



TORONTO OCCASIONAL TEACHERS
2023-2024 Pocket Calendar

17 Fairmeadow Avenue
Suite #209
Toronto, Ontario
M2P 1W6

416-227-1866
www.etfo-torots.org

2023-2024 LOCAL EXECUTIVE

President:	Christina Meynell (416) 452-6874
First Vice-President:	Marisa Gallippi (416) 436-3119
Vice-President (Open):	Laura Barrett (647) 614-4223
Vice-President (Women Only):	Sharon Brown (647) 410-7511
Treasurer:	Gail James (416) 458-3451
Secretary:	Rinat Evron
Executive Members (Open):	Sarah Boomhower Jennifer Dietert Jeishan Rajakulasingam
Executive Members (Women Only):	Gabrielle Blais-Jones Caini Ouattara Sano Efsthathia Sotiropoulos

2023-2024 LOCAL EXECUTIVE MEETINGS

A maximum of 15 members may attend Local Executive Meetings as an Observer. Members shall be required to email the Local's President or Vice-Presidents, notifying them of their intent to observe an Executive Meeting, at least 24 hours prior to the scheduled start time of the Executive Meeting.

2023-2024 MEMBERSHIP MEETING DATES

All members in good standing are invited to attend General and Annual Meetings. The date, time, location and format of these meetings will be communicated to members on the Local's website, by email and/or in a newsletter.

IMPORTANT REMINDERS

Protect Yourself:

- Never touch a student.
- Never leave students in your care unsupervised.
- Never be alone with a student.
- Never drive a student.
- Never text message, photograph or pretend to photograph students.
- Use your Board email address or school telephone only when communicating with students or parents.
- Report all accidents and incidents of violence, bullying or harassment.
- Keep a copy of your Collective Agreement (also available on the Local's website).
- Know your rights and obligations, including your right to union representation.
- Report all violations of your collective agreement to the Local.

IF YOU ARE CONTACTED BY THE POLICE OR THE CHILDREN'S AID REGARDING AN ALLEGATION AGAINST YOU DIRECTLY RELATED TO YOUR PROFESSIONAL DUTIES AS A TEACHER:

During Office Hours:

- DO NOT participate in, or consent to, an interview.
- Make no statement to anyone regarding the allegation/ charges.
- Say "I am willing to co-operate, but I am unable to comment until I contact my union local."
- Contact your union local representative at **416-227-1866** or by email as soon as possible.
- If you can't reach your union local, please call the ETFO provincial office at **416-962-3836** and ask for Professional Relations Services (Long distance calls **1-888-838-3836**).
- You will be put in touch with the Professional Relations Services "on-call" counselor who will provide the necessary assistance.

After Office Hours:

- Call 416-962-3836 and follow the instructions.
- A lawyer will contact you directly, if necessary.

2023-24 PAY INFORMATION FOR TDSB ELEMENTARY OTS

All Occasional Teachers (Short Term/Daily and Long Term) are paid every two weeks, two weeks in arrears. Pay dates are located on the Local's website and on TDSBweb.

SHORT TERM/DAILY OCCASIONAL TEACHERS

The rate of pay for Short Term/Daily Occasional Teachers is inclusive of vacation pay and statutory holiday pay. The rate increases when the Occasional Teacher accumulates 100 lifetime full days teaching for the TDSB as shown in your current Collective Agreement (page 47). Effective September 1, 2021 the Short Term/Daily rate is:

0-100 lifetime days taught = **\$233.33**

100+ lifetime days taught = **\$256.73**

As per 10.3.0. of the Collective Agreement (page 48), recognized teaching experience shall include:

All contract teaching experience,

All Long Term Occasional Teaching experience,

Short Term and Long Term Occasional teaching experience will be calculated such that each day of experience shall equate to 1/194 of a year of credit, rounded to the nearest 1/10 of a year.

LONG TERM OCCASIONAL TEACHERS

The rate for Long Term Occasional Teachers is determined by placing the Long Term Occasional Teacher on the contract teachers' salary grid (printed at the back of our Collective Agreement) in accordance with the teacher's qualifications (*QECO rating) and experience acceptable to the TDSB.

The annual salary on the salary grid is then divided by 194 (representing the number of school days in a school year). The Long Term Occasional Teacher is then paid 1/194 of the annual grid rate for each day worked (either instructional or professional activity days). Long Term Occasional Teachers only receive pay for the 194 school days in a school year and are not paid for the Winter break, March break or any statutory holidays.

