

## Policy Manual – Finance

### S.10 Lunch Room Supervision PROCEDURES

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1. The principal shall ensure that lunch period supervisors:
  - a) Are provided with a list of duties and responsibilities;
  - b) Attend training programs as required;
  - c) Provide a safe atmosphere and maintain the well-being of the students during the lunch period;
  - d) Are fully aware of the school's procedures relating to emergency action plans, accidents, anaphylaxis procedures, etc.; and,
  - e) Meet with the lunch period supervisor and students to reinforce appropriate rules for behaviour and consequences for inappropriate behaviour.
2. Lunch period supervisors shall:
  - a) Support and uphold the Mission and Vision of the Board;
  - b) Be sensitive to the varying needs of all students;
  - c) In conjunction with the school Principal, provide and maintain an atmosphere that is safe and looks after the well-being of the students during the lunch period;
  - d) Be aware of procedures to follow in case of an accident, fire or medical emergency (e.g., anaphylactic reaction, school evacuation etc.);
  - e) Ensure that the students follow the established procedures for the lunch period as determined by the school;
  - f) Report to their school at least five minutes before the lunch period begins;
  - g) Inform the Principal or designate by 9:00 a.m. when he/she is going to be absent from work; and,
  - h) Attend training workshops as required.
3. Lunch period supervision and students with special education needs:
  - a) Schools shall attempt to accommodate the supervision of students with special education needs using Educational Assistants on staff; and,
  - b) Requests for lunch room supervisors for students with special education needs shall be made on an annual basis. This lunch period support is only valid for the current school year.
4. Lunch period supervision and secondary schools:
  - a) Students wishing to leave the school site during the day may do so but are required to return on time for the next period;
  - b) During the lunch periods the principal shall assign staff the responsibility of monitoring school hallways and cafeteria;
  - c) Lunch period supervisors designated for students with special education needs shall follow the directions of the principal and Special Education department head, based on the individual student's Individual Education Plan (IEP)

