Orientation Tool

Mentors should provide the needed information and review and discuss the contents with new teachers.. Adapt and add to the content as you see fit.

# IMPORTANT PEOPLE

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| POSITION | NAME | CONTACT all are most easily contacted by email [Firstname.Lastname@k12.sd.us](mailto:Firstname.Lastname@k12.sd.us) You will also get an updated phone list at the beginning of the year with all phone extensions listed |
| Principal | Tami Hummel |  |
| Secretary | Lana Gardner (FT) Jennifer Plathe (PT) |  |
| Nurse | Tessie Oberg |  |
| Custodial staff | Susan (daytime) & Deb (afternoon) / Dave | Head custodian [Cindy.Murray@k12.sd.us](mailto:Cindy.Murray@k12.sd.us) all major requests go through her and cc Tami |
| Librarian | Laurie Horner & Brenna Rosenquist (aide) | Email or online catalog on Staff page on website |
| Behavior Interventionist | Dawn Plendl |  |
| Technology support | Brandon Pogge / Mike Oberg / Kristin Hanson | [helpdesk@dvschools.com](mailto:helpdesk@dvschools.com) |
| District office support | Stacey Eastman or Brenda Saunders |  |
| Business Manager | Mike Hamm |  |
| Resource Officer | Derek Macintosh |  |
| Counselor | Andy Fisher |  |
| Psychologist | TBD |  |
| Speech therapist | Jamie Bernard PK-2 and Kristi Karlson grades 3-4 |  |
| ESL teacher | \*\*\*if needed will be connected with you |  |
| Reading specialist | Amy Clements & Corinne Rath (Reading Recovery teachers) |  |
| Physical therapist | \*\*\*if needed will be connected with you |  |
| Occupational therapist | \*\*\*if needed will be connected with you |  |
| Music teacher | Sara Eckhoff |  |
| PE teacher | Bonnie Vore |  |
| Art teacher | Kelsey Anderson |  |
| Cafeteria staff | Tina (lunch numbers and lunch money) |  |
| SPED Teachers | K-1st Grade is Jen Martinez and 2-3rd Grade is Colleen Hardesty |  |
| Copy Center | Jeff Finley \*see notes about copying below |  |
| Transportation Department | Kelly Curran | You can contact him through Dawn Plendl if needed |

# IMPORTANT TOOLS

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| TOOL | LOCATION AND USAGE INFORMATION |
| Phone system | Located in classroom---extensions go out at the beginning of the year |
| Substitute system | It will be gone over with you at the orientation, but it is on the Staff Page of the website---you enter electronically the days you will be absent and automatically starts calling subs for you |
| Copy machine | ES copiers/printers are a 10 page limit---all bigger jobs are sent to Jeff Finley at the copy center with a cover page and explanation---it is a good idea to keep a stack of the cover sheets in your classroom to have handy when planning—there are boxes under the worktable in the lounge by the copier to put the copies you need to have made---he picks up and drops off twice a day *usually*. 9:30 and 1:00 generally. Plan for at least a 24 hour turn around, but he sometimes is much faster---beginning of year and end of year it may take a little longer. You will have a code (last four of your social) that you have to enter in order to make copies on the machines in the school. |
| Mail system | Mailboxes in teacher’s lounge---any mail/packages, etc or copies are put there. There are also interoffice envelopes that you use if you need to send something to the other building. They go in the mail box under the work table filled out with where they need to go! |
| Intercom | Lana and Jennifer will page your classroom if students are needed to be sent to the office---there is also an all call pager on the phone system if needed |
| TV/VCR/DVD | All run through the projector---VCRs are mostly going extinct. There is a procedure sheet hanging on the equipment to help you know how to run it all if you forget. |
| Other technology | Document camera (check out from library at the beginning of the year) ---each grade level also has access to either chromebooks or mini laptops---your team will help you know where they are and the procedure for using them |
| Birthdays | There is a birthday celebration thing that we do for teachers. You will get an email if you want to participate or not. You give your birthday and then are assigned a month to help provide treats for. We celebrate everyone’s birthday for that month with food in the lounge---we are always looking for excuses to put food in the lounge! Whenever you bring food (if you do, don’t have to!) you have to follow the peanut policy. |
| Peanut Policy | SUPER-DUPER important. I don’t know it all off the top of my head, but there is information about it on the ES website. No homemade baked goods, every food item must have a label, and it cannot say may contain nuts. |

# IMPORTANT DATES Most items included on the school calendars

* *Faculty meetings*: Thursdays if we have one at the elementary school

**Testing days, Marking period or term dates, Grades due date**: These 3 items are usually sent out at the beginning of the year from Tami and important dates are included----add to your Outlook calendar so you can get notifications and reminders ☺

Plays, concerts and productions---there will be a winter concert for each grade level---Sara Eckhoff sends out all that information around October with dates, times, etc. The concert is held in the evening and you are responsible for monitoring your class before and until parents pick them up.

