

Hillsboro R-3

New Teacher Program

Handbook

2022 - 2023



"Great teachers have high expectations for their students, but higher expectations for themselves."

Todd Whitaker

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HILLSBORO R-3 DISTRICT
NEW TEACHER PROGRAM HANDBOOK

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INTRODUCTION

“We often hear that we can learn from anyone. From effective people, we learn what to do; from ineffective people, we learn what *not* to do. Although this advice contains a grain of truth, think about it: How much can we really learn from our ineffective colleagues about being an effective teacher or leader? We already know plenty about what *not* to do. Good teachers already know not to use sarcasm, not to yell at kids, not to argue with teens in front of their friends. We don’t need to visit an ineffective teacher’s classroom to learn this. But we can always reap good ideas from successful educators.” – Cited from Todd Whitaker, *What Great Teachers Do Differently*.

Your mentor has been chosen because he/she is a successful educator. It is the intent of the Professional Development Committee (PDC) that, as a teacher new to our district, you will have the resources and support to be an effective teacher. We have high expectations. You have high expectations. Together we will be successful as teachers. Learning will take place, students will benefit and intentionally we have grown in our profession. Through this program we will know what effective teachers do.

Thank you for being part of our District mission and vision.

Mission

Together: Inspiring. Empowering. Educating.

Vision

Partnering with the greater community, students are provided an exceptional learning foundation with resources to succeed in an ever-changing global society.

Please do not hesitate to ask questions, offer suggestions, reflect on your role as teacher and share all that you experience.

The PDC intends this handbook to be a positive, workable, and effective instrument that will help produce a mentoring program that provides meaningful assistance and encouragement for the beginning teacher in Hillsboro R-3 School District.

MENTOR PROGRAM RESPONSIBILITIES FOR THE MENTOR SPECIALIST

- Meet with PDC administrator concerning new teacher check list, number of new teachers, mentors, etc.
- Contact all building principals to confirm mentor selection, names of new teachers.
- Initial meeting with new teachers and mentors, explanation of program, observation techniques, completing timesheets, and use of forms.
- Follow-up meeting with new teachers and mentors (2 sessions).
- Meet with individuals that missed scheduled meetings.
- Notification to mentor teachers to schedule and complete observation time during 1st semester.
- Notification to mentor teachers to schedule and complete 2nd semester, ½ day for observation and assistance.
- End of year notifications that checklists, observations, and timesheets need to be turned in to Central Office (CO).
- Review research for best practices for the Mentor Program.

GUIDELINES AND RESPONSIBILITIES OF MENTOR TEACHERS

Documentation of these activities should be recorded on the Mentor timesheet.

- Attend the initial meeting to meet your assigned first year teacher and for an explanation of duties and responsibilities.
- Be available the first week of school to assist the new teacher with start-up procedures.
- Make appointments with new teacher to specifically review items on DESE required plan such as: attendance, grade book (lesson plan section vs. record keeping section), behavior management, MO Assessment Programs (MAPs), etc.
- Make appointment to observe new teacher and/or new teacher to observe established teacher. Suggested minimum is 2x per month. Logging mentor time on monthly timesheet.
- Plan release time (½ day twice a year) for completing required DESE paperwork, observing another mentor teacher, mentor teacher observing you, or observing other colleagues for specific techniques.
- Monitor DESE paperwork for the new teacher.
- Turn in all required documentation of mentoring activities into CO. Use copies of the forms provided in this handbook. *Make copies for your file.*
- All documents to be given to Mentor Supervisor prior to last day of school or upon request.

NEW TEACHER RESPONSIBILITIES

Documentation must be received for stipend to be released to the mentor.

New teachers to the Hillsboro R-3 School District are required to meet the following guidelines. These guidelines were established to give the new teacher the best possible start to a successful teaching career in our school district. Teachers new to our district, with no experience, will be assigned a Mentor for two years. Teachers new to our district, with prior teaching experience, will be assigned a Peer Consultant for at least one year.

