

# DODGE CITY MIDDLE SCHOOL

## BUILDING LEADERSHIP TEAM

September 9, 2014

Back Stage Conference Room

3:30 P.M.

### **RESPONSIBILITY OF BUILDING LEADERSHIP TEAM**

- Provides leadership for accomplishing school targets goals.
- Insures that the building engages in a variety of evaluation tasks—those that help determine the goals, those that help inform progress and change, and those that benchmark success (i.e., student achievement, school climate, etc.).

### **Reading of Minutes**

#### **RED Ribbon Week STUCO Presentation**

- Red Ribbon Week (October 6 – 10)
- Monday October 6 - Neon Day
- Tuesday October 7 - Crazy Hair Day
- Wednesday October 8 - Pink Day (Top and Accessories Only)
- Thursday October 9 - Favorite Team Day
- Friday October 10 - (Choices Below)
  - Nerd Day
  - Sweats Day
  - Hat Day
  - Socks Day
- Friday October 10 Fall Ball School Dance (7:00 – 9:00)

#### **Title I Update and Important Dates**

- Implementation Timeline
  - Confirmation of Title I Students September 5
  - Letters Go Out – September 5
  - RSVP and Parent Contacts September 9 – 15
  - Parent Meeting September 16
  - Home Visits September 17 – 19
  - Start After School Program – September 22
- Teachers List to Present Programs Visit with (\$9.75 per Hour)
  - List of Title I Teachers will Present
- All Teachers Must Be Highly Qualified in Teaching Area
- Parent Night Organization
  - Establish Parent Night Schedules and Yearly Focus
  - Set Agenda – with Program Brochures – Date September 16
  - 5:30 – 6:00 Meal
  - 6:00 Parent Meeting In Auditorium
- Completion of Assessment and Growth Charts Established
  - Math SMI – by Team and Teacher
  - Reading SRI – by Team and Teacher
- Design Before and After school Program
  - Math Focus
  - Three Paraprofessionals After School
  - Three Teachers by Grade level
  - SMI for Direct Instructional Focus by Standards

### **Protocol for Missing Assignments (See Handout)**

- Skyward Grading Practice Entering Assignment Due Dates:
- Skyward Grading Practices for No Count on Grades:
- Missing Assignments:

### **iPad Distribution**

- Parent Night
- Tech Support Wednesday Setups during Advisory

### **Professional Development Day**

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- Mandatory Online Bloodborne, Hazard and Harassment Opens September 2<sup>nd</sup> Closes November 7)
- Professional Development Day - September 29
- Held Dodge City Middle School
  - 7:45 - 11:05 - Crisis Training – Faye Wells
  - 11:05 - 12:00 - Lunch
  - 12:00 - 3:20 – Vocabulary Training – Pam Algrim

### **ESOL Praxis and Support Classes**

- They may enroll and attend the sessions. Leave used would be “professional development/business leave” – i.e., just like if they were attending any other professional development opportunity. They are not charged leave from their accumulated totals.
- DCCC is not longer at test site for the ESOL Praxis – so staff will either have to go to FHSU or WSU to take the Praxis. If the test is scheduled on a school day, we will allow one day with “professional development/business leave” per staff member to travel to take the test. If they do not pass the test the first time and need to take subsequent tests – they will have to use accumulated leave (i.e., personal leave; not sick leave) to take the test.
- The ultimate expectation is that if the district pays for the actual ESOL classes/books; ESOL prep workshop(s); pays for the substitutes, etc., etc., - the staff member will continue to take the Praxis test until they pass it and get the endorsement added to their license.

### **Back Parking Lot Repair**

- Large project will require closing of back parking lot for a specified time.

### **TEAM REPORTS**

- Spartans
- Olympians
- Odyssey
- Voyagers
- All Stars
- Defenders
- Explorers

# Grading Practices and Missing Assignments

## **Skyward Grading Practice Entering Assignment Due Dates:**

- When creating an assignment the teacher must make sure to enter the date which the assignment is due.

## **Skyward Grading Practices for Entering Assignments Not Received with Past Due Dates:**

- When grading and you are unable to enter grades for all periods use an (\*) for all grades you haven't had time to enter. The (\*) will not calculate in the grade average & will not count against the grade average of the student.
- The (\*) can also be used if you're extending a student's opportunity to make up a missing assignment.

## **Skyward Grading Practices for No Count on Grades:**

- The purpose for the no count option is to stop the assignments from posting.

When to use No Count Grades:

- For extra credit
- A student who is a medical exception

How to use No Count Grades:

- on the right hand side of the screen there is a button that allows you to "set all to no count" click it and then hit "apply"
- When you have the grade entered then use the "remove all no count" and "apply"
- For an individual student check the "no count" box that is next to where the score would be entered

## **Missing Assignments:**

When to use Missing Assignments:

- Missing assignment is defined as an assignment that a student has not turned in but is still required to complete.
- If the student is not going to be allowed to make up the work do not click missing (this would be a 0)

## **How to use Missing Assignments:**

- After all assignments are graded and entered there is a button at the top of the page "Mark un-scored as 0 and missing"
- This puts a 0 in as the current grade and automatically checks the missing button
- This also now posts the assignment on the students missing work list
- When the student turns the work in, enter the updated grade. This will automatically recalculate the students' grade and remove the missing assignment from the missing assignment list.
- If a student never does turn the assignment in, then the teacher will have to go back into the assignment and unclick the missing check. This leaves the grade as a 0 but removes the assignment from the missing work list.

## **Why to Use Missing Assignments:**

- Students need to know what assignments are missing.
- Advisory teachers need to know if students have assignments missing for different classes.
- Parents need to know if their students have missing assignments