



# Regina Roman Catholic Separate School Division # 81

<b>Personnel and Employee Relations 7003</b> <b>Mealtime Supervision</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	January 27, 2015
	<b>References:</b>	ER-1 Treatment of Students and Parents/Guardians
	<b>Status:</b>	Operational

## Preamble

Schools, parents, and parent associations have raised a growing concern around safety issues related to mealtime supervision. In response, this administrative application addresses the effective schools correlate a safe and orderly climate by establishing basic common principles and practices around mealtime supervision.

## Application

### 1. Students Eligible for Mealtime Supervision

Mealtime supervision is provided for all elementary school students that are bussed to school, non-bussed elementary school students of parents requesting mealtime supervision, and all high school students.

### 2. Staffing Allocations for Mealtime Supervision

Staffing allocations for mealtime supervision will be determined in consideration of the following:

- a. Staffing allocations for elementary school mealtime supervision will be determined on the basis of:
  - i. A ratio of one adult supervisor to sixty students.
  - ii. A ratio of one adult supervisor to every sixty students per floor, where the school facility has more than one floor occupied by students.
  - iii. A ratio of one adult supervisor to every sixty students per separated area, where the school facility has areas distinctly separate from the main school body, that are occupied by students.
- b. Support staff allocations for mealtime supervision arising from special education program needs will be determined on an individual school basis.
- c. Staffing allocations for high school mealtime supervision will be determined on an individual school basis.

### 3. Administration of Mealtime Supervision

The administration of mealtime supervision includes the following considerations:

- a. The Education Services Superintendent shall review mealtime supervision requirements for each school.



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- b. The principal shall review safety considerations for mealtime supervision and develop necessary plans to address student safety during mealtime.
- c. In connection with 3(b), the principal should:
  - i. Endeavour to arrange for a staff member or adult supervisor to be on call for providing initial support in medical emergencies.
  - ii. Encourage mealtime supervisors to obtain basic First Aid and/or CPR.
  - iii. In the case of elementary school students, develop a system for monitoring attendance at mealtime, in keeping with conditions outlined in 3(d).
- d. Elementary school students remaining at school for mealtime should not leave the school grounds for the entire lunch period unless:
  - i. A note from a parent has excused the student.
  - ii. The student is involved in a school activity under the direct supervision of the principal or a teacher.