*** If the TDSB does not have a copy of your most recent QECO rating, you must submit your current Qualifications Evaluation Council of Ontario (QECO) rating to the TDSB Occasional Teaching office to be paid at your correct level on the contract teachers' salary grid.**

TDSB 2023-2024 PAY DATES

<u>Pay Date</u>	<u>Period Covered</u>	<u>School Days</u>
Sep. 28, 2023	Sep. 03 - 16	9 (Labour Day)
Oct. 12, 2023	Sep. 17 - 30	10
Oct. 26, 2023	Oct. 01 - 14	8 (PA Day, Thanksgiving)
Nov. 09, 2023	Oct. 15 - 28	10
Nov. 23, 2023	Oct. 29 to Nov. 11	10
Dec. 07, 2023	Nov. 12 - 25	9 (PA Day) (10 for LTOs)
Dec. 21, 2023	Nov. 26 - Dec. 09	9 (PA Day) (10 for LTOs)
Jan. 04, 2024	Dec. 10- 23	10
Jan. 18, 2024	Dec. 24 to Jan. 06	0 (Winter Break)
Feb. 01, 2024	Jan. 07 - 20	9 (PA Day) (10 for LTOs)
Feb. 15, 2024	Jan. 21 to Feb. 03	10
Feb. 29, 2024	Feb. 04 - 17	9 (PA Day) (10 for LTOs)
Mar. 14, 2024	Feb. 18 to Mar. 02	9 (Family Day)
Mar. 28, 2024	Mar. 03 - 16	5 (March Break)
Apr. 11, 2024	Mar. 17 - 30	9 (Good Friday)
Apr. 25, 2024	Mar. 31 - Apr. 13	9 (Easter Monday)
May 09, 2024	Apr. 14 - 27	9 (PA Day) (10 for LTOs)
May 23, 2024	Apr. 28 - May 11	10
Jun. 06, 2024	May 12 - 25	9 (Victoria Day)
Jun. 20, 2024	May 26 - Jun. 08	9 (PA Day) (10 for LTOs)
Jul. 04, 2024	Jun. 09 - 22	10
Jul. 18, 2024	Jun. 23-30	5

*10.2.1 on page 48 of the Collective Agreement: In the event a Long Term Occasional (LTO) Teacher's appointment's termination abuts a scheduled professional activity day, she or he shall be paid for the professional activity day and shall be entitled to attend.

LTO Teachers ONLY receive pay for the 194 school days in a school year and are not paid over the Winter Break, March Break or any statutory holidays. LTO Teachers are paid 1/194 of their annual grid salary rate for each day worked (either instructional or professional activity days). Short Term Occasional Teachers are paid a per diem rate. Below are the 2022-2023 per diem rates.

0-100 lifetime TDSB elementary days taught = \$233.33

100+ lifetime TDSB elementary days taught = \$256.73

PAYROLL ASSISTANCE (as of Sep 1, 2023)

For payroll concerns or questions, please contact your TDSB payroll assistant at their contact information below:

Payroll Assistants	Surnames Starting With	Phone Number	Email Address
Olinda D'Costa	A, J, O, W	416-395-9800	olinda.d'costa@tdsb.on.ca
Khristen Sivaramalingam	B, I, N, V	416-395-9646	khristen.sivaramalingam@tdsb.on.ca
Payroll Assistance	C, F, Ro to Rz	416-395-9642	payrollassistance@tdsb.on.ca
Mary Ruth Mandia	D, P, X, U, Y	416-395-9652	maryruth.mandia@tdsb.on.ca
Rianne Johnson	E, H, K, Q	416-395-8532	rienne.johnson@tdsb.on.ca
Matthew Botts	M, Ra to Ri	416-395-9655	matthew.botts@tdsb.on.ca
Fatema Azizi	S, To to Tz, Z	416-395-9649	fatema.azizi@tdsb.on.ca
Nalina Lazarus	G,L, Ta to Tm	416-395-9645	nalina.lazarus@tdsb.on.ca

HEALTH BENEFITS INFORMATION (as of Sep 1, 2023)

Elementary Occasional Teachers who taught at least **80 elementary full-time equivalent days** or more in the 2022-23 school year, are eligible to enrol in the **OTIP OCM** (Occasional and Casual Members) TDSB Group Benefit Plan effective September 1, 2023, at **50% of the cost of the premiums** as per your Collective Agreement (13.6.0 on page 52-53).

