

NEW STAFF ORIENTATION

2020-2021

Monte Vista School District

Kellyn Ross

Instructional Coach &

Induction Coordinator

ORIENTATION GOAL

- ▶ New staff will develop an understanding of the philosophy, culture, expectations, policies, and procedures of the Monte Vista School District, in order to build on knowledge as they learn and grow in their professional practice.

ORIENTATION AGENDA

August 5th

- ▶ 8:30 - Welcome
- ▶ 8:45 - Monte Vista CEA
- ▶ 9:00 - Employment Paperwork

- ▶ 11:00 – 12:00 LUNCH (on own)

- ▶ 12:00 – District Protocols
- ▶ 2:30 – RANDA w/Mr.Wiedeman

August 6th

- ▶ Capturing Kids Hearts
- ▶ PBIS

- ▶ Restorative Practices

Monte Vista School District

▶ District Mission Statement

*To inspire the pursuit
of excellence, one
student at a time!*

▶ District Vision

*To achieve educational
excellence by preparing
students, parents, staff,
and community
members for the future.*

<https://vimeo.com/396200633>

Student Centered Accountability Program S-CAP

▶ Strategic Priorities

- ▶ **#1 - Develop and deliver differentiated and personalized learning to all students.**
- ▶ **#2 - Energize, evaluate and ensure districtwide innovation.**
- ▶ **#3 – Inspire students to explore their gifts and prepare them for the future.**
- ▶ **#4 - Capture kids hearts and captivate their minds.**

▶ <http://mvscap.monte.k12.co.us/>

MONTEVISTA 101

▶ Personnel Handbook

- ▶ Purchase orders (pg 4/5)
- ▶ Can charge at True Value, Colorado Sports, Co-op, Top Value
- ▶ Must complete a PO prior to purchase if spending over \$50.
- ▶ Wal-Mart – take tax exempt and request credit card from your building OR get a check made prior to purchase.
- ▶ Reimbursements – You can be reimbursed after purchasing supplies for up to \$50. Forms must be turned in by the 15th of each month, reimbursements will be payed out the last week of each month.
- ▶ Travel expenses – Confirm exact amount, provide hotel with tax exempt information, and complete a PO for a check two weeks prior to travel. Use school credit card if the hotel will not accept a check.
- ▶ Security – If you lose your fob or keys notify maintenance immediately

MONTEVISTA 101

▶ Paydays

- ▶ 25th of each month or earlier if the 25th falls on a weekend or holiday.

▶ Collaboration Days

- ▶ August 10th, 11th, 14th
- ▶ October 9th
- ▶ November 6th
- ▶ January 8th
- ▶ March 5th
- ▶ May 7th

▶ Staff Expectations

- ▶ Cell Phones
- ▶ Email
- ▶ Staff Time 7:30 – 4:00 (some buildings may go from 7:25 – 3:55 this year)
- ▶ Safety Trainings

▶ School Calendar

District Webpage

- ▶ Clever Portal – clever.com
- ▶ Website <http://ww2.monte.k12.co.us/>
 - Email
 - Infinite Campus
 - Alpine Achievement
 - Maintenance/Technology Requests

AESOP/ABSENCE MANAGEMENT

- ▶ <https://aesoponline.com/login2.asp>
- ▶ When entering an absence, please utilize the 'notes' section for our guest teachers. Let them know of anything that might be out of the ordinary (i.e. hat day, assemblies, etc).
- ▶ You can post your lesson plans in Aesop but you are not required to do so. They should be printed and in a folder on your desk that is easily accessible.
- ▶ Suggested Items in Guest Teacher Folder:
 - ▶ <https://docs.google.com/document/d/13PC2Eo0bIHAAZaGxBIFjy2gY2rVW8cFX9iPJWVncdSfFU/edit>

DIRECT DEPOSIT VOUCHER

- ▶ <http://ww2.monte.k12.co.us>
 - ▶ SDS Web Office
 - ▶ Login
 - ▶ Message Center
 - ▶ Paperclip will open attachment
-
- ▶ Questions?

STANDARD RESPONSE PROTOCOL

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

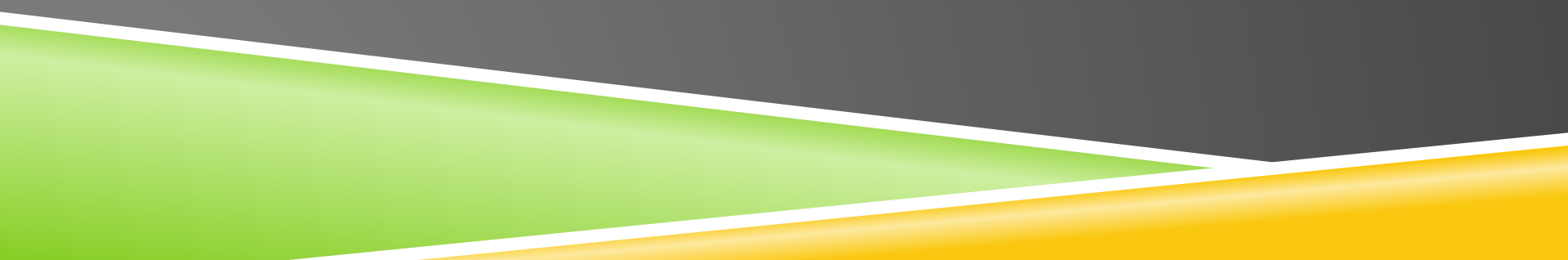
Lead safety strategy
Take attendance



10 minute
break

LESSON PLANNING

BEGINNING WITH THE END IN MIND

- ▶ What should students know and be able to do?
 - ▶ How will I, and they, know when they are successful?
 - ▶ What learning experiences will facilitate success?
 - ▶ Based on data, how do I refine the learning experiences and/or the assessment?
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LESSON PLAN COMPONENTS

