

Hastings and Prince Edward District School Board

and

ETFO Hastings-Prince Edward Teacher Local

Supervision Guidelines – Effective February 1, 2021

1. The School Staffing Committee shall assist in the development of a supervision schedule which is equitable for all Union members and meets the supervision guidelines as developed by the Joint Staffing Committee (see Collective Agreement L17.02.03). The Board will assign supervision on an equitable basis wherever possible (L11.12.06). The School Staffing Committee shall make every effort to reach consensus. Principals and Vice-Principals are not required to have assigned duties on the duty schedule. The Principal has the final responsibility for school organization subject to Senior Administration.
2. School Staffing Committees need to consider a proactive process regarding supervision practices (e.g., consistent office referral methods from recess and nutrition breaks, student helpers working with a teacher, equipment, etc.) including a consistent discipline process based on the Code of Conduct and the Progressive Discipline and Promoting Positive Student Behaviour Procedure 378, particularly as it relates to safety. The Principal has the final responsibility for the supervision practices of pupils during the period of time during each school day when the school buildings and playgrounds are open to pupils
3. Consideration should be given to school and yard layout, duty to accommodate staff medical needs, school culture, student age, and specific student needs. The principal may make changes to assigned supervision areas based on changing weather and yard conditions.
4. For student safety, supervision areas which cannot be appropriately monitored because of issues such as sight lines or hidden obstacles, should be prohibited from student access. These areas could include but are not limited to blind spots or alcoves, isolated areas and distant zones, and areas affected by weather and/or the elements and are monitored throughout the school year.
5. Each supervisor on duty should be equipped with supplies as determined by the Principal in consultation with the School Staffing Committee (e.g., walkie talkies, vests, bloodborne-kits).
6. Where the school staffing committee suggests changes such as needs indicate a change in physical plant, yard, or furniture requirements (e.g., lunch tables, extra chairs), those changes will be considered by the Principal.
7. With the exception of emergencies, as per the Education Act no teacher will be scheduled for supervision that is more than 15 minutes before the start of the school day. Additional support will be provided as determined by the Human Resources Superintendent in consultation with the Joint Staffing Committee, where required. If bus schedules require additional supervision in excess of fifteen (15) minutes following the end of the instructional day, supervision duties in excess of fifteen (15) minutes may occur with the agreement of the assigned duty teacher and in consultation with the Joint Staffing Committee. It is understood that this time will be counted as part of the teacher's 80 minutes of duty.
8. Subject to school layout, no Teacher will be required to supervise more than three (3) physical classrooms on one level. Combining classes may be a preferred solution (e.g., cafeteria) in the event that sight lines and isolated areas hinder the safe supervision of students. Exceptions due to the physical layout or the school culture that may necessitate a variation beyond three classrooms, will be referred by the Principal to the Joint Staffing Committee. Combining classes must be compliant with the required occupancy rates of the spaces being used in accordance with the Fire Protection and Prevention Act.

9. Plans for inclement weather days should be put in place, on a site-by-site basis which adhere to the supervision cap in the Collective Agreement. Indoor duty schedules must be clearly communicated to all staff.
10. As part of the annual review of the school timetables and plans according to the timelines established by the Joint Staffing Committee, the School Staffing Committee shall create and submit a supervision schedule which reflects and includes provisions for an inclement weather plan. (see C.A. L11.02 and L 17.04.01).
11. In the event that the School Staffing Committee cannot meet the expectations concerning the supervision schedule, the chairs of the Joint Staffing Committee will be notified by their respective representatives on the School Staffing Committee. School Staffing Committee recommendations concerning supervision alternatives and/or additional resources should accompany this notice to the Joint Staffing Committee. The board will consider alternatives to ensure compliance with the Collective Agreement following input from the Joint Staffing Committee (see CA L17.04.02).