

(School Logo)

YOUR SCHOOL

12345 County Rd. 1

Ontario

K0G 1W0

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Occasional Teacher Handbook

Welcome!

Occasional Teacher

Welcome to . The staff room is available for your use, we have a small kitchen where you can refrigerate and/or heat your lunch. We support our occasional staff, so please ask any staff member for assistance or speak with the principal. At the end of the day, let us know how everything has been.

Upper Canada District School Board Information

Mission

We prepare all students for a successful life

Vision

Creating Futures, Leading and Learning for All

CREW

C - Communication

R - Resources

E - Educational Programs

W - Wellness

Upper Canada District School Board

225 Central Ave West,

Brockville, Ontario,

K6V 5X1

Phone: 613-342-0371

Login to INSITE/EMAIL *key in your employee ID as your user name (uc12345) and then your password. If you have any difficulties logging on, please contact Helpzone at 1-866-282-5197 or email helpzone@ucdsb.on.ca

INSITE has access to timesheets, information change forms, occasional staff information and resources as well as collective agreements. Email is available on the main page under OUTLOOK WEB ACCESS - INSITE can also be accessed from home by keying in <http://access.ucdsb.on.ca>

Professional Ethics for Occasional Staff

As an occasional staff member, you know that you will benefit by:

- considering all records confidential.
- avoiding discussion and comparison of situations in one school while in another.
- avoiding comment on the progress of pupils or the work of the staff.
- making all observations, suggestions or critiques to the Principal of the school.
- informing the Principal of any concerns you have.

You have the same authority as any of our staff. Establish your expectations at the start of the day.

Thank you for working as part of our team. Please leave the staff member feedback about your day. Serious issues should be discussed directly with the Principal.

School Hours

All staff are required to be present in the school from (insert time) a.m. to (time)p.m.

The school timetable is as follows.

(Insert your school timetable here)

Supervision

Please see the attached school supervision schedule and the day plan for the staff member you are replacing for your assigned supervision.

The following procedures are followed here at _____:

1. All supervising staff wears a reflective vest.
2. All supervising staff carries a walkie talkie to communicate with the office.
3. All student accidents are reported to the office using the accident information form which is locate in the office.
4. All incidents of student aggression must be addressed. If the issue requires further intervention please report it to the office.

Please adjust the above to meet the needs of your school

Pupil Attendance

Teachers will record student attendance at the beginning of the morning session on the attendance form provided. The attendance form must be stored near the emergency exit along with a class list.

A Safe Arrival program is operated in the school. If the school is unaware of a student's absence, a call is made to confirm that the child is safe.

Morning Announcements

Each morning at (insert time) a.m. - including O Canada

Hot Lunch/Milk

(Please insert your school's procedures for this program if available)

Accidents/First Aid

If an accident occurs to a student, it must be reported the school office as soon as possible.

First Aid Kits are available in _____, _____

The following staff members have their First Aid Training:

Student Medical Needs

There are number of students at _____ with special medical needs. These students are identified on the Emergency Medical forms containing their pictures and medical information which are posted in the Staff Room as well as in the occasional teacher folder in their classrooms.

Time Reports

Time sheets must be presented to the Office Administrator or Principal at the end of the school day to be verified. The fax in the office is available to send your time sheet if you wish. Please keep a copy of your timesheet. Timely timesheet submission is the responsibility of the occasional staff member. This should not be left for the Office Staff to submit.

Continuity

Please check with the office at the end of the day to determine if the teacher is returning or if your services are required for the next day.

ARRIVAL AND EARLY ENTRY

1. Students who walk are not expected to arrive at school until (insert time)
2. Pupils may come into the school early, with the supervising teacher's permission:

- a. If it is raining or very cold.
 - b. To leave books or lunches.
 - c. To use the bathrooms.
 - d. To speak to a teacher.
3. In the case of bad weather the duty teacher outside will decide whether to come in early.

NUTRITION BREAKS – BOUNDARIES, WHERE TO EAT, AND HOW TO BEHAVE

1. All students eat in their supervised areas.
2. The students have nutrition break from (insert time) , and (insert time) ; after each break they go outside for recess from (insert time) , and (insert time) . Students are dismissed at (insert time) and are expected to go outside as soon as possible. No food is to be taken outside the school building.
3. Students are not allowed to leave the school grounds unless they are picked up by a parent or guardian. They must show a note of permission to the classroom teacher and the office. Please adjust this message according to the school. Eg, city schools have students who go home for lunch daily. A list of these students should be available in the occasional teachers supply information for the class he/she is supplying in.

