

# **Bonillas Basic Curriculum Magnet Back to School Day 2 July 28, 2014**

- Overview of Teacher Evaluation Instrument
- Overview of MTSS Process
- Break
- TUSD Guidelines for Students Rights and Responsibilities (GSRR)
- TUSD Math Curriculum Roll Out- Overview
- Lunch
- Classroom Preparation

# Robison 2014-2015

Welcome Back



# Read Aloud



# Welcome!

- Kindergarten- Debbie Towle (New Teacher Mentor)
- 1<sup>st</sup>-- Leyda Ketcham (Pueblo Gardens)
- Magnet Coordinator- Sharon Herring
- Ex Ed TA- Andrea Selleck
- LSC- Tanisha Tatum (Davidson)
- Spanish- Priscilla Peachey (Lineweaver)
- PE- Kasey Riley- Wyoming
- Interm ID- Tiffany Short (Booth Fickett)
- CCS .5 – Anika Kronmiller-Bailes
- Office Assistant- Melissa Flores Trujillo
- 4<sup>th</sup> – Debra Dapkus (Charter)
- Nurse- Kathy Gates      5<sup>th</sup> – TBA      ED SC- TBA

# What will we focus on today?

- Create a bingo board listing topics that you think we will discuss today.

(You may discuss with others at your table).

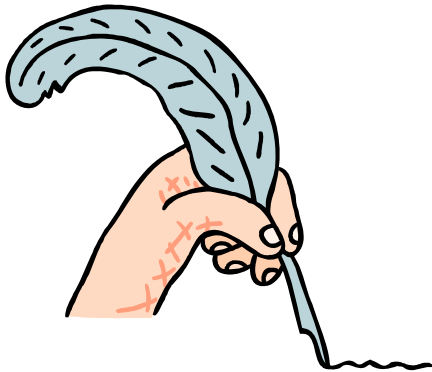
- Throughout our meeting, cross off topics we cover. When your whole board is crossed off, call out “BINGO”



# Committee Sign Ups

## PTO Mtg Sign Ups

## Check Address List/ Birthday List



# PE Requirements

PE 90 min a week

- 1. daily physical activity for at least 10 minutes (we have Milers for 15)**
- 2. PE lessons will be 45 min a week (30 min kinder)**

# Robison Handbook

- Lots of rules
- Appendices
  - PD Schedule
  - Evaluation Guidelines
  - GSRR
  - Professional Boundaries
  - Parent Link
  - CPS Guidelines
  - District Strategic Plan



# GSRR

## Guidelines for Student Rights and Responsibilities

- Defines consequences
- We will review at our back to school meeting.
- Be sure you discuss with students.

# Cleaning Items

- All cleaning chemicals need to be in your locked cabinet.
- Only Hillyard chemicals provided by the custodian may be within view or student reach.
- Baby wipes, hand soap, and sanitizer are okay.



# Be Green



- Conserve paper and all supplies
  - Discuss specifics with students such as using only one paper towel
    - What to do when a whole wad comes out...
  - All that can be recycled should be put in blue tubs



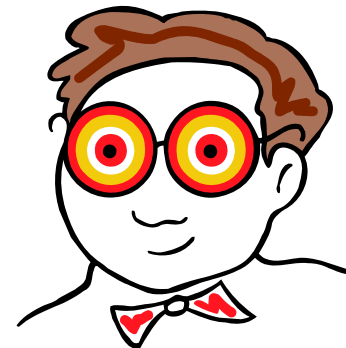
# Clean up

Clean up at the end of day

- Hallways clean (nothing on tables)
  - Make students responsible-make the custodian's job easier
    - Pick up all pencils, scraps, etc.
    - Chairs stacked



# Vigilance



- All visitors must have a visitor's pass
- All non-parent volunteers must have fingerprints clearance on file
  - This includes grandparents or step-parents.
  - If they are driving for a field trip, they must have fingerprint clearance.



# Solar Panels

Solar Panel project has started.

Park at churches or on street but beware of No parking signs.





# Mighty Miler's



- Please stress ***sneakers*** as school shoes
- Route changed due to solar.



# Have you read?

## News and Notes White Board





# Child Find New Student Screening

- *ALL* students *NEW* to TUSD *MUST* be screened within 45 days of enrollment.

**TUSD New Student Screening Report**

Arizona Statute requires that all students new to the district be screened within 45 calendar days of their enrollment in school. Section A is to be completed by the Office Manager/Attendance Clerk and given to the classroom teacher (homeroom teacher at middle and high school). Section B Teacher is to complete the form and return to the Office Manager/Attendance Clerk. If concerns are indicated, Office Manager then refers to the Principal who notifies the appropriate staff for follow-up. Administrative Action Follow up is documented on this form, and then form is filed in cumulative folder within 45 days of enrollment.

**Section A**

Name of Student			School	Birthdate	Student Matrix #
Enrollment Date	Screening Date	File in Cum by this date (45 days from entry)	Teacher	Grade	Student's Language* (If SEI consider "Other")

Section B – completed by the teacher and returned to Office Manager.

