

## **NOON HOUR SUPERVISION**

### **Background**

Noon period supervision is recognized as time during the noon lunch period and requires an appropriate level of adult supervision determined in collaboration between the Superintendent and School Administration.

Noon hour supervision may be provided by teachers, paraprofessionals, paid noon hour supervisors or volunteers.

For the purposes of this procedure, "noon supervision" shall mean only the approved supervision of student activities, such as lunchroom supervision, hallway supervision and yard supervision, during the lunch period.

### **Procedures**

1. The Director or designate is responsible for the overall allocation of noon period supervision. A guideline for base allocation of daily noon supervisors to school will be determined at:
  - High Schools by the number of high school students staying for lunch and a ratio of 1:75
  - Elementary Schools by the recess supervision schedules

Additional allocations may be allocated for:

- Intramurals
  - RTI programming
  - Safety concerns
2. Administrators will submit their noon supervision allocations and actuals for the upcoming school year to the Director or designate according to the following timelines:
    - 2.1 Projected minutes earned per person for the entire school year by September 30
    - 2.2 Actual minutes earned per person by June 1
    - 2.3 Number of allocated spots and time (minutes) for the upcoming year by June 15
  3. Teachers or paraprofessionals who voluntarily agree to provide noon supervision of students shall be recognized according to their collective agreement or employment contract as applicable.
  4. Administrators are responsible to review and approve all noon supervision time for the year and submit to the payroll department by June 1<sup>st</sup> for processing.

5. Paid noon hour supervisors will submit for review to the administrator on a monthly basis.
6. School staff will be given the first opportunity to volunteer for noon supervision. If additional supervisors are required the Principal will make application to their Superintendent for a paid noon hour supervisor.
7. Outside supervisors will be provided safety equipment including vests and whistles. Communication plans during the noon hour shall be clearly in place.

Legal Reference: Section 87, 109, 175, 231 Education Act  
Regulation 59

Updated: August 2017, November 2023