

On behalf of the Comox District Teachers' Association and the TTOC Committee, we would like to remind all staff to update their TTOC folders for this current year. It is crucial for our Teachers' on Call to have current and up to date information to keep our students safe and act in their best interests. Thank-you for your time and understanding.

This checklist was created as a guideline for you and your school to follow on what to include in your TTOC folders. We have also included some templates for you to use.

## **Teacher Checklist for TTOC Folder**

### **School Wide**

- Emergency protocols/Evacuation Route
- Supervision schedule
- Music/Gym/Prep Schedule
- School Map
- Locations of staff washrooms and staff room
- Important phone extensions

### **Classroom Specific**

- Detailed lesson plan for the day
- Skeleton lesson plan for unplanned absences
- Class list (with pictures)
- Medical alerts/ allergies
- Behaviour alerts/needs
- Where a TTOC should keep their personal items
- Name (and location) of a teacher they can ask for help or the Staff Rep
- Students to watch or keep separated
- Your rewards system
- Your behaviour management system
- Bathroom policies/ rules
- Dismissal procedures
- Trustworthy students to rely on
- Would you prefer to have the TTOC follow your plans or are you ok with them doing their own thing if needed?

Teachers often do not have the opportunity to communicate with Teachers Teaching On Call (TTOCs) except to provide expectations for what to teach for the day. Many TTOCs are new and young teachers who would appreciate feedback to inform and improve their practice. We understand your time is valuable and would appreciate any feedback you could provide to your TTOC.

Thank-you!

## Teacher On Call Information

Teacher:	Rm#:	Grade:	Div:
Photocopy Code:		Classroom EA(s): * see below for students who are supported	
<b>Bell Schedule: Monday to Friday</b>		<b>Basic Week Schedule</b>	
8:40 First Bell 8:45 Second Bell 10:15-10:30 Recess outside 11:45 Lunch (play first) 12:10 Lunch (eat in class) 12:30 Back in session 2:30 Dismissal		See folder for daily/weekly timetable (times/subjects/music/prep)	
<b>Attendance Procedures:</b> Please do attendance at the start of each day and directly after lunch. In the morning, when you arrive, see _____ (Sr. Admin Asst.) to ensure you have been attached to the class online with My Ed BC- _____. Indicate students who are late before posting (by 9:00am at the latest). Students who arrive after O Canada has played, are supposed to report to the office, and request a Late Slip. Please send any late students to the office, who arrive without a Late Slip. In the afternoon, if a student is missing from class, please notify the office.			
<b><u>Students Who Can Help:</u></b>			
<b><u>Students Requiring Extra Support/Adaptations/Additional Information:</u></b>			
<b><u>Student Medical Alerts:</u></b>			
<b><u>Supervision (day/location):</u></b>			
<b><u>Buddy Class</u></b> (for working together and emergencies):			
<b><u>To Call the Office:</u></b> _____ Please familiarize yourself with our Emergency protocols, as well as your emergency evacuation route (located in this folder).			

## Specific classroom information for your TTOC

Grade/Block: \_\_\_\_\_

My phone number: \_\_\_\_\_ e-mail: \_\_\_\_\_

1. My buddy teacher(s) are: \_\_\_\_\_  
\_\_\_\_\_

2. Class rules/routines:

• bells and class times: \_\_\_\_\_  
\_\_\_\_\_

• homeroom and opening procedures/entering classroom: \_\_\_\_\_  
\_\_\_\_\_

• attendance taking: \_\_\_\_\_  
\_\_\_\_\_

• tardiness: \_\_\_\_\_  
\_\_\_\_\_

• correspondence from home: \_\_\_\_\_  
\_\_\_\_\_

• distributing books, supplies: \_\_\_\_\_  
\_\_\_\_\_

• failure to bring materials: \_\_\_\_\_  
\_\_\_\_\_

• collecting completed assignments: \_\_\_\_\_  
\_\_\_\_\_

• washroom/break procedures/drinking fountain: \_\_\_\_\_  
\_\_\_\_\_

• recess/lunch time procedures: \_\_\_\_\_  
\_\_\_\_\_

• signal for getting student attention: \_\_\_\_\_  
\_\_\_\_\_

- quiet signal: \_\_\_\_\_  
\_\_\_\_\_
- other signal(s): \_\_\_\_\_  
\_\_\_\_\_
- pets and plants: \_\_\_\_\_  
\_\_\_\_\_
- free-time activities: \_\_\_\_\_  
\_\_\_\_\_
- what to do when finished with work: \_\_\_\_\_  
\_\_\_\_\_
- acceptable rewards: \_\_\_\_\_  
\_\_\_\_\_
- library: \_\_\_\_\_  
\_\_\_\_\_
- pencil sharpener: \_\_\_\_\_  
\_\_\_\_\_
- other: \_\_\_\_\_  
\_\_\_\_\_
- dismissal: \_\_\_\_\_  
\_\_\_\_\_

**3. Classroom management procedures:**

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**4. Students:**

- helpful students: \_\_\_\_\_  
\_\_\_\_\_
- students on special programs: \_\_\_\_\_  
\_\_\_\_\_
- students who need extra attention: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- students with health or behaviour concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- how to assist ill students: \_\_\_\_\_  
\_\_\_\_\_

**5. Emergency and evacuation procedures:**

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**6. Other:**

a. additional notes:

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b. duty dates, times and responsibilities:

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adapted from The Practice of Teaching – Handbook for New Teachers and TTOCs  
(<https://www.bctf.ca/NewTeachersHandbook/>)