

PLYMOUTH HIGH SCHOOL

PANTHERS



PHS



The new teacher checklist

Plymouth Comprehensive High School

*Supporting and Challenging each other to Increase Engagement and Learning for All
through Curriculum, Instruction, and Learning Environment*



PHS New teacher FAQ

How do I get started?

- After Superintendent Carrie Dassow offers you a position and you accept, Dr. Dassow will share your information with our Business Office so that a contract can be prepared and approved by the School Board. When your contract is approved, the Business Office will contact you to set up a meeting.

How do I get keys?

- For your ID/Key Card (used for outside doors), see Technology section.
 - ❑ Kurt Zolp. Extension 1016*
 - ❑ Mike Briggs. Extension 1015*
 - ❑ Scott Bunyea. Extension 1017*
- For traditional keys (ex. classroom), see Bethany Holec in the PHS office.

Dates to know

What inservice/meeting dates should I put on my calendar?

- August 20 New Teacher Week begins.
- August 22 Student Services Inservice (morning), Department Leader Inservice (afternoon), Freshman Orientation(evening)
- August 27: Literacy PD with Katie McKnight
- August 28: Inservice, Whole group am., Small groups pm.
- August 29: Inservice: Small Groups a.m., Whole groups p.m.
- August 30: Inservice: Whole Group a.m., Small groups p.m.
- School Calendar: [here](http://www.plymouth.k12.wi.us/Schools/DIS/images/calendar1819.pdf)
<http://www.plymouth.k12.wi.us/Schools/DIS/images/calendar1819.pdf>



PHS New teacher FAQ

How can I learn and develop as a teacher?

- Instructional Strategies Weebly www.instructionalstrats.weebly.com
- PHS PD Weebly (see all years to learn about a variety of topics)
<http://earlyrelease.weebly.com/>
- PSD PD Weebly (upcoming classes & workshops)
<http://psdpsd.weebly.com/>

What should I consider when creating grading and late work policies?

- Grading & Late Work Guidelines - <https://goo.gl/Wm28Eg>
- Soft Skills - <https://goo.gl/KVprbB>
- Growth Mindset - <https://goo.gl/cNU89W>

How do I learn about student attendance and behavior policies?

- Check out the Orange Guide (our student handbook)
<https://goo.gl/8y4Zcp>

How will I be evaluated as a teacher?

- Professional Learning Plan <https://goo.gl/k13bEq>
- Educator Effectiveness www.mylearningplan.com

Where can I find additional information?

- Daily News Weebly <http://phsdailynews.weebly.com>
- PHS Website <http://www.plymouth.k12.wi.us/Schools/PHS/index.html>
- City of Plymouth <http://plymouthwisconsin.com/>



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INTRODUCTION

Welcome to Plymouth High School. As a new teacher, you have a lot to learn in a short period of time. This checklist will provide a structure to follow as you progress through the school year.

Some items may not apply to your position, and there may be other things you need to add, but this covers a whole lot of what you will need to learn, decide, find, or set up to run a functioning classroom.

Keep in mind that you don't need to know all of this information on the first day! You will drive yourself crazy if you try to find it all; just work through it a little at a time and ask a lot of questions. We are here to help you become successful.

Whether you are brand-new to the classroom, new to PHS, or just want to get yourself organized, this checklist will support you.



School info - PHS

District Office: (920) 892 - 2661

PHS main phone number: (920) 893 - 6911

PHS mailing address: 125 South Highland Ave, Plymouth, WI 53073

PHS fax number: (920) 892 - 5070

PHS Office number: (920) 893 - 6911 **Extension 1030***

Supplies

- To order any supplies for your classroom, see your department leader.
- Also, any questions you may have about your budget you will need to talk to your department leader.
- If you are planning to buy your own supplies and get reimbursed, you need to talk to your department leader.
- PHS has many available free supplies. See Tammy Kulow (in the Attendance Office) if you have any questions. **Extension 1025***



Copies & Printing

PHS has many multi-function machines around the school. These are the most important for you to know:

1. Upstairs Copier - Second floor (high volume, staples, punches, prints on several paper sizes, scans to PDF, and more)

Should not be accessed by students.