REQUIREMENTS FOR NEW TO THE DISTRICT TEACHERS

- The new teachers will attend a training session hosted by the Mentor Specialist at the beginning of the year and as scheduled throughout the year.
- The new teachers must create, maintain, and update a Professional Development Plan (PDP) throughout the year with the support of the Building Principal.
- The new teachers must meet with their mentor once a month, documenting these meetings on the Monthly Checklist.
- The new teacher will plan release time in coordination with the mentor for purposes of observation and collaboration (up to ½ half day two times per year).
- *Make copies for your file.*

Your certification is YOUR responsibility

DESE Help Guide for New Online Certification System: <https://dese.mo.gov> (click on Educator Certification)

PAST/PREVIOUS CERTIFICATION REQUIREMENTS

LIFE CLASSIFICATION refers to certificates issued and maintained without completing any further requirements after the initial issue. These certificates were issued until September 1, 1988.

This classification will continue to be valid for the life of the teacher. If a teacher who holds a lifetime certificate adds a new subject area, the new area will be placed in the initial or career continuous professional classification. For example, a teacher holds a lifetime elementary certificate and has taught for seven years, then completes the requirements for a special reading certificate in 2003. Upon application, a new certificate is issued showing the Lifetime Elementary Education (1-8) and an initial Professional Classification (PC) Special Reading (K-12) which will expire in 2007.

PROFESSIONAL CLASSIFICATION (PC) began in September 1988, and included a four-level plan of certification which was based upon the academic preparation and teaching experience of the applicant. The State Board of Education approved a revision effective in 1993 and was rescinded in August 2003**. It included a three-level plan:

- PCI** (Professional Class I) Valid for 3 years, for qualified teachers with less than 3-years teaching experience.
- PCII** (Professional Class II) Valid for 7 years, **PCI** completing minimum requirements to advance.
- CPC** (Continuous Professional Certificate) Valid for 10 years, **PCII** meeting requirements to advance, and 10 years teaching experience

CURRENT CERTIFICATION REQUIREMENTS

In 2003, legislation created a two-tier plan of Professional Certification:

INITIAL PROFESSIONAL CERTIFICATE (IPC)

Valid for four years, assigned to new teacher education program graduates and/or individuals with less than four years of teaching experience who meet the minimum requirements and qualifications. To advance to the next level during the valid dates of the certification, a teacher must complete the following: (*note: all items listed below are in our Mentor Program*):

- Participation in a district-provided and approved Mentoring Program for two years;
- Successful completion of 30 contact hours of professional development which may include college credits;
- Participation in a Beginning Teacher Assistance program;
- Successfully participate in a performance-based teacher evaluation;
- Complete four years of approved teaching experience; and
- Have a local professional development plan.

CAREER CONTINUOUS PROFESSIONAL CERTIFICATE (CCPC)

Valid continuously depending on an individual meeting the following:

- The requirements at the **IPC**, **PCI**, **PCII** or **CPC** level;
- Successful, yearly completion of 15 contact hours of PD which may include college credits; and
- Have a local professional development plan

OR

- Two of the three following items:
 1. Ten (10) years of teaching experience;
 2. A Master's Degree; or
 3. National Board certification.

HILLSBORO R-3 SCHOOL DISTRICT
MONTHLY CHECKLIST FOR
K-6

AUGUST

- Meet, welcome your protégé
- Attend mentor workshop
- Develop collegial relationship
- Review procedural checklist items
- Maintain personal records/documentation (keep a file)

SEPTEMBER

- Informal meetings
- Monthly conference
- Review PD log
- Meet with principals (explain plan)
- District/building start-up activities
- Progress reports

OCTOBER

- 1st Quarter report cards
- Parent/teacher conferences
- Homecoming activities
- Halloween/Fall parties
- Scheduling half day observations
- Other

NOVEMBER

- Thanksgiving activities
- Other

DECEMBER

- Christmas activities
- Other

JANUARY

- Workday
- 2nd Quarter report cards
- 1st Semester grades on permanent records
- Start MAP like assessments
- Test taking skills
- Communication with parents
- Possible retention list

