

Administrative Procedure 525

Business Administration

NOON SUPERVISION

BACKGROUND

The Charter Board is committed to providing a safe, caring, and inclusive environment for students during the noon hour. In accordance with the *Education Act*, the Board has a responsibility to ensure appropriate supervision of students who remain on school premises during the school day, including during lunch periods.

Noon supervision supports student safety, well-being, and positive behaviour, and contributes to an orderly and respectful school environment.

PROCEDURES

1. Provision of Noon Supervision

- 1.1 Noon supervision shall be provided for elementary students for the whole noon lunch period.
- 1.2 Noon supervision is mandatory for students in Kindergarten through Grade 4 who remain at school during the noon hour.
- 1.3 Students in higher grades may be required to participate in noon supervision where they remain on site, based on school organization, safety considerations, or the Principal's direction.
- 1.4 Students who leave school property during the noon hour do so under parent/guardian responsibility, in accordance with school procedures.

2. Staffing and Safety

- 2.1 Noon supervisors shall be appropriately selected, trained, and supervised in accordance with Charter Board and school procedures.
- 2.2 The Principal is responsible for ensuring that supervision levels, routines, and practices support student safety, well-being, and appropriate conduct during the noon hour.

3. Noon Supervision Fees

- 3.1 In accordance with the *Education Act* and *Alberta School Fee Regulation*, the Charter Board may charge fees for noon supervision services.
- 3.2 The Charter Board shall approve the schedule of noon supervision fees annually.
- 3.3 Noon supervision fees shall be used to support the cost of providing lunchroom and noon-hour supervision.

4. Fee Waivers

- 4.1 Fee waivers for noon supervision shall be provided to eligible families in accordance with Alberta legislation and Charter Board policy.

4.2 Noon supervision fee waivers shall be administered in alignment with the school's Basic Instruction and Course Fee Waiver process to ensure equitable access for all students.

Legal Reference

Education Act
Alberta School Fees Regulation

Date of Adoption:

January 22, 2020

Date of Revision:

December 20, 2022; January 18, 2023; January 29, 2026

Due for Review:

January 29, 2029