

The Dispatch



Putting You in Your Union

Take a look at the two flyers printed back-to-back in this package: the *Coffee and Conversation* and *I Could Do This*. Members are being asked to think about how they see themselves as part of our Local, our Union and the labour movement. Join us!

Reporting Student Injuries

Children get bumps and scrapes at school and the office staff may dispense ice packs at every recess as a low level of first aid, but sometimes injuries can be more serious. Teachers have a responsibility to report all injuries, particularly those you didn't witness or that may have resulted in hidden injury—like concussion. When you are in doubt, play it safe and make a report to the office either in person or with a note sent with the child or a buzz to the office to let the administration know your concern. The Admin may then inform parent/guardian of the student's injury. You may also be asked to complete the OSBIE Incident Report form available from the school office.

New E.I. Reference Code required for December and March Breaks

The information below is for member's who are eligible for employment insurance benefits during the non-teaching periods.

The Reference Code for EI Applications for December 2013 school-related intake is: 3511012013201312

Effective: December 9, 2013 Expiry: January 17, 2014

The Reference Code for EI Applications for March 2014 school-related intake is: 3511012014201403

Effective: March 7, 2014 Expiry: March 28, 2014

This is a change from Service Canada's past practise of using the same reference code through-out the school year.

GENERAL MEETING and Delegate Election

Thursday February 20, 2014

Armour Heights P.S.— 5:15 pm - 7:30 pm

148 Wilson Avenue

Light Dinner 4:30—5:00 pm (See enclosed flyer for details)

January, 2014

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To Contact Us:



Phone 416-227-1866

Fax 416-227-1868

www.etfo-torots.org

marionmutton@ica.net

robfulford@ica.net

sophiekreosen@ica.net

scottmaudsley@ica.net

Reminders

- ♦ **January 24, 2014**
Elementary P.A. Day
- ♦ **February 14, 2014**
Executive Nomination deadline
and Delegate Nomination
deadline
- ♦ **February 17, 2014**
Family Day
- ♦ **February 20, 2014**
Winter General Meeting and
Delegate Election
- ♦ **March 7, 2014**
Board wide P.A. Day
- ♦ **March 10– 14, 2014**
Inclusive, March Break

* Watch for information about the Seniority List appeal process. The email, to your TDSB email account, will outline the appeal process, timelines and explain what TDSB documents you will need to provide to support your request.

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Are You an OT and ACTRA Member?

ETFO occasionally needs actors for ad campaigns and videos used to support ETFO professional development workshops. Generally these are filmed here in Toronto. If you are a member of both ETFO and ACTRA, please let us know. We'll keep your name on file.

ETFO Professional Relation Services - PRS call 416 962-3836

ETFO Professional Relations Services staff are there to assist members who are experiencing professional difficulties and to help prevent such problems from arising in the first place. Educating children is a complex task carried out in a highly regulated and litigious climate. Through intervention, advocacy, education, and advice, professional relations staff help smooth the way. They are there to advise members of their options, responsibilities, and rights related to a wide variety of workplace issues.

Your Local and Provincial PRS Staff are available to provide assistance when you need it.

Raising Awareness on Domestic Violence

Members who attended the November General Meeting had the opportunity to purchase purple scarves in support of Women's Shelters "wrapped in courage" campaign. Many thanks to the members of the Equity and Status of Women Committees for bringing this campaign to our Local for support.

According to the Canadian Labour Congress:

- ◆ Half of Canadian women have experienced at least one incident of physical or sexual violence in their lifetime.
- ◆ On any given day in Canada, more than 3,000 women (along with their 2,500 children) are living in emergency shelters to escape domestic violence.
- ◆ Young women experience the highest rates of family violence.
- ◆ Each week, one or two women are murdered in Canada by a current or former partner.
- ◆ There are over 600 missing and murdered Aboriginal women, a crisis that is now being investigated by the United Nations.

Are you concerned about someone you think is being abused but don't know what to do?

Neighbours, Friends and Families is a campaign to raise awareness of the signs of woman abuse so that people who are close to an at-risk woman or an abusive man can help. For further information about the campaign visit: www.neighboursfriendsandfamilies.on.ca

Safety Planning Tips for Women Who Are Abused:

1. Tell someone you trust about the abuse.
2. Gather important documents: all personal identification, financial and legal papers, house deed/lease, address book, medication and money/credit cards.
3. Put together valued pictures, jewellery and objects of sentimental value, as well as toys and comforts for your children.
4. Carry a photo of the abuser and your children with you.
5. Contact a women's shelter or the police. Ask for an officer who specializes in woman abuse cases. He/she can help you do further safety planning.
6. Consult a lawyer. Keep any evidence of physical abuse (such as photos). Keep a journal of all violent incidents, noting dates, events, and threats and witnesses.
7. Make sure your children's school or day care centre is aware of the situation and has copies of all relevant documents.
8. Do not tell the abuser you are leaving. Leave quickly.
9. Do not return to your home unless accompanied by police.
10. Never confront the abuser.

Lockdown, Hold and Secure— are you ready?

We have been doing Fire Drills for decades. We are exceptionally well prepared for an event that almost never happens. Not one child has died in a school fire in North America since 1958.

We aren't so confident about what to do if a violent incident occurs in the school or immediate community. It was only a year ago that the tragedy at Sandy Hook Elementary school occurred. Sadly, it could happen again, anywhere. We need to be trained and included in the mandatory twice-yearly drills. But what happens? The scheduled school lock-down drill is cancelled because there are too many occasional teachers in the school that day.

We need to focus on preparation - not fear. Understanding the terminology is key.