FEBRUARY

- Valentine parties
- Dr. Seuss Night – Primary building
- Science Night – Elementary building
- Current retention list
- Test taking practice
- MAP/Terra Nova practice

MARCH

- Test taking practice
- State testing/Terra Nova practice
- 3rd Quarter grades
- Recognition dinner
- Other

APRIL

- MAP testing – Elementary & Intermediate
- Terra Nova – Primary building
- Pow Wow – Primary building
- Mid Quarter reports – all buildings
- Other

MAY

- Career Day - Primary & Intermediate bldg.
- Spring Family Night – Elementary building
- Play Day – Primary building
- Track & Field Day – Elementary & Intermediate
- Fishing Day – Elementary building
- Permanent records – all buildings
- Room preparations – all buildings
- End of year check-out procedures – all bldgs
- Complete & submit New Teacher paperwork

HILLSBORO R-3 SCHOOL DISTRICT
MONTHLY CHECKLIST FOR
7-12

AUGUST

- Meet, welcome your protégé
- Attend Mentor workshop
- Develop collegial relationship
- Review procedural checklist items
- District/start-up activities
- Maintain personal records/documentation (keep a file)

SEPTEMBER

- Informal meetings
- Monthly conference
- Review PD tracking
- Meet with principals
- Progress reports
- Review End of Course (EOC) requirements with your principal

OCTOBER

- Homecoming activities
- Attend Mentor workshop
- 1st Quarter report cards
- Informal meetings
- Monthly conferences
- Other

NOVEMBER

- Early release times
- Thanksgiving break
- Preparing for final exams
- Informal meetings
- Monthly conferences
- Other

DECEMBER

- Prepare for finals
- Holiday related events
- Student assemblies/concerts
- Semester courses
- Collecting textbooks/student debts
- Other

JANUARY

- Work day/meetings/submitting grades
- MAP preparation
- 2nd semester pacing
- Other

FEBRUARY

- MAP practice exams
- 3rd quarter progress reports
- 3rd quarter grades
- Other

MARCH

- Spring break
- Observation of new teacher
- Teacher Recognition dinner
- Other

APRIL

- MAP procedures
- End of the year field trip information
- Other student awards/certificates
- Other

MAY

- Prom related information
- Graduation information
- End of the year ceremonies/assemblies
- Student debts
- Purchase orders
- End of the year check-out procedures
- Room preparation for summer school
- Increase student supervision
- Complete & submit all New Teacher paperwork

**HILLSBORO R-3 SCHOOL DISTRICT
MONTHLY CHECKLIST/ TIMESHEET***

K-12

Semester 1

Date: Aug

BEG _____ END _____ ARR. _____ LVE. _____

MON	TUES	WED	THURS	FRI	SAT

Date: Sept

BEG _____ END _____ ARR. _____ LVE. _____

MON	TUES	WED	THURS	FRI	SAT

Date: Oct

BEG _____ END _____ ARR. _____ LVE. _____

MON	TUES	WED	THURS	FRI	SAT

Date: Nov

BEG _____ END _____ ARR. _____ LVE. _____

MON	TUES	WED	THURS	FRI	SAT

Date: Dec

BEG _____ END _____ ARR. _____ LVE. _____

MON	TUES	WED	THURS	FRI	SAT

Dept: _____

Date: _____

New Teacher Name _____

Mentor Signature _____

FOR OFFICE USE ONLY:

TOTAL DAYS _____ OR HRS _____
WORKED

SICK LV. _____ PERS. _____ OTHER _____ UNPD _____

HOLIDAYS _____ VACATION _____

Supervisor's Signature Indicating Approval

* *Mentor will submit all timesheets. New Teachers have checklist only to submit.*

