Dear Colleagues, we hope this voluntary form helps you keep your Teachers Teaching on Call file current. VESTA's Teachers Teaching on Call Committee thanks you for your continued support.

## TTOC Information Form (Please leave visible on desk)

Please complete this guide to ensure a consistent day for your students

**Division #** Click or tap here to enter division has Click or tap here to enter number students when all are present. We are a grade Click or tap here to enter number. class.

Adults in our classroom: Click or tap here to enter names and roles..

## **Emergency Procedures:**

- The emergency knapsack and class list can be found Enter location..
- In case of fire or earthquake evacuation classes exit via Click or tap here to enter route.

  and gather at Click or tap here to enter location..
- Student medical alerts and/or allergies? ☐ Yes ☐ No
- Medical information can be found Click or tap here to enter location..
- Student safety plans? ☐ Yes ☐ No
- Safety plans can be found Click or tap here to enter location..

## The following students are out of the classroom for LAC/Resource/Other

Student Name(s)	Day(s) & time(s) of pullout	Supervising adult	Room # Room Phone #
Click or tap here to enter name.	Enter day and time	Enter name.	Enter text.
Click or tap here to enter name.	Enter day and time	Enter name.	Enter text.
Click or tap here to enter name.	Enter day and time	Enter name.	Enter text.
Click or tap here to enter name.	Enter day and time	Enter name.	Enter text.
Click or tap here to enter name.	Enter day and time	Enter name.	Enter text.
Click or tap here to enter name.	Enter day and time	Enter name.	Enter text.

<b>Attendance:</b> Send to office in $\square$ AM $\square$	PM □ Both				
Where to pick up students: In the morning	Click or tap here to enter text.				
After recess Click or tap here to enter text.					
After lunch Cli	After lunch Click or tap here to enter text.				
Hot lunch? ☐ Yes ☐ No Need slips?	□ Yes □ No				
Students who go home for lunch					
Student Name(s)	Name of adult who picks up				
Click or tap here to enter name.	Click or tap here to enter name.				
Click or tap here to enter name.	Click or tap here to enter name.				
Click or tap here to enter name.	Click or tap here to enter name.				
Click or tap here to enter name.	Click or tap here to enter name.				
Click or tap here to enter name.	Click or tap here to enter name.				
Additional health and safety information	: Click or tap here to enter information.				
Code for photocopier: Click or tap here to e	enter code.				
Washroom and water fountain policy: Cl	ick or tap here to enter information.				
Cue for students' attention: Click or tap her	re to enter information.				
System for behaviour management: Clic	k or tap here to enter information.				
Supervision or kitchen duty: Click or tap he	ere to enter duties.				

Day plan and weekly timetable can be found: Click or tap here to enter location.

Name of VEAES staff rep: Click or tap here to enter name. in room #: Enter room.

## Or please fill in timetable below:

Monday	Tuesday	Wednesday	Thursday	Friday
Enter text.				
Enter text.				
Enter text.				
Recess	Recess	Recess	Recess	Recess
Enter text.				
Enter text.				
Enter text.				
Lunch	Lunch	Lunch	Lunch	Lunch
Enter text.				
Enter text.				
Enter text.				

Attention TTOCs: Stay in the loop – join the TTOC list serve. Send a non-VSB email to lori@veaes.ca

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