



Administrative Procedure 5135

Supervision of Co-Curricular Activities

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[CUPE Collective Agreement](#)

Date Adopted: September 1987

Amended: December 2017

The scheduling of staff and supervision by the School Leader with respect to use of school facilities for school-sponsored events in the Brandon School Division will be subject to the following procedures:

- All school sponsored activities shall be organized, supervised, managed and conducted by regular members of the teaching staff whenever possible.
- For public events (i.e. games, concerts, performances, etc.), the School Leader shall arrange for a responsible adult member of the school staff to be present.
- For non-public events (i.e. practices, rehearsals, etc.) where school staff are not available, arrangements may be made by the School Leader for the supervision of the activity by a non-staff member who shall ensure the security and safety of the building contents and occupants.
- In permitting non-staff members to supervise school sponsored activities, the School Leader shall:
 - a. inform the Superintendent/CEO or designate, in writing and by naming the individual(s) well in advance of the activity;
 - b. inform the individual(s) of the goals, objectives, philosophy, responsibility and protocol of the school and the Division in accordance with this administrative procedure and the Interscholastic Athletic Handbook, available through the Physical Education Specialist;
 - c. provide the individual(s) with knowledge relative to the use of keys, operation of lights, vandal alarms and the Energy Management System;
 - d. provide the individual(s) with an emergency contact telephone number and the name of the school staff-assigned person;

- e. provide the individual(s) with information relative to student discipline and student suspension;
- f. inform the individual(s) of all financial considerations relative to the activity (e.g. fundraising endeavors, student fees, school financial assistance, personal expenses, etc.);
- g. provide the individual(s) with all pertinent information relative to conducting the activity (e.g. facility schedule, waiver and consent forms, transportation, etc.);
- h. in conjunction with other staff members be prepared to work and communicate with non-staff members on a regular basis.

The school shall be left in a clean, tidy condition. When it is deemed necessary, the School Leader shall be responsible for arranging for custodial services for clean-up of the facilities after the event. The Custodian shall be paid for not less than 2 hours at rates determined in accordance with the *CUPE Collective Agreement*. Time sheets for such extra hours worked by a Custodian shall be approved by the School Leader or designate and submitted to the Payroll Department for payment. The school will be billed for said salary costs.