

# TTOC TIMES



## Maple Ridge Teachers' Association

11771 Fraser Street Maple Ridge BC V2X 6C6 604-467-2111

Early Career Teacher Committee Chair: Kara-Lynn Lund

April 1, 2022

Issue 3

### TTOCs and Technology

Be aware of your technology and what you will need for the day! When you arrive, TTOCs should be provided either a TTOC Laptop or iPad. You are not always provided a dongle for these devices. At this time, the iPads are meant to be used for simple things like taking attendance and do not come with a dongle. Read your day plan and if you notice in the plan you will be required to connect the device to a projector, then you will need to make sure you have the appropriate technology for the day – laptop *and* dongle! If the office is unable to provide you with the appropriate technology and you are unable to complete that part of the day plan, please leave a note letting the teacher know, and also please advise ECT chair Kara-Lynn Lund via email: [Kara-lynn\\_lund@sd42.ca](mailto:Kara-lynn_lund@sd42.ca) along with the MRTA VP: [martin@mrtaoffice.ca](mailto:martin@mrtaoffice.ca) .



### TTOC Binders and Safety Plans

When you arrive at a school as a TTOC, you should be provided with a TTOC binder. This binder should contain pertinent school safety information and relevant classroom information. This binder is also where you should be finding any safety plans for children you will encounter that day. If a binder is not provided, or you cannot find a safety plan that is mentioned in a day plan, please enquire at the office the whereabouts of the binder/safety plan. Never start working with students without reading safety plans first – this is a requirement, and the school must cover you until you have had time to read and sign any safety plans.



**Someone other than you must cover the class until you have had time to read and familiarize yourself with all safety plans, before you start working with students. Feel free to ask admin who will go into the classroom until you are finished. Being familiar with all safety plans, before you work, is non-negotiable nor optional.**

If you do not understand any aspect of a safety plan, it is vitally important you ask questions to support staff or admin before taking over management of the class. Have you been to a school where no TTOC binder has been given or you had trouble locating safety plans? Please contact

both Martin, our Union Health and Safety Rep, [martin@mrtaoffice.ca](mailto:martin@mrtaoffice.ca), and ECT Chair Kara-Lynn Lund, to let us know: [Kara-lynn\\_lund@sd42.ca](mailto:Kara-lynn_lund@sd42.ca).

## What To Do When No Day Plan Has Been Left

Did you check with the office? Often teachers will email in the day plan to the office, so check there first! If no day plan was sent, check the teacher's desk; teachers are required to have at least a rough outline of the day/week showing the shape of day, which should at least tell you what subjects are being taught, and what the class has been learning.



We strongly encourage TTOCs to start a resource binder by grade with go-to-activities that can be used when no day plan is left. This makes it easy to fill in any gaps left in day plans, or to create a whole day plan on the fly!

If you are struggling to find activities for the day, check in with other teachers in the building. These teachers have a wealth of knowledge and may be able to provide you with activities or offer suggestions!

Still stuck? Don't forget our amazing *Helping Teachers* have provided an extensive list of resources that can be accessed by *all* SD42 employees:

### Spark

- [Homepage](#)
- [How to Access Online Resources from School and Home](#) (Login Credentials)
- [Elementary COVID Planning](#)
  - This link leads to many online offerings of activities, games, virtual lessons and field trips and specific choice boards and open-ended learning tasks as well as templates to build your own.
  - Includes literacy, numeracy, SEL and movement activities.
  - Lots of suggestions good for secondary too!
- [Video Conferencing Tools: How To use TEAMS](#)
- [Home Learning Supports from Learning Services](#)
- [Kid Inventor Day](#)
- [Quick 10-15 Minute Activities](#)
- [AbEd Science](#)
- [Numeracy](#)
- [January SEL Theme Ideas](#)
- [GSS Mindfulness and Wellness Resources](#)
- [Virtual Field Trips](#)



- 
- [Outside Learning Ideas from Dispatches from Elsewhere Issue #7](#)

**SD42 Online Resources** (Use [Login Credentials](#) to gain access from home)

- [SD42 Online Resources Homepage](#)
- [Multimedia Resources](#) – Curio (CBC) - Learn 360 – Tigtag and Twig Science
- [Intermediate Resources](#) – World Book - National Geographic Kids - Ebsco Explora

**SD42 Online Resources** (cont'd)

- [Primary Resources](#) – World Book Early Learning – World Book Kids – National Geographic Kids - TumbleBooks

**SD42 Online Learning**

- [SD42 Online Learning](#) – Online Resources and Lesson Plans provided by your [Helping Teachers](#)

**Other Online Resources**

- [PBS K-12 Resources for New School Routines](#) – Excellent! Videos - Teacher and student handouts – Lesson plans
- [Fraser Valley Regional Library Online Resources](#) – FVRL Library card required

~~~~~



**TTOC Tips & Tricks with Jennifer MacDonald**

April 7<sup>th</sup>, at 3:30 PM

Register on [Staff Learning site](#)

**TTOC & ECT Coffee Chat with Jennifer MacDonald**

April 14<sup>th</sup>, 3:30 PM at Gratia Bakery & Café (22225 Dewdney Trunk Road)

Respond to RSVP from Jen MacDonald

---

## How to Read your Paystub with Anna John (DEO Payroll)

April 20<sup>th</sup>, at 4:00 PM

To Register: [CLICK HERE](#)

2021/22

K-LL/cf leu42 usw 2009 HD/Newsletters/TTOC TIMES