

Hastings and Prince Edward District School Board
and
ETFO Hastings-Prince Edward Teacher Local

Supervision Guidelines – Effective September 1, 2017

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. 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 (for example: office referral methods, student helpers working with a teacher, equipment, etc.) including a consistent discipline process based on the Code of Conduct and the Safe Schools Procedure 378, particularly as it relates to safety.
3. Consideration should be given to school and yard layout, duty to accommodate staff medical needs, school culture, student age, and specific student needs.
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 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, (for example: walkie talkies, vests, blood kits, etc.).
6. Where the school staffing committee suggests changes such as needs indicate a change in physical plant, yard, or furniture requirements (for example: 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 and following the end of the instructional day. If bus schedules require additional supervision in excess of fifteen (15) minutes prior to the start of the instructional day/or greater than fifteen (15) minutes at the end of the instructional day, additional support will be provided as determined by the School Group Superintendent in consultation with the Joint Staffing Committee, where required.
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 in the event that sight lines and isolated areas hinder the safe supervision of students. Exceptions due to the physical layout or 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).