

Name: \_\_\_\_\_

**On-Calls and Supervision Tracking Form: 2021 - 2022**

**APA Assignment Rules**

- A teacher may be assigned a yearly maximum of 1725 minutes.
- Of the yearly total of 1725 minutes, a teacher may be assigned a maximum of 900 minutes of on-calls.
- A teacher may be assigned a weekly maximum of 150 minutes.
- APAs must be assigned as 20, 30, or 37.5 minutes in duration or combinations thereof.
- Teachers may be assigned a maximum of 2 - APAs per day.
- 20 minute supervisions may be assigned outside of instructional hours adjacent to the teacher's designated unassigned time [tentative].
- All above items are prorated for teachers based on FTE (see chart).
- Assigned APAs for regular classroom teachers shall only be assigned during their designated unassigned time for preparation and marking.
- By mutual agreement between Principal and teacher, non-classroom teachers may be assigned a prorated amount of APAs during fully assigned weeks.

**Week Prorating Chart**

Teaching days in the week	Maximum weekly APA minutes (fulltime)	Maximum weekly APA minutes (2 classes)	Maximum weekly APA minutes (1 class)
5	150	100	50
4	120	80	40
3	90	60	30
2	60	40	20
1	30	20	10

06-Sep		07-Sep		08-Sep		09-Sep		10-Sep		13-Sep		14-Sep		15-Sep		16-Sep		17-Sep		Totals	O	S
H	H	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	P	P	Week		
																				Running		
20-Sep		21-Sep		22-Sep		23-Sep		24-Sep		27-Sep		28-Sep		29-Sep		30-Sep		01-Oct		Totals	O	S
O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	Week		
																				Running		
04-Oct		05-Oct		06-Oct		07-Oct		08-Oct		11-Oct		12-Oct		13-Oct		14-Oct		15-Oct		Totals	O	S
O	S	O	S	O	S	O	S	O	S	H	H	O	S	O	S	O	S	O	S	Week		
																				Running		
18-Oct		19-Oct		20-Oct		21-Oct		22-Oct		25-Oct		26-Oct		27-Oct		28-Oct		29-Oct		Totals	O	S
O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	Week		
																				Running		
01-Nov		02-Nov		03-Nov		04-Nov		05-Nov		08-Nov		09-Nov		10-Nov		11-Nov		12-Nov		Totals	O	S
O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	Week		
																				Running		
15-Nov		16-Nov		17-Nov		18-Nov		19-Nov		22-Nov		23-Nov		24-Nov		25-Nov		26-Nov		Totals	O	S
O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	Week		
																				Running		
29-Nov		30-Nov		01-Dec		02-Dec		03-Dec		06-Dec		07-Dec		08-Dec		09-Dec		10-Dec		Totals	O	S
O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	Week		
																				Running		
13-Dec		14-Dec		15-Dec		16-Dec		17-Dec		03-Jan		04-Jan		05-Jan		06-Jan		07-Jan		Totals	O	S
O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	O	S	Week		
																				Running		

10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan	Totals	O	S
O S	O S	O S	O S	O S	O S	O S	O S	O S	O S	Week		
										Running		
24-Jan	25-Jan	26-Jan	27-Jan	28-Jan	31-Jan	01-Feb	02-Feb	03-Feb	04-Feb	Totals	O	S
O S	E E	E E	E E	E E	E E	PD PD	O S	O S	O S	Week		
										Running		
07-Feb	08-Feb	09-Feb	10-Feb	11-Feb	14-Feb	15-Feb	16-Feb	17-Feb	18-Feb	Totals	O	S
O S	O S	O S	O S	O S	O S	O S	O S	O S	O S	Week		
										Running		
21-Feb	22-Feb	23-Feb	24-Feb	25-Feb	28-Feb	01-Mar	02-Mar	03-Mar	04-Mar	Totals	O	S
H H	O S	O S	O S	O S	O S	O S	O S	O S	O S	Week		
										Running		
07-Mar	08-Mar	09-Mar	10-Mar	11-Mar	21-Mar	22-Mar	23-Mar	24-Mar	25-Mar	Totals	O	S
H H	O S	O S	O S	O S	O S	O S	O S	O S	O S	Week		
										Running		
28-Mar	29-Mar	30-Mar	31-Mar	01-Apr	04-Apr	05-Apr	06-Apr	07-Apr	08-Apr	Totals	O	S
O S	O S	O S	O S	O S	O S	O S	O S	O S	O S	Week		
										Running		
11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	18-Apr	19-Apr	20-Apr	21-Apr	22-Apr	Totals	O	S
O S	O S	O S	O S	H H	H H	O S	O S	O S	O S	Week		
										Running		
25-Apr	26-Apr	27-Apr	28-Apr	29-Apr	02-May	03-May	04-May	05-May	06-May	Totals	O	S
O S	O S	O S	O S	O S	O S	O S	O S	O S	O S	Week		
										Running		
09-May	10-May	11-May	12-May	13-May	16-May	17-May	18-May	19-May	20-May	Totals	O	S
O S	O S	O S	O S	O S	O S	O S	O S	O S	O S	Week		
										Running		
23-May	24-May	25-May	26-May	27-May	30-May	31-May	01-Jun	02-Jun	03-Jun	Totals	O	S
O S	O S	O S	O S	P P	O S	O S	O S	O S	O S	Week		
										Running		
06-Jun	07-Jun	08-Jun	09-Jun	10-Jun	13-Jun	14-Jun	15-Jun	16-Jun	17-Jun	Totals	O	S
O S	O S	O S	O S	PD PD	H H	O S	O S	O S	O S	Week		
										Running		
20-Jun	21-Jun	22-Jun	23-Jun	24-Jun	27-Jun	28-Jun	29-Jun	30-Jun	01-Jul	Totals	O	S
O S	E E	E E	E E	E E	E E	PD PD	H H	H H	H H	Week		
										Running		