

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
SUPERVISION OF STUDENTS: LUNCH SUPERVISION – KINDERGARTEN TO GRADE 8	JLIAA

I. POLICY

The Louis Riel School Division recognizes that providing supervision during the lunch hour accommodates parents who require supervision for their children.

Consistent with provincial funding not covering supervision during the lunch hour, the Division endorses divisional schools' provision of lunch supervision for students on a user-paid basis.

The Division wishes to promote and support student safety during the lunch hour. Accordingly, the Board authorizes a divisional budget to support basic supervisor training and offset schools' supervision in order to maintain cost neutral.

II. GUIDELINES

The Division expects that lunch supervision of students in all or any of Kindergarten to Grade 8, will be organized with respect to the following considerations:

- Supervision procedures prioritize student safety.
- School-based and divisional administrators are ultimately responsible for the safety of supervised students.
- Lunch supervision must adhere to Policy [JLCE-1](#) and [JLCE-2](#)
- Students accessing supervised lunch must comply with the school's code of behaviour/conduct and other divisional policies.
- Supervision arrangements must respect staffs' contractual entitlements.
- Lunch supervision must endeavour to be cost neutral.

III. PROCEDURES

A. The Division expects that schools will endeavour to meet the following ratios of paid lunch supervisors to students:

- Due to the unique nature of full-day Kindergarten, supervision ratio must be decided upon with Superintendent of Schools (or designate)
- One supervisor per forty students (1:40) – Grades 1-8

Adopted:	February 5, 2019	Legal References:
Revised:	June 16, 2020	

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The divisional administration may authorize a school’s administration who so requests:

- to adjust the supervision ratio to attend to concerns about student safety
- to communicate any resulting fee adjustments to the affected school community, by providing one month’s written notice.

B. To support student safety school administration will ensure:

- a minimum of two lunch supervisors are always trained in Emergency First Aid/CPR during the lunch period. Opportunities for this training may be available through the division.
- All supervisors are trained in all aspects related to Policy [JLCE-1](#) and [JLCE-2](#)

C. Students accessing supervised lunch shall:

- comply with the school’s code of behaviour/conduct and other divisional policies; and
- assist with lunch clean-up routines as requested by adult lunch supervisors.

D. A standard basic annual fee shall apply in all the Division’s schools for each student in Grades K to 8 who accesses supervised lunch and be publicized by schools at the beginning of the school year; a family’s maximum fee shall be limited to the total of four students’ fees.

E. Individual schools will collect lunch fees and work collectively with the Division, using the [Determining and Reporting on Lunch Fees Protocol](#), to ensure cost neutrality.

F. The Division will provide an annual general report of all revenues and expenditures related to its support of school lunch supervision during the annual budget preparation process as it is responsible for all surpluses and deficits.

G. The school administration will ensure that families who disclose financial difficulty receive consideration in the form of full or partial waiving of lunch fees (as determined by individual circumstances) and ensure that such information remains confidential.

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