2. HS copier - High School office.

3. Library Printer - School library (low volume laser printer)

4. Paper Room Printer - Second floor (low volume laser printer)

5. District color - District office (Use if color is REQUIRED and only in small quantities.)

6. Other 1st floor printers - math and C-section.

Teachers at PHS don't have a copy limit for the year, but keep in mind that we also love our trees.

If you have a problem with any copy machines or a paper jam, report it to the PHS secretary Bethany Holec. **Extension 1030***.



Technology

- ❑ In order to have access to technology, stop in the PHS office to sign the staff “acceptable use agreement”

- ❑ Stop in the Technology Office for your ID photo and to get log-ins/passwords.

- ❑ Most teachers at PHS have their own website. See your high school Library Media Specialist for more information on how to set up your account. LMS at PHS is Georgia Tucker. **Extension 1940***

- ❑ Also, talk to your department leader because your department may have a shared website.

- ❑ Every student at PHS is equipped with a laptop. Also, the school has a few carts with many computers that students can use (you will need to sign up ahead if you want access). The library has a few iPads for teachers and students to use, as well as several other tech peripherals and devices.

- ❑ Teachers will have storage access every time they log in any school computer. (Storage/Staff (P) drive)

- ❑ There are some restricted or blocked websites and blogs at PHS. See Kurt Zolp if you have any questions. **Extension 1016*** See Georgia Tucker to confirm student access to a site or tool that you want to try.

- ❑ If you have any kind of issues with technology call or see the following people who are officed in the high school:
 - ~ Mike Briggs. **Extension 1015***
 - ~ Kurt Zolp. **Extension 1016***
 - ~ Scott Bunyea. **Extension 1017***



FACULTY & STAFF

☐ Administration:

Dr. Jennifer Rauscher - Principal. Extension 1034*
- jrauscher@plymouth.k12.wi.us

Andy Novak - Associate Principal. Extension 1036*
- anovak@plymouth.k12.wi.us

☐ PHS Office:

Bethany Holec - Secretary. Extension 1030* (substitute teachers, requisitions, Dr. Rauscher's support, communication within building, calendars)
- bholec@plymouth.k12.wi.us

Tammy Kulow - Secretary. Extension 1025* (student attendance, Mr. Novak's support)
- takulow@plymouth.k12.wi.us

Shelly Zimmermann - Secretary. Extension 1031* (activity accounts, Mr. Knaus' support)
- rlzimmer@plymouth.k12.wi.us

☐ Custodial and Maintenance:

Richard Niehueser - Director of Facilities. Extension 1070*
- rniehueser@plymouth.k12.wi.us

Bob Mueller Head custodian for the High School. Extension 1540*
- rmueller@plymouth.k12.wi.us



❑ Library:

Georgia Tucker - Library Media Specialist. Extension 1940*

- gtucker@plymouth.k12.wi.us

(Books, digital media, website subscriptions, digital tool recommendations and support, computer integration to support instruction, locating digital and hard copy resources, professional development resources, reserving Library space, peripherals and LMS instructional time.)

❑ Special Education:

Jodi Timler - Extension 1836*

- jltimler@plymouth.k12.wi.us

Karl Bitter - Extension 1115*

- kbitter@plymouth.k12.wi.us

The philosophy of the Special Education Department at Plymouth High School is we are here to help all students. With regards to students with an IEP, the IEP case manager collaborates with general education teachers regarding the implementation of IEP's and other special education services, assists with differentiating and/or modifying curriculum for students to show their learning the best way possible, and monitors the students' goals within the general education classroom. Many special education teachers also co-teach within the general education classroom and are able to assist with all students' success through analyzing and determining what each student needs to show learning. Our support staff is also excellent. They strive to understand the needs of all students and help "trouble shoot" what works best. We are here for everyone, so please feel free to ask questions, have one of us observe a class, or just listen to a concern. Welcome to Plymouth High School! We look forward to working together!



AESOP- SUB FINDER

BEING ABSENT

- ❑ If you need to be absent go to Aesop - Sub Finder to report your absence.

