

The Dispatch



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TDSB Director at our Fall General Meeting

On November 25, Dr. Spence shared his vision of hope with our membership. In an abridged version of his *Believe It* speech, Dr. Spence reminded us that a strong partnership between student, school, family and community are the cornerstones to student achievement. When teachers foster strong relationships with their students based on trust and respect, they are inspired to learn. Our director maintains that believing in the potential of our students is integral to students believing in themselves.

How do we show students we believe in them? According to Dr. Spence, educators have to learn who 21st century students are. Teaching lessons that are relevant, in ways that resonate with the Nintendo generation, go a long way in building teacher-student relationships and engaging youth in today's classroom.

"Our job is to teach the kids we have, not the kids we used to have, not the kids we wish we had, not the kids who exist only in our dreams," said Dr. Spence. His message is simple: when students can relate to what they're taught, they'll perform better.

Dr. Spence closed by acknowledging the difficult, yet valuable work that Occasional Teachers do each day. He expressed his gratitude and he encouraged Occasional Teachers to continue supporting TDSB students in their academic success.

The 'Letter of Intent' Can Soon be Submitted Online

Members in LTOs should submit a **Letter of Intent** form if they are waiting for documents that could affect their salary rate. Soon, this will become an online process from the TDSB website. There will also be an automatic email acknowledgment of receipt for your personal records. No more lost faxes!

GENERAL MEETING and Delegate Election

Thursday February 24, 2011

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)

Reminders

- ◆ **January 18, 2011**
TDSB Elementary Hiring Information Evening
- ◆ **January 21, 2011**
Elementary P.A. Day
- ◆ **February 11, 2011**
Executive Nomination deadline
- ◆ **February 21, 2011**
Family Day
- ◆ **February 18, 2011**
Delegate Nomination deadline
- ◆ **February 24, 2011**
Winter General Meeting and Delegate Election
- ◆ **March 14, 2011—
March 18, 2011**
Inclusive, March Break

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TDSB Provides Information on Hiring, Resumes & Interviewing

Once again, the TDSB has committed to renewing all Elementary Occasional Teachers currently on the Eligible-to-Hire List, providing they complete the application process, include current evaluations and positive reference checks from recent Administrators. Occasional Teachers on the 2010 ETH list will not be required to do a central interview. The TDSB will limit additions to the ETH List to those who meet their identified high needs areas.

The **Elementary Hiring Information Meeting** will be held on **Thursday, January 18th, 2011** at the North York Community Hall, 5110 Yonge Street, in the Gold Room.

As well, the TDSB will be offering **information sessions on resume writing and interview skills** presented by a panel of current TDSB Principals at the following locations.

Location: Peckham Centre
85 Peckham Avenue, Toronto, M2R 2V4
Date: Thursday January 20, 2011
Time: 4:00 p.m. – 6:00 p.m.
Room: Assembly Hall

Location: TDSB West Board Office
1 Civic Centre Court, Toronto, M9C 2B3
Date: Tuesday February 1, 2011
Time: 4:00 p.m. – 6:00 p.m.
Room: Inservice Room

Location: Latvian Canadian Cultural Centre
4 Credit Union Drive, Toronto, M4A 2N8
Date: Monday February 7, 2011
Time: 4:00 p.m. – 6:00 p.m.
Room: Kursa Hall



Your Excellent Schools Survey Could be a Ticket to the Movies

If you complete the enclosed Excellent Schools 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 will get the recognition they deserve. If you would prefer to remain anonymous, your survey will still be included in the tabulations.



Work Safely and Follow the Rules for Your Health and Safety

The paper cutters missing finger guards, ground pins missing from TV/AV carts, fans and other electronic equipment, are now being 'tagged out of use' by Health and Safety inspectors.

If you see one of these items 'tagged' do not, under any circumstances, remove the tag and/or use the device, as it is an infringement under the Occupational Health & Safety Act. Don't put yourself at risk of injury or liability.

The Smoke-Free Ontario Act came into force on May 31, 2006. This act prohibits smoking in public schools, including the school's outdoor space right up to the sidewalk. Toronto Public Health is responsible for carrying out inspections and investigating any complaints.

Toronto Public Health has advised the TDSB that they will now be aggressively enforcing the Smoke Free Ontario Act. An individual could be fined up to \$5,000. Don't put yourself at risk of paying what could be a substantial fine.

What's the Drill for Fire Drills?

The TDSB's first priority is the safety of its students in the event of an emergency. Your job as the teacher is to be well prepared with an instant action plan to prevent panic and ensure the safety of the students in your care.

Every school's Fire Safety Plan is unique due to the physical structure of the building and its programs. However, all schools have certain common procedures that you need to be familiar with and able to execute. Every time you hear a fire alarm you must assume it's a real fire, rather than a planned fire drill, or because curious fingers pulled the alarm.

