



Upper Grand Elementary Supervision

Guidelines - 2009-2010



Supervision duties defined:

1. Supervision time is defined as the time Teachers are assigned to supervise students outside of the three-hundred minute instructional day. It includes hall duty, bus duty, yard duty, lunch duty or any other duty assigned by the Principal involving the supervision of students. It does not include voluntary extra-curricular activities.
2. Assigned duties before the beginning of opening exercises, or the beginning of the instructional day, which ever occurs first, shall be counted as supervision duties.

Morning entry time:

1. In some schools, first entry for students in the morning has been and may remain part of the three-hundred minute instructional day.
2. In other schools, a five minute entry time for students before the commencement of the instructional day may continue. Schools with more than five minutes for entry time are encouraged to limit the time to five minutes. The number of Teachers who are assigned to supervise students during entry time will have their time counted as supervision duties. Teachers who are not required by school administrators to be at a specific location to supervise students will not have their time counted as a supervision duty. It is good teaching practice for Teachers to be in the vicinity of their classroom or teaching area during entry time.

Guidelines for establishing supervision duties:

1. School administration, in consultation with the In-School Staffing Committee, shall endeavour to minimize time allocated to supervision duties while ensuring student safety.
2. Supervision assignments in each school, following consultation with the In-School Staffing Committee, shall be allotted equitably.
3. For clarity, equitable allocation of supervision assignments does not mean equal. While equal distribution can normally be achieved, some exceptions due to scheduling complexities may occur. However, assignments for Teachers should not vary by more than ten minutes from the lowest to the highest number of minutes per cycle of five instructional days.
4. Each elementary Teacher shall perform supervision duty according the terms defined in Articles 12.02.1 and 12.02.2, and to the following excerpts from Article 12.02.3:
 - The maxima of supervision time for a Teacher will be eighty (80) minutes within each period of five (5) instructional days.
 - No Teacher shall be required to perform supervision duties in excess of the amount assigned as of March 1, 2005, subject to modifications/changes in assignment or worksite and subject to the equitable distribution of supervision duties in each school as described in Article 12.02.2.
5. Supervision duties shall not commence more than 30 minutes prior to the beginning of the instructional day and shall terminate not more than 30 minutes following the end of the instructional day.
6. Supervision time for teachers in less than a full-time assignment shall be pro-rated.
7. Inclement weather shall not increase supervision time for a Teacher.



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Development of the supervision schedule:

1. By September 30th of each school year the In-School Staffing Committee shall review a proposed supervision schedule created by the Principal for that school year.
2. The schedule shall then be forwarded to the Union for review by the School Steward.

Role summary for the In-School Staffing Committee re supervision duties:

1. Advise on matters pertaining to supervision and lunch schedules.
2. Consult with school administration regarding minimizing the time allocated to supervision duties while ensuring student safety.
3. Consult with school administration regarding the equitable allocation of supervision assignments.
4. By September 30th of each school year, review the proposed supervision schedule created by the Principal for that school year.
5. When a Teacher thinks her/his supervision assignment is unreasonable and refers the situation to the In-School Staffing Committee, review and possibly adjust the supervision assignment.
6. Please refer to Article 13.03 in the collective agreement for the committee's composition and other pertinent information.

Considerations:

The following strategies may be considered regarding a school's supervision schedule; the list is not exhaustive.

1. Teachers may supervise more than one classroom at a time.
2. Junior/intermediate students may be used to assist with monitoring.
3. Students may be congregated to eat lunch in classrooms or large areas.
4. Students in portables, for example, may be placed in small groups and distributed among classrooms within the school.
5. Please include yard supervision sight-lines as one criterion when considering the placement of additional portables or the removal of existing portables.
6. Boundaries on the yard should be clearly established.
7. Yard use may need to be restricted (e.g. near portables). Pylons, for example, may be used to reduce yard area for some or all of the outdoor times.
8. Sight-lines for yard duty may be improved by changing boundaries.
9. Fewer yard supervisors may be needed before/after school or at other times when a reduced proportion of students present merits it.
10. Students may be congregated prior to boarding buses. Providing benches for students to sit on may facilitate this process.
11. All contract teachers and LTOs, including teachers centrally assigned to your school (e.g. Primary Success Teachers, ESL Teachers), should be assigned an equitable amount of supervision minutes.
12. Use of walkie-talkies may improve communications.
13. Use of student conflict management programs and student monitors to supplement teacher supervision may be considered.
14. Parent volunteers may be used to assist with monitoring.

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Materials to be submitted to Doug Cook, Orchard Park:

School Stewards, with the support of their Principals, will please forward the following materials **by September 30:**

1. The school's supervision schedule.
2. The school's daily schedule (student entry time, commencement of the instructional day, recess, lunch and nutritional breaks, dismissal time). A form entitled Daily School Schedule is attached.
3. An alphabetical list of full and part time contract Teachers and Long Term Occasional Teachers and their supervision minutes per five instructional days. A survey form is attached.
4. Please submit copies of the above to Doug Cook, ETFO, Orchard Park, using the Board courier, First Class or fax: 519-837-2165.

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School: _____

Please return to ETFO by **September 30**. Please send to Doug Cook, Orchard Park, by email, Board courier or fax 519-837-2165. Thank you.

Daily School Schedule

First Supervision Duty for Teachers: _____ (start – end times e.g. 8:45 – 9:00)

First Entry Bell / Signal for students to enter the school) sounds at: _____ (e.g. 8:55)

Second Entry Bell / Signal sounds at: _____ (if applicable)

Opening Exercises / Morning Announcements starts at: _____ (e.g. 9:00)

Commencement of the Instructional Day: _____ (e.g. 9:00)

Period 1: _____ Minutes: _____
(start – end times e.g. 9:00 – 9:50) (e.g. 50)

Period 2: _____ Minutes: _____

Period 3: _____ Minutes: _____

Period 4: _____ Minutes: _____

Period 5: _____ Minutes: _____
(if applicable)

Period 6: _____ Minutes: _____

Period 7: _____ Minutes: _____

Period 8: _____ Minutes: _____

Period 9: _____ Minutes: _____

Period 10: _____ Minutes: _____

Student Dismissal: _____ (e.g. 3:30)

Total Number of Minutes in the Instructional Day: _____

(Note: the instructional day is 300 minutes, not including lunch, nutritional and recess breaks)

Last Supervision Duty for a Teacher: _____ (start – end times e.g. 3:30 – 3:45)

Accuracy confirmed by: Principal: _____ Steward: _____ Date: _____

Morning Recess / First Nutritional Break (start – end times)	_____
Lunch / Second Nutritional Break (start – end times)	_____
Afternoon Recess (start – end times)	_____

Upper Grand Elementary Supervision Survey 2009-2010



School: _____



Please return to ETFO by **September 30**. Please send to Doug Cook, Orchard Park, by email, Board courier or fax 519-837-2165. Please retain a copy for your records. Thank you.

Teachers (Full and part time contract Teachers and Long Term Occasional Teachers to be included)			Teaching Time (FTE) (1.0, 0.9, 0.8 ... 0.1)	Supervision minutes per week
Last Name (alphabetical)	First Name	Assignment (e.g. K, Gr. 1, etc) Please note LTO if appl.		
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Upper Grand Elementary Supervision Survey 2009-2010



School: _____



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In-School Staffing Committee Comments

Accuracy confirmed by: Principal: _____ Steward: _____ Date: _____