1. Health concerns:  no  yes, list

<p><b>2. Vision</b></p> <p>no yes  <input type="checkbox"/> <input type="checkbox"/> Holds book too close or too far  <input type="checkbox"/> <input type="checkbox"/> Squints or has trouble seeing board  <input type="checkbox"/> <input type="checkbox"/> Has trouble with eyes  <input type="checkbox"/> <input type="checkbox"/> Is supposed to have glasses, but doesn't wear them  <input type="checkbox"/> <input type="checkbox"/> Other:</p>	<p><b>6. Hearing</b></p> <p>no yes  <input type="checkbox"/> <input type="checkbox"/> Does not respond to name, directions, or questions in class  <input type="checkbox"/> <input type="checkbox"/> Frequently asks for information to be repeated or asks "What?"  <input type="checkbox"/> <input type="checkbox"/> Has significantly delayed language  <input type="checkbox"/> <input type="checkbox"/> Has frequent earaches  <input type="checkbox"/> <input type="checkbox"/> Seems not to pay attention  <input type="checkbox"/> <input type="checkbox"/> Other</p>
<p><b>3. Social / Behavioral</b></p> <p>no yes  <input type="checkbox"/> <input type="checkbox"/> Displays externalizing behaviors (fights, assaults others, vandalizes)  <input type="checkbox"/> <input type="checkbox"/> Displays internalizing behaviors (fears, phobias, depression, withdrawal)  <input type="checkbox"/> <input type="checkbox"/> Has difficulty with unstructured environments or transitions between activities  <input type="checkbox"/> <input type="checkbox"/> Has difficulty developing or maintaining peer or adult relationships  <input type="checkbox"/> <input type="checkbox"/> Exhibits inappropriate types of behavior or feelings under normal circumstances</p>	<p><b>7. Adaptive Development</b></p> <p>no yes  <input type="checkbox"/> <input type="checkbox"/> Poor self care skills related to personal hygiene, dress, maintaining personal belongings  <input type="checkbox"/> <input type="checkbox"/> Poor social skills related to working cooperatively with peers, social perceptions, response to social cues, or socially acceptable language  <input type="checkbox"/> <input type="checkbox"/> Poor ability to understand directions, communicate needs, and express ideas  <input type="checkbox"/> <input type="checkbox"/> Lack of school coping behaviors related to attention to learning tasks, organizational skills, questioning behavior, following directions, &amp; monitoring time use</p>
<p><b>4. Psychomotor Skills</b></p> <p>no yes  <input type="checkbox"/> <input type="checkbox"/> Has short attention span  <input type="checkbox"/> <input type="checkbox"/> Has problems with gross motor development (dumbly or awkward)  <input type="checkbox"/> <input type="checkbox"/> Has problems with fine motor skills (reaching, grasping, manipulating objects)  <input type="checkbox"/> <input type="checkbox"/> Other</p>	<p><b>8. Communication Skills</b></p> <p>no yes  <input type="checkbox"/> <input type="checkbox"/> Has poor speech habits  <input type="checkbox"/> <input type="checkbox"/> Articulates poorly  <input type="checkbox"/> <input type="checkbox"/> Often stutters  <input type="checkbox"/> <input type="checkbox"/> Has difficulty expressing ideas  <input type="checkbox"/> <input type="checkbox"/> Other</p>
<p><b>5. Academic / Cognitive Progress</b></p> <p>no yes  <input type="checkbox"/> <input type="checkbox"/> Learns slowly compared to peers  <input type="checkbox"/> <input type="checkbox"/> Displays attention problems (has short attention span, focuses on less relevant stimuli)  <input type="checkbox"/> <input type="checkbox"/> Below grade level in reading: _____  <input type="checkbox"/> <input type="checkbox"/> Below grade level in writing: _____  <input type="checkbox"/> <input type="checkbox"/> Below grade level in math: _____  <input type="checkbox"/> <input type="checkbox"/> Has difficulty acquiring, retaining, recalling, or manipulating information  <input type="checkbox"/> <input type="checkbox"/> Other</p>	<p><b>Administrative Action</b></p> <p><input type="checkbox"/> No problem noted at this time  <input type="checkbox"/> Problem noted and the following action(s) are being taken:  <input type="checkbox"/> Parent notified of concerns: Date _____  <input type="checkbox"/> Referred to Nurse: Date _____  <input type="checkbox"/> **Referred to SEI program Date _____  <input type="checkbox"/> Referred for student intervention team: Date _____  <input type="checkbox"/> Referred for 504 plan: Date _____  <input type="checkbox"/> Other (use back of this form to show plan)</p> <p>_____                      Administrator's Signature and Date</p>

\* Family response on registration form to the question – "What is the language most often spoken by the student?"

- Notify parent within 10 days after the concern is noted
- Inform the parent of intended course of action, which may include:
  - checking vision/hearing
  - discussing concerns with parent to gain more information
  - consideration of referral to Child Study Team

- **Classroom Teacher**
  - Fills in the “Screening Date” on Section A
  - Completes Section B
    - This is a screening, not an assessment. If the teacher believes the concern is greater than most students at that age, s/he should mark it
  - Returns it to the Office Manager who then gives it to the Principal.

# CPS Reporting

- What are the 3 questions you are allowed to ask?



# CPS Reporting

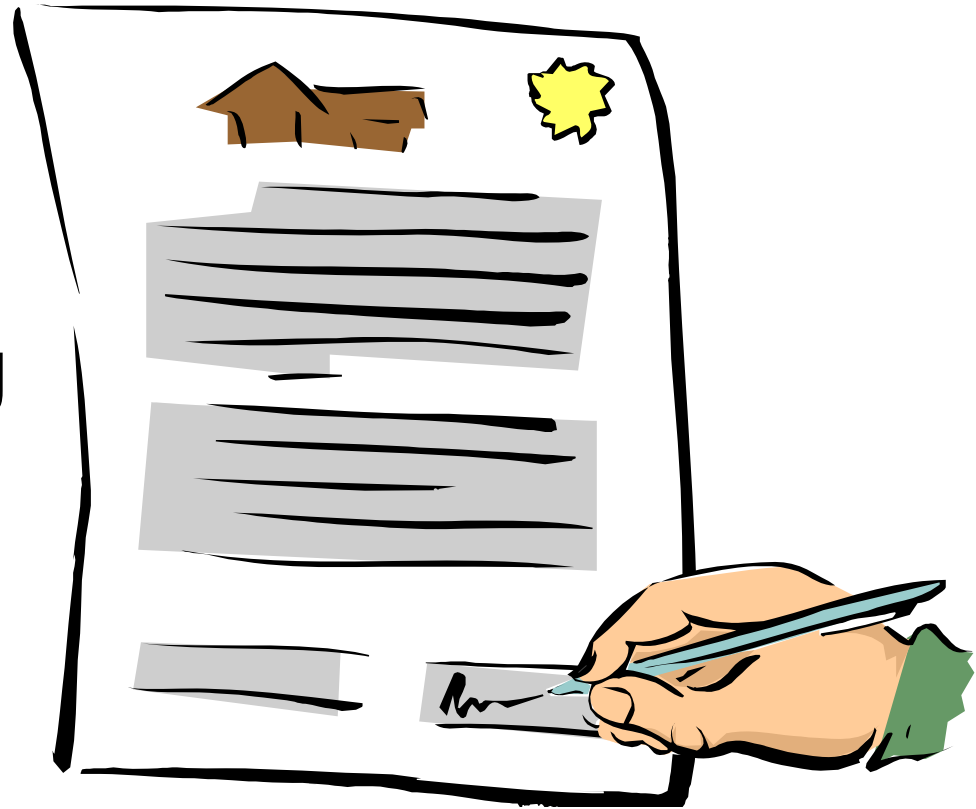


- 3 Questions:
  - What happened?
  - Who did it?
  - Where were you?

Report as quickly as possible. Don't need my permission- but do tell me.....

