1. TEACHER LICENSING

On March 30, 2011 from 4:30-5:30 pm at the IPFW Campus, Walb Student Union – room 222 there will be an information session about teacher licensing. James Beard, M.A., Director of Licensing and Advising, IPFW School of Education, will give a presentation regarding the Indiana Department of Education standards on maintaining and adding to your educator license followed by questions and answers. All educators are invited to attend at no charge.

Chris Hissong, ext. 1002

2. CANCELLED INSTRUCTIONAL DAYS FAQ’S

Enclosure # 1 is information from the Indiana Department of Education (IDOE Frequently Asked Questions (FAQ’s) regarding cancelled Instructional Days Issues or go to http://www.doe.in.gov/super/2011/03-March/11/documents/faq.pdf for more information.

Chris Hissong, ext. 1002

3. ATTENTION RESTORATIVE PRACTICES TRANSITION LEADERSHIP TEAM

Please be reminded that our next full day of working together is March 29th at Park Hill Center beginning at 8:00 am. Lunch will be provided. Please be prepared to share your team's/school's work accomplished and planned at this meeting. We are looking forward to this day!

Britt Magneson, ext. 3143

4. WELLNESS ADVISORY COUNCIL ANNUAL MEETING

The annual collaborative meeting between the Wellness Advisory Council and representatives from each school building’s Wellness Committee will be held on May 11, 2011, at 4:00 PM at Park Hill Center in the Staff Development Room. Each building is requested to turn in their EACS School Wellness binder with completed School Wellness Meeting Reports and 2010-2011 Physical Activity Program(s) Report(s). The Wellness Advisory Council is especially interested in open discussion concerning the physical activity programs implemented in our schools this year. Contact Wendy Walker at 3321 for additional information.

Britt Magneson, ext. 3143

5. 2011-12 SCHOOL YEAR CALENDAR

Enclosure # 2 is the 2011-12 school year calendar that was recently approved by the Board of School Trustees.

Tamyra Kelly, ext. 1050
6. **CURRICULUM CONNECTION**

The Curriculum Connection contains upcoming information regarding assessments, curriculum updates, video clips, instructional websites, and more. Please see *Enclosure # 3 for* specific information.

Marilyn Hissong, ext. 3124

7. **WEBSITE OF THE WEEK**

Investigate how species in an ecosystem interact with other organisms to form a community. Using a simulation, demonstrate how invasive species can disrupt an ecosystem and impact biodiversity.


Bill Diehl, ext. 3125

8. **SERVER SHUT DOWN**

On Monday, April 4th EACS servers will be shut down to allow our electricians to make necessary repairs. Employees should be aware that computer services will not be available for the entire day. Please plan your work day accordingly.

Bill Diehl, ext. 3125

9. **REDESIGN IMPLEMENTATION TEAMS**

Redesign Implementation Teams are being formed and administrators will hear shortly which team you are part of. There will be teams to discuss Records, Technology, Staffing, Room Utilization, Textbooks, furniture and so on.

Some preliminary instructions will be coming to schools in the next week or so regarding "clean out".

Schools will have lots of equipment items that we may no longer need as we complete the redesign at EACS. EACS needs to have an organized and consistent method to deal with those. Schools are not to be giving away functioning equipment and building supplies or making those decisions individually. We need a uniform process and must record on our inventory records for audit what has happened to all that stuff. We don't want equipment pitched in dumpsters either if it's in working order. You may want to move it to one location within your school as you identify "obsolete" items. An example: old projectors, old maps and the like.

Your equipment was likely purchased with district dollars. Anything that is not going to be relocated to another EACS school and put into use, will be pulled into one EACS warehouse location this summer. After all the "shuffling" is done and we have all the EACS needs covered, we will consider an auction of some type. It might be private, might be public, or might be something we could donate to another government entity. It will depend on what all we end up with and the best way to handle those items. In any case, we will make it known when we
are ready to do that process. Local private, parochial, etc. entities will be able to get involved and get information at that time.

If you have an entity that you are aware of right now that might be interested in used equipment, you can have them contact me. I'll start a file so that we are sure to include them as we get to that part of the process.

Lois Goeglein, ext. 1006

10. **ADMINISTRATIVE BULLETIN NOTICE**

The last Administrative Bulletin prior to spring break will be March 25\textsuperscript{th}. There will not be a bulletin on April 1\textsuperscript{st}. The next bulletin after spring break will be April 15\textsuperscript{th}.

Tamyra Kelly, ext. 1050
1. **What is instructional time?**

   Instructional time is time in which students are participating in an approved course, curriculum, or educationally related activity under the direction of a teacher. Instructional time includes a reasonable amount of passing time between classes within a single school building or on a single school campus. Instructional time does not include lunch or recess. (IC 20-30-2-1)

2. **What is an “educationally related activity”?**

   An “educationally related activity” is a non-classroom activity, such as a field trip or convocation, which meets all of the following criteria:
   - a. Is consistent with and promotes the educational philosophy and goals of the school corporation and State Board of Education.
   - b. Facilitates the attainment of specific educational objectives.
   - c. Is a part of the goals and objectives of an approved course or curriculum.
   - d. Represents a unique educational opportunity.
   - e. Has been approved in writing by the local superintendent or the superintendent’s designee.
   - f. Cannot reasonably occur without interrupting the school day.