Hold and Secure is a response to a threat in the general vicinity of a school. This could be a police pursuit or a crime in progress in the neighbourhood, or an aggressive dog at loose in the school yard. Staff, students and visitors are considered to be safe inside the school. Once they are inside, they do not leave the building. Depending on the situation, you may be able to carry on with your regular activities within the building. The office will keep you informed of the safety measures that need to be followed, again depending on the situation. Communication will be open and likely ongoing. Parent access to students in a "Hold and Secure" situation will also be assessed on a case by case basis.

Lockdown is a response to an emergency situation which prevents the safe evacuation of a school building and requires steps to isolate students and staff from danger by requiring everyone to remain inside the building. Parents are not permitted access to the building and to their children during a lockdown situation. In a lockdown, all of the safety measure below are to be followed. There is no further contact or communication until the Lockdown is ended.

Staff Responsibilities during a Lockdown

- ◆ Take note of students who are missing from your room as well as any additional students who have entered your room. In the event of a Lockdown, **DO NOT CALL THE OFFICE**.
- ◆ Teachers/staff members should remain calm and reassure students that the emergency is under control.
- ◆ Staff members are to direct students in hallways to seek shelter in the nearest classroom.
- ◆ Staff members are to direct students in outdoor areas to immediately take cover. Return to the gym if it is safe to do so. If the threat is outdoors and on or very near to school property, all outdoor activities should be cancelled and staff members and students should remove themselves as far from the threat as possible.
- ◆ Lock your classroom door.
- ◆ Keep everyone facing away from windows and doors where possible. Stay away from open or exposed situations.
- ◆ Pull shades or drapes and turn off classroom lights.
- ◆ Don't release anyone except by the direction of the Principal /designate or the police.
- ◆ Do not allow students or staff to use restrooms or lockers during a **Lockdown**.
- ◆ Turn off all electronic devices including radios, televisions and cell phones. If, however, you have vital information or need to report a medical emergency, call 911 directly.
- ◆ Everyone should lie on the floor if gunshots are heard.
- ◆ Do not call the office for general information – you will be advised.
- ◆ Prepare students for staying in a "**Lockdown**" mode for an extensive period of time.
- ◆ Only open the doors when an "All Clear" is given by the Principal or emergency personnel.
- ◆ ALL staff members (including visitors and volunteers) should follow these procedures in the cafeteria or lunch room space if the lockdown occurs during the lunch hour.
- ◆ Adult students, visitors and all others in the building are required to obey lockdown procedure instructions while on Board property.

Election for 2014–2015 Local Executive

Nomination Form Enclosed Page 4

The nomination form is enclosed for members interested in serving on the 2014 – 2015 Local Executive. Please give some consideration towards taking an active role in your Local.

The nomination form can **only** be sent directly to the Elections Officer by **Canada Post** and must be received by the deadline of **4:00 pm Friday February 14th, 2014**. Each candidate has the opportunity to include a candidate profile of up to 200 words with their nomination form. These profiles will be included with the mail-in ballot sent to each member in April.

Executive candidates will have two minutes to address the members attending the General Meeting on Thursday February 20th, 2014.

ETFO Annual Meeting—Delegate Elections

The Annual Meeting of the Elementary Teachers' Federation will be held at the Westin Harbour Castle Hotel in Toronto from August 11th to 14th, 2014.

This year we are allotted 13 delegate positions at the Annual Meeting. Our Constitution guarantees delegate status for both the Local President and First Vice-President.

If you are interested in running for one of the 11 open delegate positions, please advise our office no later than **4:00 pm, Friday February 14th, 2014**. Your name will be printed on a ballot and voting will take place at the February 20th General Meeting. Before the vote, each delegate will have the opportunity to address the members for up to two minutes.

Motions to the ETFO Annual General Meeting

The ETFO Annual Meeting provides Locals the opportunity to bring forward motions to influence the direction, goals and fiscal commitments of our Provincial body for the next year.

The first step in the process requires that any motion to the Annual Meeting be approved by the Local's membership at a General Meeting. If you have a motion you would like to bring forward, please submit it in writing to the Local by **4:00 pm Friday February 14th, 2014**.

Message from your President:

Dear Colleagues,

We welcome our newest Executive at Large member, Christina Meynell. Christina was elected at the by-election held at our November General Meeting.

We need the next generation of our members to be ready to step into Leadership roles. But you have to take the first step—by getting involved. Participation in your ETFO Local can become a rewarding career opportunity. To encourage you, we are hosting an evening event—***I Could Do This***. Come and ask us about the possibilities for you to become involved in our Local. See the flyer included with this newsletter for more information.

We also have a role to play in the future of our Province. We all have to become political activists. You cannot hand off your responsibility. Think about all the things you hold dear and value. Even if you're someone who thinks "I just want to be able to do my job." It's at risk. You can't expect someone else to stand up for your rights—if you won't get up and vote. This spring we can expect a Provincial election. Your future could be affected by the outcome.

Finally, I hope you enjoyed a relaxing break with friends and family. Wishing you a Hudak-free new year!
Yours in Federation,

Marion

President	Marion Mutton
First Vice-President	Robert Fulford
Second Vice-President	Sophie Kroesen
Third Vice-President	Greg Deitcher
Treasurer	Scott Maudsley
Secretary	Susan Monahan
Executive at Large:	
	Patricia Munroe
Donna Chapman	Christina Meynell
Pat Munroe	Marsha Rayman
Elaine Salisbury	Iris Sopinka
ETT Liaison:	John Smith

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ETFO - Toronto Occasional Teachers
17 Fairmeadow Avenue, Suite 209
Toronto, Ontario, M2P 1W6
(By Board Courier: Route NE)
416-227-1866
www.etfo-toronto.org