If you enrol in the plan, you are required to stay in the plan for 12 months, from September 1, 2023 to August 31, 2024. Eligible OTs receive an email to their TDSB email address in late August 2023 with a "Welcome Package" and an invitation to enroll in the OCM plan via the OTIP secure site. Eligible OTs must enroll by **September 30, 2023** as indicated in the email "Welcome Package". For questions please contact OTIP at 1-866-783-6847 or via email at www.otip.com/contactus

OTs who obtain an eligible LTO assignment allowing them to enrol in the OTIP ETFO ELHT Benefit Plan will have their premium payments for the OTIP OCM plan suspended while in the LTO assignment.

TDSB Elementary OTs who are in a **Long-Term Occasional (LTO) assignment** that is **longer than 90 consecutive calendar days** are eligible to enrol in the OTIP ETFO Employee ELHT Benefit Plan once your LTO information has been processed by the TDSB and provided to OTIP. During this time your premium payments into the OTIP OCM plan would be suspended.

You should receive email information from OTIP to your TDSB email address. Please contact the Ontario Teachers Insurance Plan (OTIP) at 1-866-783-6847 or via email at www.otip.com/contactus for information on the ETFO Employee ELHT Benefits Plan.

To contact a TDSB Health Benefits Assistant regarding the status of your information sent to OTIP please refer to the contact information on the Toronto OT website or TDSBWeb.

SALARY AND QUALIFICATIONS: DOCUMENTS REQUIRED BY THE TDSB

If you do not have a QECO statement on file with the TDSB, you will need to apply for one before the end of your LTO. You must complete the TDSB **Online Letter of Intent – Change in Salary Group** indicating that you have applied for your statement and will forward the necessary documentation as soon as possible. This online application can be found on the Board's website (TDSBWeb) under Forms and Information - Occasional Teaching.

Your LTO Salary placement will be at Category A1 Step 0 until you send a copy of your QECO evaluation statement and documentation of any previous teaching experience to your Records Assistant contact at the TDSB Occasional Teaching office.

To contact your Records Assistant, navigate to www.tdsb.on.ca > **TDSBWeb** > **Employee Services** > **SmartFind Express** > **Teachers / Occasional Teachers** to find the relevant Records Assistant for your surname.

Only once that information has been received and processed, will the necessary salary adjustments be made.

QECO can be accessed through their website or phone number listed on the back of the calendar. Allow 12 weeks for processing.

Teaching experience with other Boards of Education or Ministry-inspected private schools may be credited. You must contact the previous board employers and request a statement of teaching experience on **official letterhead** showing the start and end dates of employment (day/month/year) and whether you were employed as a contract or LTO teacher, with full or part-time experience.

ACCESSING WEEKLY LONG TERM OCCASIONAL (LTO) POSTINGS:

After you sign in on **TDSBWeb**,

- Click on **Employee Services** near the top of the website.
- On the left side of the screen, scroll down and click **Job Postings**.
- In the column down the left side, click on **Long Term Occasional Teaching**.
- Scroll down and click on the appropriate panel and zone.
- Long-term positions are posted from Monday at 9 a.m. to Friday noon each week.

ACCESSING THE SMARTFIND EXPRESS (SFE) SYSTEM:

In the address line of your internet web browser, type:
<https://tdsb.schoolsolutions.com> (Bookmark this page)

Or

Type **mytdsb.on.ca** in the address line of your web browser then click on the underlined **Smart Find Express** link on the left side of the page.

