1. ADM MEMBERSHIP COUNT FOR 2011-12

Next Friday, Sept. 16, will be the first official ADM count required by the IDOE. Procedures will be the same as in years past and taken in a practice count September 9. All principals have been given procedures which should be outlined for staff members. See Enclosure #1.

Karyle Green, ext. 1001

2. ONLINE PROGRAMMING FOR TEACHERS

Purdue Calumet representative, Erin Becker, will be in the district September 22 to provide information related to online programming and funding opportunities for teachers. Please see Enclosure #2 for more details.

Tamyra Kelly, ext. 1050

3. NEW ENROLLMENTS

Registrars are reminded to input all new enrollments into the AS400 on a daily basis. Also, accurate identification of students with special services (including speech services) is critical. As we approach the membership count date it is imperative that all the student information in the AS400 is 100% correct.

Chris Hissong, ext. 1002

4. 2011 COLLEGE GO WEEK

The 2011 College GO! Week website has launched at CollegeGoWeekIndiana.org (http://collegegoweednikana.org/). The “Explore Colleges” (http://collegegoweednikana.org/) button allows students to view campus visit information and open house dates for all of Indiana’s public and private colleges. The “Apply to Colleges” (http://collegegoweednikana.org/) button links to handy resources, such as a list of all application fee waivers and college admissions guidelines for each college. Students can also create contest entries to win an Indiana College Choice 529 Savings Plan to start saving for college, and K-12 schools can submit a grant application for one of three $2,500 College Success grants (due October 28) webinar to attend and register by clicking on the appropriate link. For webinar technical support, please call 317-464-4400 ext. 137.

Chris Hissong, ext. 1002

5. CLASSROOM PRIVACY / SAFETY

Classroom Privacy / Safety: EACS employees are reminded that the windows in classroom doors are not to be covered. If there are no windows in a classroom door, the door is to remain open while students are in the classroom. Should lockdown or security drills occur; doors will then be closed and locked per safety
policy. This is for staff member’s protection from unnecessary allegations. Principals are expected to make sure that this is followed in all EACS buildings.

Chris Hissong, ext. 1002

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

http://www.tenbyten.org 10x10™ (‘ten by ten’) is an interactive exploration of the words and pictures that define the time. The result is an often moving, sometimes shocking, occasionally frivolous, but always fitting snapshot of our world. Every hour, 10x10 collects the 100 words and pictures that matter most on a global scale, and presents them as a single image, taken to encapsulate that moment in time. Over the course of days, months, and years, 10x10 leaves a trail of these hourly statements which, stitched together side by side, form a continuous patchwork tapestry of human life.

Bill Diehl, ext. 3125

8. EACS EMPLOYEE BADGES

All East Allen County Schools employees must wear an EACS identification badge while on duty. Badges serve not only to identify employees but to set apart people not authorized to enter EACS buildings.

In addition, any employee who sees an adult in an EACS building without an EACS identification badge should either ask the person who they are and the purpose of their visit or immediately report the person to a building administrator/office personnel.

Britt Magneson, ext. 3143

9. ATTENTION – RESTORATIVE LEADERSHIP TEAM MEMBERS

The Restorative Leadership Team meeting originally scheduled for September 8 has been rescheduled for October 4th at 7:30 -10:30 a.m. in the Staff Development Room at PHLC. Please feel free to call me with any questions or concerns.

Britt Magneson, ext. 3143

10. FREE HANDS-ONLY CPR CLASSES

The Three Rivers CPR Task Force will be sponsoring a free hands-only CPR training on Saturday, Sept. 10. The “Don’t Miss a Beat” classes begin at 9 a.m., 10 a.m. and 11 a.m. No registration is required. The training will be held at the Public Safety Academy of Northeast Indiana. Anyone 12 years or older may attend. Walk-ins are welcome and are encouraged to arrive 15 minutes prior to the start of the training session. See Enclosure #4 for more information.

Britt Magneson, ext. 3143
EAST ALLEN COUNTY SCHOOLS
Membership Count Procedures
1st Count – September 9, 2011
2nd Count – September 16, 2011

It is imperative that you realize this is a MEMBERSHIP COUNT, not an attendance sheet.

STEP 1
• On Thursday afternoon, prior to the count day, the registrar is to print the report “1st Period List for Student Count” (secondary schools) or the “Homeroom List” (elementary schools) Directions attached.
• The lists are to be distributed to 1st period/homeroom teachers prior to the start of school on the count day.
• Once the lists have been generated, no schedule changes should be made until the count has been completed on count day.

