

June 3, 2014 (Updated October 2021)

STUDENT SUPERVISION FOR PENELAKUT ISLAND LEARNING CENTRE



Preamble

Penelakut Island Learning Centre is committed to making the educational environment a safe, caring and orderly place to learn. In order to maintain these standards, it is necessary to organize and follow a structured supervision plan.

Definitions:

Safe and Orderly Schools

In light of increased concerns about youth violence in recent years, safe schools have anticipated and made additional provisions to respond promptly to reports of unsafe conditions or actions. Orderly schools work hard to prevent serious misconduct, including bullying, harassment and intimidation from occurring.

Safe and Orderly schools are especially pro-active about:

Actions

Orderly schools plan consciously for things to “go right” and are ready to respond appropriately if or when things “go wrong.” Expectations about acceptable behaviour, respect and decorum are understood. Responses to violations are based consistently on sound principles and are appropriate to the context.

Interactions

Orderly schools are civilized places. People are polite and courteous to each other. People are considerate of each other. They respect each other. There are no “putdowns.”

Distractions

Orderly schools keep distractions to a minimum. Interruptions to learning are brief and infrequent. Following interruptions, people return promptly to the task at hand. Transitions are handled smoothly and people move on to the next activity with a minimum of fuss. People dress appropriately for working and learning.

Responsibilities

Principal

The Learning Centre Principal is responsible for planning, implementing and amending the student supervision policy so that the centre maintains the standards necessary to be a safe, caring and orderly school. The principal is also responsible for ensuring all staff take collective responsibility for student supervision.

Staff

All staff have a collective responsibility for student supervision and should work together as a team to create preventative measures in compliance with the handbook, *Safe, Caring and Orderly Schools: A Guide*, prepared by the BC Ministry of Education.

Procedures

Staff are responsible for student supervision:

1. During regular school hours
All teachers/staff have supervision expectations based on schedules and duties
2. Breaks and Lunch
Supervision is shared by the teachers and staff.
3. Field Trips
Teachers and staff on the trip are responsible for supervision
4. Penelakut Island Learning Centre staff are no longer responsible for the supervision of students once they are permitted to leave the school or have notified staff they are leaving.

Incidents

In the event of incidents staff will refer to the code of conduct policy and where the incident is minor or accidental the appropriate incident/accident forms should be filled out.

Student Incident Report Form
Report of Concern Form for Teachers
Accident Report Form

Annual Review of Policy

The principal or designate will review this policy as needed.