



Category: Student Services	Responsible Owner: Head of High School	Effective Date: February 2023
Policy Number: 7.7	Approval Body: Board of Governors	Policy Name: Student Supervision and Campus Access Policy (High School)

A. POLICY:

PURPOSE/COMMITMENT: Under the *Independent School Act*, the Principal is responsible for administering and supervising the school, including the general conduct of students, both on school premises and during school sponsored activities off school grounds.

Columbia College High School is committed to providing adequate and age-appropriate supervision for its students during the school day. This policy applies when students are on campus during normal school days; field trip and off-campus activity supervision requirements are described in the 2.15 *Field Trip Policy*.

SCOPE: Columbia College High School students, when on campus, are covered by this policy.

WHEN TO USE THE POLICY: This policy should be followed by Columbia College staff, faculty, and administration with regard to the supervision of students at Columbia College High School.

DEFINITIONS:

Category:

B. PROCEDURES:

1. On-Campus Supervision
 2. North Campus is open from 7:30 am to 4:30 pm. Lunch is from 11:45 am to 12:20 pm.
 3. Outside of classrooms, areas to be supervised include the student lounge, the East wing touchdown area, the student washrooms, West wing seating area, the ping-pong room, and all hallways.
 4. Columbia College High School faculty, staff, and administration have a responsibility to supervise students when on campus, and endeavor to walk through these areas regularly.
 - a. Staff and faculty offices are arranged around the 4th floor, and those working in them should keep their doors open as often as feasible to allow them to listen and monitor the areas outside.
 - b. Each teacher is responsible for seeing that school activities are conducted in a suitable manner.
 - c. When instructions or directions for the safety of students in school are given, the age and ability of the students must be considered.
 - d. If there are any special categories of students to whom different standards would apply (such as physically or mentally challenged students), special rules may be necessary.
 - e. All dangerous conditions in the school are to be reported at once to the Head of High School, or if unavailable, to the College Principal.

- f. Each teacher responsible for planning and participating in school-based field studies must follow the supervision procedures outlined in 2.15 *Field Trip Policy and Procedure*.
5. North Campus Access
- a. North Campus Staff, Faculty, Admin
 - i. The North Campus is open to all High School staff and faculty during usual operating hours.
 - ii. Outside of operating hours, North Campus staff and faculty may access the floor, provided that NCA and the Head of High School are advised in advance.
 - iii. The 4th floor door should remain closed and locked outside of operating hours.
 - b. Main Campus Faculty, Staff, and Administration
 - i. The North Campus is open to all Main Campus Faculty, Staff, and Administration during usual operating hours.
 - ii. Members of Main Campus faculty, staff, and administration should advise North Campus Administration (NCA) in advance if they plan to visit the North Campus.
 - iii. Visitors should sign the guest book upon arriving and leaving; individuals who are not College employees will be given a “Visitor” badge.
 - c. Students
 - i. The North Campus is open to all High School students during usual operating hours.
 - ii. Outside of operating hours, students may be on campus provided they are under the supervision of North Campus staff, faculty, or the Student Life Coordinator. NCA (North Campus Administration) and the Head of High School should be advised in advance.
 - iii. Under no circumstances should students be at North Campus unsupervised.
 - iv. Columbia College students who are former High School students will generally be admitted, but will be encouraged to spend their time at Main Campus.
 - v. Columbia College students who are not current or past High School students may be admitted, but will be encouraged to spend their time at Main Campus.

Responsible Owner: Head of High School

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

[Independent School Act, 1996](#)

RELATED POLICIES:

2.15 *Field Trip Policy*

APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: February 2028	Dates(s) revised:	Replaces Policy Number:
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