Mentor Complete and Return

**HILLSBORO R-3 SCHOOL DISTRICT
MONTHLY CHECKLIST/ TIMESHEET***

K-12

Semester 2

Date: Jan

BEG _____ END _____ ARR. _____ LVE. _____

MON	TUES	WED	THURS	FRI	SAT

Date: Feb

BEG _____ END _____ ARR. _____ LVE. _____

MON	TUES	WED	THURS	FRI	SAT

Date: March

BEG _____ END _____ ARR. _____ LVE. _____

MON	TUES	WED	THURS	FRI	SAT

Date: April

BEG _____ END _____ ARR. _____ LVE. _____

MON	TUES	WED	THURS	FRI	SAT

Date: May

BEG _____ END _____ ARR. _____ LVE. _____

MON	TUES	WED	THURS	FRI	SAT

Dept: _____

Date: _____

New Teacher Name _____

Mentor Signature _____

FOR OFFICE USE ONLY:

TOTAL DAYS _____ OR HRS _____
WORKED

SICK LV. _____ PERS. _____ OTHER _____ UNPD _____

HOLIDAYS _____ VACATION _____

Supervisor's Signature Indicating Approval

* *Mentor will submit all timesheets. New Teachers have checklist only to submit.*

Mentor Complete and Return

**HILLSBORO R-3 SCHOOL DISTRICT
PROCEDURAL CHECKLIST**

Please review all items relevant to the building/position

New Teacher Name: _____

Mentor Name _____

A. Grading

- | | |
|------------------------|-------------|
| 1. Grade Book/Computer | Date: _____ |
| 2. Homework Policy | Date: _____ |
| 3. Grading Scale | Date: _____ |
| 4. Progress Report | Date: _____ |
| 5. Grade Cards | Date: _____ |
| 6. Permanent Records | Date: _____ |
| 7. Retention Policy | Date: _____ |
| 8. Parent Conferences | Date: _____ |
| 9. Other | Date: _____ |

B. MAP/Testing Procedures

- | | |
|-----------------------------------|-------------|
| 1. Administration/Time & Training | Date: _____ |
| 2. Interpretation/Data Analysis | Date: _____ |

C. Curriculum & Materials Date: _____

D. Lesson Plans Date: _____

E. Substitute Teacher Process Date: _____

- | | |
|----------------|-------------|
| 1. Requesting | Date: _____ |
| 2. Preparation | Date: _____ |

F. Field Trips Date: _____

G. Discipline Procedures Date: _____

H. Supervision Responsibilities

- Gr. K-6
- | | |
|-------------------------------|-------------|
| 1. Art/Music/P.E./Library | Date: _____ |
| 2. Hall/Recess/Bus/Lunch Duty | Date: _____ |
| 3. Rainy Day Procedures | Date: _____ |
- Gr. 7-12
- | | |
|--------------------------------|-------------|
| 1. Hall/Lunch Duty | Date: _____ |
| 2. Departmental Responsibility | Date: _____ |
| 3. Graduation | Date: _____ |

I. Textbook/Material Procedures Date: _____

J. Classroom Inventory Date: _____

K. Classroom Environment Date: _____

L. Lunch Count/Responsibilities Date: _____

M. Attendance Policy Date: _____

N. AV/Media Resources/Library Date: _____

**HILLSBORO R-3 SCHOOL DISTRICT
PROCEDURAL CHECKLIST - continued**

- O. Emergency Procedures
 - 1. Nurse Date: _____
 - 2. Building Date: _____
 - 3. Drills/Crisis Plans Date: _____

- P. Student Scheduling Changes Date: _____

- Q. Requisitions/Materials/Supplies Date: _____

- R. Duplicating/Copy Procedures Date: _____

- S. Teacher Evaluation Date: _____

- T. Special Education Services Date: _____

- U. Extra-Curricular Activities Date: _____

- V. Professional Organizations Date: _____

- W. Professional Development Date: _____
(ex. PLC'S/early outs, Travel request, and reimbursement procedures)

- X. Policies
 - 1. School Board Date: _____
 - 2. Building Handbook Date: _____

- Y. Scholl & Community Communication Date: _____

- Z. Other _____ Date: _____

Professional Development Participation:
Use Professional Development Core Data Reporting Form for the current school year (will be provided).

