

# Dodge City Middle School

*"DCMS is opening new worlds for personalized and purposeful learning."*

## General Faculty Meeting

8:00 – 9:30 P.M.

Tuesday, August 20, 2013

### I. WELCOME AND INTRODUCTIONS - *Presented by Mike King*

- A. Welcome – Mindy Stapleton, PTO President
- B. PTO Officers – *Introductions by Mindy Stapleton*
  - (President) – Mindy Stapleton
- C. New Teachers and Mentors: *Introductions by Mentors*
  - 1. **Sherry Polkinghorn** (SPED) Mentor – **Josh Sigmund**
  - 2. **Holly Ann Sewell** (Band 6/7/8) Mentor – **Patricia Ahern**
  - 3. **Mallory Weidner** (English Language Arts 8) Mentor – **Dawnelle Priest**
  - 4. **Michelle Woods** (ESL) Mentor – **Jean Kolsky**
  - 5. **Austin Bangerter & Mandy Camacho**
- D. Teacher Evaluation Schedules - *by Pam Algrim*
  - See Packet ( 2.10 - Teacher Evaluation Schedule)
  - [District e4e Teaching Standards iTunes U Orientation Link](#)
    - 1. [Download iTunes U on Your iPad](#)
    - 2. [Select this Link to Request e4e Training Course](#)
    - 3. Enter Your iTunes Password
    - 4. Waite for Approval
- H. Courtesy Committee and Introductions - *by Pat Mercado*

### II. INTRODUCING PERSONALIZED & PURPOSEFUL LEARNING - *by Mike King*

- A. **Introduction of Theme of the Year:** *"DCMS is opening new worlds for personalized & purposeful learning."*
- B. Presentation of this Year's Logo
- C. [Introduction of Strategic Plan](#)
  - Four Major Points of Focus
    - 1. Improved Instruction
    - 2. Literacy (Learning How to Learn)
    - 3. Advocacy
    - 4. Technology
- D. Review of SMART Goals, API Scores and ACT Explore Results

### III. PROFESSIONAL PRACTICES & PROCEDURAL UPDATES - *by Mike King*

- A. New Teacher Evaluation Standards
- B. [Board Policy Updates Available Online](#)
- C. [Changes in KEPERS \(HB2333\)](#)
- D. District Driven Goals on Explicit Instruction
  - Includes Walkthrough Data Provisions for Improved Instruction
- E. Overview of [SIT Process](#) - *by David Linsenmeyer*
- F. Special Education Tier Support Services
  - Co-Teaching in Math & English Language Arts
  - Looping of IEP's
  - Special Education & Mid-Term Progress Reports
  - Lexia Reading Support for IEP Students
- G. The Development of A Newcomers Center
  - Three Teacher Team
  - Para-Professional Support
  - Liaison Assessment Center
- H. Increased Time for Professional Learning Communities
  - Continuation of Wednesday Subject PLC's
  - Thirteen (13) Late Start PLC Days
  - Changes in Length of School Day
- I. Team Blogs & Training
- J. Emergency Safety Intervention Training
  - Student Restraint

### IV. REVIEW OF TECHNOLOGY, PROGRAMS AND EQUIPMENT - *by Mike King*

- A. [Technology Update](#)
  - iPad Distribution (1:1 Initiative January 2014)
    - iPads Remain at School
    - Bandwidth, Air Server & Access Point Upgrade
    - [Strategic Plan Under Development \(21<sup>st</sup> Century PLC\) Includes;](#)
      - Check-in Check Out Procedures
      - Classroom Use & Expectations
      - User Agreement and Digital Citizenship Awareness
      - Program Development for Parent Night
      - Use of Charging Stations & Application Uploads
      - Use of USD443 Google Domain for Forms, Docs, G-mail, Calendar, Blogs
  - Continuation of Study Island - **New** Science and Social Studies
  - SMARTBoards & Air Servers (Total 49) (Three Portable)
  - Team Assigned Mobile Labs (Mini Laptops) Total Mobile Labs = 8
  - Inspiration Software (Installed on All Units)
  - Important Computer Security
    - (Ctrl + Alt+ Delete = Lock Workstation)

## V. STUDENT ADVOCACY & BACK TO SCHOOL ORIENTATIONS – *by Patricia Ahern*

### A. Overview Student Advocacy

- **Student Advocacy:** An attitude of caring which supports and defends the student personally and academically.
- **Mission Statement:** DCMS student advocacy program is designed to help students to succeed. The student advocate provides all DCMS students with a safety net to help insure a confidential and neutral place to bring concerns and find solutions.
- **Vision Statement:** Advisory is a home away from home and it ensures that students will be known as individuals and feel cared for and valued.

