
Board Governance Policy Cross Reference: [1, 12, 13](#)

Administrative Procedures Cross Reference:

[Accidents - Students](#)

[Bus Ridership Expectations](#)

[Code of Conduct](#)

[Emergency Preparedness](#)

[Offsite Programs and Activities](#)

Form Cross Reference:

Legal/Regulatory Reference:

[The Public Schools Act](#), section 96(c)

[Manitoba Regulation 465/88R](#), sections 13, 14(1) (School Buses Regulation)

[Manitoba Regulation 468/88R](#), sections 28(1), 28(2), 34, 39 (Education Administration Miscellaneous Provisions Regulation)

The Interlake School Division (ISD) recognizes its responsibility to provide adequate supervision of students at school, on school buses, during break times, and during offsite programs and activities to ensure the safety of students.

1. Responsibilities of the Principal

The Principal is responsible for the supervision and discipline of each student in his or her school from the time of the student's arrival at school until the student's departure for the day, including the lunch break for those students who are eligible to remain at school. All Principals will assign appropriate supervisors during breaks, bus loading/unloading and offsite activities. Principals will also establish clear and concise procedures for their schools with regard to students leaving the school grounds, within the following parameters:

- a. no student will be allowed to leave the school during class time without parent/guardian/school permission; and

- b. Kindergarten to Grade Six (6) bus students must have a note from a parent/guardian to leave the school grounds during lunch/nutrition break. If town students stay for lunch, they too must have parent/guardian permission to leave the school grounds.

2. Responsibilities of Supervision Staff

- a. Be Present and Attentive
 - Supervisors are present and attentive to their role at their designated supervision area promptly at their assigned time. It is the responsibility of the supervisor to communicate if unable to be on time for supervision duty due to unforeseen circumstances.
- b. Student Behavior Monitoring and Intervention
 - supervisors consistently move within their assigned areas of supervision and monitor student activities when on duty;
 - supervisors are able to prioritize attention to areas where accidents are most likely to occur and determine where on the school grounds or common areas supervision is most needed;
 - supervisors ensure that school rules, policies and procedures are being followed, while maintaining and promoting an overall positive school climate; and
 - supervisors determine communication needs with pertinent staff and administrators.
- c. Hazard Surveillance and Intervention
 - supervisors are risk-conscious and monitor the school grounds and common areas for potential hazards – physical, human, and environmental;
 - supervisors are able to determine areas where accidents are most likely to occur, and will remove students from potentially unsafe areas; and
 - supervisors are to direct all visitors/parents/guardians to the school office.
- d. Responding to Incidents/Emergencies
 - supervisors are familiar with the Division [Accident-Students](#) administrative procedure and [Emergency Preparedness](#) administrative procedure, including certified First Aid staff at their school;
 - supervisors readily and properly handle emergencies that occur on school ground and common areas, according to the Division and school Emergency Preparedness procedures, to help reduce potential risk of injury.

3. Supervision During Breaks

ISD recognizes that a supervisor cannot focus on all of the students at one time. However, to practice due care for the safety of students during breaks and bus loading and unloading, the following safety precautions are to be considered and ensured by all schools and staff in ISD:

- a. Training of supervision staff on school rules and expectations. Schools will provide First Aid Training and Non-violent Crisis Intervention training as per school-specific ratio.
- b. Ensure identification of supervisors on duty, as well as provide the tools/process needed to ensure communication between supervisors and the school office.

- c. Student instruction on school rules and expectations of school grounds and common areas.
- d. Clearly defined Rules and Responsibilities of active supervision for staff at each school, including:
 - clearly define supervision (see Responsibilities of Supervision Staff);
 - determining high risk areas;
 - injury assessment;
 - reporting and documentation procedures;
 - emergency response procedures;
 - on-going communication with student services staff regarding student needs.

4. Offsite Programs and Activities

Offsite programs and activities are an extension of normal school activities and therefore the Principal, as well as teachers, are legally responsible for maintaining discipline during these outings. Careful planning before offsite programs and activities and responsible supervision during these activities will lessen the chances of an accident happening, of school officials being found negligent, and, most important, of students being injured. See [Offsite Programs and Activities](#) for more information.

5. School Bus Supervision

The Principal of the school attended has disciplinary authority over students from the period they enter in, ride on, and alight from a school bus. The school bus is considered to be an extension of the classroom. The bus driver must maintain order on his/her bus by enforcing the rules of the bus, if he/she is to ensure the safety of the students being transported. When a teacher or trip supervisor is on the bus it is his/her responsibility to enforce the rules of the bus and report any misconduct to the Principal.

The ultimate legal responsibility for behaviour of students on the bus lies with the Principal as described previously. As such, the driver of the school bus must report to the Principal any misconduct of students while entering, riding or leaving the school bus, including activities outside regular school hours, (e.g. extra-curricular activities) using the [Passenger Incident Form](#). It is then the role of the Principal to discipline the student as appropriate and in keeping with school/Division [Code of Conduct](#). See [Bus Ridership Expectations](#) for more information.

Bus drivers are required to report to the transportation office if they suspect imminent danger or something is different from the predetermined drop off plan for a student.

If there is no answer at home, dispatch will phone the school administrator who has access to student emergency contact information. The school administrator or designate will provide direction to the transportation office and bus driver on how to proceed. If the school administrator and/or dispatch are unsuccessful in contacting a parent or the student's emergency contact person, that student will be returned to the school under the supervision of the school administrator or designate.

In spite of the best efforts of supervisors, students will sometimes act unwisely and become involved in a mishap, or an accident may happen which no one could have anticipated or prevented. If the supervisors have acted reasonably and prudently under the circumstances in terms of preparing, briefing, and supervising students (with the level of maturity of the students being a major consideration), then those supervisors are less likely to be found negligent.