



**POLICY**  
**SUBJECT:**  
**APPROVAL DATE:**  
**REVISION DATE:**  
**PAGE:**

**JHFA**  
**SUPERVISION OF STUDENTS**  
August 1982  
1 of 1

---

The principal's powers and duties shall include responsibility for the following:-

6. The organization of the supervision of pupil activities in school buildings and on school grounds. The principal shall make provision for the supervision during the noon recess and before assembling in the morning and immediately after dismissal in the afternoon. In elementary schools this shall be intended to include active supervision of the playground fifteen minutes before commencement of classes in the morning and ten minutes before commencement of classes in the afternoon on days when children are playing outside.

Code of Rules - Sec. 2.1

12. Before leaving the school at the end of the day, teachers shall be responsible for seeing that all children under their direction are dismissed.
13. Under the direction of the principal, it shall be the duty of the teachers of each school to maintain regular supervision of the playground.

Code of Rules - Sec. 2.4



**ADMINISTRATIVE RULE/**

**PROCEDURE**

**SUBJECT:**

**APPROVAL DATE:**

**REVISION DATE:**

**PAGE:**

**JHFA-R**

**SUPERVISION OF STUDENTS**

August 1982

August 26, 1997, April 3, 2006

1 of 2

---

**LUNCH PROGRAM SUPERVISION GUIDELINES FOR ELEMENTARY SCHOOLS**

**(a) School Division Supervised Lunch Period**

The Winnipeg School Division, under the direction of the school principal, will provide noon-hour supervision for elementary school children who remain at school during the lunch period if:

- (i) the student is transported to a school for a Special Education program.
- (ii) a whole school population is re-located to an alternative site on a temporary basis.
- (iii) there is a medical reason (substantiated by a medical certificate).
- (iv) students are participating in extra-curricular activities and cannot reasonably cover the distance between the home and school during the lunch break.

Such supervision should provide for an adult supervisor, a minimum of 20 minutes for lunch, and some activity for the remainder of the lunch period including a portion of time for outdoor play.

**(b) Parent Group Supervised Lunch Period**

The Winnipeg School Division will provide the opportunity for parents to establish and operate a lunch program in the school building within the following guidelines:

- (i) The lunch program will operate under the jurisdiction of the parent council where one exists or under the jurisdiction of a group of parents designated by the principal (if parent council sponsorship is not feasible).
- (ii) The school principal, in consultation with the parent council, will assign appropriate space(s) within the school and will advise the parent council as to the maximum number of students that may be accommodated in each of the spaces(s) available taking into consideration any fire code regulations.
- (iii) The parent council will obtain a permit from the Winnipeg School Division for the use of the allocated space and will comply with the conditions as outlined in Division policy and procedures. The administration fee and rental fees will be waived.
- (iv) The parent council, in consultation with the principal, will establish a policy and procedures for the operation of the lunch program, including:
  - a ratio of one adult per 20 students is recommended
  - a minimum of one adult per allocated room is required.
  - fee structure:
    - reasonable rate that allows operation on a non-profit basis taking into consideration the following factors:
      - number of adults required to supervise the number of students
      - cost of supplies, equipment and materials to operate program
      - possible reduction in rate for more than one child in the program
      - possible reduction in rate for children whose parents volunteer to supervise on an occasional basis.



**ADMINISTRATIVE RULE/**

**PROCEDURE**

**SUBJECT:**

**APPROVAL DATE:**

**REVISION DATE:**

**PAGE:**

**JHFA-R**

**SUPERVISION OF STUDENTS**

August 1982

August 26, 1997, April 3, 2006

2 of 2

- 
- accounting procedures:
    - regular reporting on income and expenditures to parent council
    - process for issuing receipts
    - clarification that the funds raised will be used only for costs of supervision and the supplies, equipment and materials to operate the lunch program.
  
  - guidelines for access to lunch program for occasional use:
    - number of spaces available
    - notice required
    - fee structure.
  
  - process for addressing student behaviour concerns in accordance with school behaviour management plans.
  
  - process for addressing any other issues of concern:
    - non-payment of required fees
    - parent complaints.
- (v) The parent council will be responsible for all communication with parents concerning the operation of the lunch program and any issues regarding behaviour and/or fee collection.
- (vi) The parent council will be responsible for arranging for the collection of fees and the supervision of the lunch program staff.
- (vii) The school principal may advise the parent council and/or lunch program supervisor on appropriate methods to address staff or student issues but is not responsible for the students attending the parent-run lunch program.
- (viii) Students who are allowed to remain at school during the lunch period for extra-curricular activities and are not already registered for the parent-run lunch program, are to be supervised by the staff person responsible for the activity.