

Administrative Procedure 311

LUNCH SUPERVISION

Background

Under certain conditions it will or may be necessary for a school to provide supervision for students on school days during the lunch hour.

Procedures

1. Conditions to be considered are:
 - 1.1 Students bused to the school from such a distance that lunch hour busing is impractical or impossible or where, in the opinion of the Principal, walking to and from home at lunch hour is impractical and disadvantageous to the student.
 - 1.2 Students with handicaps that preclude their leaving the school during the lunch hour.
 - 1.3 When weather conditions are such that in the opinion of the Principal, visibility or stormy conditions could create hazards for students.
2. The following procedure will apply:
 - 2.1 Principals, upon the advice of the School Community Council, must indicate the number of students who will require lunchroom supervision to the Superintendent of Education;
 - 2.2 In November, winter lunchroom supervision requirements will be directed in a similar manner;
 - 2.3 Each Superintendent of Education will approve, in writing, the lunchroom supervision required;
 - 2.4 Supervisors will be hired according to the following criteria:
 - 2.4.1 All supervision must be by responsible adults over the age of eighteen (18), and not registered as students in that school;
 - 2.4.2 Supervision will encompass the entire lunch period which includes mealtime, clean-up, and the time for regular pre-class supervision by teachers;
 - 2.4.3 The Principal is responsible for the entire program of lunchroom supervision in his/her school;

- 2.4.4 Remuneration to lunch room supervisors will be at the rate of the Division's casual labour rate or up to a maximum of two days time in lieu for forty hours of noon hour supervision for teachers and non – teaching staff; over 40 hours will be paid at the Division's casual rate of pay;
- 2.4.5 The ratio of students to supervisors will normally be at thirty to one (30-1). Any divergence from this recommended ratio will be reviewed by the Secretary Treasurer and the Superintendent of Education during the annual review process.

Reference: Sections 85, 108, 109, 175, 193, 196, 231 Education Act