Discipline

Good discipline starts with respect. Teachers earn this respect by making clear exactly what their expectations are for student work and behaviour. Enforce the expectations firmly and routinely. Most problems are then eliminated before they appear. Children are in school to learn, learning is fun, and the atmosphere for learning should be available for each student each day.

If a student's behaviour is consistently inappropriate or grossly unacceptable, refer the student to the Principal (or Principal Designate) a Request for Action form is attached. The decision as to the action taken is the Principal's responsibility.

Supervision of Students

- 1) When pupils are in the classroom for their daily classes or while eating lunch, a staff member must be present or immediately available (i.e. in the hall).
- 2) When pupils are outside during their nutrition breaks, the duty staff members must be immediately available.
- 3) The supervising staff has the responsibility to enforce all school rules.
- 4) The supervising staff must call in the pupils in the event of unsuitable weather.

- 5) During an indoor recess the indoor supervision schedule will be followed.
- 6) Groups of students must never be left unsupervised in any part of the school building.
- 7) Bus students must remain in their classrooms until the (insert time) bell. When dismissed, the students will be expected to walk in an orderly fashion. Students must wait inside the main entrance until the duty teacher directs them to proceed to the busses.
- 8) Students who walk may be dismissed (complete for your particular school procedures)

Confidentiality

Teachers must deal with information about students, other staff, parents, and School Board decisions in a very circumspect manner. By both Act and Regulation, teachers are legally bound by ethical standards and duties towards others that are as restrictive and prescriptive as any profession.

Any discussion about an individual (pupil, parent, or teacher) in a public forum (staff room, grocery store, or with persons not entitled to the information) is a breach of the Regulations Made Under the Teaching Profession Act.

Personal information contained in school records must not be disclosed to third parties without written consent (Municipal Freedom of Information and Protection of Privacy Act)

Occasional Teacher Folder

Along with this Handbook, each class should have an Occasional Teacher folder, containing additional information to assist you. This folder will include information on Individual Education Plans (IEPs), seating plans and classroom procedures.

School Resources

Please see the office administrator for the location and information about the photocopier, phone system, audio/visual equipment, classroom supplies and any other resources you may need.

School Keys

All keys will be distributed and monitored by the office administrator. You must sign for all keys and return them prior to leaving at the end of the day.

Code of Conduct

(Please insert your school code of conduct here)

Student Discipline

(Please insert your school discipline procedures as well as a copy of the Bill 157 Reporting Form used in your school)

Workplace Violence

- Until recently, workplace violence has been viewed as a problem for the criminal justice system. On June 15, 2010, the Ontario Occupational Health and Safety Act was amended to include provisions for Workplace Violence. All employers in Ontario, including the UCDSB, must comply with the Workplace Violence provisions. More specifically, the Board is required to
 1. Develop, maintain and post a Workplace Violence policy
 2. Develop and maintain a program to implement the Workplace Violence policy including:
 - conducting a risk assessment
 - measures to control the risks identified in the risk assessment
 - measures and procedures for summoning immediate assistance
 - measures and procedures for reporting workplace violence
 - procedures for investigating workplace violence
 3. Provide employees with instruction concerning the policy and programs. This information is available on Insite in the Employees toolkit.
 4. Provide information to an employee, including personal information of a person with a recent history of violent behavior that may pose a risk to the employee.

The UCDSB is committed to providing a safe learning and work environment and maintaining a workplace that is free from workplace violence as required by the Ontario Occupational Health and Safety Act.

Policy 412 Violence in the Workplace

The Upper Canada District School Board (herein referred to as the "UCDSB") believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct. Workplace violence in any form erodes the mutual trust and confidence that are essential to the wellbeing of our staff.

As defined by the *Occupational Health and Safety Act*, workplace violence is:

(a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,

(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,

(c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

This policy applies to all work activities that occur while on UCDSB premises, or while engaging in workplace activities or workplace social events.