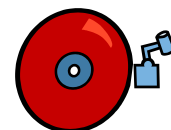
When you enter a classroom, review the Emergency Exit Information posted beside the door. This will name the exit and alternate exit you are to use, with a very basic map.

In a fire, evacuation is immediate. The teacher, and subsequently the Principal, must know the location of every student and ensure they are accounted for. Generally, there is a class list located beside the Emergency Exit Information or a folder on the teacher's desk. Find a class list when you first arrive. Don't rely on the attendance because that list doesn't stay in the classroom.

It's good practice to remember the head count for your class. Having a head count makes identifying missing students (out for reading recovery, at the washroom) faster.

Upon hearing the Fire Alarm:

- ◆ line up all students, inside the classroom;
- ◆ ensure that the classroom windows are closed and turn off the lights;
- ◆ instruct the last student in line to shut the classroom door, upon exiting the class;
- ◆ take the class list and lead the students out of the building, while keeping an eye on their behaviour as well as hazards that would necessitate using the designated alternate exit;
- ◆ proceed in a compact, orderly line to the designated marshalling area;
- ◆ keep students in line and calm, ready to hear any further instructions;
- ◆ take the attendance and remain with your class—the administration team or designated 'captains' will come to you and ask for the names of unaccounted for students;
- ◆ re-enter the school when you hear the all clear signal or directed by Toronto Fire Services.



Special Considerations:

I'm not going to be as prepared as the regular staff. Is someone going to know this?

The school plan should recognize and provide assistance for Occasional Teachers who are unfamiliar with the school's emergency plan.

What if I'm in the Computer Lab with my class and I don't have the class list with me?

Exit the room following the posted emergency exit plan. The Administration team will have class lists with them to cover this sort of situation.

I'm out in a portable, do we have to exit too?

The answer is "it depends." If the portable is not connected to the school fire alarm, then evacuation is not necessary under the Ontario Fire Code. However, the school may have a process in place so that students can participate in the fire drill.

I'm in the staffroom while on a prep period, what am I supposed to do?

Exit the building by the posted emergency exit plan. If you are not supervising students, go to the marshalling area to assist with the 'head count.'

I'm working in a withdrawal program. Do I keep the students with me or return them to their classroom teachers once we reach the marshalling area?

Unless you are instructed differently, the students are to remain with the teacher in charge at the time the alarm sounds.

I have a student in a wheelchair in my class located on the second floor. What should I do?

Schools may designate a teacher to assist the physically challenged student to an 'Area of Safe Refuge,' where the student and teacher remain until they are contacted by Toronto Fire Services for instructions. If you are the teacher with the task of staying with the child, then another teacher will supervise the evacuation of the remainder of your class.

EQAO Testing - Advice to Members

The following information is from a recent *ETFO PRS Matters* bulletin, printed in response to the recently reported errors or lapses in judgement teachers have made during the administration of EQAO (Education Quality and Accountability Office) tests that may have put their careers at risk.

If the rules surrounding administration of an EQAO test are not followed properly, a teacher may be accused of improperly administering the test, intervening, assisting students improperly in order to influence test results, or making changes to students' answers on the test.

It is important to note that such allegations, if proved, can result in severe disciplinary measures against a teacher, and charges of professional misconduct at the Ontario College of Teachers.

Some recent cases have alleged:

- ◆ the teacher erased answers and substituted the correct answers;
- ◆ the teacher provided students with inappropriate resource material;
- ◆ the teacher provided the students with the answers by writing information on the board;
- ◆ the teacher spoke to and inappropriately "coached" student answers;
- ◆ the teacher had received an advance copy of the real test and provided it as practice to the students prior to the test or sent it home as homework;
- ◆ the teacher gave back test booklets to students to redo sections of the test.

These allegations were raised as a result of children reporting to their parents incidents surrounding the testing. As well, when the EQAO receives test results, it searches for 'anomalous' results or problems. A suspicion of inappropriate application of the test may result in an investigation by the EQAO and the school board involving the teacher's actions.

Some reminders about EQAO testing:

- ◆ before you begin preparing students for the test, read the *Administration Guide* describing what you can and can't do around the testing;
- ◆ be sure that you understand the directions on the classroom materials that are instructional in nature;
- ◆ be sure that you understand how the test is to be administered, and how materials are to be safeguarded;
- ◆ do not modify or adjust the administration of the assessment in any way. If you are asked to do so, ask your principal for a copy of the memo from EQAO outlining the change;
- ◆ attend any seminars available related to test administration and ask questions if you don't understand your role and the role of students;
- ◆ do not assist your students unless you are permitted to do so under the EQAO's direction, be clear about the assistance you may provide;
- ◆ never change any students' answers on an EQAO test;
- ◆ never provide answers to students during testing;
- ◆ follow the specific policies and procedures for accommodations and exemptions outlined in EQAO's guide and record these on the Student Information Form (SIF);
- ◆ if you have concerns about the advice or instructions you are receiving from Administration, call ETFO at 416-962-3836 and ask for PRS (Professional Relations Services).

