



School District 19
(Revelstoke)

School District No. 19 (Revelstoke)

TTOC Handbook

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Welcome to our District!

Welcome to teaching on call in School District No. 19 (Revelstoke)! Teachers Teaching on Call (TTOC) are an essential component in keeping a healthy and vibrant school district. We hope you will find this work as rewarding as it is varied, and that you will take the opportunity to bring your strengths and gifts to the classrooms you work in. This handbook is designed to introduce you to our District and help you get started with success.

School District No. 19 (Revelstoke) has a proud history of providing high quality public education. The calibre of our educators and the environment of collaboration and continuous learning keep our system renewed.

Our District mission is to create a dynamic and safe environment for students to approach learning today and tomorrow with passion and joy. Our schools are a place where students can acquire knowledge and skills according to their individual potential and develop personal and social values that prepare them to become citizens who contribute to a healthy, sustainable and democratic society. Together, we strive to enable all learners to develop their social, academic, emotional and physical well-being.

We envision a school system that enables all learners to attain individual success and personal fulfillment, that involves the support and engagement of all students, staff, parents, and wider community, and prepares students to be citizens who fully participate in their local and global communities.

Each of our four schools is unique, but our high degree of collaboration with each other, with partner and stakeholder groups, and with the wider community ensures a shared commitment to student success.





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School Information & Contacts

The District Website has up to date information and the current Board-approved calendar.

Here are the 2019-2020 school contacts and calendar:

Arrow Heights Elementary	
Phone	250-837-6360
Address	1950 Park Drive
Principal	Rita Tedesco
Secretary/First Aid Attendant	Oriana Rollo
Hours	8:30 – 2:30
Recess	10:00 – 10:20
Noon hour	12:00 – 12:50

Columbia Park Elementary	
Phone	250-837-4744
Address	120 Colbeck Road
Principal	Andy Pfeiffer
Secretary/First Aid Attendant	Andrea Echlin
Hours	8:30 – 2:30
Recess	10:00 – 10:20
Noon hour	11:50 – 12:40

Begbie View Elementary	
Phone	250-837-3085
Address	1001 Mackenzie Ave.
Principal	Todd Hicks
Secretary/First Aid Attendant	Laura Dyer
Hours	8:30 – 2:30
Recess	10:10 – 10:30
Noon hour	11:50 – 12:40

Revelstoke Secondary School	
Phone	250-837-2173
Address	1007 Vernon Ave.
Principal	Greg Kenyon
Secretaries	Clara Maltby and Jaime Sinclair
First Aid Attendant	Clara Maltby
Hours	8:45 – 3:10
Recess/Breaks	10:05 – 10:15 and 1:45 – 1:55
Noon hour	11:35– 12:25



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School Calendar 2019/2020

Month	Statutory Holidays	Closures	Non-Instructional Dates	Total Days in Session	Days of Instruction
July/August			Professional Development, Wednesday, August 28 th School Planning Day, Thursday, August 29 th	2	0
September	Labour Day, Monday, September 2 nd First day of School, Tuesday, September 3rd			20	20
October	Thanksgiving Day Monday, October 14 th		Professional Development Friday, October 25 th	22	21
November	Remembrance Day Monday, November 11 th		Professional Development Friday, November 1 st	20	19
December	Christmas Wednesday, December 25 th Boxing Day, Thursday, December 26 th	Christmas Break December 23 rd – January 3 rd		15	15
January	New Year's Day Wednesday, January 1 st			20	20
February	Family Day, Monday, February 17 th		Professional Development, Friday, February 21 st	19	18
March		Spring Break March 16 th – 27 th		12	12
April	Good Friday, April 10 th Easter Monday, April 13 th			20	20
May	Victoria Day, Monday, May 18 th		Professional Development, Monday, May 4 th	20	19
June			Administrative Day, Friday, June 26 th	20	19
Total				190	183