- By computer sign in using **TDSB – Single Sign On**
- By phone sign in using your employee number **with no zeros** as your User ID and enter your Smart Find Password.
- From here, you can access your SFE profile and any jobs that are available. See the SFE Quick Reference Card for further directions. Don't forget to sign out when you are finished.
- For assistance, contact: Teaching Dispatch Help Desk at 416-338-4747 Ext. 2
- SFE System Phone Number: 416-338-4500 or 1-844-294-7614 (toll free)

REGULATION UNDER THE TEACHING PROFESSION ACT

All teachers who teach in publicly-funded schools in Ontario are members of the Ontario Teachers' Federation (OTF). OTF was formed under the Teaching Profession Act (TPA) in 1944. All teachers are governed by the Regulations made under the TPA. It is important that our members observe the following requirements of the Regulations:

Duties of a Member to Fellow Members:

18. (1) A member shall,

(a) avoid interfering in an unwarranted manner between other teachers and pupils;

(b) on making an adverse report on another member, furnish him/her with a written statement of the report at the earliest possible time and not later than three days after making the report;

(c) notwithstanding section 18. (1)(b), a member who makes an adverse report about another member respecting suspected sexual abuse of a student by that other member need not provide him or her with a copy of the report or with any information about the report;

(d) refuse to accept employment with a board of trustees whose relations with the Federation are unsatisfactory; and

(e) where he/she is in an administrative or supervisory position, make an honest and determined effort to help and counsel a teacher before subscribing to the dismissal of that teacher.

(2) Under clause (d) of subsection (1) the onus shall be on the member to ascertain personally from the Federation whether an unsatisfactory relationship exists.

(3) A member shall not attempt to gain an advantage over other members by knowingly underbidding another member, or knowingly applying for a position not properly declared vacant, or by negotiating for salary independently of his/her local group or fellow members.

IMPORTANT COLLECTIVE AGREEMENT INFORMATION

- 1) **Sick Leave:** An LTO for a full school year is entitled to 11 sick days and 120 ***STLDP days**. An LTO for less than a full school year is entitled to 1 sick day and 6 ***STLDP** days per month to be allocated on the first of each month. Where the length of the contract is known, the sick and ***STLDP** days will be allotted at the beginning of the contract.
 - 2) **Maternity Leave for LTOs:** Maternity benefits shall be paid for eight weeks of the Occasional Teacher's maternity leave. The benefits shall be paid at a rate of pay that is equal to 100% of the employee's salary for the year, less any amount for EI benefits received by or available to the employee during that time. An employee who is on maternity leave during what would otherwise have been a long-term occasional teaching assignment is not entitled to be paid for maternity benefits after the last day of the long-term assignment.
- ** STLDP – Short Term Leave and Disability Plan days are paid at 90% of your LTO salary**

28.2.0. The Timetable for an Occasional Teacher shall be the same as the timetable of the Teacher being replaced.

28.2.1. Notwithstanding Article 28.2.0. an Occasional Teacher shall not be assigned any supervisory duty prior to the commencement of class on the first morning of an assignment or prior to commencement of the afternoon class on the first day if it is a half-day afternoon assignment. It is understood that a comparable supervisory duty may be assigned by the Principal during the day.

28.2.2. Notwithstanding Article 28.2.0. should the Board bring in an Occasional Teacher for an assignment other than the replacement of an absent teacher (e.g. preparation payback, coverage for IPRC meetings, grade placements, divisional meetings), the Board will enter the assignment into the dispatch system in a manner that informs the Occasional Teacher of the nature of the assignment.

28.2.3. Notwithstanding Article 28.2.0., on a day when a school does not receive a sufficient allotment of Occasional Teachers to cover teacher absences, an Occasional Teacher may be required to assist in the coverage of classes along with regular day school teachers.

LOGGING IN TO TDSBweb

In the address line of your internet browser, type **mytdsb.on.ca** and press the enter key. Scroll to where you can enter your **Employee #** (preceded by enough zeros to make a six-digit number) and your **Password**. After completing this click on Log in. Next, click on **TDSBWeb**. This will take you to the internal TDSB website for employees.

*Once you are signed in on **TDSBWeb**, you may access **myINFO** to view all your pay statements and **KEY to Learn** for professional learning opportunities. You will also have access to Board policies and procedures, curriculum materials, forms and benefits, workshops and courses, maps and directories, etc.

If you require assistance accessing this site, please contact the Enterprise Service Desk at 416-395-4357.

LOGGING IN TO YOUR TDSB Gmail ACCOUNT

In the address line of your internet browser, type **mytdsb.on.ca** and press the enter key. Next, click the **TDSB Gmail icon** (Gmail for Classroom Based Staff) on the left-hand side. Enter your **Username** (Employee number preceded by enough zeros to make it a six-digit number) and your **Password**. After completing this click on **Log in**.