# Signatures Needed

- Evaluation
- CPS
- Child Find/  
45 Day Screening



# PD Schedule

PD will be weekly for one hour

2:15-3:15

Topics mandated by district.



# Daily Schedule

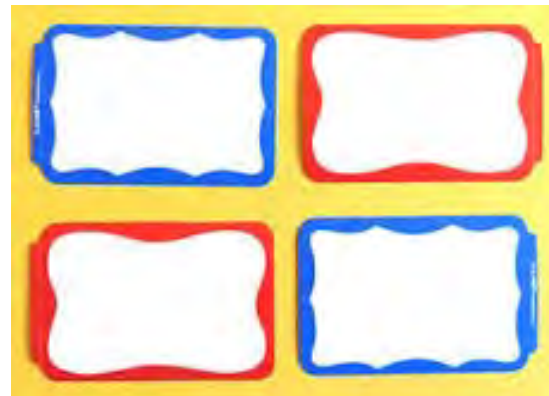
- Hours 8:35-2:45 (Wed 1:45). First bell is 8:30. You need to go out to greet students at 8:30. After 8:40, please send students to the office for a late slip.
- Make sure first thing you do is meaningful so kids want to be here.
  - Calendar. Do we really need to do it as a class everyday?

# New Master Schedule

- Goal was to have kids pulled out during one block of time to give you more opportunities to have ALL your class together.
- Spanish, PE, and Counseling are scheduled at the same time to allow grade levels to come together as a PLC

# Name Tags

- Please have students wear nametags for the first week of school.



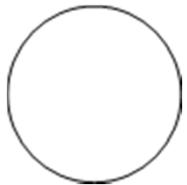
# Lunch Chips



Red— Go Line Bag



Blue— Tray



White— PB & J



# Assessments

- Waiting to see what state will adopt
- District ATI assessments will be given at the end of each quarter
- DRA- Given at beginning and end of year

# Parent Link

- New automated phone system
- Phone message sent regarding “Meet the teacher.”
  - Wednesday 12-3

# Warning!!!!



Do not put things on Julie's desk. They may never be found again.

Please put things in my box or clip by my door.

# Evaluation 14-15

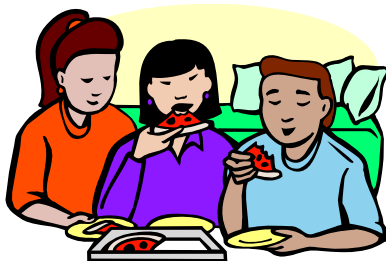
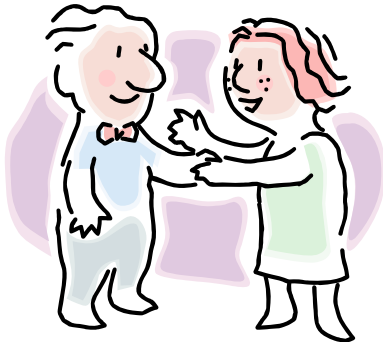
- Prior to the first teaching day of each school year, the immediate supervisor shall meet with the teachers for the purpose of orienting them to the total evaluation plan and shall supply a copy of the Performance Management and Evaluations Policy and the evaluation instrument to each teacher. The MBU must sign or initial acknowledgment of receipt.



# Components of the Certificated Evaluation process

- Teacher Performance= 67%
- Student Performance= 33%

# We are a community



# Houses

- Things to do with your House:
  - Activities to define your profile
  - Create a Banner for your House
  - Read and Discuss Text Sets related to your Profile
  - Develop a way to teach your profile to other Houses.
  - Develop ways to make our school a better place.

# Ways to Earn House Points

- Spirit Day
- Acknowledgement
- Random Acts of Kindness
- Homework
- Attending functions
  - Parent Functions
- Student of the Week
- Cafeteria Behavior
- Recess
- Library books on time

# Back to School Assemblies

- **3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> 9:15-9:45**
- **1<sup>st</sup>-2<sup>nd</sup>- 9:50-10:10**
- **Kinder- 10:15-10:40**

**1<sup>st</sup> DAY OF SCHOOL!!!!**

# Curriculum Night/Open House

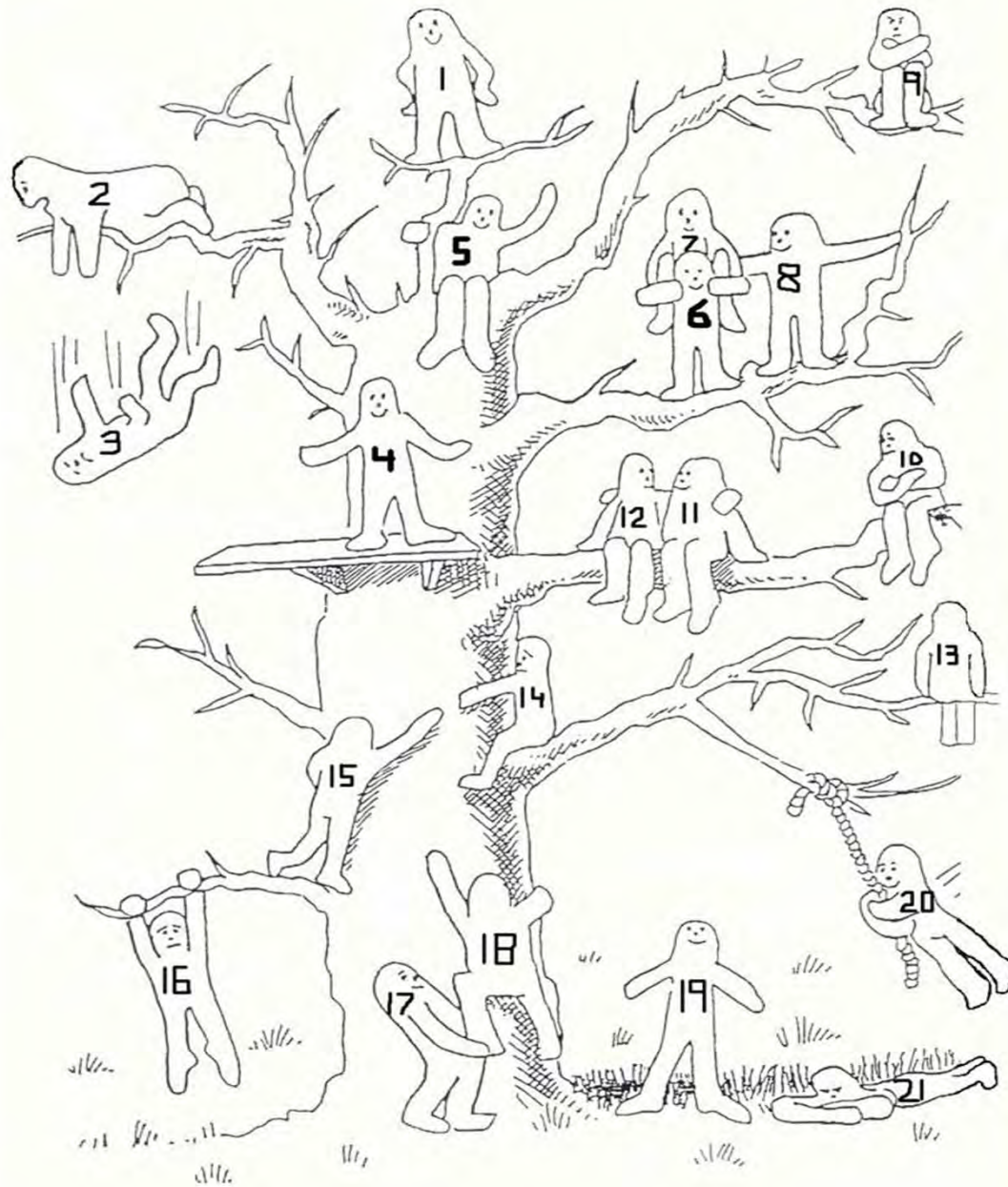
6:30-6:50 Welcome  
6:55-7:25 Classroom I Visit  
7:30-7:55 Classroom II Visit