* *Homecoming (Friday)*—morning---attend the pep rally at the HS (school buses students over) afternoon---Dismissal at 12:15 / Expected to attend parade at 1:30

IMPORTANT PROCEDURES AND POLICIES

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| RESOURCES | INFORMATION (include location) |
| Available supplies | Any type of office supply is located in the supply closet of the workroom/lounge area. Lana has a key for the room---cumulative files are located in that locked closet also. It is an on-your-honor system---no filling out requests or anything, you just have to add to the list on the file cabinet if you take the last or almost last of something so it can get ordered.  Writing paper has been ordered for your classroom as well as chart paper. |
| Budget | Given to us by Tami at the end of the year for the following school year |
| Ordering supplies | If there is something you need, speak with your team about any money left in the budget or send out an all school email, teachers usually have a lot of unused resources they may be willing to share with you. |
| Available teacher resources | The library has some books available for teachers to check out, other teachers have LOTS of resources, and Tami has a ton of books also. If you need something, it is always a good idea to send out an email to see if anyone else has it before buying it on your own, unless you want to! |
| Library books | You can check out unlimited library books from the school library---Laurie and Brenna are super helpful and will help you look up books if you need them to, but they want you to use that library catalog on the website first (staff page). You can go to the webpage and get the call number then email Laurie or Brenna and they will gather it for you. |
| Video resources | Also in the library--- If you absolutely need/want to use one of the VHS tapes, the library has a TV/VCR combo that you can wheel down to your classroom. There are also video cameras and regular cameras that you can check out from the library. |
| Other technology resources | Three permanent computer labs West lab is mostly used by the computer teacher---only openings are after RtI but before 10:30-ish. Middle lab---inside the doors of the library is always open. East lab is usually used for scheduled classroom use only (scootpad and keyboarding) but there are some times when it is free—that schedule is posted in that lab or in the schedules folder on the shared drive. \*\*\*Each lab needs to be checked out by you in the appropriate calendar in Outlook. |
| Student Snacks | This is usually determined as a grade level. All snacks must follow the peanut policy. |
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| PLANNING AND ASSESSMENT | INFORMATION |
| Lesson plans | You will use planbook.com to write your lesson plans in---you can attach documents, links, videos, etc. as well as use a dropdown list to attach standards to your lessons…it is awesome! |
| Grade books  N~Needs Support  B~Beginning Understanding  P~Progressing / M~Masters | We use Infinite Campus to enter grades but it is done once per quarter because it is standards based. Speak with your team about how to keep evidence of each of the power standards. They have great ideas and infinite campus will print a blank spreadsheet with student names on it. |
| Report cards/ Progress reports | Printed once per quarter for each grade. |
| Conferences | We do individual parent-teacher conferences in the first quarter and again in 3rd quarter. Dates are listed on the district calendar. |
| Student files | Work room locked store room---must be checked out. They can only stay out for one day (back in the file cabinet by 3:45 ☺) |
| Special services/child study referrals | During PLC time with your team, you will have an opportunity to share concerns about the learning of your students. If there is a major concern, steps will be taken to hold a TAT (teacher-assistance-team) meeting. There is paperwork that needs to be filled out prior to the meeting and the school is working very hard to be deliberate in using DATA instead of feelings to share concerns. K-1—your go-to for TAT paperwork is Dawn Plendl and  2-3rd----your go-to for TAT paperwork is Andy Fisher |
| Back to School Night | This is the Tuesday evening of the first week of school then we have Wednesday as a non-contract day (even though people usually come in ☺). You will greet the parents and students of your new class. We usually have about 95% turnout so it is a pretty busy night. They bring in their school supplies (usually) and look around the classroom. There are forms that you must get turned in to you (bus sign-up) specifically. Teachers run this differently depending on their personalities. Most have a ‘can you help out with these supplies’ area (things like extra paper towels, erasers, snacks, sugar-free gum, etc.). Some collect parent preferred email addresses, some do a scavenger hunt, some don’t do anything but greet families…it is completely up to you. I usually send home my ‘welcome’ packet, extra supplies needed letter, and have parents fill out an email address request form (I ask them to put ANY email they want me to use to contact them, send newsletters home, etc.—many of them choose to have just one parent receiving the correspondence). This gives me a chance to make my distribution list on Wednesday. I also label, collect, and organize supplies on Wednesday. I want to be ready to go on Thursday!!! |
| Emailing Parents | When I send home anything class-wide using my distribution list I always put myself in the ‘To:’ address line and the distribution list in the ‘BCC:’ address line. I can’t imagine that parents would do something with email addresses, but I just feel for confidentiality reasons I should keep those address hidden from other parents. |