Checking your TDSB email account on a regular basis is an important part of being a TDSB employee. Important and timely information is often communicated to TDSB Elementary Occasional Teachers by the Board only through this email address.

SEPTEMBER 2023

Go to "Days of Significance – Toronto District School Board" for a fulsome and detailed list of the days of significance and their resource links.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
<hr/> <hr/> <hr/>				1	2
4 Labour Day				8 Int'l. Day of Literacy (U.N.)	3
5 First Day of School	6	7			9
					10

11	12	13	14	15 Rosh Hashanah begins	16
					17 Rosh Hashanah ends
18	19 Powley Day (Métis)	20	21 Int'l. Day of Peace (U.N.)	22	23
					24 Yom Kippur begins
25 Yom Kippur ends	26	27	28	29	30 Orange Shirt Day, Nat'l. Day for Truth and Reconciliation
					1 OCTOBER
				\$	

OCTOBER 2023

Hispanic Heritage Month, Islamic Heritage Month, Somali Heritage Month, Women's History Month, Int'l Walk to School Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
2	3	4 Walk to School Day (TDSB)	5 World Teachers' Day (U.N.)	6 Board-wide P.A. Day	7
					8
9 Thanksgiving Schools Closed Body Confidence Awareness Week (TDSB)	10 World Mental Health Day (W.H.O.)	11 Int'l. Day of the Girl Child (U.N.)	12	13	14
			\$		15

16	17 Int'l Day for the Eradication of Poverty (U.N.)	18	19	20	21
23	24	25	26	27	28
30	31 Halloween				

17 Int'l Day for the Eradication of Poverty (U.N.)

22

\$

29

NOVEMBER 2023

Hindu Heritage Month, Indigenous Education Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
		1	2	3	4
					5
6	7 Inuit Day	8 Nat'l. Indigenous Veterans' Day	9	10	11 Remembrance Day
				\$	12 Diwali Starts
		Treaties Recognition Week (Ont. Gov't.)			

13	14	15	16 Diwali ends Louis Riel Day	17 Board-wide P.A. Day	18
					19
20 Int'l Transgender Day of Remembrance World Children's Day (U.N.)	21	22	23	24	25
					26
Anti-Bullying Awareness and Prevention Week (Ont. Gov't.)					
27	28	29	30	<hr/> <hr/> <hr/>	

DECEMBER 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
				1	2
					3 Int'l. Day of Persons with Disabilities (U.N.)
4	5	6 Nat'l. Day of Remembrance and Action on Violence Against Women	7 Hanukkah begins	8 Elementary P.A. Day	9
			\$		10 Human Rights Day (U.N.)

11	12	13	14	15 Hanukkah ends	16
					17
18	19	20	21	22 Last day of classes	23
					24
					\$
25 Winter Break begins Christmas Day	26 Boxing Day Kwanzaa starts	27	28	29	30
					31

JANUARY 2024

Tamil Heritage Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
1 New Year's Day Kwanzaa ends	2	3	4	5 Last day of Winter Break	6
				\$	7 Orthodox Christmas
8 School Resumes	9	10	11	12	13
					14

15 Martin Luther King Jr. Day	16	17	18 \$	19 Elementary P.A. Day	20
					21
22	23	24	25	26	27
					28
29	30	31	<hr/> <hr/> <hr/>		

FEBRUARY 2024

African Heritage Month, Black Queering Month, Chinese Heritage Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
			1	2	3
					4
			\$		
5 Bob Marley Birthday Day (Rastafarian & Tor. Mun. Gov't.)	6	7 Winter Walk to School Day (TDSB)	8	9	10 Chinese and Lunar New Year's Day
					11

<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p> <p style="text-align: right;">\$</p>	<p>16 Board-wide P.A. Day</p>	<p>17</p> <hr/> <p>18</p>
<p>19 Family Day Schools Closed</p>	<p>20</p>	<p>21</p>	<p>22</p>	<p>23</p>	<p>24</p> <hr/> <p>25</p>
<p>26</p>	<p>27</p>	<p>28</p>	<p>29</p> <p style="text-align: right;">\$</p>	<hr/> <hr/> <hr/>	

MARCH 2024

Greek Heritage Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
<hr/> <hr/> <hr/>				1	2
					3
4	5	6	7	8 International Women's Day	9
					10 Ramadan begins