School	Start Time	Recess / Break	Lunch	Afternoon Break	Dismissal	Daily Hours of Instruction	Early Dismissal Dates & Time (Communicating Student Learning)
Arrow Heights Elementary	8:30	10:00 – 10:20	12:00 – 12:50		2:30	4.83	Oct 10 & Nov 20 and Mar 11 & Apr 8 at 12:30 pm
Begbie View Elementary	8:30	10:10 – 10:30	11:50 – 12:40		2:30	4.83	Oct 8 & 9 and Apr 29 & 30 at 12:30 pm
Columbia Park Elementary	8:30	10:00 – 10:20	11:50 – 12:40		2:30	4.83	Oct 10 & Nov 20 and Apr 29 & 30 at 12:30 pm
Revelstoke Secondary	8:45	10:05 – 10:15	11:35 – 12:25	1:45 – 1:55	3:10	5.25	Oct 23 & 24 and Mar 11 & 12 at 1:10 pm

(as of August 19th, 2019)



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Working as a TTOC

As a Teacher Teaching-On-Call in School District No. 19 your work is instrumental in ensuring that our students' educational programs are delivered in as consistent and uninterrupted a manner as possible when regular classroom teachers are absent. As a result, your work is respected and highly valued. TTOCs fill an important role in our educational system and we thank you for your contributions to what can be a challenging but also highly rewarding position.

While it is your responsibility to ensure that you are accessible and available for work once you have been placed on the TTOC list, we do understand that many of our TTOCs will have other work commitments. Susie Salon at the Board Office maintains the District Certified Staff On Call List, which includes details of availability if your schedule is predictable on a weekly basis. This list is organized by grade level (K-2, K-7, K-12, 4-12, 8-12). Your name will be placed on the list in the grade level(s) for which you have demonstrated education and experience.

Visit each of the schools and introduce yourself to the principals and secretaries. It is recommended that you arrange a time to visit schools and classes on a day when you are not working to give you a sense of the expectations and learning environment. Additionally, looking for opportunities to get involved with the schools as a volunteer can help school staff and students get to know you and your skills and interests. Volunteer opportunities include school sports teams, helping with the school breakfast programs, organizing lunchtime activities, etc. Contact school principals to offer your skills and get yourself known!

TTOC Callout

If you have to be unavailable from work for a period of time, make sure that you alert Susie Salon at the Board Office (250-837-2101) as soon as possible, so that she can let schools know. As well, if you are placed in a part-time position and still wish to have additional TTOC work, ensure that your available times are correct on the TTOC list.

Ordinarily you will receive a phone call from the secretary or the principal asking you to come in for work. These calls are made as promptly as possible, but it is possible that you may receive a callout without much warning. Be ready at all times in the school day, as the easier it is to reach you and the more available you are, the more likely you are to be called again. Note that teachers are able to request specific TTOCs (Article C.25.4).



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Sometimes you'll be called out for only a morning or afternoon. Elementary assignments are 0.6 for mornings, 0.4 afternoons. RSS is 0.5 for both the morning and the afternoon (Article C.18.1.a). **When replacing a teacher with a part time schedule spanning the break, you will be paid the full time equivalent (FTE) of that teacher, but not less than 0.4 FTE.** In the event a pre-arranged callout is cancelled by the school, you will be notified before 10pm the night before of the cancellation, or you will be paid for a partial day of work and assigned alternate duties at the school. See Article C.26 for more details.

If you need to cancel a day of TTOC work (for illness, etc.) contact the school secretary or principal as soon as possible to let them know. If you get an answering machine, leave a message for the secretary, but also send an email to the principal and the secretary.

A Message From the Revelstoke Teachers' Association

The Revelstoke Teachers' Association would like to extend best wishes and a sincere welcome to you as a Teacher Teaching On Call in our local. Teachers in Revelstoke are automatically enrolled as members in both our local association and our provincial body, the British Columbia Teachers' Federation (BCTF). I encourage you to become active in our local association, and to become familiar with the supports and opportunities our association provides to TTOCs. The RTA has a website at www.revelstoketeachers.ca where you can find a copy of our Collective Agreement, lots of information about our association, and a variety of links that we hope you will find helpful.