The EQAO guidelines, *Administering the Assessments of Reading, Writing, and Mathematics 2010*, provides a clear outline of the Do's and Don'ts of administering the assessments. These guidelines should be followed closely.

REMEMBER, THESE TESTS ARE NOT A REFLECTION OF YOUR PERFORMANCE AS A TEACHER.

Timetable of the Teacher You are Replacing

The clause (28.2.0.) states, "The timetable for an Occasional Teacher shall be the same as the timetable of the Teacher who is being replaced."

Only when there is a need to cover classes due to unfilled jobs in the school, is the administrator permitted to reassign teaching staff, including Occasional Teachers. Reassignment to pay back owed or banked preparation time does not qualify as an acceptable reason for reassignment. If prep time is owed to staff, the administrator must enter a job in SFE with the job code for 'preparation payback'. They can't enter the job as "Mrs. Smith and preparation payback" in the special instructions. Either you are in for Mrs. Smith and following her timetable, or you are in for a preparation payback assignment for a full or half day.

This clause has been in our Collective Agreement for a number of years. Administrators are also reminded regularly of this clause by the Board's Occasional Teaching Department. It is the Administrator's responsibility to uphold our Collective Agreement by advising staff that they do not have the authority to reassign Occasional Teachers to duties outside the timetable of the teacher being replaced.

If your timetable shows you as covering another class on what should be your prep period, go to the office and let the Principal know. You might suggest there is a need for them to review the rules around OTs and preparation time at their next staff meeting. If you are told by the Administrator that you must do the coverage, even though you've told them it is a violation of your Collective Agreement, photocopy the timetable, write down your conversation with the Principal and call our office. We'd love to hear from you and we'd love to get you extra pay for the extra work that was in violation of your Collective Agreement.

Last Minute Job Cancellations

We have had calls from members reporting they are being told that their job has been cancelled when they arrive at the school. Don't accept "sorry" for an answer and don't leave the school if you are already there. Explain that you have the job number and if there is some confusion, the school should call the dispatch department, while you call your union for direction.

The school can cancel a job but only if you have another call-out period when you could potentially accept another job. It's not your fault that the workshop the teacher was going to attend was cancelled at the last minute. You must be assigned to an appropriate job that is within your job profile.

Sometimes circumstances happen in the morning when an error has been made at the school and a job is incorrectly entered and then immediately cancelled. This results in an OT accepting a job and getting a cancellation notice within minutes of the first call. In this rare situation, the Occasional Teacher has not lost the opportunity to work because they were only removed from of the call-out period for a matter of minutes.



Snow Days—and a Teacher's Responsibilities

Last year, winter failed to arrive. This year is looking completely different. We need to be prepared for the possibility of dealing with a Severe Weather Day:

- ◆ listen to designated radio stations for closure notifications beginning at 6:30 a.m. or visit the TDSB web site for information;
- ◆ call schools that are within walking distance and ask if they need an Occasional Teacher;
- ◆ be prepared to perform duties beyond your normal teaching assignment to ensure the safety of students;
- ◆ **remain at school until you are dismissed by the Principal.**

It's Election Time Again!

Nomination Form Enclosed

Election for 2011–2012 Local Executive

The nomination form is enclosed for members interested in serving on the 2011 – 2012 Local Executive. Please read over the description of each Executive position carefully and give some consideration towards taking an active role in your Local.

The nomination form must be sent directly to the Elections Officer, by **Canada Post only** and must be received by the deadline of **4:00 p.m. Friday February 11, 2011**. 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 Thursday February 24th, 2011.

ETFO Annual Meeting—Delegate Elections

The Annual Meeting of the Elementary Teachers' Federation will be held at the Sheraton Centre Toronto from August 15th to 18th, 2011.

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 p.m. Friday February 18th, 2011**. 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.

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 p.m. Friday February 18th, 2011**.

Message from your President:

Dear Colleagues,

The Holiday Season comes with wishes for good health and good cheer as well as celebrations filled with delicious holiday treats!

We, as a Local, endeavour to establish feelings of fellowship and support among all our members, throughout the school year. Our own Goodwill Committee would like to acknowledge the significant events in a member's life. We encourage you to send us news of special milestones and occasions pertaining to any member of our Local.

On behalf of the Executive, we wish you a winter break full of rare delights and simple pleasures enjoyed with family and friends. All the best throughout the year.

Yours in Federation,

Marion

President	Marion Mutton
First Vice-President	Robert Fulford
Second Vice-President	Donna Chapman
Third Vice-President	Sabrina Ramnanan
Treasurer	Scott Maudsley
Secretary	Susan Monahan
Executive at Large:	
Judy Anderson	Greg Deitcher
Ndidi Mgbemena	Patricia Monroe
Marsha Rayman	Iris Sopinka
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