MILESTONES

|  |  |
| --- | --- |
|  | master schedule  |

# Content Links

[Milestones Definitions](#_mm8whbdfo7tn)

[Milestones Events/Tasks](#_zevzj1agtptl)

[Success Criteria](#_imlldxm3473u)

[Deadlines](#_73gwooad82yg)

[Resources](#_yooxi85j8sz1)

# Milestones Definitions

* [**Milestone 1: Course Offerings Selected**](#ymn4sflmfgse)**:** The policies, procedures, and communication to select courses that will be offered the following year. If needed, includes approved through Curriculum Committee with accurate course codes, approval through CMP, and activated for student course selection in AERIES.
* [**Staffing Meeting with District Office**](#nq7unp3dy5wu)**:** Thepreparation and data gathering to address FTE needs for the next year.
* [**All Student Course Requests Completed**](#xpeere34sq6h)**:** The policies, procedures, and communication to schedule every student that will attend the school has the correct number of course requests that includes any programmatic requirements such as Band, AVID, etc.
* [**Master Schedule in Aeries:**](#agf32rfmake6)The technical procedures to build in master schedule in the SIS system that is completed when the master schedule is activated.
* [**Registration:**](#vhyte2g6mg7g) The policies, procedures, and communication to update student information and providing students with necessary information for the first day of school.
* [**First Day of School:**](#yi36xulw7dcj)The policies, procedures, and communication for parents, students, and staff for the First Day of School.
* [**No Show Students:**](#t5lblp5rsi35)The policies, procedures, and communication for students that are no-showed on the 4th day of school.
* [**Schedule Changes:**](#p9wb7u7n8gf0) The policies, procedures, and communication for students to change their schedule.

# Milestones Events/Tasks

* **Events:** They involve the community, parents, and/or students i.e. 8th Grade Parent Night
* **Tasks:** A piece of work to be done or undertaken i.e. schedule classroom visits

# Responsibilities of the Lead

* Communicate progress weekly in Leadership Meeting
* Field (directing to appropriate person) and support questions/concerns
* Identify/delegate tasks within the milestone
* Ensuring timeline or deadlines are completed

**Course Offerings Selected (Before winter break)**

|  |
| --- |
| **Course Offerings Selected: C & I AP (Matthew Centofranchi)** |
| **Task/Event**  | **Person Responsible**  | **Start Date** | **End Date** | **Completed** |
| **Evaluate the courses we add/drop**  | **MST Team**  |  | **Second Week of November** |  |
| **Submit new courses to Curriculum Council** | **C and I AP (Matthew)** |  | **Friday before Thanksgiving Break** |  |
| **Results from the Staff Survey Completed**  | **C and I AP (Matthew)** | **First week in January**  | **Mid- January**  |  |
| **Develop a system that evaluates courses in 20-21** | **Principal (Eric)** |  | **Friday before Thanksgiving Break** |  |

**Staffing Meeting with District Office (Start of Spring Semester)**

|  |
| --- |
| **Staffing Meeting with HR/Business Office: Principal (Eric)**  |
| **Task/Event**  | **Person Responsible**  | **Start Date** | **End Date** | **Completed** |
| **Audit of current teaching staff ( Gathering projected staff data)**  | **C and I AP (Centofranchi)** |  | **Last day of the January**  |  |
| **Recommending of needs and changes including facilities assessment** | **MST Team**  |  | **Last day of the January** |  |

**All Student Course Requests Completed (Before spring break: April 6)**

|  |
| --- |
| **All Student Course Request Completed: Department Lead Counselor**  |
| **Task/**[**Event**](https://docs.google.com/document/d/1VGFuWQ2_PyekmzoJuYK64C4ePE8cpZZ-CmLKfq6qVTs/edit?usp=sharing) | **Person Responsible**  | **Start Date** | **Due Date** | **Completed** |
| [**Update Counselor Registration Timeline for the current year**](https://docs.google.com/document/d/1HyNMSPlD8WYgWGiJMgJZFxshKw3RFW1fTWRYWYlAuak/edit?usp=sharing)  | **Dept Lead Counselor** |  | **Before summer break**  |  |
| [**Showcase/Recruitment Lunch Fair**](https://docs.google.com/document/d/1W8IBv5vk5E9TcNzlK1AyoPLD0DBECQegmIH8aBsaTDE/edit?usp=sharing) **Planning**  | **College/Career Counselor** | **Nov 1** | **Jan 28**  |  |
| [**Titan Expo**](https://docs.google.com/document/d/1Xs1Igx8GAQPG0G7YjntPJRYxMRWpMupZb3ov5DcnodQ/edit?usp=sharing) **Student/Parent Night: Including AP/DE Planning**  | **ASB Director** | **Nov 1** | **Jan 30**  |  |
| **??? AP/DE Parent Night make a decision** |  |  |  |  |
| **Finalize 1:1 and classroom Presentation Schedule**  | **Dept Lead Counselor**  | **Jan 1**  | **Mid- January** |  |
| **Counselor Classroom Presentation (8-11th grade)** | **Counselors**  | **Feb 1** | **Feb 15**  |  |
| **1:1 Counselor Registration Meeting**  | **Counselors**  | **Mar 1** | **Mar 27** |  |
| **Send out** [**Special Elective List**](https://docs.google.com/spreadsheets/d/1Xd6ElaXw27trgwqAlqVn04D4VnsUwp1xJOZH7gZmG14/edit#gid=1188123419) **(Band, Choir, Etc)**  | **Dept Lead Counselor** | **Mar 15** | **April 15**  |  |
| **Parent/Counselor Registration Event**  | **Counselors**  | **Mar 30** | **Apr 3** |  |

