

Dodge City Middle School

Dodge City Middle School will foster a culture with independent learning where students can achieve their full potential in academics, personal, physical and moral development in the 21st Century.

Growing Stronger TOGETHER IN 2016 - 2017

8:30 – 9:30 A.M.

Tuesday, August 16, 2016

Grade Level Breakout Session Agenda

NAVIGATING CARDINAL SPACES

- Orientation to Cardinal Spaces
 - Left Side Bar Menu
 - Right Side Menu Bar
 - Link to School Website
 - Pull Down Menu

BUILDING AND DISTRICT WORK ORDERS REPAIRS NEEDED

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

OVERVIEW STUDENT HANDBOOK

- Go to Self Serve on iPad (At the Bottom Click ob iBook Cardinal Icon)
 - Link to Changes in Student Handbook (Addendum Changes in Red)
 - Link to Changes in District Middle School Handbook (Changes in Red)
- Searching iBooks
 - Hallway Conduct
 - Missing Assignment
 - Uniform Guidelines
 - Non-Uniform Dress Code
 - [Enforcement of Picking Up Students & Dropping off](#)

PROFESSIONAL DEVELOPMENT

- Teacher Responsibility to Submit before second week in June, 2016
 - Need 20 Points Per Year
- [My Learning Plan Goal and Login](#)
 - District Professional Development Schedule Online
- Mandatory Online Topics Include: Bloodborne, Hazard Channels, Sexual Harassment & Slip Trips & Falls
 - Opened August 10 & Closes October 9, 2015
 - Close one month earlier than last year.

DISCUSSION OF MISSING ASSIGNMENTS

- Do not put a 0 for any grade unless it is a zero.
- Follow Handbook Policy 5.04 – 5.06

INTERVENTION AND TIER SUPPORT

- After School Program – Discussion in Team Breakout Session
- SIT Teams Intervention Time
 - [Student Improvement Team Meeting Dates](#)
 - Talk about the solution not the problem
 - [New Resources for RTI](#)

FIRST DAY OF SCHOOL (August 17)

- 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.

STUDENT ATTENDANCE

- Attendance Accuracy (Importance Due to Court and Truancy Records)
- No exceptions: Attendance must be recorded during the first 10 minutes of each class.
- Ruth Attendance Clerk
- You must take attendance every class period on Skyward

STUDENT SCHEDULE CHANGES

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

IPAD DISTRIBUTION AND SETUP – Connect Teachers

- Students in grades 7 & 8 will be dismissed from the auditorium and will go directly to their last year’s advisory class to pick up their iPads.
- When students arrive at their assigned advisory class teachers should begin completing the iPad Student Inventory Form.
- Each advisory teacher in grades 7 & 8 will receive an iPad inventory form for recording student’s name, serial number and condition of the student’s iPad.
- Check each iPad for student serial number by:
 - opening the settings icon
 - select general (Middle of iPad screen left-hand side)
 - select about (Top of Screen)
 - only record the serial number if it is different.
- Check each iPad for condition or damages.
 - iPads with damages should be recorded. Example: One corner has a ding and cover is torn.
- iPads will be checked out to student officially after the iPad inventory form has been completed and a copy submitted to the office.

Student Mandatory Home Screen Set Up Protocol - Picto Chart Application

- A student is required to have the following information on their iPad home screen at all times and will require set up during connect.
 - Student Photo
 - Students Name and Grade level
 - Student ID
 - Advisory Teachers Name & Room Number

Student Mandatory Home Screen Set Up Protocol – Pic Collage Chart Application

- Student are required to have the following information on their iPad home screen at all times and will be initially set up during connect classes.
 - Student Photo
 - Students Name and Grade level
 - Student ID
 - Advisory Teachers Name & Room Number

FIRST FULL WEEK OF SCHOOL - (August 22 – 26)

- [See First Three Days Teach Like A Pirate Advisory](#) Activities – Monday - Wednesday
- Student Orientations (5 Top Things We Believe)
 - Seventh Grade Orientation: Tuesday, August 23 (8:00 – 8:20 Auditorium)
 - Eighth Grade Orientation: Friday, August 26 (8:00 – 8:20 Auditorium)
- SRI & SMI Assessments
 - SRI & SMI Assessments Starts Thursday, August 18 Ends Friday, August 26
- School Pictures
 - School Pictures Social Studies in Auditorium: Wednesday, August 24