11 March/Mid Winter Break begins	12	13	14	15 Last Day of March/Mid-Winter Break	16 <hr/> 17
18 School Resumes	19	20	21 Int'l. Day for the Elimination of Racial Discrimination (U.N.)	22 World Water Day (U.N.)	23 <hr/> 24
25	26	27	28	29 Good Friday Schools Closed	30 <hr/> 31

APRIL 2024

World Autism Month, Genocide Awareness Month, Latin-America History Month, Sikh Heritage Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
1 Easter Monday Schools Closed	2 World Autism Awareness Day (U.N.)	3	4	5	6
					7
8	9 Eid Al-Fitr	10 Int'l. Day of Pink	11	12	13 Vaisakhi
				\$	14

15	16	17	18	19 Board-Wide P.A. Day	20
					21
22 Passover begins Earth Day (U.N.)	23	24	25	26	27
					28
29	30 Passover ends	<hr/> <hr/> <hr/>			

\$

MAY 2024

Asian Heritage Month, Jewish Heritage Month, National Speech and Hearing Month, Sexual Assault Awareness and Prevention Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY	
<hr/> <hr/> <hr/>		1	2	3	4	
					5 Orthodox Easter Sunday	
6 Orthodox Easter Monday	7	8	9	10	11	
					12	
				\$		

13	14	15	16	17	18
					19
20 Victoria Day Schools Closed	21	22	23	24	25
				\$	26
27	28	29	30	31	 <hr/> <hr/> <hr/>

JUNE 2024

2SLGBTQIA+ Pride Month (Toronto), Filipino Heritage Month, Italian Heritage Month, Nat'l. Indigenous History Month, Portuguese Speaking Heritage Month

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

**SATURDAY
SUNDAY**

1 Online
Renewal opens

2

3

4

5 World
Environment
Day

6

7

\$

8

9

10	11 Shavuot begins	12	13 Shavuot ends	14	15
					16
17	18	19	20 World Refugee Day	21 Indigenous Peoples Day	22
					23
24	25	26	27	28 Last Day of Classes	29
					30 Last Day for OT Online Renewal!

JULY 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
1 Canada Day	2	3	4	5	6
					7
			\$		
8	9	10	11	12	13
					14

15	16	17	18 Nelson Mandela Day	19	20 <hr/> 21
22	23	24	25	26	27 <hr/> 28
29	30	31	<hr/> <hr/> <hr/>		

AUGUST 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
			1	2	3
					4
5 Simcoe Day – Civic Holiday	6	7	8	9	10
					11

12 Int'l. Youth Day	13	14	15	16	17
					18
19	20	21	22	23	24
					25
26	27	28	29	30	31
					1 SEPTEMBER



GENERAL EMERGENCY PROCEDURES

- In the event of a first aid emergency, contact the main office and they will notify qualified people to handle the situation.
- If it is necessary to evacuate the building, make certain that you know the exit that the class is to follow.
 - ✓ Take the attendance register with you as you leave the classroom.
 - ✓ Make sure that windows are closed and the door is locked (if you have a key).
 - ✓ Once outside of the building, take attendance.
 - ✓ Report any missing students to an administrator.
- Become familiar with the lock-down procedures for the schools where you teach.

PERSONAL INFORMATION

If Found Please Return to

Name: _____

Address: _____ Apt: _____

Telephone: _____

In case of illness or accident, notify:

Name: _____

Address: _____ Apt: _____

Contact Information: _____

Emergency medical Instructions:

Physician _____

Contact Information: _____

IMPORTANT CONTACTS

Local Website Address:.....	www.etfo-torots.org
Local Executive Phone Numbers:	See inside front cover
Local Office Telephone:	416-227-1866
Provincial ETFO - www.etfo.ca	416-962-3836
Toronto District School Board - www.tdsb.on.ca	416-397-3000
TDSB Occasional Teaching Dept. - LTO Records A-L.....	416-397-3249
TDSB Occasional Teaching Dept. - LTO Records M-Z	416-397-3007
Dispatch Help Desk - dispatchteaching@tdsb.on.ca	416-338-4747 # 2
Dispatch System (SFE).....	416-338-4500
Enterprise Help Desk (for TDSB password).....	416-395-4357
College of Teachers - www.oct.ca	416-961-8800
QECO - www.qeco.ca	416-323-1969
Ont. Teachers' Pension Plan - www.otpp.com	416-226-2700