

DODGE CITY MIDDLE SCHOOL

Opening New Worlds for Personalized and Purposeful Learning



Weekly Principals' Bulletin

September 16th - 20th of 2013

LAST WEEK IN INSTRUCTIONAL WALKTHROUGHS



Last week DCMS conducted 18 classroom instructional walkthroughs. Our focus was to provide baseline data on Classroom Learning Environment and information on Mastery Objectives. Please keep in mind that during our next Late Start Day the district will provide us with additional information on setting mastery objectives which will include Language Objectives. Also included for review is our first "Late Start" day [Ticket Out Summary](#) from September 11, 2013. Below is instructional data that was collected during the week of September 11th through the 14th.

Blooms Depth of Knowledge

- Receiving Knowledge = 55.6%
- Applying Knowledge = 27.8%
- Creating = 0%
- Not Applicable 16.7%

Learning Environment

- Effective Use of Teacher Proximity = 56%
- Effective Classroom Management = 89%
- Environment Reflects Respect & Rapport = 78%
- Physical Environment Supports Student Learning = 72%
- Teacher Asks and Answers Higher level Questions = 28%

Mastery Objective

- Is it posted? = 94%
- Is it communicated verbally? = 22%
- Is it communicated throughout the lesson? = 6%
- Does it match student activity? = 39%
- Does it include both components of the mastery objective? = 12%

MIGRANT BACK 2 SCHOOL EVENT

On Saturday, September 28th from 8:00 a.m. to 3:00 p.m., there will be a Back 2 School event in the building. The event organizers will be using the auditorium, cafeteria and five classrooms. The classrooms assigned for the event will include 403, 401, 503, 504 and 502.

MID-TERM PROGRESS REPORTS

This is a reminder that mid-term progress reports open on September 13th and will close on Monday, September 16th at 4:00 P.M.

SITE COUNCIL MEETING

The DCMS SITE Council will meet on Monday, September 16th at 5:30 P.M. in the Library media Center Conference Room. Teachers are welcome to attend. The [Site Council Agenda](#) has been posted on the school website for public access.

IPAD TEACHER UPGRADES

The new iPad teacher upgrades will be arriving on October 2nd through October the 4th. During this time each teacher will turn in your current iPad and will be given a new one as a replacement. I will provide you with more information on the upgrades within the next few days.

THIS WEEK IN EXTENSION TIME "Constitution Week"



Tuesday, September 17th has been proclaimed by the Kansas Legislature "Constitution Day." To celebrate "Constitution Day" every student at Dodge City Middle School will sing the National Anthem during advisory.

To prepare for Constitution Day you will need to go to the DCMS website on Monday, September 16th during Extension Time and select the [Constitution Day](#) tab using your SMART Board. On the top right hand side of the Constitution website is a video entitled "The Star Spangled Banner." Select the video and to view the words as the video plays.

On Tuesday during advisory we will play the National Anthem throughout the school over the intercom system. Please make sure you post the words to your Smart Board during the time the school sings the National Anthem. [You can download the words by clicking here National Anthem.](#)

PLC LEADERS MEETING WEDNESDAY, SEPTEMBER 18TH

Our next PLC Leaders meeting will be held on Wednesday September 18th at 7:30 A.M. in the Library Media Center conference room. The purpose for the meeting will be to review late start material presented by secondary coaches.

I will be establishing a Talking Points Agenda for this meeting that includes secondary coaches' presentation, ticket out summary by category and planning ideas for the September 25th late start. Mrs. Algrim will review the "[Ticket Out Summary](#)." Mrs. Algrim's presentation will provide PLC Leaders with important ideas that were shared by our teachers from our last late start on September 11th. The "Ticket Out Summary" review should also give PLC Leaders a prospective on what our teachers are requesting for future professional development.

Materials from secondary coaches will be available soon for our PLC Leaders to preview. These talking points agenda will establish expectations for setting both mastery and language objectives. Topics for the September 18th PLC meeting will be on "Five Kinds of Teacher Thinking" which will include;

- Coverage Thinking
- Activity Thinking
- Involvement Thinking
- Mastery Objectives
- Thinking Skills Objectives

STUDENT INTERVENTION TEAM

The first Student Intervention Team meeting of the school year will be held on September 19th in the Library Media Center Conference Room. Members of the Student Intervention Team include one representative from each grade level. This year's SIT team members include David Linsenmeyer, Donna Dick, Anne Jacobs, Lindy Duree, Erin Schaffer, Lisa Pelton, and Nikki Moler. Administrative representatives will meet during the times their teams have been scheduled. Teams who have not submitted student names for SIT review will not be scheduled. The [SIT Process](#) is available on the DCMS Wiki under the topic category "Differentiated Instruction." A schedule when teams have been scheduled for the SIT process will be e-mailed to team leaders.

Team leaders will need to schedule a team parent conference the following week of September 23rd. You will need to use your [Team Parent Conference](#) form when conducting the parent SIT review meeting. Please have the parent sign one copy, keep a second copy in the team folder and submit a hard copy to the office. The office will keep a binder of all SIT Parent Conference Form meetings held until students move to the high school.

ADVISORY STUDENT PORTFOLIO ACTIVITY

We are starting to gear up for the October 23rd and 24th parent, teacher, and student lead conferences. Part of preparing for these conferences is helping students prepare their portfolios. During the week of September 16th and 17th you will be helping students create their "[Table of Contents, Cover Sheets & Missing Assignments](#)" activity. Please keep all of these activities in the 3 ring binders that were delivered to your classrooms this week.

