

The Dispatch



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Board Hears Our Concerns

Many thanks to all the members who came out to our November General Meeting. It was important for Jean Shaw, Senior Manager, Employee Services responsible for Elementary Hiring, to hear your questions and personal stories. Your solidarity was evident in the positive support shown for fellow members.

The TDSB has now committed to allowing **all Elementary Occasional Teachers** currently on the Eligible-to-Hire List, to remain on the List, providing they complete the application process and include a positive reference check from a recent supervisor. Occasional Teachers on the 2009 ETH list will not be required to do a central interview. The TDSB has agreed to limit any additions to the ETH List to those who meet their identified high needs areas.

This year, for the first time, there will be separate hiring information meetings for elementary and secondary panels. The elementary meeting will be held on Thursday, January 21st, 2010 at Earl Haig Secondary School. Please note, this is a change in location from past years.

As well as holding their annual hiring information meeting, the TDSB will be offering resume and school interview skills workshops which will include a panel of current TDSB Principals.

The Hallway and Behaviour Management

Teachers sometimes tell students to stand or work in the hallway as a means of isolating a disruptive student. This is not advisable. This practice may put both the student and the teacher at risk. The student is left unsupervised and the teacher is vulnerable to false accusations.

Reminders

- ◆ **January 21, 2010**
TDSB Elementary Hiring Information Evening
- ◆ **February 12, 2010**
Nominations Deadline
- ◆ **February 15, 2010**
Family Day
- ◆ **February 19, 2010**
Delegate Nomination deadline
- ◆ **February 25, 2010**
Winter General Meeting, By-election and Delegate Election
- ◆ **March 5, 2010**
Elementary P.A. Day
- ◆ **March 15, 2010–
March 19, 2010**
Inclusive, March Break
- ◆ **April 2–5, 2010**
Easter Holidays

GENERAL MEETING

By-election and Delegate Election

Thursday, February 25, 2010

Armour Heights P.S.— 5:00 p.m. - 7:30 p.m.

148 Wilson Avenue

Light Dinner from 4:30 p.m.

(See enclosed flyer for details)

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Bill 157 – Keeping Our Kids Safe at School Act

This latest Safe Schools initiative comes into effect on **February 1, 2010**. This Bill broadens the scope of what's reportable to include issues of gender-based violence. It also mandates all staff respond to any negative student behaviours including those that target members of equity seeking communities.

What does Bill 157 mean to me?

This legislation requires all board employees including occasional teachers to:

- ◆ **Respond** should they observe a student behaving in a way that is likely to have a negative impact on "school climate". Responding may include asking a student to stop the inappropriate behaviour, naming the type of behaviour and explaining why it is inappropriate and/or disrespectful, and asking the student to change their future behaviour.
- ◆ **Report** any incidents to the principal. This includes behaviours that are racist, sexual, sexist, or homophobic comments, slurs, jokes or graffiti, as well as any activities for which a student could be suspended or expelled.

When do I report?

- ◆ A report should be made as soon as reasonably possible and must be made no later than the end of the school day. You should take into consideration the safety of other students as well as the urgency of the situation.

How do I report?

- ◆ All reports to the principal are to be in writing using the ministry form **Safe Schools Incident Reporting Form Part I** on every occasion regarding student misconduct which could lead to suspension or expulsion.
- ◆ This formal report does not replace conversations between yourself and the Principal. You should talk to the Principal about the incident even if you have completed a written report.
- ◆ The Principal is also required to provide you with a written acknowledgement of receipt. You are advised to keep this document in your personal files.

Should I be reporting to parents?

- ◆ Under Bill 157, it is the Principal's responsibility to inform the parents of the student harmed.
- ◆ A teacher may be delegated limited authority by the Principal, to contact the parent of a student who has been harmed. It is at the discretion of the teacher if they choose to accept this responsibility. The information to be shared with the parent is to be limited to the nature of the harm to the student and the nature of the activity that resulted in the harm. The teacher cannot discuss the nature of any discipline measures taken in response to the activity.

Does mandatory response include Daily Occasional Teachers?

- ◆ Bill 157 requires every board employee to respond in addressing issues of inappropriate student behaviour to improve "school climate". This requirement isn't limited to activities that could lead to suspension or expulsion.
- ◆ Responding may simply include asking a student to stop the inappropriate behaviour, naming the type of behaviour and explaining why it is inappropriate and/or disrespectful, and asking the student for a change in future behaviour.
- ◆ You are not required to respond if taking action would, in your opinion, cause immediate physical harm to yourself or to that of a student or another person. You are expected to verbally inform the principal as soon as possible if you choose not to respond immediately due to risk.

Will there be training?