This form is to be reviewed and signed by each of the following staff members.
Form to be submitted by New Teacher at end of year.

New Teacher: _____ Date: _____

Mentor: _____ Date: _____

Building Principal: _____ Date: _____

End of the Year- New Teacher Submit

OBSERVATION LOG FOR MENTOR/NEW TEACHER

Use this log to document half day release times for mentor and new teacher. Observations are required.

OBSERVER/ OBSERVEE	OBSERVATION (summarize)	COLLABORATION/ REFLECTION	DATE/ TIME
Observer: Teacher Observed:			
Observer: Teacher Observed:			
Observer: Teacher Observed:			
Observer: Teacher Observed:			
Observer: Teacher Observed:			

Observer's Signature: _____

End of the Year- New Teacher Submit

SCHOOL YEAR 2022-2023 PROFESSIONAL DEVELOPMENT (PD) LOG
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All professional development is now tracked through Frontline. Instructional/tutorial videos are available – click on the ? in the upper right hand corner when in Frontline, then click on Frontline Support, scroll down the page to topic you are interested in.

Travel Request / PD submission

All Travel Requests are to be completed online through Frontline. Allow 4 weeks prior to travel for the approval process. Once the training has been completed you must complete the Professional Development Feedback portion of the electronic form and submit for final approval.

The 2003 Missouri law change requires annual PD for Initial and Career Continuous holders. All certified staff employed during the 2022 - 2023 school year must log all professional development activities through Frontline. Lifetime certificate holders are exempt if it is in the area in which you are currently teaching.

The PD log is to be complete for a review by the Curriculum and Instruction Department at CO at the end of the year as part of your teacher checkout. Please remember the PD information you need to provide is for the entire 2022-2023 school year. We will be sending out a district reminder sometime in April/May.

The Curriculum and Instruction Department will be keeping PD logs completed each year and New Teacher documentation. **It is best practices to also track your PD hours and documents that you send to CO or submit in Frontline.**

Attached is the table depicting the required professional development hours. Find your classification on the left hand side of the table and then complete the log with your PD hours. If you are not sure of an exact date of your PD please just do the best that you can. Contact hours are the actual number you were in attendance for workshops and/or seminars. Each college credit = 15 PD contact hours. As an example: a 3-hour course = 45 PD contact hours.

- New Teachers to the district- if you have any questions or concerns with filling out this form please contact your mentor.

If you have any more questions please call Melissa Hildebrand at ext. 6005 or you can visit the DESE website at www.dese.mo.gov.

Attachments:

Table for Required Professional Development

Required Professional Development Hours

1 college credit hour = 15 PD contact hours

Classification	Initial Certification Years 1-4	Reactivation	Career Certification Years 5-99	PD Exempt Status
Adult Education & Literacy (AEL)	60 total	24 hours plus annual	20 annually until exempt	Two of three: - 10 years, - next higher degree, or - national certification
Professional Cert - most core areas & librarians	30 total	24 hours plus annual	15 annually until exempt	“
Career Education – (formerly vocational)	90 total	24 hours plus annual	30 annually until exempt	“
Student Services	40 total	24 hours plus annual	20 annually until exempt	“
Administration – superintendent	120 total	24 hours plus annual	30 annually until exempt	“
Administration – principals, special ed. directors and career ed. directors	120 total	24 hours plus annual	Years 5-10 <u>must</u> complete EdS degree in ed adm, C&I, or reading/literacy or 30 hours annually	Years 11-99 exempt with EdS degree or national certification
Provisional (2 years)	must complete credits/requirements to move to Initial certification within two years	n/a	n/a	n/a
Temporary (1 year)	must complete 9 college credits annually	n/a	n/a	n/a

PROFESSIONAL DEVELOPMENT (PD) GOALS

Goal #1: We will reassess and update our curriculum to insure that we are providing students with relevant and useful learning opportunities consistent with our mission.

Goal #2: Every student will be provided the opportunity to successfully complete the educational process.