3. **What is the minimum length of a student instructional day?**

   A student instructional day consists of a minimum of five (5) hours of instructional time in Grades 1 through 6 and six (6) hours of instructional time in Grades 7 through 12. (IC 20-30-2-2(a)) Neither statute nor rule dictates the minimum instructional time for Kindergarten. The minimum instructional time for Kindergarten traditionally has been one-half of the instructional time for Grades 1 through 6.

4. **Must every instructional day be a full day?**

   Yes. A calendar day may be counted as a full student instructional day only if the day includes the required minimum amount of instructional time. This means that if students come to school only 180 times during the year, each day must include at least five (5) hours of instruction for students in Grades 1 through 6 and six (6) hours of instruction for students in Grades 7 through 12. There is no option of combining ½ days to count as full instructional days.
5. **May instructional days be scheduled on holidays or Saturdays?**

   Yes. The DOE has been asked about holding classes on Memorial Day, Good Friday, and Saturdays etc. The same requirements from Questions # 1 and 2 apply on these non-traditional days for school as well. The requirements for elementary instructional time, five hours not including lunch and recess apply; secondary schools must meet the six hour requirement without including time for lunch.

6. **May schools use a two hour early dismissal or two hour delayed start to shortened the day on make-up days?**

   No. Such two hour delays planned in advance to shorten the day are not allowed. Those are used only for extraordinary circumstances such as power outages, gas leaks, water main breaks, weather or other emergency. Schools may shorten a make-up to the required minimum of five or six hours of instruction if they normally exceed these minimums. For example, if a school day normally exceeds the minimum day by 50 minutes every day, schools may shorten the make-up day by 50 minutes to satisfy the minimum instructional time required.

7. **Must a school corporation provide every student at every grade level with 180 days of instruction?**

   Yes. State law requires every school corporation to conduct 180 student instructional days. This means that every student in Grades 1 through 12 must have the opportunity to come to school 180 days every school year. The law, however, is not an attendance law. Excused and unexcused absences are determined according to local policy.

8. **May seniors attend fewer than 180 instructional days to facilitate graduation-related activities?**

   No. All students, including seniors, must be offered 180 days of instruction. The State Board rule allowing for a senior graduation waiver has expired.
9. Are there a minimum percentage of students who must be in attendance to have the day count as an instructional day?

No. School districts who have to make difficult decisions to make-up classes by extending the school year or holding classes on holidays or Saturdays must make every effort to encourage students to treat these days as any other day of school. Accurate attendance records must be kept for these days.

10. If school holds a make-up day and absenteeism is high, will it impact the school’s AYP?

If a school does not make AYP because of high absenteeism on make-up day(s), the school has the option to appeal the AYP status.

11. Can make-up days be done virtually with students completing assignments on-line and have the day count as one of the 180 required days?

No. The Department of Education anticipates that this may be an available option in future years, but it is currently is not an option.

12. May high schools hold commencement before the actual end of the extended school year?

Yes. Graduation is a ceremony that celebrates the accomplishments of graduates. Diploma covers may be presented to students at the ceremony but the diplomas must not be issued until after the school has completed make-up days to equal 180 days and student records certified.

13. What is the minimum number of student instructional days for Full and Half Day Kindergarten programs?

**Full Day Programs** – Full day kindergarten programs operate on the same basis as any elementary grade program and must offer 180 full days of instruction. Schools that offer a full day program are funded based on a formula distribution for the 180-day instructional school year. Activities such as, but not limited to, individual screenings and home visits that do not provide instruction to a full class of kindergarten students do not constitute an instructional day.

**Half Day Programs** – Half day kindergarten programs must offer students 180 half days of instruction. The Indiana State Board of Education and the Indiana Department of Education permit a school to offer an alternating full day program that operates for 90 full student instructional days. School corporations and accredited nonpublic schools should implement a policy for weather and emergency-related delays that ensures that neither the morning nor the afternoon kindergarten session is affected disproportionately. Activities such as, but not limited to, individual screenings and home visits that do not provide instruction to a full class of kindergarten students do not constitute an instructional day.
## East Allen County Schools
### 2011-2012 - School Year

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### Student Registration Begins:
August 2, 2011

### First Day of Student Attendance
August 17, 2011

### Semester Grading Periods
- **First Semester**
  - 8/17/11 – 10/21/11 47 days
  - 10/24/11 – 12/21/11 40 days
  - Total 87 days
- **Second Semester**
  - 1/4/12 - 3/9/12 46 days
  - 3/12/12 - 5/22/2012 47 days
  - Total 93 days