**Master Schedule in AERIES (Technical)**

|  |
| --- |
| [**Master Schedule in Aeries**](https://support.aeries.com/support/solutions/articles/14000069812)**: C & I AP (Matthew Centofranchi)** |
| **Task/**[**Event**](https://docs.google.com/document/d/1VGFuWQ2_PyekmzoJuYK64C4ePE8cpZZ-CmLKfq6qVTs/edit?usp=sharing) | **Person Responsible**  | **Start Date** | **Due Date** | **Completed** |
| **Open SMS in AERIES**  | **AP (Counseling)**  | **Jan 1** | **Jan17**  |  |
| **Copy MST to SMS and start update sections**  | **AP (Counseling)** | **Jan 17**  | **Until MST Activated**  |  |
| **Update Course Request Options for Student Portal** | **Dept Lead Counselor** | **Jan 17**  | **Feb 1**  |  |
| **Communicate with AERIES help desk the dates the AERIES Student Portal will be open and close grades 8-11** | **Dept Lead Counselor** | **Jan 17**  | **Feb 1**  |  |
| **Establish placeholders for teacher sections and student course request**  | **Dept Lead Counselor** |  |  |  |
| **All students have 12 course requests** | **Counselors**  |  | **Before Spring Break**  |  |
| **Continue updating sections in SMS**  | **AP (Counseling)** |  |  |  |
| **Updating Teacher List and Room Number in AERIES**  | **AP (Counseling)** | **After Spring Break**  | **First Day of School**  |  |
| **Run the scheduler (Schedule All Students)**  | **AP (Counseling)** | **May 1**  | **Until MST Activated**  |  |
| **All 9th Grade Students have a Scheduling Group (Blocks) and BARR Teachers are linked to a Scheduling Group** | **BARR Team**  | **Spring Break**  | **Until MST Activated**  |  |
| **Teaming Courses to match fall and spring (Team Course Group and Number)**  | **AP (Counseling)**  | **May 1**  | **Until MST Activated**  |  |
| **Notify Teachers of Tentative Teaching Assignment**  | **AP (Counseling)**  | **May 1**  | **Teacher Check-Out Day**  |  |
| **Calls to teachers if changes to tentative teaching assignments** | **AP (Counseling)**  | **Summer**  | **Day before teachers return**  |  |
| **Roll from SMS to MST**  | **AP (Counseling)**  |  | **Day before teachers return**  |  |
| **In MST mass change placeholders** | **AP (Counseling)** | **MST Activated**  | **The Day MST is activated**  |  |

**Registration (Student Schedules Distributed)**

|  |
| --- |
| **Registration: AP Facilities**  |
| **Task/Event**  | **Person Responsible**  | **Start Date** | **Due Date** | **Completed** |
| **Pre-registration Meeting: Finalize dates, online forms, facilities, and cost** | **Facilities AP**  | **April 1** | **May 1**  |  |
| **Set dates for Registration and communicate to students, families, and staff**  | **Office Manager** | **May 1** | **Before Registration**  |  |
| [**Update Counselor Registration Timeline for the current year**](https://docs.google.com/document/d/1HyNMSPlD8WYgWGiJMgJZFxshKw3RFW1fTWRYWYlAuak/edit?usp=sharing)  | **Dept Lead Counselor** |  | **June 1** |  |
| **Update Student Schedules: Review Summer School grades/new students and make changes to student schedules and ensure all students have accurate schedules**  | **Counselors**  | **July 15**  | **Before Registration**  |  |
| **Monitoring Student/Families completion of online registration**  | **Registar**  | **Second week of July**  | **Before Registration**  |  |
| **FInal Registration Meeting: Finalize stations, policies, and procedures**  | **Office Manager**  |  | **Week before Registration**  |  |
| **New students meet with counselors during Registration**  | **Counselors**  |  | **First Day of School**  |  |
| **Student schedule ready for Registration**  |  | **Day before registration**  |  |  |

**First Day of School**

|  |
| --- |
| **First Day of School: Principal**  |
| **Task/Event**  | **Person Responsible**  | **Start Date** | **Due Date** | **Completed** |
| **First Days of School Activities Committee meets to established First Day of School Procedures**  | **Principals** |  |  |  |
| **Establish and Communication to staff First Day of School Procedures**  | **AP (TBD)**  |  |  |  |
| **New Students meet with Counselors on the First Day of School**  | **Counselors**  |  |  |  |