Date: August 12



# What is left on your bingo board?

- Topics we should have covered?
- Please list your ideas on post-its and leave on table





What are you  
looking forward  
to this year?

# Snowball Fight





**Whitmore Wildcats**  
Back-to-School Meeting  
Agenda  
July 28, 2014

Kind Comments  
Teambuilding Activity

Presentations:

- Cafeteria
- Office
- Health Office

District Procedures Review:

- Duty to Report
- Child Find - 45 day screening presentation
- Professional Boundaries

Site:

- Handbook
- Block Schedules
- DIBELS/ATI Benchmarks
- Lunch Procedures
- Cleaning Checklist
- Newsletters

District:

- MTSS
- USP/Strategic Plan/GSRR
- Data
- Parent Link
- Customer Service
- Share Point
- Learning Portal
- Scheduling
- Evaluation - Danielson
- 301 Plan

Information:

- Backpacks
- Supplies

Forms:

- Access control forms/cards
- Emergency Cards
- Technology Policy
- Highly Qualified Attestations
- Committee Sign-Up Sheet

ELA/Math Curriculum  
Presentation/Review/Expectations

Focus for upcoming PD's

# Drachman Montessori Magnet Back to School Staff Meeting Agenda

July 29, 2014

I. DISCUSSION/ACTION ITEMS	Presenter	Time
Back to School Staff Review	Jesus Celaya	180 minutes
• Teacher Handbook		
• CPS Policy, Child Find, Meaningful Access		
• Teacher Evaluation		
• PBIS Matrix & GSRR		

## **Fruchthendler Elementary**

### **Agenda**

**Monday July 28, 2014**

**8:00-3:30**

**Every job is a self-portrait of the person who does it. Autograph your work with excellence!**

### **8:00-9:30- Faculty Meeting**

#### **Welcome Back & Introductions!**

##### **New Staff Members:**

Debbie Brooks- 3<sup>rd</sup> grade

Julia Jurgens- Speech

Melissa Landau- 3<sup>rd</sup> grade

Kim Mulligan- 4<sup>th</sup> grade

Shannon Turnage- 2<sup>nd</sup> grade

Sarah Vogelei- Counselor

TBD- 1<sup>st</sup> grade

TBD- LSC

TBD- .5 Office Assistant

**Faculty Handbook-** Stay focused revisions are necessary!

**Teacher Evaluation Process-** Danielson/Teachscape and workflow chart

**Teacher Leadership-** Please sign up for committee's, it's a great way to work collaboratively and assist in meeting everyone's needs!!

**Schedules-** district mandates- SuccessMaker (first full week students begin initial placement, reading first and then math), 90 minute reading block, 90 minute math block, 60 minute writing block and PE requirement.

**Instructional Hours-** First bell will ring at 8:10, announcements promptly at 8:15(immediately after the bell rings).

#### **MTSS - Multi Tiered System of Support**

**SSP's-** Student Support Plans- K-3 required and any 4<sup>th</sup> and 5<sup>th</sup> graders not passing AIM's reading. If you're considering retention do one, if not district generated you can pull it up and complete it for the student(s).

**Emergency Contacts on green cards** are for emergencies only- you may not share school information with that person

**Emails/Cell Phones/Social Media-** Please keep in mind that we must remain professional at all times. We are not allowed to share information (FERPA) with others outside our staff and even within the staff there may be a need to limit what is shared.

**Parent Link- Attendance and Messaging**

**Students Rights and Responsibilities- GSRR**

**PBIS- School Wide Expectations-** Sign Up on Schedules hanging in the workroom.

**Evacuation/Lockdown-** we will go over this more specifically on Aug. 6<sup>th</sup>

**Open House/Curriculum Night- August 12<sup>th</sup> 6:00-7:30** (6:00-6:15 Welcome & Staff Introductions in the Cafeteria followed by two sessions to present your curriculum, procedures and expectations= 6:20-6:50 classroom presentation/visit and 6:55-7:25 classroom presentation/visit).

**Fill out Highly Qualified Teacher forms-** due by Wednesday 8/6

**Fill out P.E./Recess form-** due by Wednesday 8/6

**Garbage removal- Absolutely No Later than 1:00 in the hallway tomorrow!!!!** (Any garbage after 4:00 tomorrow must be taken to the dumpster by you)!