This policy applies to all members of the UCDSB community, including but not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited onto UCDSB property.

The UCDSB is committed to develop and maintain a program to implement this policy with respect to workplace violence, and to meeting the requirements of the *Occupational Health and Safety Act*.

Other related policies of the UCDSB which support this policy include:

􀂃 Policy # 124: Code of Conduct

􀂃 Policy # 125: Bullying Prevention or Intervention

􀂃 Policy # 222: Respectful Workplace

􀂃 Policy # 225: Workplace Harassment

􀂃 Policy # 424: Occupational Health and Safety

􀂃 Policy # 430: Safe School

Employee Responsibilities

- Provide input as requested to assess risks for their school, building or department
- Cooperate with the UCDSB and Supervisor, while the Supervisor exercises duties imposed by this program
- Abide by the requirements of this program and applicable procedures and guidelines
- Report any incident of workplace violence that has been experienced or witnessed in accordance with applicable procedures. This includes domestic violence that they are aware or ought reasonably to be aware that might result in physical injury in the workplace

For more information on Workplace Violence or other Health and Safety Programs please visit the Health, Safety and Risk Management portal on Insite.

EMERGENCY EXIT PROCEDURE

The "EMERGENCY RESPONSE PROGRAM" is posted by the door in every classroom

1. When the fire bell rings, pupils will line up in the room in which they are located and follow other classes along the hall in an orderly and quiet manner as soon as a break in line occurs.
2. All classroom windows and doors must be closed, if time permits.
3. Teachers are to check by using their class lists and attendance slips to be sure all pupils are accounted for. The designated staff member will check the washrooms.
4. All classes are to remain in a line outside the school building and re-enter the school building in an orderly and quiet manner when advised to do so.

(Please attach a copy of your school specific emergency response plan)

** Map of School attached.

*Thanks for helping out the staff and students at *Your school* P.S.*

TIME – TO – SPARE?

- Do a stretching or a resting activity.
- Carry an interesting object and let students ask "Twenty Questions".
- Use oral story problems.
- Play a new song and have students reflect on its meaning.
- Play educational charades.
- Play-act roles and have teams guess the roles.
- Read a short story.
- Use a list of tongue twisters.
- Sing action songs.
- Ask students where they have traveled.
- Do word searches or crosswords.
- Use a class set of books and let the Students read aloud, one at a time.

Take the extra time to get to know your students and show you care.

Apples & Chalkdust

Thoughts to Ponder.....

Treat people as if they were what they ought to be and you will help them to become what they are capable of being.

Von Goethe

Nothing has a better effect upon children than praise.

Sir P. Sidney

On days when you wonder why you ever became a teacher, close your eyes and recapture the moment that inspired you long ago.

Vicki Caruana

Tips to becoming a Successful Occasional Teacher

From: Answering the Call - a Handbook for Occasional Teachers Ontario Public School Teachers Federation

Getting off to a Good Start

- Be ready to meet the students.
- Be firm but positive as you tell the students what to do as they enter the classroom.
- Follow the established classroom routines.
- Seek out willing students to assist you with your understanding of routines.
- Get to know as many of the students by name as quickly as possible.
- Catch some students “doing something good!”
- Plan for quiet times.
- Plan for active times.
- Establish behavioural expectations in the areas of safety, order and learning.
- Sticks with the host teacher’s plans if possible; otherwise substitute your plans.
- Don’t attempt to teach a lesson about which you are not certain. Most teachers would rather return to a lesson untaught than a lesson that was poorly taught.
- Begin your instructional day immediately after opening exercises.
- Keep the day moving!
- Try to have at least one positive interaction with each child each day.
- Celebrate the good things that are happening: focus on the positive.
- Have fun, enjoy yourself...the children want you to succeed.

The End of the Day!

- Leave the room in the tidy condition in which you found it.
- Identify work completed and work substituted.
- Leave anecdotal remarks for the teacher; be honest but positive.
- Mark all the work that was completed that day.
- List the names of students who were helpful and those who could have been more supportive
- Prepare a simple lesson that the teacher may be able to use first thing the next day.
- Thank staff and students who assisted you during the day.
- Take with you all your teaching resources and personal effects.
- Check in at the office before you leave; leave your name and phone number.
- Maintain confidentiality and professional attitude about the school.