- ◆ Boards must implement a training strategy on the board's revised policies on progressive discipline and bullying prevention and intervention. Policies must include how to respond to gender-based violence, homophobia, sexual harassment and inappropriate sexual behaviour.
- ◆ **We haven't as yet heard how this training will be provided for Occasional Teachers.**

In conclusion:

You are required to take any allegations of gender-based violence, homophobia, sexual harassment, and inappropriate sexual behaviour and bullying seriously and **act in a timely, sensitive and supportive manner**. Failure to comply with these new obligations could lead to discipline.



Local Election for the 2010–2011 Local Executive

Nomination Form Enclosed

The nomination form is enclosed for members interested in serving on the 2010 – 2011 Local Executive. Please read over the description of each Executive position and ensure that both the person nominated and the nominator are eligible to submit the nomination form.

The nomination form must be sent directly to the Elections Officer, by Canada Post only and must be received by the deadline, February 12th, 2010, 4:00 p.m. 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.

Eligible candidates will be introduced to the membership attending the General Meeting on February 25, 2010.

By-Election for Executive-at-Large for the 2009–2010 Year

The Local is delighted to announce that Rosanna Reuter has been hired to a contract teaching position with the TDSB. (Rosanna was also featured in a recent article in the Toronto Star on Roma Children enrolled in TDSB schools.) However, her change in employment status means that we now have an opening on this year's Executive.

The Executive needs to represent the diversity, interests, and concerns of Occasional Teachers. If you are interested in running for the Executive-at-Large position at the February General Meeting, please advise the Local by phone or email on or before February 19th, 2010 so your name can be placed on a ballot. Each candidate will have an opportunity to address the members for up to 2 minutes. A vote will follow by secret ballot.

Delegate Elections

The Annual Meeting of the Elementary Teachers' Federation will be held at the Sheraton Centre Toronto from August 16th to 19th, 2010.

This year we are allotted 14 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 12 open delegate positions, please advise our office no later than 4:00 p.m. Friday, February 19th, 2010. Your name will be printed on a ballot and voting will take place at the February General Meeting. Before the vote, each delegate will have the opportunity to address the members for up to two minutes.

This is an excellent opportunity to gain insight into the political organization and policy direction of our Provincial body.

Motions to the ETFO Annual 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. Motions are brought forward and debated on the floor to test the language and the intention of the motion before being voted on by the delegates.

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 p.m. Friday, February 19th, 2010.

TEL Will Be Phased Out This August

There have been postings on TEL about the discontinuation of TEL and the migration of school staff to Outlook email accounts. Members have called and emailed wondering what will happen to their TEL accounts. We have been assured that all staff, including Occasional Teachers, will be included in the migration.

If you are currently in an LTO, your Outlook account will be created along with the rest of the staff at your school. Daily Occasional Teachers are to be phased in sometime in the spring. TEL will remain active until August, 2010. This means that staff will have their outlook account and TEL account active simultaneously. This is to give everyone time to transfer over to their new email account.

The conferences that are hosted on TEL will also be transferred to a new and improved format. More details will be shared as the process continues.

Don't worry, you won't have to do anything to be included in the transfer to Outlook.

Occasional Teachers and Field Trips

You have accepted a job on SFE and the special instructions mention that the class will be going on a field trip. With any luck, you are also advised that you need to bring walking shoes, cold weather apparel and/or other details needed to make the day enjoyable.

Should you be going on the field trip at all?

The TDSB Policy states that "The principal shall designate one certified teacher from the school as the teacher in charge of the excursion. The principal shall not designate an occasional teacher as teacher in charge of an excursion, unless the occasional teacher is a long-term occasional teacher, who, in the judgment of the principal, has sufficient knowledge about the students and the activity of the excursion."

This means that if you are called in as a Daily Occasional Teacher, and the class is scheduled to go on a field trip without any other staff, then you probably should not be going on the excursion. The Principal may substitute another staff member to take over the trip while you remain at the school with their class (providing the switched classroom assignment is within your profile). The Principal could also choose to send an additional staff member.

If there are other teachers on the excursion, there is no problem having a daily occasional teacher attend the excursion along with the other staff to supervise the students on a field trip.



Career Occasional Teachers Needed for a Focus Group



Included with this newsletter package is a request for members who are career Occasional Teachers to participate in a focus group hosted by our Local and conducted by Western University, Faculty of Education. Please see the flyer for complete details.

If you consider yourself to be a career Occasional Teacher, please send Katina Pollock an email at kpolloc7@uwo.ca to sign up. Many thanks to every-one who applies.