### Days Without Student Attendance
- **B** = Beginning In-Service Days
- **L** = Labor Day
- **PT** = Parent/Teacher Conference Default Date
- **TH** = Thanksgiving Recess
- **Winter Recess**
- **MLK** = Martin Luther King Jr. Day
- *PD = Presidents’ Day
- **GF** = Good Friday
- **Spring Break**
- **MEM = Memorial Day**
- **RE = Records Day**
- **C = Collaboration (1/2 Hour Early Dismissal)**
- ( ) = Teacher Collaboration Days

### State Testing Dates
- ISTEP – (3/5-3/14, 4/30-5/9) (In Blue)

### Graduation
- June 8, 2012

*Presidents’ Day will be used as a make-up day if there are school cancellations prior to that date. If needed, additional school days will be added beginning May 23, 2012.

*Records Day and Teacher Collaboration Days are subject to change.

The 2011-12 school year calendar may be adjusted through the legislative process. Non-instructional days are subject to change.

For a color version of this calendar, please see the EACS website at [www.eacs.k12.in.us](http://www.eacs.k12.in.us).

Approved 03/01/11
Revised 03/11/11
Important Dates

| ACUITY Diagnostic 3 | 3/9-3/30 |

Data Integration

1. Curriculum Resources Shared Drive
   - Check for updated assessments schedule

2. Acuity
   - Diagnostic 3

News and Notes

Summer Training Opportunities:

Lucy Calkins
Topic- Writing
Date: July 18-21  Time- 8:00 A.M. - 3:00 P.M.
- Attendance open to 100 educators
- 20 PGP offered (no stipend)
- Teachers will need the Calkin’s kit (purchased by the District)

Jan Christensen
Topic- Balanced Math
Date: Aug. 1-2  Time- 8:00 A.M. – 3:00 P.M.
- Attendance open to 60 educators
- 10 PGP offered (no stipend)

Registration information coming soon. Please start checking your calendars for these dates.

Curriculum

Bundle Performance Task PowerPoint- (found in the curriculum resources shared drive- UbD folder)

Contents:

1. Six Facets of Understanding
   - Explanation, Interpretation, Application, Perspective, Empathy, Self-Knowledge

2. Three Ring Audit Process
   - Worth Knowing (traditional quiz or test)
   - Important to Know or do (constructed or selected response)
   - Enduring Understanding (authentic performance task)

3. Gradual Release of Performance Task from Teacher to Student

Internet Resources

Expand your library with 3,029 stunning nonfiction and fiction books covering all subjects for PK-8.

Fountas&Pinnell and DRA leveled books from 24 publishers are perfect for differentiated instruction.

Assign books to students, use for independent/shared reading or assess comprehension with quizzes.

Use with interactive whiteboards or computers in media centers, labs, classrooms, home, and elsewhere.

No more wear and tear, lost books, limited copies, or cramped bookshelves.

Organize, personalize and access virtual bookshelves anywhere-anytime; share anonymously with others.

Hyperlink- Sign Up for a 14 Day Free Trial

Gray Folders

The folders should contain the following:

1. Fall/Spring Writing Prompts with rubric attached
2. High Frequency Word Lists
3. Profile Cards (if used in your building)

- Teachers should keep the folders in their rooms or in a designated spot chosen by building administration until the end of the school year.

- The folders serve as a portfolio for individual students.

1. Writing prompts w/rubrics stay from K on up.
2. High Frequency word lists stay for that school year and then are replaced the following year.

K-G2 Collaboration Topics

- Bundle Performance Task, Review of Components of Reading Workshop/Daily 5

G3-G8 Collaboration Topics

- Bundle Performance Tasks, Review of Components of Reading Workshop/Daily 5
1. **EACS SCHOOLS WITH EXCELLENT ATTENDANCE**

The following schools had excellent teacher attendance March 7-11 2011:

√ Hoagland Elementary – 97.1%

The following schools had excellent classified staff attendance February 28 – March 11, 2011:

√ Woodburn - 99%
√ Leo J/S - 98.4%

Keep up the great work!

2. **FIFTEENTH ANNUAL MATH BOWL WINNERS**

Here are the results of the fifteenth annual Math Bowl, along with revised state rankings:

First Place: Class One – Leo Elementary  
Class Two – Harlan Elementary  
Class Three – Highland Terrace  
Class Four – New Haven Elementary

Second Place: Class Two – Blackhawk Christian Elementary  
Class Three – Northwest Elementary (Decatur)  
Class Four – Meadowbrook Elementary

Third Place: Class Two – Monroeville Elementary  
Class Three – Southwick Elementary  
Class Four – Village Elementary

Fourth Place: Class Two – Woodburn Elementary

Fifth Place: Class Two – Hoagland Elementary

Statewide, Leo Elementary ranked 22nd in Class One. In Class Two, Harlan Elementary ranked 17th.

Congratulations students, fine performance!