Goal #3: We will re-evaluate our instructional program to insure that varied instructional techniques are being used to address the diversity of the student population and desired learner expectations.

Goal #4: We will study and implement techniques and programs in order to improve our school climate to enhance student learning and employee satisfaction.

Goal #5: We will maintain fiscal practices that will meet current and future educational programs.

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN GOALS (CSIP)

Goal #1: Hillsboro R-3 School District will provide a healthy, safe, and effective environment conducive to learning that meets or exceeds state standards.

Goal #2: Hillsboro R-3 School District Board of Education will govern the district in an efficient and effective manner by providing leadership and representation to benefit students, staff, and patrons of the district.

Goal #3: Hillsboro R-3 School District promote, facilitate, and enhance parent, student and community involvement in District educational and outreach programs.

PROFESSIONAL DEVELOPMENT FEEDBACK FORM

This is an example of the Professional Development Feedback form that is located in Frontline. Instructional/tutorial videos are available – click on the ? in the upper right hand corner when in Frontline, then click on Frontline Support, scroll down the page to topic you are interested in.

General Info

User
Activity Title
Building
Submitted
Marked Complete

Prof. Dev. Feedback

Would you recommend this conference to others? Why?

List three strategies from this conference that you plan to use in your classroom or area of employment.

How will you share the information that you learned with others? Please check all that apply.

WRITTEN SUMMARY
BUILDING PRESENTATION
TRAIN-THE-TRAINER
OTHER

Date Information Will Be Presented?

Click Save To Exit

NEW TEACHER PROGRAM QUESTIONNAIRE

The Professional Development Committee (PDC) requests that you complete the following questionnaire. This will help in evaluating the Mentor Program.

Beginning Teachers (circle one)

I. I am a: 1st year Beginning Teacher 1st year Experienced Teacher 2nd year Teacher

II. Time spent with mentor teacher:

a. Estimate amount of time spent with mentor on a monthly basis: _____

b. Was release time adequate? Yes No

c. Observations of other teachers completed:

How was it beneficial?

Is more time needed? If yes, why?

III. Assignment of mentor

a. Would you prefer to be assigned the same mentor for both years? Yes No

Why? or Why not?

b. Is it helpful for the mentor be in the same department or grade level? Yes No

Reasons:

IV. Resources

a. Were adequate teaching resources available to you? Yes No

What other resources did you need/expect?

b. Did the mentoring program administrator role meet your needs? Yes No

Why? or Why Not?

V. What worked for you in the mentoring program? (Be specific)

VI. What did not work for you in the mentoring program? (Be specific)

VII. Please list any suggestions for next year. (ex: 3 day orientation, PLC'S, training time w/ mentors etc.)

NEW TEACHERS
List of Items to be Completed and Submitted
To your Building Principal

1. Hillsboro Monthly Checklist
2. Hillsboro R-3 School District Procedural Checklist
3. Observation Log
4. Professional Development Log. Keep a copy for your personal file/portfolio.
5. Professional Development Plan (located in the Performance Based Teacher Evaluation) to Building Principal for your Building Personnel File - Keep copy for your personal records/portfolio
6. Survey for New Teachers

Throughout the year you will be asked, along with all certified staff, to complete additional information and submit it to either your Building Principal or to the CO. When asked to do so please keep a copy for your personal file/portfolio.

Mentors
List of Items to be Completed and Submitted
To your Mentor Specialist

1st year Mentors

1. Monthly/Checklist Timesheet
2. Observation Log for ½ day release time.
3. Assist your new teacher in submitting items to CO (email will be sent at the end of school year)

2nd year Mentors

1. Monthly Timesheet
2. Observation Log

Please Mark Your Calendars!

Contact numbers: 636-789-0000

Melissa Hildebrand	Assistant Superintendent	(Central Office)	ext. 6005
Diane Scanga	Dist. Rec./Curriculum Sec.	(Central Office)	ext. 6015
Lori Wood	K-6 Mentor Specialist	(Primary)	ext. 5359
Kevin Gillespie	7-12 Mentor Specialist	(High School)	ext. 1213