A Guide to the Acronyms used by the TDSB and Federation

ADD	Attention Deficit Disorder	EYLP	Early Years Literacy Project	OPSBA	Ontario Public School Boards' Association
ADHD	Attention Deficit Hyperactivity Disorder	FOS	Family of Schools	OSR	Ontario School Record
ALP	Annual Learning Plan	FSL	French as a Second Language	OT	Occasional Teacher
AGM	Annual General Meeting	FTE	Full Time Equivalent/ Employment	OTF	Ontario Teachers Federation
AQ	Additional Qualifications	HSP	Home School Program	OTIP	Ontario Teachers Insurance Plan
ASA	Academic Services Associates	IB	International Baccalaureate Program	OTTP	Ontario Teachers' Pension Plan
AV	Audio Visual	ICQ	Interim Certificate of Qualification	PA	Professional Activity
CA	Collective Agreement	IEP	Individual Education Plan	PAR	Position of Added Responsibility
CAS	Children's Aid Society	IL	Instructional Leader	PD	Professional Development
CASI	Comprehension Attitudes Strategies Interests Reading Assessment	IPRC	Individual Placement and Review Committee	PDD	Pervasive Developmental Disorder
CBRM	Community Based Resource Model	JAM	Job Associated Mentoring	PE	Physical Education
CLC	Canadian Labour Congress	JELI	Job Embedded Learning Initiative	PLC	Professional Learning Community
CPP	Canada Pension Plan	LEAP	Literacy Enrichment Academic Program	PRS	Professional Relations Services (ETFO)
CTF	Canadian Teachers' Federation	JHSC	Joint Health and Safety Committee	PQP	Principal's Qualification Program
CUPE	Canadian Union of Public Employees	LD	Learning Disability	PTR	Pupil to Teacher Ratio
CYW	Child and Youth Worker	LNS	Literacy and Numeracy Secretariat	QECO	Qualifications Evaluation Council of Ontario
DC	Developmentally Challenged	LTO	Long Term Occasional	RCA	Report Card Administrator
DEAR	Drop Everything and Read	MART	Methods and Resource Teacher	ROE	Record of Employment
DRA	Developmental Reading Assessment	MOE	Ministry of Education	RTO	Retired Teachers of Ontario
DWC	District Wide Co-ordinator	MSDS	Material Safety Data Sheet	SERT	Special Education Resource Teacher
EA	Educational Assistant	MYALP	Middle Years Adolescent Literacy Project	SFE	SmartFindExpress
EAP	Employee Assistance Program	NTIP	New Teacher Induction Plan	SNA	Special Needs Assistant
ECE	Early Childhood Educator	OA	Office Administrator	SO	Supervisory Officer (Superintendent)
EI	Employment Insurance	OCT	Ontario College of Teachers	TDSB	Toronto District School Board
EQAO	Education Quality Accountability Office	OFIP	Ontario Focused Intervention Program	TEL	Toronto Education Link (email and online conferences available until August)
ESA	Employment Standards Act	OFL	Ontario Federation of Labour	TPA	Teacher Performance Appraisal
ESL	English as a Second Language	OISE	Ontario Institute for Studies in Education	WSIB	Workplace Safety and Insurance Board
ETFO	Elementary Teachers' Federation of Ontario	OPC	Ontario Principals Council		
ETH	Eligible-to-Hire				
ETT	Elementary Teachers of Toronto				

SmartFindExpress—User Tips

Why has the system suddenly stopped calling me?

This could happen to you if you haven't entered your number correctly when switching between your home and cell phones. Your phone will stop ringing (and someone who doesn't work for the TDSB will be getting some very annoying phone calls).

How can I influence the kind of jobs the system offers to me?

If you have completed an additional qualification course, make sure you have your profile updated. Having your new qualification added to your profile could move you up in the call-out pattern and better match you to the kinds of jobs you are really interested in hearing. A request to have your profile updated must be done in writing to the Help Desk and can take a few weeks to be entered depending on the time of year and the volume of requests they receive.

Your Excellent Schools Survey Could be a Ticket to the Movies

If you complete the enclosed Excellent School Survey, your name will be entered into a draw for prizes. You have a 1 in 20 chance of winning a Cineplex Movie Pass for two. The more members who participate in the survey, the more likely it is that the schools who really work at being an excellent school —get the recognition they deserve. If you would prefer to remain anonymous, your survey will still be included in the tabulations.



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Dear Colleagues,

The Executive have been very busy organizing workshops for your professional development and social events to appeal to your sense of fun and camaraderie. Even if you aren't interested in these programs, we hope that you take the time to stay connected to your Local by staying informed— which includes reading this very full newsletter.

A new project we are undertaking is a Member Involvement Committee, to investigate how we as a Local can better connect to our members.

Our Social Justice and Equity Committee has organized an experience that provides insight into the world of the visually challenged at O.Noir Restaurant. Join us as we attempt to dine in the total dark. Will the table conversation be more animated when we lack visual distraction? Will we be able to identify what we are eating without any visual clues? The blind wait staff at O.Noir will very capably serve us, while we struggle to manage our meal. The details of the event can be found on the back page of the Social Flyer.

I hope you enjoy a wonderful, relaxing Holiday Season and may the New Year bring good health and joy to you and your families.

Yours in Federation,

Marion

President	Marion Mutton
First Vice-President	Rob Fulford
Second Vice-President	Donna Chapman
Third Vice-President	Elaine Salisbury
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Secretary	Susan Monahan
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