

Ministry of Education

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Ministère de l'Éducation

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**MEMORANDUM TO:** Directors of Education  
Supervisory Officers  
Secretary/Treasurers of School Authorities

**FROM:** Elizabeth Harding  
Director  
Learning Environment Branch

**DATE:** October 7, 2010

**SUBJECT:** Reporting/Responding Resource for Occasional Teachers

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As you are aware, some of the legislative and policy changes as a result of Bill 157 impact on every employee in your board, including occasional teachers. I am writing to let you know that the Ministry of Education has developed the attached resource to assist occasional teachers in understanding their reporting and responding obligations under Bill 157, which, as you are aware, came into effect on February 1, 2010. Please distribute this resource to schools. This resource is in addition to the training DVD that was distributed in January to all boards, which is also available online at <http://bill157.apandrose.com/>.

I understand that boards are varied in their approach to making occasional teachers aware of their reporting and responding obligations under Bill 157. Allow me to share some of the approaches that the ministry has become aware of. Some boards have held a training session for occasional teachers. At the school level, some schools have a folder ready for any occasional teachers that come to the school that includes information about these obligations, as well as emergency procedures, coupled with a discussion between the principal/VP and the incoming occasional teacher. You may wish to consider adopting one of these practices. The ministry will continue to collect and share information on best practices from boards.

As staff changes are expected on a year to year basis, continuous training with regards to these requirements is important. On-going training is key in successfully embedding these practices. As such, the ministry suggests that at least 1 hour be set aside during one of your Professional Activity days starting in the 2010/11 school year and every subsequent year in order to train school staff, where appropriate, on these safe schools changes.

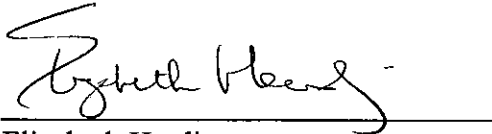
The ministry will continue to support boards to implement these safe schools changes which taken together will improve the learning and working environment in schools. Further to this, as you are aware, on March 26, 2010 a memo was sent to you regarding a one-time allocation of \$2.5M in 2010-11 for boards to undertake activities at the school level that will help improve and promote a positive school climate.

In my previous communications with boards, the ministry has committed to sharing responses to questions that the ministry has received from other boards with regard to implementation of the safe schools changes. Please find attached some Q's and A's to provide clarification about the use of the Safe Schools Incident Report Form – Acknowledgement, Part II.

If you have any questions please contact Anusha Tikaram at 416-314-4807.

The Ministry appreciates your commitment to students in this province. It is our collective responsibility to ensure that our schools are safe and welcoming places to learn and work.

Thank you.

A handwritten signature in black ink, appearing to read "Elizabeth Harding", written over a horizontal line.

Elizabeth Harding

c. Regional Office Managers

Attachments