

Weekly framework: 35 hours per week (maximum 8 hours per day)

Included: 32 hours of presence at school
Excluded: Mealtime (minimum: 50 minutes)

COMPONENTS OF PRESENCE	CYCLES		
	5 DAY (50 min. period)	6 DAY (50 min. period)	9 DAY (75 min. period)
A) ASSIGNED TIME:			
1) WORKLOAD			
- TEACHING (boardwide average): <ul style="list-style-type: none"> ▪ Applies when <u>teaching</u> portion of workload is at least 50% 	1025 min. (20.5 periods)	1230 min. (24.6 periods)	1845 min (24.6 periods)
- OTHER:			
<ul style="list-style-type: none"> ▪ Remediation ▪ Encadrement (i.e. home room) ▪ Assigned supervision ▪ Student activities (within the pupil timetable) 	175 min.	210 min.	315 min.
TOTAL WORKLOAD:	20 hrs (1200 min.)	24 hrs (1440 min.)	36 hrs (2160 min.)
2) COMPLEMENTARY TASKS:			
<ul style="list-style-type: none"> ▪ Team meeting times ▪ Parent contacts RE: individual child ▪ Arrival/Dismissal ▪ IEP writing sessions ▪ Passing time (between periods) ▪ Unassigned periods (i.e. recess when not doing supervision) ▪ Preparation periods within pupil timetable 	420 min.	504 min.	756 min.
TOTAL COMPLEMENTARY:	7 hrs (420 min.)	8 hrs & 24 min. (504 min.)	12 hrs & 36 min. (756 min.)
ASSIGNED TIME:	27 hrs	32 hrs & 24 min.	48 hrs & 36 min.
B) PERSONAL WORK:			
<ul style="list-style-type: none"> ▪ Tasks within General Duties: 8-2.01 (verso) (corrections, lesson-planning, individual or teamwork) 	240 min.	288 min.	432 min.
<ul style="list-style-type: none"> ▪ 10 staff meetings and the first three parent meetings (average of yearly amount) 	60 min.	72 min.	108 min.
TOTAL PERSONAL WORK:	5 hrs (300 min.)	6 hrs (360 min.)	9 hrs (540 min.)
TOTAL PRESENCE:	32 HRS	38 HRS & 24 MIN.	57 HRS & 36 MIN.

****NEW PROTOCOL**:**

Please note that the compensatory time for teachers on the Governing Board will be in the form of a reduction of 1 hour of presence each week.