**Gather First Day Materials** (by the end of the day tomorrow- in the Conference room)

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**9:30-3:30- Curriculum Overview**

**9:30-12:00- Overview of the Math Curriculum**

**12:00-12:30- Lunch**

**12:30- 3:30- Overview of the English Language Arts Curriculum/Science**

**Upcoming Professional Development:**

**Aug. 6<sup>th</sup>- Nuts and Bolts-** Safety Plan Procedures, OCR & CPS & Child Find Procedures (Highly Qualified paperwork & P.E. schedule due)

**Aug. 13<sup>th</sup>** AIM's Data and 301 plan

**Aug. 20<sup>th</sup> - Curriculum**

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**Vote for no more than two parties (one per semester)**

- Halloween
- Thanksgiving
- Winter Break
  
- Valentine's Day
- Spring

# Lawrence PD Agenda

**Date:** July 24 , 2014

**Time:** 3:30

**Meeting call by:** Principal

**Type of Meeting:** Business and Information

**Location:** Lawrence

**Please Bring:**

**Attendees:** Brett Dusz, Joe Forish, Jeffers Choyguha, Ambie Contreras, Norma Armendariz, Alyssa Sams, Nikki Franklin, Andrea Walker, Amber Zavala, Colleen Bradley, Shawn Hedayati, Patrice Thumberg, Sereslinda Garcia, Ed Salcido, Peter

Our vision for all students who enter this school is to deliver a standards-focused curriculum that enhances the unique qualities of each learner and assures that all students attain the essential knowledge, skills, and dispositions necessary to move to the next grade level and stay on track for college and career.

## Agenda Items

Topic	Due Date	Notes
Celebrations!	NOW!	
Curriculum Facilitator		
90 Day Action Plans		Principal
Schedules/newsletters	Friday, August 8  MTSS 3 <sup>rd</sup> Wednesday Site Council Last Wednesday	7/8 <sup>th</sup> grade 4-6 <sup>th</sup> Orchestra GATE 1. 7/8 <sup>th</sup> grade 2. 4-6 <sup>th</sup> grade PD Schedule ELD MORE?
Lesson Plans	Beginning the week of August 11 have a lesson plan book on your desk with the current weeks lessons posted on the board outside your door.	Examples of lesson plans. You can use the format that you are currently using. The objective
Open House	August 14	Agenda Title I Rooms
Instructional Council		One representative from each grade level First Wednesday of Month
PBIS /GSRR		LSC, Principal
21 <sup>st</sup> Century	August 12	

**Sign up for:** Instructional Council  
Committees  
21<sup>st</sup> Century

**Next Meeting:** August 13

**Subject:** Presentation by Daniel Vega, PYT – Culture Awareness

**Time:** 3:30 **Location:** Lawrence Library





**Dodge Magnet Middle School**  
**An "A" School!**  
**Back to School Meeting Agenda**  
*"Delivering Excellence in Education, Everyday"*

**I. Today's Goals**

**1. Goal: Build capacity by focusing on relationships within the faculty.**

We will continue to work to build collegiality and professional learning community here at Dodge Traditional Magnet Middle School. We will have our quarterly breakfasts which will be hosted by administration and each of the grade level teams for one quarter (the calendar is in the faculty handbook). Our social activities group led by Mr. Teixeira will provide other opportunities throughout the year for socializing. We will break into PLCs for our Wednesday Professional Development for 301 this year, (teacher will choose from selected areas).

**2. Goal: Celebration of our success and plans for continued success**

We will celebrate our continued success on AIMS in a variety of ways this year. I will outline how we performed as a school compared to the other middle schools in TUSD as well as how we did on our report card from the state. The results from AIMS are embargoed for another week, so we will keep this information only with the staff of the school. After the embargo is lifted we will communicate our success by the addition of another year on our school banners and information sent home and posted on the school website. We will have an AIMS celebration with district leadership at a Wednesday Professional Development in August.

We need to re-energize plans to enter students in young writers essay competition, Elks' Student of the Month competition, ASU MLK essay contest, Black Chamber of Commerce Essay contest, SARSEF student entries, Spelling Bee, Geography Bee, and any other opportunities for our students to be recognized for the good work they do. In addition to the academic success we need to continue to involve our students in giving back to our community through programs like Builders' Club Sandwich Saturday and Crocheting projects for foster children, NJHS community service hours including help with Clean-up Saturdays, and Kind Campus creation of our "Be Kind" mosaic this fall.

**3. Goal: Communicate academic, behavioral, school, and district expectations!**

We will outline the Danielson evaluation instrument that will be used this year. Outline expectation for consistency in rule enforcement and discuss the updated behavioral flowchart. We will continue our work with students who are failing one or more core classes and are in danger of retention. We will continue our work with the roll out of the Arizona College and Career Standards and the use of the TUSD Scope and Sequence.

**II. Welcome Back**

**a. Introduction of New Staff**

- Kim Gimblett – 7<sup>th</sup> grade Language Arts
- Mark Pizano – Curriculum Facilitator
- Cynthia Wood – Nurse
- Amy Cole – School Psychologist
- ???? – Magnet Coordinator

**b. Superintendent's 5 year Strategic Plan**

**Goals in five areas:** Curriculum, Facilities, Diversity, Finance, and Communication.

**i. Curriculum:**

1. We will roll out the TUSD Curriculum – Scope and Sequence this school year.
2. We will have curriculum roll out during Wednesday Professional Development.

**ii. Diversity:**

1. Our curriculum will have to have integrated diversity and high expectations for all students.
2. Selection of the main readings and the supporting resources used in the classroom will be selected with a focus on diversity.



**Dodge Magnet Middle School**  
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**III. Evaluations**

- a. TUSD will continue to use the Danielson Model and teachers will be observed one time each year provided that they have exceeded the minimum standard. Teachers will receive performance pay as part of their 301 this year. If a teacher chooses to be observed a second time they may do so by requesting it from their evaluator.
- b. Teachers will be expected to complete the self evaluation with one piece of evidence in each of the four Domains for one point on their evaluation.
- c. Teachers will be submitting information for Domain I and Domain IV throughout the school year. These domains have been broken into two separate evaluations.

**IV. Teacher Expectations**

- a. Faculty Handbook
  - i. Review all of the information in the faculty handbook.
  - ii. Sign the sheet that states you have received and reviewed it and turn it in to Dr. Schulter.
- b. Classroom
  - i. The classroom should be warm and inviting and organized.
  - ii. "Should be print-rich and have meaningful examples of student work, anchor papers, posters, word walls, etc."
  - iii. There should not be clutter or safety concerns for students. Students look to the teacher for consistency in instruction and classroom management.
  - iv. Please communicate by email to Dr. Schulter any work order items that need to be addressed.
  - v. Please communicate if you have a need for materials, furniture etc.
- c. Contract Time and Absenteeism
  - i. Contract time is from 8:30 am to 4:00 pm and it is expected that you are on campus during this time. If you have to leave campus during your planning period you must communicate this with the office, so that we can communicate accurate information if someone is looking for you.
  - ii. It is always best to schedule absences in advance, but if you must call in sick please give us as much time as possible, so we can request a substitute. You must contact Dr. Schulter or Sherry Hubbard to report an absence. Leaving a message is not sufficient and I ask that even if you arrange for a substitute that you still contact Dr. Schulter or Sherry Hubbard because we must document the absence in Subfinder.
- d. Attendance
  - i. We will be using Parent link to make phone calls out for attendance, so please make sure your attendance is completed promptly and accurately **in the first 10 minutes**.
  - ii. Teacher aide attendance will be completed by the teacher, so if you have an aide you will have to open the class roster in Mojave for the aide and mark them absent when appropriate.
  - iii. Students who arrive tardy will need to check in through the office so that the absence can be changed to a tardy otherwise the parent will receive phone calls home.

