

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 provision of lunch supervision for students on a user-paid basis.

To promote and support student safety during the lunch hour, the Board authorizes a divisional budget to support basic training of lunch supervisors.

II. GUIDELINES

The following considerations will guide organization of lunch supervision of students in Kindergarten through Grade 8:

- Supervision procedures must prioritize student safety.
- Lunch supervisors must provide the same standards of safety and care as those expected of wise and judicious parents.
- School-based and divisional administrators are ultimately responsible for the safety of supervised students.
- Lunch supervision is an accommodation, not a legislated right.
- The lunch supervision program must adhere to divisional policies.
- Supervision arrangements must respect staff contractual entitlements.
- The Division shall endeavour for its lunch supervision program to be cost neutral.

III. PROCEDURES

- A. School Principals will strive to ensure a supervision ratio of one supervisor per fifty students (1:50) for students in Grades 1-4 and one supervisor per sixty students (1:60) for students in Grades 5-8. Where these ratios cannot be consistently maintained, the School Principal will inform the Superintendent of Schools (or designate).
- B. Due to the unique nature of full-day Kindergarten, the School Principal will determine the supervision ratio in consultation with the Superintendent of Schools (or designate).

Adopted:	May 3, 2005	Legal References:
Revised:	February 5, 2019; June 16, 2020; March 7, 2023	

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- C. The Superintendent of Schools (or designate) may authorize the School Principal who so requests to adjust the supervision ratio to attend to concerns about student safety.
- D. To support student safety, the School Principal will ensure that lunch supervisors are trained in all aspects related to [Policy JLCE-1 – First Aid and Emergency Medical Care \(Administration of Urgently Required Medication/Treatment\)](#) and [Policy JLCE-2 – First Aid and Emergency Medical Care \(Anaphylaxis\)](#).
- E. Students accessing supervised lunch will:
- comply with the school's code of behaviour/conduct and other divisional policies; and
 - assist with lunch clean-up routines.

The School Principal will reference [Policy JK – Supporting Student Behaviour](#) to address any behavioural concerns that may arise.

- F. A standard basic annual fee shall apply in all the Division's schools for each Kindergarten to Grade 8 student who accesses supervised lunch. In the interest of cost-neutrality, the Secretary-Treasurer will review the fee annually. Where a change to the annual fee is deemed necessary for the upcoming school year, the Secretary-Treasurer will advise the Board in January and subsequently advise schools and families. A family's maximum fee shall be limited to the total of four students' fees.
- G. Individual schools will collect lunch fees and work collectively with the Division, using the LRSD Admin Protocol – [Determining and Reporting on Lunch Fees Protocol](#).
- H. The Secretary-Treasurer will provide to the Board an annual general report of all revenues and expenditures related to its support of school lunch supervision during the annual budget preparation process.
- I. The School Principal 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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