**No Show Students (4th day of school)**

|  |
| --- |
| **No Show Students: Attendance AP**  |
| **Task/Event**  | **Person Responsible**  | **Start Date** | **End Date** | **Completed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Schedule Changes**

|  |
| --- |
| **Schedule Changes: C & I AP**  |
| **Task/Event**  | **Person Responsible**  | **Start Date** | **Due Date** | **Completed** |
| **Revise Schedule Change Policy**  | **Dept Lead Counselor**  |  | **Feb 1** |  |
| **Create a plan for leveling and establish a deadline for leveling**  | **AP Counseling** |  | **After drops (4th day of school)**  |  |
| **AP/DE Drop Meeting Parent Conference**  | **Counselor**  |  | **3rd Week of school**  |  |

# Success Criteria

* Collaborate as a team to make sure there's equity and opportunity for all students to be successful
* Access student data to see ways are being served or underserved
* Access to CCI metrics
* Needs of students
* Goals: we are setting to push
* Populations in rigorous courses are proportionate
* Students are successful (Cs or better)
* Increase in # of students “prepared”
* Increase enrollment and access CTE, AP, DE, Intervention Offerings
* Heterogeneous grouping
* Elimination of intentional and unintentional tracking
* Balance in sections w/ ELs, SPED, and diversity
* Access- no students locked out of taking course due to supports classes (ELD/Strategies)
* Scheduling based closing the achievement gap
* Intervention and credit recovery within the school day
* Classes aligned with A-G, student choice for higher classes and elective teacher knowledge and likes teaching
* Move ELL and AA students meeting the college and career indicators

# Deadlines

* [20-21 Deadline Calendar](https://docs.google.com/spreadsheets/d/18PHNYTWL1G0yHT9Sz-SDJ5AOP1vnJ6YGqZX5kJKarL4/edit?usp=sharing)
* Create SMS Database in AERIES by January 17
* Priority Intra-District Transfer Window January 1- February 15
* Central Registration Tagging in AERIES February 16-28
* AERIES Student Portal open for course selection (Current grade 6,7, 9, 10, and 11) - February 1-28
* AERIES Pre-Roll (5th/8th Graders in next school) by March 1 Student Portal open for course selection for current grades 5 and 8 will open March 3rd-13th
* All AERIES Course Requests must be completed **before** Spring Break
* \*Transition IEPs starting in January

# Resources

|  |  |
| --- | --- |
| **Link**  | **Description**  |
| [**Event**](https://docs.google.com/document/d/1VGFuWQ2_PyekmzoJuYK64C4ePE8cpZZ-CmLKfq6qVTs/edit?usp=sharing) | Event Planner Template  |
| [**Calendar**](https://docs.google.com/spreadsheets/d/1WW8dtQXpHJxYqPltwPv0ByILKYhr3t0GIQ6fXY-gRvY/edit?usp=sharing) | Calendar Template  |
| [**Guiding Questions for Reflection**](https://docs.google.com/document/d/1woKcQC0ytTKXjSN0Mdz4iHHwO91PylgaJS8vVAJO1FU/edit?usp=sharing)  | Questions to Reflect on courses offered  |
| [**Data Dive for Courses**](https://docs.google.com/spreadsheets/d/1GrXfvg01Ji9x7cA87ZQKw_qhxQKD6fMky9DAMgZn8yE/edit?usp=sharing)  | Google Sheet to gather demographic data on course  |
| [**District Curriculum Committee Process**](https://docs.google.com/presentation/d/1qX_sTXFD3VpWckcqL95xck7wLD1ACXi_t50wEAwkbII/edit?usp=sharing) | Process to approve and revise courses and textbooks with links to forms |
| [**Staffing Data Gathering**](https://drive.google.com/open?id=1SqJ6er8kTOYVta5KjZCyJQor-hOlPTPz7QkgGLF21vQ) | Template to gather current staffing data  |
| [**THS Counseling Department Registration**](https://docs.google.com/document/d/1HyNMSPlD8WYgWGiJMgJZFxshKw3RFW1fTWRYWYlAuak/edit?usp=sharing)  | A Counseling Timeline of Registration  |
| [**Schedule Change Policy**](https://docs.google.com/document/d/1lD2M9dEJQ8EIRQ7ulSrGRtJuNO219sw-kxXruig1Zhs/edit?usp=sharing)  | Schedule Change Policy  |
| [**THS Credentials as of 11/1/2019**](https://drive.google.com/open?id=1BtZiUoHkOCYKUUhqO7FQjHA16ZfWDmvf) | List of Credential  |
| [**Feedback Carousel**](https://docs.google.com/document/d/12Tt_k0xLcoL3yRDHP3fnRH9ar-X0E6F9SHwkG231u8Y/edit?usp=sharing) | Feedback Carousel |

#

#