

School Name  
Public School

logo

**Occasional Teacher Handbook  
2009 - 2010**

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## OUR STAFF

Principal	Vice Principal
Office Coordinator(s)	Custodians
Resource Center	Planning Teachers
Resource Withdrawal	Core French
Kindergarten	
Grade 1	Grade 1
Grade 2	Grade 2
Grade 3	Grade 3
Grade 4	Grade 4
Grade 5	Grade 5
Grade 6	Grade 6
Grade 7	Grade 7
Grade 8	Grade 8
Special Education	ESL
Educational Assistants	CYC
Superintendent	Trustee

The staff of \_\_\_\_\_ welcomes you to our K to 6 school of approximately XXX students and XX staff. We trust your day with us will be an enjoyable one for both the students and yourself.

While you are here with us, we consider you a member of our staff. Please do not hesitate to ask anyone to clarify routines or concerns which may arise during the day. The staff room is yours to use and enjoy.

**WE ARE HERE TO HELP YOU AND WE SINCERELY APPRECIATE YOUR  
ASSISTANCE IN OUR SCHOOL**

**DAILY SCHEDULE**

8:50	School Entry, Take Attendance - send to office
9:00	O Canada, Classes Begin
9:00 - 10:50	Instructional Time
10:50 - 11:10	Nutrition Break
11:10 - 11:35	Outdoor Break
11:35 - 1:05	Instructional Time
1:05 - 1:25	Nutrition Break
1:25 - 1:50	Outdoor Break
1:50 - 3:20	Take Attendance - send to office, Instructional Time
3:20	Dismissal

**OUR ROLE**

In each teacher's daybook, you will find:

- 1.) Detailed plan for the day
- 2.) Seating plan
- 3.) Class Lists
- 4.) Teaching groupings
- 5.) Routines and rules for the class
- 6.) Lunch/yard supervision duties
- 7.) Student helpers, if applicable
- 8.) Parent Volunteers, if applicable
- 9.) A weekly schedule containing necessary information on Phys. Ed., French, Library, Resource Support, Prep time, etc.
- 10.) A list and photos of **students with health concerns**, custody issues and/or pupils requiring special attention and program modifications (check with the main office if no information has been provided)

## **YOUR ROLE**

- 1.) If you have been called in advance, please be in the school by 8:30 a.m.
- 2.) Report to the office. Leave your Occasional Teacher Time Sheet with the Office Co-ordinator, and pick up your Occasional Teacher Handbook along with classroom keys. Retrieve your Time Sheet.
- 3.) When you are called in for illness or at the last minute, familiarize yourself with the plans and routines and make the necessary preparations as soon as you arrive. If you are not sure of something, just ask.
- 4.) Complete the attendance folder (may be in classroom or teacher's mailbox) and send it directly to the office following the opening exercises and after the second nutrition break at 1:50.
- 5.) Carry out the teaching plans as indicated in the teacher's daybook as closely as possible.
- 6.) Expect and demand a high standard of student behaviour. Our school's Code of Conduct is included in this handbook.
- 7.) Inform the office if you experience any discipline problems that cannot be solved to your satisfaction in the classroom.
- 8.) Correct any work that has been assigned during the day and please leave it for the teacher.
- 9.) Leave a note for the teacher describing the day and the work covered.
- 10.) Please leave the classroom as organized and neat as it was when you arrived.
- 11.) You are expected to remain at the school until all students have left (approx. 3:30)

## **TEACHING EQUIPMENT** **(Where to Find Things)**

- 1.) Physical Education equipment is found in the storage room at the side of the gym and in the change room beside the washroom in the gym.
- 2.) Photocopiers are located in the teacher workroom, in the office workroom and in the lab area in the primary hall. Classroom supplies are located in the teacher workroom and in the cupboard inside the office workroom (one of the office co-ordinators will get these items). Art supplies are in both of the previously mentioned locations. Photocopy codes are available from the office.
- 3.) A list of where Audio Visual Equipment is stored is beside the photocopier in the teacher workroom. Please check the sign-out sheets to ensure availability. Call Mrs./Mr. TEACHER if you are experiencing technical difficulties
- 4.) Paper Cutter is located in the Teacher workroom.

## **At the Back of this Handbook**

- 1.) Calendar of Events  
Our monthly calendar of events is included at the back of this handbook. As you can appreciate, sometimes dates and events change. We will do our best to keep you informed of any changes.
2. Emergency Procedures Quick list  
Details regarding fire drills, tornado drills, bomb threats and lockdowns can be found here. Our complete Emergency Response Plan can be found in the teacher's staff handbook.
- 3.) Life Threatening Emergency Plan  
Information on students with life threatening health concerns and their treatment plan is found on these pages. As you are aware, this information is confidential.

