



# **ADMINISTRATIVE PROCEDURES**

**SUBJECT: Supervision – Elementary Schools**

## **Supervision Schedules**

Supervision Schedules are developed with consideration for:

- Lambton Kent Elementary Teachers Federation of Ontario Collective Agreement: Article L11 – Working Conditions (L11.04.01 through L11.04.4)
- The Canadian Union of Public Employees, Local 1238 Collective Agreement: Article L15.10 – Working Conditions
- Ontario Regulation 298 – specifically Subsection 3 – Daily Sessions

## **Considerations**

There are a variety of supervision models that may assist the Principal and staff in the development of a supervision schedule.

1. Each elementary school Principal has the responsibility to determine the amount of supervision required for the safety and well-being of the students in the school. The creation of supervision schedules is to be a collaborative exercise involving both the Principal and the School Supervision Committee as per the guidelines in Appendix A.
2. Student monitors, adult volunteers, and support staff may be utilized in the development of supervision schedules.
3. Any significant change to supervision provided within a school, or to the areas of a school where supervision is to occur, must be supported by an analysis of data collected over a period of months.
4. School Councils should be consulted prior to the implementation of any significant change to an established supervision schedule.
5. When it is determined that a school requires Elementary Supervision Support to safely supervise the building,
  - The Principal is to make a formal request of the Superintendent of Human Resources prior to June 15, for the following school year
  - The HR Department will compile the requests and notify individual principals by June 30 regarding the status of their request.
6. In September, the Superintendent of Human Resources Office will seek verification that both ETFO and CUPE are in agreement that the Supervision Schedule is compliant with the respective contracts.

**Procedures No: A-OP-423-18**

Implementation Date: June 12, 2002

Revised: December 18, 2006, December 17, 2018

Reference: Lambton Kent Elementary Teachers Federation of Ontario Collective Agreement,  
The Canadian Union of Public Employees, Local 1238 Collective Agreement,  
Ontario Regulation 298

<b>GUIDELINES FOR SUPERVISION SCHEDULING</b>
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**School Supervision Committee**

Each elementary school should have a School Supervision Committee which has representation from both elementary teachers and support staff. This committee is to be consulted as the supervision schedule is created for the following year. The committee's priority is the safety and well-being of pupils while the school building and playgrounds are open to students. Principals will propose parameters for both the number and placement of personnel.

Assigned Supervision must adhere to the respective collective agreements.

The School Committee shall endeavour to establish a tentative supervision schedule for the next school year by the end of June.

**Guidelines for Supervision**

1. The Principal determines the supervision needs of the school.
2. In determining the school needs, the Principal shall take into account the following factors:
  - a) number of students in the school;
  - b) FTE of teaching staff
  - c) FTE of support staff who can be assigned supervision duties working in the school (Note that in no case shall general student supervision be assigned to a classification or position in this bargaining unit where supervision is not a duty of that classification).
  - d) proportion of the student population walking and bused to school;
  - e) proportion of the student population which leaves the school at lunch time;
  - f) proportion of student population who are inside and outside at each portion of the nutrition breaks
  - g) known behaviours of students;
  - h) number of volunteers available within the school community;
  - i) facility layout (hallways, corners, etc.);
  - j) layout of the playground(s);
  - k) placement of the playground equipment which may require separate supervision;
  - l) number and placement of portables;
  - m) timing of bus pick-up and delivery at the school;
  - n) use of double or triple bus runs serving the same school; and
  - o) Any other factor deemed pertinent for the safety and well-being of the students in the school
3. Unless specifically assigned supervision duty, teachers will be present in the school and ensure that the classroom or teaching area is ready for the reception of pupils at least fifteen minutes before the commencement of classes in the school in the morning and, where applicable, five minutes before the commencement of classes in the afternoon.
4. Whether assigned to supervision duty or not, staff are reminded of their responsibility to ensure the safety and security of students in the event they become aware of a situation requiring intervention.

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5. Except in the event of emergency as determined by the principal or designate, or in accordance with an approved inclement weather or special event schedule, staff will not be assigned or re-assigned to supervision duties that do not appear on the school's approved supervision schedule. This does not preclude assignment or re-assignment of specific staff within that schedule.
6. In developing the schedule, the School Supervision Committee, should consider the following factors to assist in reducing the overall needs:
  - a) consider the use of walkie-talkies during yard supervision to improve communication;
  - b) soliciting volunteer assistance with supervision;
  - c) combining classes for lunch supervision;
  - d) organizing efficient use of school and yard; restrict use of school or yards; and,
  - e) using conflict managers and student monitors to supplement teacher supervision.
7. The Principal will share a tentative supervision schedule on the first day of the following school year.
8. When conditions change which necessitate a schedule change, the committee should be consulted prior to finalizing the schedule.