

OSSTF TALLY SHEET



2023-2024 SCHOOL YEAR CALENDAR

INSTRUCTIONS: Using the legend to the lower right, write the appropriate letter(s) corresponding to the type of assignment in the correct month and day. It is imperative you keep track of these assignments. **APA limits** (supervision, on-call, student/teacher mentoring) are:

Periods assigned in year (FTE)	# APA half-periods (30 minutes, 5 period) in ALL Schools per year	
6 of 6 (1.00)	42	of which max 25 on-calls
5 of 6 (0.83)	34	of which max 20 on-calls
4 of 6 (0.67)	28	of which max 16 on-calls
3 of 6 (0.50)	21	of which max 12 on-calls
2 of 6 (0.33)	13	of which max 7 on-calls
1 of 6 (0.17)	7	of which max 4 on-calls

Quad/Semester/Legend	Supervisions MAX: _____	On-Calls MAX: _____	Mentoring	MSIP	Total
Semester 1				0	
Semester 2				0	
Sub-Total				0	

Legend :

- (S) half-period of supervision
- (C) half-period of on-call
- (M) half-period of mentoring
- (P) MSIP period assigned
[should not exist, let us know if it does]

SEPTEMBER 2023					OCTOBER 2023					NOVEMBER 2023					DECEMBER 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1 PA	2	3	4	5	6			1	2	3					1
4 H	5	6	7	8	9 H	10	11	12	13	6	7	8	9	10	4	5	6	7	8
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
18	19	20	21	22	23	24	25	26	27 PA	20	21	22	23	24 PA	18	19	20	21	22
25	26	27	28	29	30	31				27	28	29	30		25	26	27	28	29 H H H H H
JANUARY 2024					FEBRUARY 2024					MARCH 2024					APRIL 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1 H	2 H	3 H	4 H	5 H				1 PA	2					1	1 H	2	3	4	5
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8	8	9	10	11	12
15	16	17	18	19	12	13	14	15	16	11 H	12 H	13 H	14 H	15 H	15	16	17	18	19
22	23	24	25 E	26 E	19 H	20	21	22	23	18	19	20	21	22	22	23	24	25	26 PA
29 E	30 E	31 E			26	27	28	29		25	26	27	28	29 H	29	30			
MAY 2024					JUNE 2024					JULY 2024					AUGUST 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	17	18	19	20 E	21 E	15	16	17	18	19	12	13	14	15	16
20 H	21	22	23	24	24 E	25 E	26 E	27 PA	28	22	23	24	25	26	19	20	21	22	23
27	28	29	30	31 PA						29	30	31			26	27	28	29	30

Class Caps

- Class caps apply to all classes. There are no exceptions. This includes TR Leger along with their cap language.
- Class caps take effect on the 12th working day of the semester. Exception: all On-Line courses, MSIP, all TR Leger (alternative or adult education) sections take effect on the 1st day of the semester
- All teachers must be vigilant to ensure that caps are not pierced. However, with the Central Language, your cap can be + 2.
- Class caps include: students enrolled on your class register, integrated students, students on co-op placement, students auditing your course, etc.

Assigned Duties (Workload Obligations)

- Every full-time teacher is assigned 6 of 8 in the school year (part-time teachers prorated).
- **In addition**, all teachers may be assigned Alternative Professional Assignments (APA – see reverse side for maximum number of APA assignments)
 - APA shall be comprised of a combination of student mentorship, teacher mentorship, on-calls, and student supervision (which include study hall, lunch duty, Computer Site Administration, bus supervision, and/or other supervision of students).
 - APAs are pro-rated for part-time teachers.
 - All such supervision assignments will be distributed equitably amongst teachers.
 - A teacher shall not be assigned more than 1 half period of supervision, or on-call in a day or more than 2 half periods in one week. On mutual agreement between the teacher and the principal, a teacher may be assigned two (2) half periods of on-call, or a half period of supervision with a half period on call, in one day.
 - APAs are exclusive of the daily 5-minute home form.
 - APAs shall be assigned within the school day.
 - Please see the note below about if you have a scheduled PD.
- Co-Op Teachers may have some reduction in APAs. Please see our training guide online for more details.

Unassigned Time (includes Preparation time), Lunch, and other

- Teachers shall not be assigned duties during the instructional day, other than those outlined above (**full-time teachers: 6 classes + APA**). Time during the instructional day not assigned shall be used by the Teacher for preparation, marking and related professional duties.
- Entitled to at least a daily, 40-minute consecutive, non-interrupted lunch between the hours of...
 - 10:00 a.m. to 1:30 p.m. in schools where the first instructional period normally begins prior to 8:30 a.m.
 - **ALL SCHOOLS ARE ON THIS SCHEDULE**
- Cannot be assigned more than 225 consecutive minutes without a break of a minimum of 10 consecutive minutes.
- No teacher shall be assigned more than 3 of 6 periods of assignment in one semester (Repeat period not counted).
- Periods shall be **60 minutes per day (ONLY)**. Extra-curricular activities are voluntary
- OSSTF members assigned workload below the grade 9 level shall be required to provide consent, in writing, prior to beginning of the assignment, annually.
- Principal shall limit the number of half-credit assignments to two (2) per year and consider the preference of the teacher with respect to a half-credit assignment. Upon consent, in writing, a teacher may accept more than two (2) half-credit assignments per year. **If you know that you will be teaching more than two (2) in the year, you should request the paperwork to sign. However, it is your choice to accept or decline. If you choose to decline, please let our office know.**
- Principal shall make every reasonable effort to limit a teacher's assignment of multilevel, multi-grade or multi-subject courses to one per year.

In a week when a teacher attends PD for a full day or a half day (as stated in Memo TL008 from the Board):

- No APAs can be scheduled on any of the 4 remaining days of the 5-day week
- Teachers cannot be mandated to attend another meeting/PD during their unassigned period during that 5-day period
- Any teacher with a mandatory meeting scheduled for Friday (for example), cannot have ANY APAs or on-calls in that week.
- Administrators must plan ahead if a meeting is scheduled.