Collective Agreement language relating to TTOCs

There are a number of clauses in our collective agreement that deal with the rights of TTOCs with regards to hiring, callout, evaluation, salary, pay periods and much more. Check this link here <http://revelstoketeachers.ca/wp-content/uploads/2019/09/Collective-Agreement-Clauses-TTOC.pdf> on the RTA website to learn more about how our collective agreement applies specifically to TTOCs. If you have any questions, please don't hesitate to contact the RTA Office.





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BCTF Code of Ethics

The Code of Ethics states general rules for all members of the BC Teachers' Federation (BCTF) for maintaining high standards of professional service and conduct toward students, colleagues, and the professional union. Members are advised to contact local union officers or appropriate BCTF staff for advice on how to proceed with issues related to the BCTF Code of Ethics.

1. The member speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their individual rights and sensibilities.
2. The member respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare. *The member follows legal requirements in reporting child protection issues.*
3. A privileged relationship exists between members and students. The member refrains from exploiting that relationship for material, ideological, or other advantage.
4. The member is willing to review with colleagues, students, and their parents/guardians the practices employed in discharging the member's professional duties.
5. The member directs any criticism of the teaching performance and related work of a colleague to that colleague in private. If the member believes that the issue(s) has not been addressed, they may, after privately informing the colleague in writing of their intent to do so, direct the criticism in confidence to appropriate individuals who can offer advice and assistance. **It shall not be considered a breach of the Code of Ethics for a member to follow the legal requirements for reporting child protection issues.*
6. The member acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in her or his professional union.
7. The member adheres to the provisions of the collective agreement.
8. The member acts in a manner not prejudicial to job actions or other collective strategies of her or his professional union.
9. The member neither applies for nor accepts a position which is included in a Federation in-dispute declaration.
10. The member, as an individual or as a member of a group of members, does not make unauthorized representations to outside bodies in the name of the Federation or its locals.



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Duties and Expectations

As a teacher teaching on call, you are fulfilling the role and obligations of the regular teacher. This includes any supervision duty, participation in school-organized events, reasonable preparation or marking left for you by the teacher, or relevant meetings. Unless you have been called out with little notice, you should plan to arrive at the school in time to orient yourself and be ready to welcome students to your class.

Considerations When Working with any Student

- Respect the confidential nature of information concerning students. Do not discuss school issues or students outside of the school environment. Have conversations about a student's progress or educational program only with members of the student's professional support team
- Engage in instructional activities only under the direction of a supervising teacher
- Engage in strategies that are consistent with philosophy and standards established by the student's school team, District policies, CUPE code of conduct, the School Act, and Provincial and Canadian laws, and Charter Rights
- Encourage the independence of the student
- Discuss school problems, confidential matters, or administrative issues privately and only with school staff involved
- Express differences of opinion privately with a supervising teacher
- Treat all students with respect, regardless of race, sexual orientation, gender identity, cultural background and religion
- Serve as a positive role model and advocate
- Adjust own response or attitude to the observed behaviour levels of the student, using an understanding of the Crisis Development Model
- Be conscious of your own verbal and non-verbal communication toward others, ensuring that your tone, volume, cadence and your proximity, body language and haptics (touch) are not contributing to a students' anxiety or discomfort
- Practice and hone your empathic listening skills
- Approach your work as part of a team, maintaining professional and supportive relationships with students and other staff members

On arrival at the school, the TTOC must report to the school office and will be provided with pertinent information such as:

- sign-in instructions,
- fire drill and other emergency procedures,
- health and safety program information,
- bell schedule,
- supervision duty schedule,



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- student code of conduct information, and
- key and direction to the classroom

Once the assignment is complete, please return all keys and pertinent information to the school office.

