

New Teacher Orientation, Tomahawk School District --- **DRAFT**

Day 1 - August 21st Together 8:00-3:30

8:00-8:30 Begin with refreshments/breakfast.

8:30-9:00

1. Introduction of staff in the room.

Introduction of mentor/mentee - share grade level, subject taught. What are you excited about?

Mentor roles - both physically close and curriculum ties: P,M

Followed with one on one with new person's mentor time to get acquainted and a working relationship / style established

9:00-9:45

Rachel leads the interaction w/ [\(Marigold's Article\)](#)² **OR TEAM BUILDING**

9:45-11:00 (Mentors stay w/Theresa in LMC)

Tour of the buildings & grounds - district tour (everyone together but building hosts are from that building)

Theresa will lead Mentors through Mentor training

Building principals will take the entire group around and lead the tour for their buildings.

11:00-11:45

Peg Billing -LMC

Explain and show the interaction between Haiku and website.

Create profile in staff directory

Login To Haiku and view workplan timeline.

Distinction between two google e-mails.

Lunch 11:45- 1:00 - Provided by Union

1:00 -1:45 (Jackie and Marilyn)

Subs - how to call in sick and actually logging in: M

1:45-2:00 (Rortvedt) Terri share "super hero story" (CAN'T be with us) – TEAM Building or Marigold Article if Terri doesn't provide video.

Nurse's role in each building (Rortvedt)

Procedures for sick children in each building (Rortvedt)

2:00-2:15 (Dustin)

School lunch for students and teachers: D (Dustin)

Staff accounts-how does it work for staff?

2:15-2:30 Break

2:30-3:30 Stress management: M (Newer Teachers? Community support people? Who?) Do a panel? (FUSE, FIT Factory, Scentsibility, Massage, Chiropractic, slideshow--kayaking/golfing etc.

?? Chamber may already have something prepped --

- a. Employee Assistance Program-who can present on this?
- b. Empathy / support
- c. Dealing with negativity / new ideas

Questions for stress panel:

1. What was the most difficult part of your first year in education? Tomahawk?
2. Talk about your most difficult parent interaction, how did you handle it?
3. What was your most difficult time of the year during your first year?
4. What helped you the most to get through your first year?
5. What did you love about your first year?
6. Why have you decided to stay in your role here in Tomahawk?
7. Parting advice?

Thersea will ask: Potential Teachers: Brianne G. Kate V. Erin Wallis, (Shani M. Laura P.) Allison S. Dawn H. Becky M. Jason S. Kelly T., Kristina Walters

Day 2 - August 22nd, Building (Bagels and Coffee)

8:00 - 8:30 (Debels & Fire drill / lockdown / intruder: D (Debels)

Safe Schools Training Video & completion. (logged in and started)

Building hours - when and how to get in off hours and weekends, keycard entry: M

Maintenance - work requests, etc.meet custodian: D (Debels)

What's allowed and not allowed in our classroom?

Building Use forms

8:30-9:00 SLO-PDP Connection (Rachel)

The Wisconsin Educator Effectiveness System is designed for one main purpose: to improve educator practice, reflection, and professional growth, which increases student learning.

- Why the SLO? The purpose. (Rachel find & share) SLOs provide a unique opportunity to improve academic achievement for students, strengthen professional practice, and collaborate with colleagues.
- What is Video vignette? <http://dpi.wi.gov/reading/literacy-unconference/educator-vignettes>
- Connection between SLO and PDP: You can write a 5 year PDP goal that can/will align to each of your five EEPs. Then just take the evidence/reflection from the EEP and use it for the PDP (copy and past).
- DPI is looking at ways to allow the educator to use their SLO and PPG goals as a licensure option. You would not have to copy & paste, but just submit a form with signature that verifies the educator did the work as part of their EEP.

What is **coaching**? (Laurie intro)

An Instructional Coach Can.....(from front of handout)

Math (Laurie)

Literacy - Brian

Both - Rachel

Danielle and Becky discuss the three coaching questions.

Goal Setting Handouts/Schedule

9:00-9:10: Binder Q&A

9:10- 10:40 - Individual Building. School rules, staff handbooks, and the unwritten rules: P, Mentor (M) **LMC**

P - go through staff handbook and student or student handbooks and highlight most important items

Staff dress code: M

- a. Varies by building and role: district wide - no sweatshirts and t-shirts, less teaching appropriate
- b. Jeans on Friday - if you pay \$1.00 and when and how at buildings varies

Communication: how we communicate with parents, protocol for district / log for SLO: M
d. Make phone call/email home about behavior or grades. Keep a log of contacts.
Use MLP parent contact form

PBIS - varies with building: P,M high school: Amanda Duncan MS:Peg Mckenzie EL: Lynn Phillips

- a. Large group - what is PBIS?
- b. Small group by building intro.
- c. Show ODR and how to use it
Instructional practice:
 - e. Classroom management/routines (1st 20 days): M/I

Classroom Work time (Log into computer programs with Mentor)

11:30 - Lunch Provided by District

Classroom Work time - Haiku time with mentor as needed

Community obligations / connections from your topic area / expectations: P,M

Traditions of Tomahawk - Harley event, homecoming: M

Supply inventory-where to get supplies: P,M

Day 3 -August 23rd, Mentees- New Teacher Planning Team and Mentors it's optional

8:00-8:30 Peg Billing: LMC overview (**Donuts and Coffee**)

E-Books

Field Trip Activities 8:45-End of Day

Harley Davidson Tour (Pat Slaats-- Plant manager?)

PCA Tour -- May not be open to touring.

Louisiana Pacific

CASE - technology.

Public Library

Samuel Pressure Vessel

Daigle Brothers

Tomahawk Chamber of Commerce

Tomahawk Main Street- Michelle

Hospital/Clinics/Dental

Bus Tour

w/main street or chamber person

Out for Lunch - Pine Tree- Outboards (new)

Afternoon W/O mentors

Emcee to navigate the morning & have chromebooks set-up, share updated

New Teacher Planning - August 14th What's Brewing @ 11:00