

5.5 STUDENT SUPERVISION

Purpose:

To ensure that adequate supervision is provided to ensure student safety.

Scope:

All administrators, teachers and staff members.

Policy:

BBCS administration will implement procedures to promote a safe environment for its student; to supervise the students during the school day. This policy applies whether the students are on campus, on field trips during normal school days, or on an overnight school-sponsored event.

Procedure:

The school administration is responsible for creating and implementing a supervision schedule that provides for appropriate supervision of students during the entire school day, including hallways, arrival and departure of students and travel to any other facilities, e.g. gymnasium or outside spaces, and playing field. Teachers and support staff will be required to assume supervisory duties in the school in the morning, during recess, after lunch time and/or at school dismissal.

All staff members are responsible for conscientious follow through on all supervision duties assigned. If a staff member will be delayed, he or she is responsible to find another staff member to care for this supervision duty.

Should a serious incident occur, all staff members involved in, or who witnessed the accident should complete a *School Incident Report* form, as soon as possible.

On Campus Supervision for Elementary Students

Supervision will cover the school property during all school breaks (ie recess and lunch), including:

8:30 am -8:50 am – Morning Arrival

10:15 -10:30 am - Recess

12:45 -1:00 pm – Lunch Arrival

3:15 – 3:30 pm – End of day Dismissal (Mondays, Tuesdays, Thursday, Fridays)

2:30 – 2:45 pm - – End of day Dismissal (Wednesdays)

On Campus Supervision for High School Students

BBCS High School hours for student instruction is from 8:50 am to 3:30 pm unless otherwise instructed. Teachers and / or office staff are on duty during the following times:

- 30 minutes prior to class student instruction or 8:30 am doors are unlocked, and space is available to students
- 15 Minutes after Lunch supervision is provided
- Teacher's are available for support after school hours until 4pm

Students who wish to be in the building more than thirty minutes prior to first block, during lunch hour or more than thirty minutes after last block need to plan with a teacher or staff member. Students are not permitted in the building before or after these regular school hours unless they are with a teacher or administrator.

Parents should note that students in the building or on school grounds outside of the times stipulated above may not be under the direct supervision of staff.

Approved by board motion: Feb 2023