### B. [Student Advocacy Talking Points During](#) Team Meetings (See Handout)

### C. Improved Grading Practices

- Skyward grade book entry will occur after the assignment has been graded

### D. August Advisory Activities- *by Anne Jacobs*

- Wednesday, August 21st: Help students understand schedule & lunch procedure
- Wednesday, August 21st: Pass Out Student Agendas
- Thursday, August 22nd & Friday August 23rd Advisory Activities
- Student Orientations (5 Things We Believe)
  - Eighth Grade Orientation: Tuesday, August 27<sup>st</sup> (8:00 – 8:20 Auditorium)
  - School Pictures Auditorium: Wednesday, August 28th
  - Seventh Grade Orientation: August 29<sup>rd</sup> (8:00 – 8:20 Auditorium)
  - Sixth Grade Orientation: August 30<sup>th</sup> (8:00 – 8:20 Gym)
- Start September Extension Time: Tuesday, September 3rd
- Start DEAR: Wednesday, September 4th
- September 5<sup>th</sup> & 6th Advisory Activities

## VI. BUSINESS ITEMS (TEACHER PACKET)

### A. Textbook Information- *by Deb Keitel*

- Textbook Price List (Teacher's Boxes)
- Textbook Issue Sheet (Teacher's Boxes)
- Textbook Inventory Sheet (**must have** consecutive book numbers listed) (Teacher's Boxes)

### B. Available Supplies/Copies/Password Forms and Substitute Folders - *by Deb Keitel*

- Available Supplies Request Form (Teacher's Boxes)
- Password Forms (Teacher's Boxes)
- Work Room Duplicators (No Central Copying)
- Substitute Folder Information Due Date (Friday, August 23rd)
- Include Your Seating Charts and Class Rosters from Skyward

### C. Budgets/Purchase Requisitions - *by Deb Keitel*

### D. Work Orders Repairs Needed –*by Mike King*

- Custodial request should be placed through online work orders.
- When requesting furniture removal (DO NOT DRAG HEAVY FURNITURE) outside of your room.
- [Orientation to Online Work Order Form](#)

## VII. FIRST DAY OF SCHOOL

### A. Student Rosters & Seating Charts - *by Faye Wells*

- **No Temporary Rosters – First day of school**
  - Student schedules will be posted by grade and alpha order on office windows.
  - **Students will receive a new “blue” class schedule to be distributed during advisory.**
  - When a student arrives in your class please verify their attendance through Skyward.
  - Students not on the Skyward class roster should be referred to the office.
  - Attendance Accuracy (Importance Due to Court and Truancy Records)
  - Ruth Attendance Clerk
  - You must take attendance every class period on Skyward
- Temporary Grade Sheet – First Two Weeks (Teacher Packet)
- Seating Chart (Print from Skyward)

### B. Student Schedule Changes - *by Donna Dick*

- No schedule changes unless a valid reason (Valid reason office has made an error.)
- Refer all requests for schedule changes to counselors.

## VIII. ORIENTATION PROFESSIONAL GUIDE

- Overview of 800 School Safety *by Faye Wells*
- Fire Drill
- Tornado Drill
- Building Lock Down
- Other Crisis (See District Crisis Plan)
- Counselors – Child Abuse Reporting - *by Anne Jacobs and Donna Dick*

### B. Overview of 100 - 200 Series (Read Your Schedule Activity) – *by Pam Algrim*

- **1.01:** DCMS Teams 2013-2014
- **1.02:** Faculty & Staff 2013-2014
- **1.03:** Staff Intercom List
- **2.01:** Master Schedule 2013-2014
- **2.02:** Daily Lunch Schedule 2013-2014
- **2.03:** Room Assignments 2013-2014
- **2.04:** Grade Level Common Core PLC Schedule 2013-2014
- **2.05 - 2.06** Team Planning & Advisory Schedule 2013-2014
- **2.07:** Locker Assignments by Advisory 2013-2014
- **2.08:** Co-Teaching & Support Schedule 2013-2014
- **2.09:** Red-White Days 2013-2014
- **2.11:** Grading Periods 2013-2014
- **2.12, 2.13 & 2.14:** Parking Spaces 2013-2014
- **2.15:** Extra-Duty Supervision Schedule 2013-2014
- **2.16:** 11:30 Dismissal Schedule – **Will be posted later**
- **2.17:** Daily Schedule 2013-2014
- **2.19:** Late Start Schedule 2013-2014
- **2.20, 2.21 & 2.22:** AM Assembly, 1:00 Dismissal, PM Assembly – **Will be posted later**

- C. Overview of 300 Series – *by Faye Wells*
  - RED Hall Passes
  - Student Daily Schedule
  
- D. Overview 700 Series *by Pam Algrim and Faye Wells*
  - Use of Behavior Slips
  - Behavior Policy Matrix
  - Tardy Policy Matrix