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| MANAGEMENT | INFORMATION |
| Attendance | Taken each morning and entered into Infinite Campus-DDN. If you are aware of an excused absence beforehand, you can use a code in the notes section---OOT (out of town), Sick, etc. with the way you found out (OOT-email from mom). If you don’t know you can use NCNN (no call no note) |
| Lunch count | Two choices each day; extras available with parent permission---you will need to figure out how to have students make their choice each day. Lunch counts get entered into Infinite Campus DDN. However, infinite campus doesn’t ask for Choice A and B, it asks for “Lunch” and “Milk”---Choice A goes into the Lunch spot and Choice B goes into the Milk spot. |
| Hall passes | Your choice to use these or not---most teachers use a boy and girl bathroom pass |
| Nurse office | Nurse is available---you may send students there. She will send back a slip of what she did for treatment or with ice pack. She wants them to bring the ice pack back themselves if possible so she can check in again with them. |
| Recess | You will have 2 duties a week. General guidelines: travel the playground, key to equipment shed is hanging inside the playground doors, all equipment must be returned at the end of recess, someone checks it over to make sure it is neatened up, bell rings and kids walk to lines and go into the building. |
| Assemblies | Usually held in the gymnasium, students sit on the floor K---3 (Front to back). They do a little saying about peaceful hands and they use the peace sign. 6 Character Counts assemblies per year. Christmas sing-a-long in commons, Homecoming Pep Rally at HS (ride buses over), fund-raising assemblies in commons (one at beginning of year and one at end of year). |
| 7 Habits for Happy Kids |  |
| Early release Schedule |  |

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| Contract Information ~ Pay day, sick days, and personal day | Pay Day is always on the 10th and 25th (new contract pay begins in September)  Each year you receive a total of 10 sick days (submit online as early as you can)  Each year you receive a total of 2 personal days (you can save up to 5…then sell back or lose them) |

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| PROFESSIONAL RESPONSIBILITIES | INFORMATION |
| Teacher duties | Before school: outside playground and breakfast  Recess: one morning and one afternoon  After school: bus duty |
| Committees | Teachers are members of committees---Tami gives that information at the beginning of the year |
| Professional development | The school provides PD for us during in-service and early dismissal days---some of the days we do school wide and some are done by building |
| Attire | Business ~ Dress pants/skirts/capris, dressier shirts (no t-shirts) and no flip-flops (strap through the toes). We have jeans day the last Friday of every month. You may wear jeans and dressier tops (still professional) or jeans and Dakota Valley attire. |
| Facilities usage | There is policy about this in the teacher handbook/district handbook. |
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| EMERGENCIES | INFORMATION |
| Fire drills | Tami usually gives advance notice for fire drills (not always ☺). You will follow the instructions that should be hanging in your classroom by the door. If you are not with your class, you still go out to your regular spot. |
| Tornado drills | Again advance notice usually given. You will follow the instructions in the handbook or by your classroom door---the kids go in front of their lockers and kneel using their hands to cover their heads. |
| Intruder | **Alert is your first notification of danger.**  ALERT is when you first become aware of a threat. The sooner you understand that you’re in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.  **LOCKDOWN ~ Barricade the room. Prepare to EVACUATE or COUNTER if needed.**  If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.  **INFORM ~ Communicate the violent intruder’s location and direction in real time.**  The purpose of INFORM is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.  **Counter ~ Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter’s ability to shoot accurately. Counter is NOT fighting.**  ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. Counter is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter’s ability to shoot accurately. Creating a dynamic environment decreases the shooter’s chance of hitting a target and can provide the precious seconds needed in order to evacuate.  **Evacuate When safe to do so, remove yourself from the danger zone.**  Evacuating to a safe area takes people out of harm’s way and hopefully prevents civilians from having to come into any contact with the shooter. |
| Procedures for tornado and fire | You must take a class list with you (a clipboard or whatever…some have a lanyard with their class list on it---I grab my bus schedule that I hang by the door) You also take the black ½ sheet (laminated) with the red and green dot on it. When you go outside or into the hallway you show green if you have all of your students and there are no problems, you show red if you are missing a student or there is an emergency. |

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| FORMS | INFORMATION (include location) |
| Repair Requests | These go in an email to Cindy Murray (head custodian) and CC Tami so she has a heads up about what is going on. |
| Field trip orders and permission forms | Your teams will help with this process, but it would be a really good thing to learn the process of (keep an electronic file with notes and stuff). |
| Transportation order forms | If you are taking a bus on a field trip, you will need to fill out a busing request form to turn in to Kelly Curran. |
| Book Orders | This is something you may do if you want to---most teachers do the online ordering only now. I can help you set up a class/account if you haven’t already if it is something you want to do (might be good to try to start building some points and you also get free books for the classroom---also cheaper ones ---1 and 2 dollar books to help build your own libraries!) |