Beginning Teacher Orientation for BT1 \*Late Hires

# BEGINNING TEACHER INFORMATION:

NAME:       START DATE:

STATUS: [ ]  BT 1 (Permanent, full-time, 6 months of service, teacher pay) Verified by Licensure & BTSP Coordinator: [ ]  Yes [ ]  No

SUBJECT AREA / GRADE LEVEL:

PEER MENTOR:       DISTRICT MENTOR:

# POLICIES | PROGRAMS | STANDARDS | SERVICES

NC State Board of Education TCP-A-004 | Beginning Teacher Support Program

In lieu of attendance at the initial beginning of the year orientation held in August, the BT 1 will review and/or complete the following, with guidance from the district mentor:

* an overview of the school’s/system’s goals, policies, and procedures;
	+ [www.buncombe.k12.nc.us/domain/7](http://www.buncombe.k12.nc.us/domain/7)
* a description of available services and training opportunities;
	+ BT Meeting Schedule
	+ Instructional/Curriculum Coaches
	+ School System Services, e.g., Student Services, Special Services, Graduation Initiative, etc.
		- [www.buncombe.k12.nc.us](http://www.buncombe.k12.nc.us)
	+ School-based Professional Development Contact/School Improvement Team
* the Beginning Teacher Support Program (BTSP) and the process for achieving a Standard Professional 2 (continuing) license;
	+ Participation in/Successful completion of the BTSP
	+ Rated at least Proficient on all NCPTS
		- [www.ncpublicschools.org/docs/effectiveness-model/ncees/standards/prof-teach-standards.pdf](http://www.ncpublicschools.org/docs/effectiveness-model/ncees/standards/prof-teach-standards.pdf)
* the North Carolina Teacher Evaluation Process;
	+ [www.ncpublicschools.org/docs/effectiveness-model/ncees/instruments/teach-eval-manual.pdf](http://www.ncpublicschools.org/docs/effectiveness-model/ncees/instruments/teach-eval-manual.pdf)
	+ [www.ncpublicschools.org/effectiveness-model/ncees/](http://www.ncpublicschools.org/effectiveness-model/ncees/)
	+ [www.ncpublicschools.org/effectiveness-model/ncees/instruments/](http://www.ncpublicschools.org/effectiveness-model/ncees/instruments/)
* the NC Standard Course of Study & local curriculum guides;
	+ Common Core State or NC Essential Standards
		- [www.ncpublicschools.org/acre/standards/](http://www.ncpublicschools.org/acre/standards/)
	+ Instructional/Curriculum Coaches
* the safe and appropriate use of seclusion and restraint of students;
	+ Exceptional Children’s Program, Behavior Support Services | <http://www.buncombe.k12.nc.us/Page/37322>
* the State's ABC's (Accountability) Program; and
	+ <http://abcs.ncpublicschools.org/abcs/>
* the State Board of Education's Mission and Goals.
	+ <http://stateboard.ncpublicschools.gov/about-sbe/sbe-goals>
* Personal conduct standards
	+ <http://sbepolicy.dpi.state.nc.us/>
	+ [www.buncombe.k12.nc.us/cms/lib5/NC01000308/Centricity/Domain/7/Policies/Personnel%20700/703-Professional%20Standards%20of%20Conduct%20and%20Performance%20For%20.pdf](http://www.buncombe.k12.nc.us/cms/lib5/NC01000308/Centricity/Domain/7/Policies/Personnel%20700/703-Professional%20Standards%20of%20Conduct%20and%20Performance%20For%20.pdf)
* E-mail and Internet usage
	+ [www.buncombe.k12.nc.us/cms/lib5/NC01000308/Centricity/Domain/7/3225\_4312\_7320%20Technology%20responsible%20use.pdf](http://www.buncombe.k12.nc.us/cms/lib5/NC01000308/Centricity/Domain/7/3225_4312_7320%20Technology%20responsible%20use.pdf)
	+ [www.buncombe.k12.nc.us/cms/lib5/NC01000308/Centricity/Domain/7/3226\_4205%20Internet%20Safety.pdf](http://www.buncombe.k12.nc.us/cms/lib5/NC01000308/Centricity/Domain/7/3226_4205%20Internet%20Safety.pdf)

# II. COMPLETE

# *BCS Beginning of the Year Checklist*

# *BCS Nine-Week Peer Mentor Checklist (one for each nine weeks)*

# III. Review BTSP Weebly: [www.bcsbt.weebly.com](http://www.bcsbt.weebly.com)

# IV. SCHOOL SITE ORIENTATION:

See School Administrator for appropriate contact person for information about the following:

* INTRODUCTION to PEER MENTOR
* INTRODUCTIONS AND SCHOOL FACILITY TOUR
* SCHOOL IMPROVEMENT PLAN
* NCEES (within 10 days)
* DRESS CODE
* SAFETY, SECURITY, & EMERGENCY PLANS
* HomeBase: PowerSchool & SchoolNet
* OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACKNOWLEDGMENT: (to be signed upon completion of all orientation items)

Beginning Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peer Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RETURN TO BTSP COORDINATOR (within 15 days of BT’s employment date to include in the BT’s file).

\*Late Hires – Hired after BTO (in August) for teachers eligible to earn BT 1 status (permanent, full-time, 6 months of service at teacher pay). This may include long-term interims.