

## **NOON HOUR SUPERVISION**

### **Background**

Noon period supervision is recognized as time during the noon lunch period and requires an appropriate level of adult supervision.

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.
2. Administrators will submit their noon period supervision schedule for the upcoming school year to the Director or designate by September 1<sup>st</sup> of each school year for approval.
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.
  - 3.1 A paraprofessional who supervises noon hour activities a part of his/her assignment and who is given a duty free lunch period will not be given recognition.
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 approved timesheets on a monthly basis to the payroll department
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.

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

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