

CLASSROOM INFORMATION TO ASSIST ELEMENTARY OCCASIONAL TEACHER

Please Complete at the Beginning of the School Year and Update as Required.

Teacher's Name:

School:

Grade Level/Class Setting:

Room No.

Principal's Name:

Ext. # / # for Office

Vice-Principal's Name:

Please Complete All Sections Applicable to the Office and Place in a Folder/Binder in/on Your Desk.

1. **Class List(s)** (see attached sheet)
2. **Seating Plan(s)** (see attached sheet)
3. **Timetable** (see attached sheet)
4. **Description of Classroom Teacher Supervision Schedule and Responsibilities**
e.g., pick up walkie talkies at office, vest, etc. (see attached sheet)
5. **Safety Plans**
6. **Classroom Routines (complete as appropriate)**

(a) Entry and Dismissal Procedures:

(b) Attendance Procedure:

(c) Distribution of Materials:

(d) Classroom Rules/Routines:

(e) Washroom:

(f) Recess/Lunch Room Procedure:

(g) Use of Library:

(h) Marking Work/Unfinished Work:

(i) Corrections/Checklists:

(j) Emergency Procedures:

(k) Behaviour Plans:

7. Additional Supports assigned to your classroom (e.g. EA, DECE etc.)

Please complete as appropriate.

8. Students Requiring Special Attention

e.g., a) health problems (location of medication if required), b) Speech/Hearing/Physical/Special Program (Individual Educational Plans), c) washroom assistance, d) assistance in preparing to go outside (coat, mitts, etc.)

9. **Location of Materials Necessary for the Delivery of Lessons**, e.g., instructional plans, keys, photocopier (code if necessary), resource materials/supplies.

10. **Name(s) of Teacher(s)** who would be willing to act as a support.

Teacher Room Number and Extension Number

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11. **Administrative Procedures**

(To be provided by school administration on the day of assignment, information may vary according to panel).

- School floor plan and teacher/support staff names
- Accident Policy (how to handle student/staff accidents)
- Behaviour Code
- Emergency Procedures, e.g., Emergency Response Team (E.R.T.), Fire, Tornado, Intruder Alert (lockdown, red alert).
- School Supervision Schedule (lists of teachers on duty, areas to be supervised – school boundaries)
- Other procedures as developed and necessary.

12. **Additional Information**

- Dismissal of students – special circumstances (designated parent pick-up and/or transportation arrangements), special activities, etc.