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 | Harlan Halverson |  |
| Secretary | Deb Dailey (FT) Jennifer Plathe (PT) |  |
| Nurse | Bev Platenberg |  |
| Custodial staff | Roger (daytime) & Rich/Lonnie/James (afternoon) | Head custodian [Cindy.Murray@k12.sd.us](mailto:Cindy.Murray@k12.sd.us) all major requests go through her and cc Harlan |
| Librarian | Erin Nilges, Janet Miller, Deb Matthys | Email or online catalog on Staff page on website |
| Behavior Interventionist | Amber Gregg |  |
| Technology support | 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 | Phil Breed |  |
| Psychologist | TBD |  |
| Speech therapist | Kristi Karlson |  |
| ESL teacher | \*\*\*if needed will be connected with you |  |
| Physical therapist | \*\*\*if needed will be connected with you |  |
| Occupational therapist | \*\*\*if needed will be connected with you |  |
| Music teacher | Roger Venaas, Susan Almjeld and Daryl Jessen |  |
| PE teacher | Craig Hertz |  |
| Art teacher | Tymmrie Rath |  |
| Cafeteria staff | Misty Nelson (lunch numbers and lunch money) |  |
| SPED Teachers | 4th-5th Samantha Metke / Deidra Thompson and Morgan Hinds 6th-8th |  |
| Copy Center | Jeff Finley \*see notes about copying below |  |
| Transportation Department | Kelly Curran | 712-259-3608 |

# 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 | Office 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 bins in each office to put the copies you need to have made---Harlan will initial them and turn them into Jeff. 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 UE office and MS 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 bins in the office with where they need to go. |
| Intercom | Harlan, Deb, or Jenni 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. |
| Other technology | Check with Mike Oberg or Kristin Hanson with any technology items. |
| Birthdays | There is a birthday celebration thing that we do for teachers. Deb Daily normally organizes a monthly potluck. 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! |
| Peanut Policy | We are a peanut allergy AWARE school. |

# IMPORTANT DATES Most items included on the school calendars

**Testing days, Marking period or term dates, Grades due date**: Testing dates are usually sent out at the beginning of the year from Harlan and he will remind you on email when grades need to be posted for midterm, end of the quarter, and semester grades----add these to your Outlook calendar so you can get notifications and reminders ☺

* Plays, concerts and productions---Always nice to attend
* *Homecoming (Friday)*—morning---attend the pep rally at the HS ---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 cabinet in the UE office / MS office. Deb or Jenni have a key for the cabinet/ storage room. Please fill out a slip and Deb or Jenni will fill your request as soon as they can. If you need something in large quantities, please let Deb know at the beginning of the school year so she can try to get it ordered or let Mr. Halverson know throughout the school year. |
| Budget | Harlan will ask us to fill out requisitions in March and will let us know if we have enough in our budget for your request. |
| Ordering supplies | If there is something you need, please let Harlan or Deb know. If you need batteries, please check with the library. |
| Available teacher resources | The State Library has many resources available for teachers. If there is a book you need, please check with our library staff and they will help you check with the State Library. |
| Library books | You can check out unlimited library books from the school library---Erin, Janet and Deb 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 use your username and password to put a book on hold. You can also use OverDrive to check out books online and use in your classroom. |
| Classroom book options | The library staff is willing to protect your classroom library books by covering them when you get new books. They can also try to repair books that are falling apart (gluing or taping pages back in) |
| 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 iPads, Ozobot, FLIP cameras, and Document cameras that you can check out from the library. Netflix is available this year but please double check because we might not carry it in the future. |
| Other technology resources |  |

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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) |
| 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  90-92 A- / 93-97 A / 98-100 A+  80-82 B- / 83-87 B / 88-89 B+  70-72 C- / 73-77 C / 78-79 C+  60-62 D- / 63-67 D / 68-69 D+  59 F | We use Infinite Campus to enter grades. We post midterm grades, quarter grades and semester grades. |
| Report cards/ Progress reports | Sent home with students each midterm and each quarter. |
| 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 | Cabinet in UE locked storage room ---must be checked out. They can only stay out for one day |
| 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. TAT paperwork ~ see Amber Gregg |
| 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. Teachers run this differently depending on their personalities. 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 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. |
| Hall passes | Your choice to use these or not---most teachers have their students use their agenda books.  Students must have a pass to go to the library during school hours 8:25-3:20. Students must sign in once they get there. |
| 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 a morning duty schedule for the year and a lunch recess duty each a week. General guidelines: travel the playground, make sure all the balls are put in the bin before going in. Do not stand and visit with another adult. Please make sure all kids are being safe and kind. |
| Assemblies | Usually held in the auditorium, Harlan will dismiss students and have special seating for each grade level. |
| Early release schedule | 1st Period ~ 8:25-9:05 (40)  2nd Period ~ 9:08-9:43 (35)  3rd Period ~ 9:46-10:21 (35)  5th Period ~ 10:24-11:04 (40)  4th Period ~ 11:07-11:47  6th Period ~ 12:18-12:52 (34)  7th Period ~ 12:55-1:30 (35) |

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| PROFESSIONAL RESPONSIBILITIES | INFORMATION |
| Teacher duties | Before school: commons / gym  Recess: Lunch |
| Committees | Teachers are members of committees---Harlan 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 casual day each Friday khakis and DV apparel if you wish. Jeans days will be granted every so often, 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 | Harlan usually gives advance notice for fire drills. 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. Tornado Drill ~ have kids sit quietly on designated spot in the hallway or classroom. Fire Drill ~ report to your designated spot outside and take attendance. Keep your class with you at all times. |

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| FORMS | INFORMATION (include location) |
| Repair Requests | These go in an email to Cindy Murray (head custodian) and CC Harlan so he 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. This 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! |