

## **POLICY IHFA – Student Supervision**

**The School Administrator is responsible for organizing the supervision of students.**

### **PURPOSE**

**To support the development and maintenance of a safe and secure learning environment for students and staff.**

### **GUIDELINES & PROCEDURES**

1. All teachers are responsible for the supervision of students under the direction of the Administrator.
2. Education Assistants, if available, other paid adults and approved volunteers may also supervise students at the discretion of the Administrator.
3. The ratio of adult supervisors to students shall be at least 1 supervisor for every 100 students.
4. The Administrator identifies when supervision begins and communicates this information to parents.
5. An adult school-based supervisor shall be present at the loading and unloading of buses. Supervision during the loading and unloading of students is a joint responsibility of the school-based supervisor and the bus driver.
6. Supervision of students during regular daily bus trips and at bus stops en route is the responsibility of bus drivers and adult supervisors.
7. When students in grades K-3 are eating lunch, an approved adult must be present at all times.
8. Secondary students will be expected to eat in designated areas. These areas will be supervised by an adult supervisor or teacher.
9. Supervision ratios and guidelines at off-site activities are provided in Policy HGCG – Off-Site Activities.

### **REFERENCES**

#### **Cross References:**

[Policy HGCG](#) – Off Site Activities

#### **Legal Reference:**

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