- ❑ If you need help entering your request see Bethany Holec - PHS Secretary. bholec@plymouth.k12.wi.us
Extension 1030*

- ❑ If you want to learn more about sick days and personal days, see Amy Williams -Payroll Coordinator amywilliams@plymouth.k12.wi.us **Extension 1004***

- ❑ During the summer you can work on curriculum hours to earn \$20 per hour or one personal day for every 10 hours. See Mr. Mella Assistant Supt. of Curriculum & Instruction- dmella@plymouth.k12.wi.us
Extension 1002* if you would like to know more.



Skyward

Where do I go if I have questions about Skyward?

- ❑ Jack Daniels. PHS math teacher- Extension 1129*
jdaniel1@plymouth.k12.wi.us
- ❑ Jason Jaeckels. PHS science teacher- Extension 1132*
jjaeckels@plymouth.k12.wi.us
- ❑ Go to the following link to find the Survival Guide.
<https://goo.gl/FMXj9o>
- ❑ Go to the following link to find how to create: End of Year Digital Grade Report.
<https://goo.gl/kxTPJ8>

 **Gradebook**
SURVIVAL GUIDE



Counseling Department

Where do I go if I have questions about
Advisory or Career Cruising?

<http://counselingdepartmentphs.weebly.com>

Counseling:

- ❑ Megan Rickmeier - Counselor. Extension 1061*
- mrickmeier@plymouth.k12.wi.us

- ❑ Maggie Stielow - Counselor . Extension 1062*
- mstielow@plymouth.k12.wi.us

- ❑ Erik West - Counselor. Extension 1063*
- ewest@plymouth.k12.wi.us

- ❑ Margaret Fouliard - Counselor/Psych. Extension 1570*
(Shared w/ Riverview)
- mfouliard@plymouth.k12.wi.us

- ❑ Tina Helmer - School Psychologist . Extension 4519*
- thelmer@plymouth.k12.wi.us

- ❑ Cathy Cadman - Secretary. Extension 1060*
- ccadman@plymouth.k12.wi.us

→ If you have an advisory period go to the following link to learn more about how to use Career Cruising with your students. <https://goo.gl/cNWa1J>



Email, classroom phone & computer storage access

Where do I go if I have questions about my email, my classroom phone & computer storage access?

- ❑ Mike Briggs - Computer Director- Extension 1015*
mdbriggs@plymouth.k12.wi.us

- ❑ Kurt Zolp - District Network -Extension 1016*
kzolp@plymouth.k12.wi.us

- ❑ Scott Bunyea -Network & Computers Technician
Extension 1017*
sbunyea@plymouth.k12.wi.us



Voice Mail

Where do I go if I have questions about my voicemail?

- ☐ Scott Bunyea - Network & Computers Technician
Extension 1017*
sbunyea@plymouth.k12.wi.us

- ☐ Go to the following link to find directions to set up your phone. <https://goo.gl/EfUbXp>

SV9100 InMail User Sheet

Log into your mailbox:
*At your telephone- Press VMsg
*At another extension- Dial 6000
*From off site- Call in:
-When automated attendant answers, press # and your mailbox number

TO RECORD GREETING:
- Press Greet for Greeting
- Press the greeting you want to activate Gr1, Gr2, or Gr3
- Press Rec to start recording at the beep
Hello, this is _____, I'm unable to take your call at this time.
Please leave your name, telephone number and a brief message,
and I will return your call as soon as possible. Thank you.
- Press Done to end recording.
- Press Back to go back to Main Menu.

TO RECORD NAME:
- Press More
- Press ReName to record name
- Press Rec to record at the beep
- Press Done to end recording
- Press Back to go back to main menu

TO ENTER SECURITY CODE:
- Press More
- Press Setup for mailbox options
- Press Code for security Code
- Enter Security Code (4 digit)
- Press NoReq if you don't want to have to enter you security code from your extension.
- Press Back to go back to main menu

WHILE LISTENING TO MESSAGES YOU CAN:
Press L (5) or Next to Listen to next message
Press B (2) or Rew to go Back a Few Seconds
Press BB (22) to go Back to the Beginning
Press D (3) or Del to Delete Message
Press G (4) or FFWd to Go Ahead a Few Seconds
Press MF (63) or Radir to have Message Forwarded (to other mailboxes)

