

Maple Ridge Teachers' Association TTOC Template - Elementary

June 9, 2016

Please complete at the beginning of the school year. This will ensure a smooth classroom teacher absence. Revisions should be considered throughout the year.

Copier Code: _____ Supervision: _____

School TTOC Liaison and/or Staff Rep: _____

Education Assistant(s): _____

Room#: _____

Students requiring special attention:

Students that will be helpful:

Classroom & School Routines (Calming lab, /Eat times, etc):

TTOC Should ... (Y / N)

___ Create a plan for next day

___ Create a report of the day

Circle your choice: (Print or Email)

___ Mark all completed work

___ Use prep time for the class

___ Clean / Tidy room

___ Put tomorrow's agenda on board

Does your TTOC Book contain?

- Weekly Block Schedule

- Attendance / Class List

- Safety / Behavior Plan Info

- Emergency Procedures & Map