It is a district expectation that the TTOC:

- sign in at the school office at least 15 minutes prior to the start of class, and stay at least 15 minutes after dismissal;
- fulfill any scheduled supervision duties of the absent teacher;
- follow the plans left by the teacher as closely as possible and leave a detailed list of what was accomplished noting any adaptations that were necessary;
- plan for the following day (unless advised otherwise by the absent teacher) and complete preliminary work (such as putting up board work and doing photocopying);
- mark work assigned/collected during the day (unless advised otherwise by the absent teacher);
- if the assignment includes scheduled preparation time, the TTOC is expected to use this time to complete planning related to the assignment, and mark assignments (if requested by absent teacher), however when planning is not required the TTOC is expected to ask the administrator how to best use his/her teaching skills during this time;
- contact the absent teacher or school administrator if you have any questions or concerns and leave your name and phone number in the daybook in case the teacher needs to contact you.

Remember:

Students can be a helpful source of information on usual practice, however be aware of students who capitalize on your unfamiliarity with the class routine.

It is important not to allow disruptive behaviour to persist, if necessary, consult with the administrator or send a message to the office for administrative assistance. Also, it is helpful to leave the teacher a list of issues that occurred, including student names and actions taken.

Checklist for finishing your day

If possible, complete any marking from the day.

Leave notes for the classroom teacher about what the class was able to finish, student behaviour, and other details that will help the classroom teacher plan for the next day.

Leave your contact information for the classroom teacher, in case he/she has questions about how the day went.

Return keys to the office and let the office know when you leave

Behaviour Expectations and Codes of Conduct

Each school has its own Code of Conduct to help support positive behaviour expectations. These are available on the School District website: <https://www.sd19.bc.ca/school-codes-of-conduct/>





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Working with Support Staff

It is quite likely that you will be working alongside at least one Educational Assistant (EA) in your TTOC assignment, and they can be very valuable in helping you understand the needs of specific students, and often the class as a whole. While it is the teacher's responsibility to deliver the educational program of all students, TTOCs (like all teachers) are encouraged to work closely and collegially with EA's in their classrooms in order to ensure that all students are receiving the support and assistance that they require in order to be successful.

The chart below is taken from a document put together by the BCTF and CUPE outlining the roles and responsibilities of teachers and EA's.

TTOC	EA/PCA
<ul style="list-style-type: none"> Plans learning activities Develops outlines for projects to provide guidance for implementation 	<ul style="list-style-type: none"> Implements learning activities Keeps working notes through working with student or students to provide feedback into the planning process Completes checklists and rubrics
<ul style="list-style-type: none"> Determines appropriate modifications and adaptations in line with IEP goals 	<ul style="list-style-type: none"> Collaborates with the teacher to create and produce materials and implements strategies to accommodate individual learner needs/styles in accordance with IEP objectives Shares learning activity challenges taking place in the classroom Consults regarding changes or alterations to materials and/or strategies
<ul style="list-style-type: none"> Develops and identifies the appropriate instructional learning resources 	<ul style="list-style-type: none"> Assists with preparation of instructional materials as adaptations are identified.
<ul style="list-style-type: none"> Develops lesson plans and learning strategies Reviews and reinforces learning activities for concept and skill development 	<ul style="list-style-type: none"> Reviews and reinforces learning activities using lesson plans and learning strategies developed by the teacher/team to help students master concepts and skills
	<ul style="list-style-type: none"> Assists students with learning activities and/or independent study projects developed by teacher/team Gathers data and reports to teacher/team on implementation of the program



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Health and Safety

School District 19 has a Joint Occupational Health and Safety committee as well as school-based committees. Each school has a health and safety rep.

- Every worker has three basic health and safety rights:
 - 1) The Right to Know (e.g. the hazards of the workplace, controls, OHS info, how to protect themselves etc.)
 - 2) The Right to Participate (e.g. be on the OHS Committee)
 - 3) The Right to Refuse unsafe work
- All workers in BC are protected by the Workers' Compensation Act. This legislation says employers must provide their workers with a safe workplace, adequate training and supervision, and properly maintained and functioning safety equipment. Workers also have the right to refuse work if they believe the task or conditions are unsafe.

