group trip that is arranged to allow for first-hand observation (e.g., trip to a museum), or participation in a curricular, co-curricular or extra-curricular activity. Field trips/excursions are approved, school-related activities that take place off school grounds. They include activities where students walk to a destination, as well as where students travel overnight for an activity or competition.
 - a) Students participating in Physical Education and other programs may occasionally go on properties adjacent to a school as part of a class activity (e.g., snowshoeing, skiing, or running on trails). These activities, which would normally be for the duration of a class period, are not considered field trips for the purposes of this policy. However, it is recommended that schools notify parents upfront about school programs that may involve students going off school grounds to adjacent properties from time to time throughout the year. Physical education teachers should also notify the principal of this practice.
 - 2.2 The District expects the highest standards of supervision for students on a field trip/excursion, regardless of the age and grade level of participants, or the distance travelled.
 - 2.3 The principal must approve all field trips/excursions for their school.

- 2.4 The use of alcohol and illicit drugs by adult supervisors on a field trip/excursion is strictly prohibited. The District's Tobacco-Free Policy will also apply to field trips/excursions.
- 2.5 The principal shall ensure that the lead supervisor for any field trip/excursion is aware of his/her role, responsibilities and limitations; knows who he/she reports to, and who to contact in case of emergency, and is familiar with relevant district and school policies.
- 2.6 An educator (teacher, program specialist, senior education officer, or District executive) who is under current contract with the District shall be assigned as teacher-sponsor for each group and/or field trip/excursion. The teacher-sponsor is responsible for overseeing the activity; serving as the go-to person for other adult supervisors, and ensuring appropriate forms are completed, etc. Parents/Guardians must be advised who the teacher-sponsor is for each group and/or field trip/excursion. The principal may approve as a teacher sponsor:
- a) A teacher who is on the substitute list, and with whom the principal is familiar and has full confidence in their ability to perform the role.
 - b) Another experienced staff person with whom the principal is familiar and has full confidence in their ability to perform the role.
- 2.7 Notwithstanding section 2.6, there are situations where a teacher-sponsor must be an educator under current contract with the District, such as:
- a) When the team or group activity involves an overnight stay.
 - b) When the activity is deemed by the principal to be high risk such as downhill skiing/snowboarding, hockey, and rugby.
- 2.8 A record must be maintained of the students who go on a field trip/excursion, and they must be accounted for upon arrival at their destination and upon their return.
- 2.9 Any volunteer who assists with school-sponsored activities and events must be approved as a volunteer by the principal in accordance with NLESD Policy PROG-300: Volunteers in Schools.

2.10 It is expected that a teacher sponsor will be on site or accompany school teams and groups for practices and rehearsals, and for travel to other schools for inter-school events and competitions. However, it is recognized that a teacher sponsor may not be available in every instance.

- a) Where a teacher sponsor is not available for direct supervision, a lead volunteer may be appointed to supervise the activity. This would be the exception rather than the norm, and is limited as follows:
 - i. There are a minimum of two volunteers (including lead volunteer) per activity or field trip/excursion, regardless of the number of participants.
 - ii. Volunteers supervising students must be at least 21 years of age and at least one of them must be 25 or older.
 - iii. A volunteer may be permitted to supervise activities that are on-site (e.g., practices), or within the local area and a reasonable commute, as determined by the principal.
 - iv. The volunteer has received orientation appropriate to the position and the volunteer's responsibilities, limitations/authority and to whom they report has been clearly communicated. The volunteer has also been informed of relevant school and District policies, including emergency procedures and protocols.
 - v. Parents/guardians have been informed that the activity, group or field trip/excursion is being supervised by a volunteer and have signed a consent form.
 - vi. The lead volunteer is knowledgeable in the given activity and has experience in working with youth. For sports, at least one of the volunteers has coaching experience and possesses - or is working towards - specific credentials, such as a recognized coaching certificate.

b) The above does not apply for activities outlined in 2.7.

2.11 When determining appropriate supervision for a field trip/excursion, the principal will take into account the health, safety and security of students, staff and volunteers who are participating, and consider the following:

- a) The nature of the activity;
- b) Equipment used;
- c) Location; and
- d) The ability, experience, characteristics, number, and ages of the student participants.

- 2.12 Based on 2.11, the principal will ensure that sufficient chaperones are assigned to accompany students on trips away from the school. General guidelines for trips inside the Province of Newfoundland and Labrador are outlined below:
- i. PRIMARY: A minimum of 1 teacher for every 27 students. In total, it is recommended that there be 1 adult chaperone for every 6 students. *For example, if a class of 29 Primary students is going on a field trip, the guideline would be 2 teachers and 3 other adults/volunteers.*
 - ii. ELEMENTARY: A minimum of 1 teacher for every 28 students. In total, it is recommended that there be 1 adult chaperone for every 10 students. *For example, if a class of 29 Elementary students is going on a field trip, the guideline would be 2 teachers and 1 other adult/volunteer.*
 - iii. INTERMEDIATE: A minimum of 1 teacher for every 35 students. In total, it is recommended that there be 1 adult chaperone for every 15 students. *For example, if a class of 37 Intermediate students is going on a field trip, there should be 2 teachers and 1 other adult/volunteer.*
 - iv. HIGH SCHOOL: A minimum of 1 teacher for every 40 students. In total, it is recommended that there be 1 adult chaperone for every 20 students. *For example, if a class of 37 high school students is going on a field trip, there should be 1 teacher and 1 other adult/volunteer.*
- 2.13 Out-of-province travel requires an increased level of vigilance and supervision. A minimum of 1 teacher for every 8 students for Grades 9 and below, and a minimum of 1 teacher for every 12 high school students. *Any other adult chaperones would travel in addition to the required number of teachers.*
- 2.14 As per the requirements of sections 2.12, and 2.13
- a) Any in-province trip involving an overnight stay will have the appropriate complement of chaperones, and will represent the gender diversity of the student group. *For example, a girls' volleyball team travelling with a male teacher as coach would require a female adult chaperone as well.* (Minimum 1 teacher)
 - b) Any out-of-province trip will have the appropriate number of teacher chaperones, and will represent the gender diversity of the student group. *For example, a girls' volleyball team travelling with a male teacher as coach would require a female teacher chaperone as well.* (Minimum 2 teachers)

- 2.15 Supervision of students with exceptionalities will be in addition to any minimum teacher-student ratios established by the school or district, and will reflect the needs of students.
- 2.16 Field trips requiring an overnight stay shall normally be limited to students in Grades 6 and above, except where approved by the relevant Senior Education Officer (Programs).

Amended: June 19, 2017