**V. Celebrating Success**

- a. Dodge is the **ONLY** "A" middle school in TUSD
  - 6<sup>th</sup> grade Reading #1, Writing #1, Math #1 middle school in TUSD
  - 7<sup>th</sup> grade Reading #1, Writing #1, Math #1 middle school in TUSD
  - 8<sup>th</sup> grade Reading #1, Math #1, Science #1 middle school in TUSD



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- b. How are we going to keep it up?
- c. Door windows
  - i. Please remember that, per Fire Code, door windows should not be covered and, if you have blinds on the window,
  - ii. The blinds need to be open; blinds can be closed during a lockdown drill or during AIMS testing.

**VI. Miscellaneous Items:**

- a. All teachers should come to the office to get an ID card made.
- b. ID's: Please remember to model wearing your Dodge ID.
- c. We will be taking our staff group shot on picture make-up day Friday, September 5, 2014. I need all staff who do not have a current picture or who would like a new picture to have their picture taken on this picture make-up day as well.

# SECRIST MIDDLE SCHOOL **TUSD**

3400 S Houghton Rd, Tucson, AZ 85730 Ph: 520-731-5300 Fax: 520-731-5301

## GROW—REACH—SUCCEED

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Monday July 28th, 2014

### **Principal Address – Library**

- Welcome
- Staff Introductions – Montano
  - Mr. Tim Riley – 8<sup>th</sup> grade Math
  - Ms. Faith Schild – 7<sup>th</sup> grade Language Arts
  - Ms. Amy Scrima – 6<sup>th</sup> grade Language Arts
  - Ms. Natalie Van Gelder – Resource
- Faculty Handbook – Montano
- Movies – Montano
- School Achievement Data & Next Steps - Montano
- Customer Service/Parent Link - Montano
- Faculty Sign In/Out – Norma’s Desk
- Purchasing - Norma
- Evacuation Plan - Duran
- Sub finder – Norma (Lesson Plans) – Montano

### **Break Out Sessions**

- New Teacher Orientation – Duran – Montano (30 minutes)
- Club/Activities/Coaches – Duran (30 minutes)
- COOP Teachers / Ex. Ed – Montano (30 minutes)

Tuesday July 29th, 2014

### **Curriculum & Instruction Library**

- Danielson’s Framework for Teaching - Montano
- Attendance and Grades - Duran
- Professional Development Calendar - Montano
- Curriculum Initiatives & MTSS - Montano
- Lesson Plans - Montano
- TUSD ELA and Math Curriculum – AZCCRS – Montano
- Assessment – Duran

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Secrist will build a community that respects each other, achieves academic mastery and prepares for their future.

- Academic Plan - Montano
- Operations & Expectations – Duran
- Transportation - Duran
- **GSRR Updates – Duran**
- Attendance Awareness / Tardies / Hall passes- Duran
- Referral Process – Duran
- Assemblies / Activities / Athletics – Duran
- Custodial Assignments / Work Orders –Dura
- Security – Duran

Opening Meeting  
7/28/14 (12:30-3:30PM)

1. Welcome all and thank the church for the luncheon and drinks.
2. Video from Promotion
3. Thank custodians for great work this summer. Jose Hernandez, John Carranza, Stephanie Trujillo, Cecilia from Vail Middle School.
4. Everyone stand – How long have you been in education? 1,5,10,15,20,25,30 years. Etc.
5. Introductions of staff – Quickly around the room, name and position
6. Odyssey Results – Marjorie and Joan
7. PBIS – No PRIDE this year, Introduce Veronica and Alicia who will be leading the PBIS training. **Handout #1** – Ultimately, PBIS will fall to the LSC when the person is hired. Assembly Schedule for August 1<sup>st</sup> – Period 1 – Grade 8; Period 2 – Grade 7; Period 3 – Grade 6 All teachers will attend a student training.
8. Data Dashboard
9. Child Protective Services – When in doubt, call. Report call to supervisor. **Handout #1A**
10. 3 Questions PowerPoint – Table Discussion
11. Focus for 14-15 – Enterprise Resources Planning (ERP), Curriculum, University of Virginia – Catalina, Utterback, Cavett, Johnson, Lawrence, Mission View; Big 4 – Attendance, Behavior, Grades, Credit
12. School Data – TUSD Stats Page – Login and review data from last year. **Handout #1B**
13. All Admin Meeting PowerPoint – Review Letter Grade
14. Internet Safety PowerPoint – Schedule (Grade 8 – August 4; Grade 7 – August 5; Grade 6 – August 7<sup>th</sup>; in library, through Social Studies Classes)
15. Phone Log – Coming Soon in your mailbox
16. Master Schedule – **Handout #2**
17. 50 ways to engage all students – **Handout #3**
18. Accommodations for ADD/ADHD – **Handout #4**
19. Bell Schedule – **Handout #5**
20. School Council available seats - Certified – We need someone to replace Marjorie Letson's position for a 2 year term and Linda Feehs for a 1 year term. Classified – We need to replace JR Mans' position for a 2 year term. We also need 2 parent representatives. Please e-mail me possible names of candidates, if you have any.
21. Fire Drill (8/1/14)
22. Open House (8/14/14 – 6:30 to 8:00pm)
23. Upcoming Events – Each week Friday (hopefully)
24. Kathy and Jhovanna – Updates from the office
25. Excuse classified staff – Go over evaluation instrument with Veronica.
26. Teacher work day (8-3:30; 7:30-3:00; 7:40-3:10)
27. Planners – Need to be used (Gridley not using them this year)
28. Bathroom Sign-in and Sign-out sheet in every classroom
29. MTSS Training – **Handout #6**
30. Email Policy GB-EJC – **Handout #7** and Discuss
31. PD Calendar – **Handout #8**
32. Values and Expectations – **Handout #9**
33. 301 Plan – **Handout #10**