Supervisors have the responsibility to:

- Ensure the health and safety of all workers under their direct supervision.
- Know the WorkSafeBC requirements that apply to the work being supervised
- Ensure that workers under their supervision are made aware of all known or reasonably foreseeable health and safety hazards where they work.
- Consult and cooperate with joint committee members or worker health and safety representatives, and cooperate with others carrying out occupational health and safety duties
- Ensure that the appropriate personal protective equipment and clothing are available, properly worn when required, and properly inspected and maintained.
- Investigate unsafe conditions reported to them and ensure that corrective action is taken without delay.

Workers have the responsibility to:

- Take reasonable care to protect the health and safety of themselves and others in the workplace
- Cooperate with the joint committee or worker health and safety representative, WorkSafeBC prevention officers, and any other person carrying out occupational health and safety duties
- Learn and follow safe work procedures.
- Be alert to hazards, and report hazards or problems to the supervisor or employer.
- Use and maintain the protective clothing, devices, and equipment provided.
- Perform work in a safe manner. Do not engage in horseplay or work while impaired by alcohol, drugs, or other causes.
- Refuse to do work that they have reasonable cause to believe would create an undue hazard to the health and safety of any person. Immediately report an unsafe situation to their supervisor or employer.



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Health & Safety in the Classroom

- When working in shop and lab classes TTOCs should be aware of safety procedures, the location of first aid and safety equipment. If TTOCs will be using tools or equipment they should ensure that they have received proper training and that students have received training in safety procedures.
- TTOCs should be made aware of any student that they will be instructing who has a safety or behaviour plan and should have the opportunity to familiarize themselves with this material before working with the student(s).
- TTOCs should be made aware of any student they will be instructing who has a serious allergy or other health concern and what actions should be taken should the student experience a reaction or other health issue.
- If TTOCs are injured while at work they must complete a WorkSafe BC 6A Form, and this form should be submitted to the school. If a TTOC experiences or witnesses a violent or traumatic incident they should complete and submit a SD 19 Violent/Traumatic Incident form. Both of these forms should be available in the school office
- Each classroom should contain an emergency procedures binder, with information on fire drills, lockdown procedures and class lists. TTOCs should familiarize themselves with these binders.

First Aid

The secretary at each school is the First Aid attendant. If you are injured while working, report to the first aid attendant for treatment and assessment. The first aid attendant will start the incident reporting processes by completing a First Aid Report Form with you.

Emergency Procedures

Specific procedures exist for potential emergencies. These are maintained at each site for your review. Check with the school secretaries and/or school principal.

Professional Development

TTOCs are welcome and encouraged to take part in all professional development activities in SD19. There is money and support for TTOC's Pro-D available through the RTA – follow this link to learn more <http://revelstoketeachers.ca/wp-content/uploads/2017/02/Pro-D-and-TTOCs.pdf>

Pay and Benefits

As outlined in Article B.22 TTOC's are paid to scale, up to a 1/189 of his/her category classification and experience, to a maximum of the rate at Category 5 Step 8, for each full day worked. Additionally, you will be paid \$11 per day over daily rate in lieu of benefits. TTOCs may be eligible for extended health and dental benefits, but they must meet requirements of the plan as set out by the provider. Essentially you must be working over 0.60 FTE and full costs of the benefits reality, very few TTOCs qualify, and even if they do, the costs high.

TTOCs are not eligible for BCTF Health and Wellness program since they do not contribute Salary Indemnity Program, but the RTA and District have come to an agreement to allow TTOCs access to the district Employee Family Assistance Program. Contact the board office or RTA office for more information.

Pay periods (frequency)





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FAQ

How do I apply for a posted vacancy with School District No. 19?

All vacancies are posted on the RTA Postings folder in the SD 19 Sharepoint. Additionally, emails are automatically sent to all RTA members when a new position is added to the Sharepoint.

What is the difference between Continuing, Temporary and Long-Term Assignments?

Continuing appointments are ongoing appointments. Employees with continuing appointments have ongoing rights to FTE, as well as rights to seniority, leaves and layoff and recall.