## GENERAL SCHOOL ROUTINES

Attendance and Absenteeism: Use the attendance folder to record student attendance. Please send your attendance folder to the office by 9:10 a.m. and 2:00 p.m. each day. Absentee notes and medical certificates should be placed in the attendance folder. All notes will be kept in the attendance folder for the month and then tiled in the office. **IF YOU KNOW THE REASON FOR AN ABSENCE PLEASE WRITE THE REASON ON THE ATTENDANCE SUMMARY SHEET.** If a student who was absent in the morning returns over the lunch hour, please fill in the time on the summary sheet. **\*\*Don't forget to take attendance a second time at 1:50 (after the second outdoor break)\*\***

## SUPERVISION

- 1.) On your first day, please inform the office of a duty before 8:50 a.m. You are not expected to be responsible for supervision duties before 8:50 on your first day with this class.
- 2.) For the second and subsequent days, it is your responsibility to undertake any and all duties for which the regular teacher is responsible that day.
- 3.) All teachers are expected to be in the halls near their classrooms/portables to supervise students entering or leaving when the bell rings. If in a portable, teachers are expected to be at their doors to supervise students.
- 4.) It would be very helpful if teachers not on duty would supervise the movement of classes in the halls from their classroom doors. Also, please help out by ensuring that students go outside during recess (and do not linger in the washroom, front hall, gym, etc)

**STUDENTS MAY NEVER BE LEFT UNSUPERVISED IN ANY ROOM (OR PORTABLE) IN THE SCHOOL.**

## VIOLENCE-FREE SCHOOL

Any act of violence is completely unacceptable and will have an appropriate consequence. Violent behaviour requires special attention and those students, parents and staff involved will be informed in these instances.

- physical or verbal assault (including threats) of staff and/or students
- behaviour which may be characterized as bullying
- any form of abuse or harassment
- vandalism
- possession/use of weapons

## YARD SUPERVISION

Please check the yard duty schedule and be on time for duty. If you have a class prior to your duty, you should dismiss your students a minute earlier (i.e. with you) so that you can get out on the yard on time. You may need to rely on a colleague nearby to supervise your students while they get their coats/boots/etc. on.

Please be aware of the designated play areas for students. Junior students are permitted to use the City soccer fields during the outdoor breaks, while Primary students have access to the soccer field on the side yard. Primary students are allowed on all play structures in the AM break, while Junior students have access to them in the PM. All students can use all other parts of the school playground, except for behind/between portables. This area is out of bounds and students should be reminded of this. Staff are asked to circulate on the yard during their duty. If we attempt to be proactive, we will minimize the need to be reactive.

Minor difficulties should be dealt with on the yard by staff. Please use the 3 step Problem Solving Model included in this handbook to help students resolve issues when appropriate. When consequences are necessary, strategies that often work are: warnings, short time outs against the wall, time walking with the teacher, sending students to play in a different area, etc. More serious incidents including those involving physical aggression, bullying, etc. should be referred to the office.

You are responsible for the supervision of pupils kept in during recess and/or after dismissal. This includes front hall - students must not be left there to complete work at recess time. Also, students must not be left for the office coordinator to supervise.

Students need a hall pass (yellow) to enter the school during outdoor breaks.

## STUDENTS ON MEDICATION

All medications and inhalers must be kept in the office for the safety of other pupils (there are exceptions, but this is the general rule). Epi-pens must be carried on the person.

Students who need to take medication at school will not be called to the office. Teachers are asked to remind these students to go to the office at the appropriate time.

**\*\*Please report all accidents to the office so that required paperwork/phone calls may be made.\*\***

## EMERGENCY PROCEDURES:

*Please refer to the Emergency Procedures Manual located in each classroom in a red duotang near the door.*

**Please see our Staff Handbook or any staff member for further detailed information about our school.**

**Thank you again for coming, and please let us know about your day.**

**Emergency Procedures Quick List**  
**Please refer to the Emergency Procedures Plan for more details**

**Fire Alarm**

- Take the emergency duotang by classroom door labeled "Emergency Procedures"
- Exit as indicated on your classroom's FIRE EXIT sign
- Close the door behind the last student
- Teacher follow the class outside
- Proceed silently in a single file to assigned safety location outside of the school building (In winter, students must wear footwear, and may retrieve coats if possible)
- Once gathered outside, take attendance of students
- Report missing or extra students immediately by holding up your duotang to notify the Principal/VP/Designate who will be circulating the school
- A bell will ring after a period of time to indicate that the students and staff may safely re-enter the school
- Otherwise, staff and students may be directed to the off-site evacuation location - \_\_\_\_\_.

(In the event that the fire alarm fails, the air horn will be used to provide long continuous blasts to indicate evacuation of the building)

**TORNADO**

P.A. Code "Attention teachers and students. We have severe weather warning. Please initiate a tornado drill."

This will be followed by 3 blasts of the air horn, if the P.A. is not working, or if you are outside, you will only hear 3 blasts of the air horn

- Take the duotang labeled "Emergency Procedures" and proceed to your safe area
- Take attendance in your assigned safe area
- The P.A. will announce when it is clear and you can proceed back to your classroom

**BOMB THREAT**

P.A. Code "Please excuse the interruption, will the emergency response team please report to the office. We will initiate an inside drill."

- Teachers will check the room they are in for any suspicious packages
- Do not inform students
- Designated staff will proceed immediately to search the rest of the building
- DO NOT disturb any suspicious package - inform the office immediately
- Upon instruction from the police, the Principal may evacuate the building by sounding the fire alarm

**LOCKDOWN**

P.A.Code "Initiate Lockdown"

- Stay calm and instruct students to remain quiet
- Quickly check hallway and direct students in hallway to nearest classroom
- Close and lock classroom door, cover windows, turn off lights
- Move students to secure area in classroom away from window and doors
- Take attendance and not any absent students or students not from your class
- Disregard the fire alarm and other bells until notified otherwise
- Do not use cell phone
- Notify the office only in the case of a medical emergency
- Wait for the all clear - do not release students until you are advised to do so by police or school administration



## Occasional Teacher Feedback Form

Date	
Grade/Subject	
O. T. Name	
Phone Number	
Work covered	
Positive behaviour/ Good work	
Additional Comments	
Reminders: Tidy, Time sheet, return Occasional Teacher handbook, Resources	