34. Parent-Teacher Conference Script – Handout #11
  35. Teacher Intervention Form – Handout #12
  36. Instructional Model Rubric – Handout #13 – Needs to be submitted to evaluator by August 15<sup>th</sup>.
  37. Danielson Framework – Handout #14
  38. EEI from bell to bell
  39. Evaluation Workflow – Handout #15
  40. Observation Reflection Form – Handout #16
  41. Teacher Support Plan – Handout #17
  42. HQT – Coming Soon
  43. PLC Form – Handout #18
  44. Discipline Matrix – Handout #19 Guidelines for Students Rights and Responsibilities
  45. Administrators will not be checking e-mails for referrals. Please call the office or send with a note stating you have e-mailed a referral using new form. Also, be sure to send positive referrals as appropriate. Handout #20
- 
46. ATI PowerPoint
  47. Evacuation Plans for all rooms
  48. Active Participation Cards



## Sahuaro High School Professional Development

### Beginning of the Year Conference GSRR Presentation

Wednesday, August 6, 2014

- Launch: Place Mats
- Trust, Respect, and Responsibility
- Nuts and Bolts
  - Dress Code
  - Attendance
  - Lunch Passes
  - Open House
  - Ratios/leveling
- Evaluation Cycle
  - User Guide
  - Pre-conference questions on P Drive
  - Steps in Cycle
- Teachscape
  - Log-in/ Activation
  - Self-Review
    - Fluid Document
    - DO NOT SUBMIT
    - One piece of evidence per domain (sentence format)
    - Self score for 22 components
  - Pre-conferences
    - Pre-conference vs. beginning of the year conference
    - Protocol and process
    - Set up
    - Questions
    - Loading artifacts
      - Lesson Plans
      - Materials
      - Any other materials that would support the lesson
    - Submit when ready for evaluator to review
  - Post-Conference
    - View Score
    - Set up/ Questions (P Drive)
    - Other artifacts- results of student work
    - Documentation to discuss
- Equip Rubric
- **GSRR**
- Closure: Exit Slip
  - What areas of Teachscape do you feel comfortable with?
  - What areas of Teachscape would like to know more about?





TUCSON UNIFIED SCHOOL DISTRICT  
**RINCON HIGH SCHOOL**

Office of the Principal • 421 N. Arcadia Avenue • Tucson, AZ. 85711  
Phone (520) 232-5600 • Fax (520) 232-5601

## ***Welcome Rincon Rangers!***

### **Monday, July 28<sup>th</sup>**

8:00 – 11:00 a.m.	Back to School Meeting	
Library		
12:00 – 1:00 p.m.	PTA Welcome Back Luncheon <i>(Please Join RHS PTA - \$10)</i>	Library

### **Tuesday, July 29<sup>th</sup>**

8:00 – 11:30 a.m.	English & Math Curriculum Overview	Library
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### **Wednesday, July 31<sup>st</sup>**

9:00 – 12:00 p.m.	Freshmen Orientation	Auditorium
9:25 – 11:15 a.m.	Freshmen Classroom Visits	Classrooms

## **Back to School Meeting Agenda**

### **Introductions:**

1-Name, 2-Position, 3-Years in Education, 4-Years @ Rincon, 5-Summer Highlight

### **Student Achievement:**

- \*School Label –AIMS Score (-), Graduation Rate (+), Drop-Out Rate (+), ELL Reclass (-)
- \*Starfish Review / 4<sup>th</sup> Year SIG Funding
- \*Professional Development Focus – TUSD Curriculum

### **Materials Review:**

- \*Student Planners – Will be picked up tomorrow morning at Curriculum Meeting.
- \*Substitute Folder
- \*Faculty Handbook - Overview

### **Discussion:**

- \*Class Sizes
- \*Furniture / Facilities / Computer Issues – Email [Alberto.Ranjel@tusd1.org](mailto:Alberto.Ranjel@tusd1.org)
- \*Promethean Boards
- \*Substitutes – **Juana Ambrose / Heidi Bidwell**, Advanced Notice, Emergency Plans
- \*Ranger Reward Cards – \$5 to \$10 Gift Cards Greatly Appreciated
- \*Lunch Schedule
- \*Insurance Benefits
- \*Book Checkout – make an appointment with [Veronica.Dorion@tusd1.org](mailto:Veronica.Dorion@tusd1.org)
- \*Accurate Attendance – 1<sup>st</sup> 10 minutes of class
- \*Secure your valuables at all times.

### **Forms Needed:**

- \*Emergency Cards - **Today**
- \*Back to School Information Form - **Today**
- \*Highly Qualified:
  - Attestations to Cathy by this **Wednesday**
  - Updated Fingerprint Cards & Teaching Certificates
  - Documentation needed for teachers new to Rincon:
    - Fingerprint Cards, Teaching Certificates, Test Scores or Transcripts
- \*Course Syllabus for each prep– by **Friday**

**RINCON HIGH SCHOOL STUDENTS WILL GRADUATE WITH THE SKILLS AND KNOWLEDGE**

**NECESSARY FOR COLLEGE AND CAREER SUCCESS.**

*Miles*

*Exploratory Learning Center*

Welcome Back to our 2014–2015 School Year

# Introductions and Staff/Building Updates



# • Partner Activity

## “Empty Your Cup”

Turn to a colleague and share an interesting highlight from your vacation.

Be prepared to share something you learned with the rest of the group.



# TUSD 2014–2015 ELA/Math Curriculum Roll Out

Please access the Curriculum Guides and other documents under Teacher Resources on the TUSD website.

- ▶ Announcements
- ▶ First Day Packets
- ▶ Classified Worklogs (Documentation)
- ▶ Attendance/Tardies: 10 Minute Deadline
- ▶ PTA/Site Council Report– Rosalie/Teresa/Michelle
- ▶ Cafeteria–Lunch Tickets (includes MS) and Lunch Counts Early AM
- ▶ PE/Structured Recess (Timelines and Documentation)
- ▶ Posters – Mathematical Practices
- ▶ Posters – Miles’ PBIS Matrix posted

- ▶ AYP – Yes, we made it!
- ▶ AZ Learns Label – “P” Pending but looks like a “C”
- ▶ 301 and Money/Both Connected to Danielson Evaluation Designation
- ▶ 301 this year/May focus on any students
- ▶ Customer Service – “Everyone!”
- ▶ Evaluations – Flow charts in Handbook for Danielson “Framework for Teaching”
- ▶ 2014–2015 PD Wednesdays: District Calendar Provided