- ▶ Standard
- ▶ Learning Objective (student friendly language)
- ▶ Learning Experiences (instructional strategies)
- ▶ Informed Assessment/s (checks for understanding, daily formative assessment)
- ▶ Target Questions
- ▶ Academic Vocabulary (content and academic)
- ▶ Materials needed

OBJECTIVES

An effective **Learning Objective** :

- ▶ Clearly describes what a student will be able to do
- ▶ Is challenging ,yet attainable
- ▶ Can usually be taught in one class period
- ▶ Follows the prescribed curriculum
- ▶ Is written in language a student can understand
- ▶ Is posted in class
- ▶ Is communicated to students and referenced throughout the lesson

Example: *Students will be able to create pictures correctly representing multiplication problems using one and two digit numbers.*

ASSESSMENTS (DFA, Success Criteria)

- ▶ An independent measure
- ▶ Measures how a student will demonstrate knowledge of a skill or concept
- ▶ Challenging, yet attainable
- ▶ Written in language students can understand
- ▶ Posted in class
- ▶ Communicated to students
- ▶ Can be completed between 5 to 10 minutes (or less)
- ▶ Aligned to daily learning objective

Example: *Using white boards, each student will draw a picture of a multiplication problem using two numbers between 1 and 20*

Highlights of Reopening Plan

▶ Daily Check-in/Screening Process

- ▶ Temperature checks at the door.
- ▶ Symptom checks in the classroom.

▶ Face Coverings

- ▶ In accordance with the state mandate, all individuals 11 and up will be required to wear a face covering (cloth mask, face shield)
- ▶ Children 10 and under will wear a face covering through the check-in process, during transitions, and in common areas where social distancing is not possible.

▶ Cleaning/Sanitizing

- ▶ All buildings will be fogged every evening.
- ▶ Bathrooms and high touch surfaces will be cleaned frequently.
- ▶ Tables and desks should be wiped down throughout the day.
- ▶ Hand sanitizing stations will be available
- ▶ Water fountains will be blocked; students can use the water bottle filling station.

Classroom Environments

- ▶ Individual desks, facing the same direction.
 - ▶ Secondary level: at the end of each period, students will be responsible for wiping down their own desk/chair.
- ▶ Students may not share materials.
 - ▶ Secondary level: lockers will not be used; students will carry their supplies in their backpacks.
- ▶ Provide social distancing; 6 feet if possible, minimum of 3 feet.
- ▶ Students will be kept in cohorts to the extent possible.
 - ▶ This is more difficult at the secondary level, but they are being as creative as possible with scheduling.
- ▶ Class sizes will be between 10-12 students.
- ▶ Partitions are available for every student.
- ▶ Partitions are also available for teachers.

Bill Metz Elementary

- ▶ Each grade level will enter through a different door for temperature checks.
- ▶ K-2 students will attend school everyday, all day!
 - ▶ Breakfast in their classrooms
 - ▶ Lunch in the cafeteria in small cohorts
 - ▶ 1 hour of specials (art, PE, computers, etc) so teachers can have plan time. Specials teachers will come to the classrooms.
- ▶ 3rd – 5th grade students will have a hybrid educational model. They will attend a morning (7:30 – 11:00) OR afternoon (12:15 – 3:45) session everyday. The other half of their day will be remote learning.
 - ▶ Morning students will be given lunch as they leave; afternoon students will eat lunch when they get to the classroom.

Middle/High School

▶ Middle School

- ▶ Each grade level will come in a different entrance.
- ▶ Cohorts will be created within each grade level and electives will be done in 6-week rotations.
- ▶ Lunches will be eaten in the classrooms.
- ▶ Lockers will not be used; students will carry backpacks.

▶ High School

- ▶ All students will use front entrance but be spread out for check-in.
- ▶ Closed campus – Lunch schedule TBD
- ▶ Lockers will not be used; students can carry backpacks and have their phones.

▶ Instruction – Hybrid Model

- ▶ 1st Semester – APEX program
- ▶ 2nd Semester – Modern Classroom Project

EDUCATOR EFFECTIVENESS

- ▶ RANDA – Mr. Wiedeman

<https://www.cde.state.co.us/educatoreffectiveness/randa>

Username: Your school email

Password: Pirates20-21!

INDUCTION PROGRAM

- ▶ [Induction Handbook](#)
- ▶ Monthly modules – Google Classroom
- ▶ 1st year inductees:
 - ▶ Complete monthly modules
 - ▶ 4 observations by instructional coach (1 per quarter)
 - ▶ Formal mentor – planning/observations
- ▶ New to the district – professional license:
 - ▶ 4 observations by instructional coach (1 per quarter)
- ▶ Alternative license:
 - ▶ Must complete alternative license before participating in school induction program.

SELF - ASSESSMENT

- ▶ How are you feeling?
- ▶ What areas are you confident?
- ▶ What are areas of concern?
- ▶ What do you need from me? Or additional questions you may have?
- ▶ Reflection/Feedback -
<https://padlet.com/kellynr/amm5dwwra8nfkiu6>

Launch