Temporary Assignments are term specific and are often created when continuing teachers take a leave of absence.

Employees with temporary assignments have rights to benefits (if working more than half time) and some leaves while serving in the assignment. Once the assignment is completed the employee is usually returned to the TTOC list and does not have recall rights.

Long Term Assignments are TTOC assignments of a duration of more than 10 days but less than 3 months. Prior to the start of a long-term assignment the employee is entitled to a paid transitional day, but employees with long term assignments do not have rights to benefits and leaves.

How do I convert to continuing status?

Employees can gain continuing status by either being hired to a continuing contract or successfully completing 10 FTE months in at least 2 temporary appointments. See Article C.23 Temporary Appointments in the collective agreement or contact your RTA President for more details.

I have questions about my assignment. Who do I ask?

TTOCs should not hesitate to talk to the school administrator if they have questions about their assignment in a school or are facing difficulties or challenges with students or parents. If a TTOC has questions about what they are being asked to do in a school or are having difficulties with other staff they should either contact the school staff rep or their RTA President. Health and Safety concerns should be addressed to the school administrator and the school-based health and safety contact.



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Forms

Pay Dates, Casual Time Sheet, Pro D form

Days worked between these dates	Your timesheet is due by 3:30 pm on this date	Payroll will be deposited on this date
September 1 – 15	September 17, 2019	September 25, 2019
September 16 – 30	October 2, 2019	October 10, 2019
October 1 – 15	October 17, 2019	October 25, 2019
October 16 – 31	November 4, 2019	November 8, 2019
November 1 – 15	November 19, 2019	November 23, 2019
November 16 – 30	December 3, 2019	December 10, 2019
December 1 – 15	December 17, 2019	December 24, 2019
December 16 – 31	January 3, 2020	January 10, 2020
January 1 – 15	January 17, 2020	January 24, 2020
January 16 – 31	February 4, 2020	February 8, 2020
February 1 – 15	February 18, 2020	February 25, 2020
February 16 – 29	March 3, 2020	March 10, 2020
March 1 – 15	March 17, 2020	March 25, 2020
March 16 – 31	April 2, 2020	April 10, 2020
April 1 – 15	April 17, 2020	April 24, 2020
April 16 – 30	May 4, 2020	May 8, 2020
May 1 – 15	May 19, 2020	May 23, 2020
May 16 – 31	June 2, 2020	June 10, 2020
June 1 – 15	June 17, 2020	June 25, 2020
June 16 – 30	June 30, 2020	July 10, 2020

Teacher Teaching On Call Report

For Semi-Monthly Pay Period of: _____

Name and Address: _____

Name of Absent Teacher	School	Date Worked	FTE Worked	Payroll Use		AO's Initials

Employee Signature: _____

NOTE: Please ensure that this teacher teaching on call report is returned to the Board Office within TWO days after the end of the pay period so that the payroll can be processed and ready for payment by either the 25th of the current month or the 10th of the following month.

INDIVIDUAL PROFESSIONAL DEVELOPMENT DAY ACTIVITY LOG

This log documents a teacher's self-directed Professional Development activity on a recognized Pro-D Day. The teacher must be in attendance at his/her school unless prior arrangements have been made.

Activities must be submitted prior to the date requested.

D Details of activity: _____

Principal's Signature _____

Date _____

GUIDELINES FOR COMPLETION OF FORM

Section	PROFESSIONAL DEVELOPMENT DAY				INSTRUCTIONAL DAY
	Participating in a District Activity (Front Page Only)	Attending a conference or workshop (Front Page Only)	Participating in an Alternate Activity on a SD #19 Professional Development Day		
			In School	Out of School and/or Out of District	
A	Complete	Complete	Complete	Complete	Complete
B		Complete only if using leave beyond the non-instructional day			Complete
C		Complete if seeking reimbursement		Complete if seeking reimbursement	Complete if seeking reimbursement
D			Complete	Complete	Complete if not attending a conference, workshop or seminar