- ▶ Miles' 3 B's Matrix/Posters – School-wide PBIS expectations for implementation
  - Student manners, respect, and politeness
- ▶ Student Bulletin (Must review with students)
- ▶ Advisory/Documentation
  - Elementary & Middle School
- ▶ Student Support Plans (SSPs) now MTSS connected to Child Study Process
- ▶ Instructional Minutes
  - ADM Audit (Average Daily Membership)
- ▶ Highly Qualified Documentation
  - Appropriate Attestation(s) (hopefully next week)
  - Documentation: Transcripts, Fingerprint card, Rubric w/documentation, and AEPA results
  - Paraprofessionals (If you have support staff)

- ▶ **ATI/Galileo Benchmark Assessments**
  - Mandatory (2<sup>nd</sup>–8<sup>th</sup> grade)
    - Benchmark #1: 9/29–10/2
    - Benchmark #2 : 12/8–12/12
    - Benchmark #3 : 3/2–3/6
- ▶ **SuccessMaker**
  - Mandatory for 2<sup>nd</sup>/3<sup>rd</sup> graders who do not meet Benchmark on DIBELS
    - 4 times/week; minimum 20–30 min. sessions
    - Before and After School use available
    - Can be used for all grade levels through 8<sup>th</sup> grade
    - Both Reading and Math available
    - All students must be pre-assessed on system

# *Handbook Review*



- **Group Activity**  
    **“Dr. HT Sanchez”**  
    **TUSD Superintendent**



# Question #1:

What did we do that made a difference for our learners this year?

- ▶ Focus: To highlight our effective practices!
  - Activity:
    - “Independent” Think/Write (Silently)
    - Share/Discuss with your group
    - Write your Top 3–4 Responses on chart paper
    - Share out with whole group



# Question #2:

What did we do that worked but could be improved this year?

- ▶ Focus: To identify what we could do better!
  - Activity:
    - “Independent” Think/Write (Silently)
    - Share/Discuss with your group
    - Write your Top 3–4 Responses on chart paper
    - Share out with whole group



# Question #3:

What didn't make the previous two lists?

- ▶ Focus: To help us understand where we are spending our time that may not be providing our students with the most benefit.
  - Activity:
    - “Independent” Think/Write (Silently)
    - Share/Discuss with your group
    - Write your Top 3–4 Responses on chart paper
    - Share out with whole group

# Quickly Revisit “Our” Vision

A culture of:

- Strong Relationships
- Mutual Respect
- Caring
- Collaboration
- Creativity
- Learning Together





# “TUSD Vision”

*Delivering Excellence in  
Education Everyday*

*Grow      Reach      Succeed*

*TUSD’s Strategic Plan: Roadmap*



# Our Practices Include:

- ▶ Focus on Systems Thinking
- ▶ Focus on 21<sup>st</sup> Century Skills
- ▶ Purposeful Teaching (i.e. “EEI” / Danielson “Framework for Teaching”)
- ▶ Restorative Practices
- ▶ Bully Proofing our School
- ▶ What are we doing in our practice today to keep pace with changes in education and still stay true to our mission?

## “Miles ELC Mission Statement”

We are dedicated to learning in a safe, nurturing environment where each individual is valued and involved. Teachers, parents, and students work together as active engaged readers, writers, researchers, mathematicians, scientists, artists, athletes, and historians. We provide a curriculum that is rich and challenging, where students develop skills in inquiry and research, face real problems, and construct solutions. Students will develop life skills and self-confidence.

- ▶ Guidelines for Student Rights and Responsibilities (GSRR)
- ▶ MTSS (Multi-Tier System of Support)
- ▶ Parent Link
- ▶ Making the Grade (MTG) and Grade Expectations
- ▶ Interventions: Mojave Documentation
- ▶ Faculty Meetings: School Related Business
- ▶ Master Calendar (Committee/Whole Group?)
- ▶ Recycling and Shredders
- ▶ Suggestion Box
- ▶ Parent Pickup Schedule: Due 7/30

# Routine Business

- ▶ School Security – 584–7676
- ▶ Emergency Procedures – 911
- ▶ Contract Hours 9:00–4:30
- ▶ Weekly Schedules (to Robin/Alma)
  - ▶ For Support Staff, also
- ▶ Lesson Plans/Grade Books
- ▶ Referrals (Student Citation)
- ▶ Student Dress Code/Hats
- ▶ Student Computers and Care
- ▶ Student Agendas \$7.00 each (Gr. 3–8)
- ▶ Gum and Caffeine Drinks
- ▶ Cell Phones – Students and Staff

- ▶ Custodial Survey/Feedback (weekly...due Fridays to Office Manager)
- ▶ Safety/Cleanliness: Hallway, Courtyard, Playground, Lost and Found, Other Common Areas
- ▶ Shared Spaces (i.e. Cloud Rm., Computer Lab, Blue Rm., Portable – Schedules)
- ▶ Artwork: Ceiling and Walls – Fire Marshal
- ▶ Release Time – Travel/Field Trips, etc.
- ▶ Confidentiality – Release of Academic Info
- ▶ Insurance Open Enrollment (Due August 8th)
- ▶ Handling of Money–Daily to Office Manager with documentation form (to be locked in vault)

- ▶ Documents to Return to Office
  - Green Emergency Cards (Daily)
  - “New” Registration Form
  - Signed Enrollment Agreements
  - Change of Address
  - Opt-out Form (Includes Media Release)
  - McKinney-Vento Form
  - After School Program Information (keep copy for your records)
  
- ▶ All Documents Must Be Alphabetized!

- ▶ Dismissal 3:25 and 4:10/Wed. 2:35 and 3:10
- ▶ Buses 8:55 a.m. and 4:15 p.m.
- ▶ Warning/Line Up Bell at 9:00 a.m.
  - Tardy at 9:05 a.m.
- ▶ Classroom Routines/Procedures
- ▶ My Contact Numbers
  - Calling in sick (Cell: 891-3296)
- ▶ Professional Development Calendar





- ▶ Sign up for Committees
  - Principal's Leadership Team (PLT)
  - Discipline Committee
  - Safety/Appearance Committee
  - Lunch Practices Review Committee
  - Social Committee (Michelle/Teresa)
  - Teacher Placement Review Team
  - Curriculum Review Team (Ex. Ed.)
  - MTSS Team (Multi-Tiered System of Supports): Replaces Child Study (Cindy M.)
- ▶ Sign up for the weekend?
  - Who will be responsible?

# Have a Great New Year!

Thank you for your time, hard  
work, and commitment to our  
students and community!