Mailbox Menu on Display:
Ltn- Listen to messages
Greet- Set up your Greeting
LVMsg- Record a message and send it to one or more parties
ReName- Record a name stamp for your mailbox
Page- To record paging message to be heard if a caller opts to have you paged while in your mailbox
Lst- Lets you chose what messages you'd like to Listen to (New,Arch,All)
Set Up-
Code- Set up your 4 digit security code
Natty- Notifies you of new voicemail messages via cell phone
Call H- (Call Handling)
DVM- Sends calls directly to your mailbox (vacation)
Paging- To Enable or Disable paging message
FMFM- (Find me follow me) Allow caller to opt to be transferred to your cell phone
ATime- Turn on/off auto time stamp at end of message
Order- To adjust the order your messages play (First in first out or Last in last out)
A Play- When turned on, will play your messages as soon as you log into your mailbox (without pressing Ltn)



Parent Teacher Conferences

Where do I go if I have questions about Parent Teacher Conferences?

- ☐ **Bethany Holec** -PHS Secretary -Extension 1030*
bholec@plymouth.k12.wi.us

PLP

Where do I go if I have questions about my PLP?

Every teacher at Plymouth will have to create a Professional Learning Plan for the year. You will have to write some goals for the year and have a meeting with your supervisor to make sure you get support to accomplish them. Your PLP supervisor could be the principal, Dr. Jennifer Rauscher, or the assistant principal, Andy Novak.

Here you will find the PLP form:

<http://phsdailynews.weebly.com/plp-meetings.html>

Dr. Jennifer Rauscher - Principal. Extension 1034*
- jrauscher@plymouth.k12.wi.us

Andy Novak - Associate Principal. Extension 1036*
- anovak@plymouth.k12.wi.us

Bethany Holec - Secretary. Extension 1030*
- bholec@plymouth.k12.wi.us



Google Classroom

Where do I go if I have questions about Google Classroom?

☐ **Scott Bunyea** - ext. 1017*

(account set-up, technical info, training & tutorial requests)

sbunyea@plymouth.k12.wi.us

☐ **Tyler Gruett** - 6th grade teacher at Riverview, ext.

2313* (examples of teacher & classroom implementation, training & tutorial requests)

tgruett@plymouth.k12.wi.us

☐ **Georgia Tucker** - LMS @ PHS - ext 1940* (individual

assistance with set-up, folder & drive organization, linking to sites and resources)

gtucker@plymouth.k12.wi.us

☐ **Jen Biller** - Social Studies Teacher - ext 1213*

(practical application to high school content & teaching)

jbiller@plymouth.k12.wi.us

SmartBoard

Where do I go if I have questions about the
SMARTBoard and Notebook Software?

☐ **Kay Tharp** - PHS Math Teacher - ext. 1235*

ktharp@plymouth.k12.wi.us



Google Drive

Where do I go if I have questions about Google Drive?

- ❑ **Meredith Herrera** -Math teacher at PHS - ext 1123*
mherrera@plymouth.k12.wi.us
- ❑ **Rommy Herrera** -Spanish Teacher at PHS -ext 1223*
roherrera@plymouth.k12.wi.us

NVCI

Non Violence Crisis Intervention

Where do I go if I have questions about NVCI?

- ❑ **Karl Bitter** - Extension 1115*
- kbitter@plymouth.k12.wi.us

Weebly

Where do I go if I have questions about Weebly?

- ❑ **Meredith Herrera** -Math teacher at PHS - ext 1123*
mherrera@plymouth.k12.wi.us
- ❑ **Rommy Herrera** -Spanish Teacher at PHS -ext 1223*
roherrera@plymouth.k12.wi.us



- ❑ **Georgia Tucker** - Library Media Specialist. -ext 1940*
gtucker@plymouth.k12.wi.us

Instructional Leaders

Instructional leaders are here to provide additional resources and support to new educators and those that are transitioning to new roles. They will work with educators to develop curriculum and improve instructional strategies and student achievement via instruction to educators, co teaching, program support, resource alignment, curriculum development, and assessment creation.

- ❑ **Rommy Herrera** - PHS Spanish Teacher - ext 1223*
roherrera@plymouth.k12.wi.us

- ❑ **Kay Tharp** - PHS Math Teacher - ext. 1235*
ktharp@plymouth.k12.wi.us