Teams will also need to be thinking about what work samples your team would like for your students to include in their portfolio. **Please note that individual teams are responsible for developing procedures for getting work samples to Advisory teachers. Below is a list of portfolio work samples that were provided to team leaders.**

Better Choices: (focus on skill/process)

- Writing pieces – Including all Drafts
- Science experiments – Including hypothesis, lab notes and findings
- Mathematics problem-solving – Including process, solution, and proof
- Applied mathematics – Designing house plans
- Book reviews – Including summary as well as review of author's style
- Research projects – Including notes and student created product
- Physical Fitness summary – Including pre and post skills and growth over time

Less Effective Work Samples: (focus on single skills)

- Spelling tests
- Answers to chapter questions
- Mathematics timed test
- Multiple choice test
- (These can be included as student choice, but recognize how limited they are)

OCTOBER CALENDAR

The official 2013 [October Calendar](#) will go out on Thursday, September 26th. If you have any events you would like to post please contact Mr. King by the end of the day on Wednesday, September 25th. All monthly calendars have been updated on the DCMS Wiki. The 2013 – 2014 monthly calendars can be located on the side bar menu on the right hand side under the sub topic "Calendars 2012 – 2013."

ESI INFORMATION

Emergency Safety Intervention information will be provided to teams on Tuesday, September 24. The purpose for disseminating this information to teams will be to define what it means by ESI Seclusion and Restraints. The information provided will help each member of our staff understand the laws regulating student restraints, the reporting procedures associated with a restraint and preventive measures.

Mrs. Algrim is constructing a schedule for this information share out which will be available to all DCMS staff members this week. Teachers who would like to access this information early can select the following link [Emergency Safety Intervention Information](#) located in the side bar on the right hand side of the DCMS Wiki under the topic Communication Links.

HIGH SCHOOL MARCHING DCMS PARKING LOT REHEARSAL

The football season is here and that also means marching band! As in the past, the DCHS Marching Band will be using the front parking lot of Dodge City Middle School before every home game. Those games are:

- September 13th
- September 27th
- October 11th
- October 25th

The marching band begins rehearsing in the parking lot at 4:45pm before every home game. We are kindly asking that you move your car to the rear parking lot if you plan to stay at school later than 4:30pm.

TEACHER EVALUATION ORIENTATION

A second [Teacher evaluation orientation](#) will be held on Thursday September 19th, for those teachers who are NOT on the district evaluation cycle. The meeting will be held in the library media center at 7:30 A.M. Teachers unable to attend this meeting may choose the [iTunes U option](#). The iTunes U option for accessing the [e4E Teacher Evaluation training materials](#) is located on the DCMS wiki. Teachers choosing the iTunes U self study option should present their certificate of completion at the time of your first scheduled observation. Any teacher who completes the self study iTunes U option will receive one staff development point entered into your MyLearning Plan. To access this information on your iPad you will need to download iTunes U by completing the following steps.

(Please note that if you already have iTunes U on your iPad skip steps 1 -3 and go to step 4.)

1. Select the following link on your iPad for [iTunes U](#)
2. You will be prompted to enter your iTunes account
3. Download the application
4. To request access to the teacher evaluation training materials click on the following link: [e4E Teacher Evaluation iTunes Course](#)

AFTER SCHOOL MATH TEACHER NEEDED

We are in need of an after school migrant math teacher who would be willing to tutor students after school. The Migrant program starts on Monday, September 9th. The days and hours are Monday through Thursday from 3:20 to 4:20 P.M.. If you are interested send me an e-mail at: king.michael@usd443.org.

FACULTY MEETING

There will be a faculty meeting on Tuesday, September 17th in the band room starting at 7:30 P.M.

LEXILE ASSESSMENTS SEPT 16TH – SEPT 23RD.

ELA and Connect Teachers will be working together this week in giving the LEXILE assessment. Due to software and hardware requirements ELA teachers will test in the Connect rooms and Connect teachers will teach in the ELA classrooms. Mobile carts can be acquired through Mrs. Wells for those connected teachers needing to continue with accessing technology. Room assignments for the week are posted below. Please follow the room assignments/testing dates below. If you have any questions please let me know.

- September 16th Room 207 (Duree) and Room T-4 (Penner)
- September 17th Room 206 (Priest) and Room 501 (Keck)
- September 18th Room 213 (Weidner) and Room T-1 (Sandoval)
- September 19th Room 104 (Small)
- September 20th Room 110 (Black)
- September 23rd Room 107 (Kolsky)

ANNUAL USD443 ONLINE SAFETY TRAINING AND ASSESSMENT



It is that time a year when all USD 443 Employees are required to complete annual safety training. The online [Safety Training](#) web-link opened on **September 2, 2013**. Please make sure your name does not make the November 1, 2013 close date list. This year we are shooting for 100% participation by the November 1st close date. There are four (4) courses and each employee must successfully pass all four (4) courses to be considered complete.

To access the Safety Training website go to www.publicschoolworks.com/232 As each employee passes a course, **DO NOT** go back and take the test for a higher score.

Only USD 443 employees are required to complete this training. 613 employees will complete training through 613.

To log on you will use your user name which will be your last name dot your first name (**example: doe.jane**) . Your password is your ID# which you can find on your ID badge or on your paystub (**example: 055526**). **Please do not enroll yourself in other courses unless you have prior approval from the Maintenance Department.**

If you have any problems logging onto the website, please contact Monique Immell immediately at 620-227-1712 or just e-mail her at immell.monique@usd443.org. If you do not have a 443 e-mail address you need to get in touch with Technology at 620-227-1775 to get this set up.