STEP 2
• During 1st period, teachers are to review their list for accuracy.
• Teachers are to draw a horizontal line through the names of students who have never appeared in class. At the end of the horizontal line, the teacher is to write “no-show.”
• If students are in the 1st period, but not included in the class list, the teacher is to add the names of each student on the bottom of the list.
• Teachers are to sign and date the bottom of the reviewed and corrected class list.
• Corrected and signed teacher lists are to be returned to the office by 10:00 a.m.
• Guidance staff is to verify students not having a 1st period (i.e. ACC, internship, Ivy Tech, etc.)

STEP 3
• The principal, with guidance staff, is to verify the changes the teachers have made.
• Verified changes are to be entered into the computer (AS400).

STEP 4
• If changes were made, the registrar is to re-run the report “1st Period List for Student Count” or “Homeroom” list which will now reflect all changes.
• The corrected copy of the 1st period list is to be stapled on top of the copy which was submitted and signed by the teacher.
• Office personnel are to verify that all changes on the copies submitted by teachers are reflected on the corrected copies.
• The principal is to sign the corrected copy providing final verification of accuracy.

STEP 5
• Office personnel are to manually add the totals of all 1st period class lists.
• Office personnel are to verify that the sum of all 1st period/homeroom lists is equal to the total number of students reported for the school as shown on the enrollment report. An adding machine tape with the total number of students being reported should be attached to the top of the pile of forms being submitted.

STEP 6
• All 1st period lists, including the final summary page(s)/tape, are to be hand-delivered to Park Hill Learning Center by 3:45 p.m. at the latest – earlier deliveries will be appreciated.

AFTER COMPLETING STEP 6, DO NOT MAKE ANY ADDITIONAL CHANGES IN THE AS400 PRIOR TO 7:00 A.M. THE FOLLOWING MONDAY MORNING.
Purdue University-Calumet Information Session
Learn about online programs and funding

East Allen Community Schools
Park Hill Learning Center: Room 208
Thursday, September 22nd

Arrive anytime between 2:30pm – 5:00pm

RSVP to Erin Becker at erin.becker@academicpartnerships.com

Purdue University-Calumet will be visiting educators from East Allen Community Schools on Thursday, September 22nd, for a brief information session regarding PUC’s fully online Master’s Degree Program in Educational Administration. The meeting will be from 2:30pm – 5:00pm at the Administrative Building: Board Room

- Same Professors who teach on campus
- Complete in 18 months, $399 per credit hour
- Cohort model supports small class sizes
- Student Coordinators ensure successful transition to online learning

To learn more about Purdue University-Calumet and to get more information on Federal funding resources, or to take advantage of the preferred tuition rate, please visit: Purdue University-Calumet

RSVP!!! Everyone is welcome! So that enough materials are brought, please send Executive Director Erin Becker a brief email at erin.becker@academicpartnerships.com letting her know you would like to attend!

We strongly encourage all eligible candidates to take advantage of these career expanding opportunities. Thank you in advance for your consideration of these outstanding programs.
Balanced Literacy Block

90 minutes **uninterrupted** reading
- Grade level whole group instruction, small skill groups, Guided Reading groups, practice, conferencing
- + 30 minutes intervention, outside the 90 minute block (if scheduled)

Review Balanced Literacy Components
- Read Aloud, Independent Reading, Shared Reading, Guided Reading
- Interactive Writing, Shared Writing, Independent Writing, Guided Writing, Modeled Writing

Reading begins with:
- The First 20 Days (Guiding Readers and Writers, pp. 143 – 145)
- The First 12 Days (G6-8, found in LA Bundle)
- The First 5 Weeks (Launching the Daily Five, pp. 119-126)

High Frequency Word Test should be in progress (G1-6)

Wireless training and testing should be in progress
- Next step: drill down in data to drive your instruction

Writing Block

District Writing Prompt:
- Give soon!
- Scoring use:
  - EACS K-1 Rubric – fall scored in red
  - G2-5 ISTEP+ writing appl/conv
  - G6-8 ISTEP+ writing appl/conv found under RUBRICS
- Inter-rater reliability within grade levels
  - Collaborate for common scoring

District Writing Icons and 6 Traits Icons
- District Share>Curriculum Resources>Balanced Literacy>Writing Workshop

Implementation of Lucy Calkins is the focus of writing for the first half of the year.

Primary: (GK-2) Units of Study for Primary Writing/Smekens Launch
- Introduce 6 traits first 2 weeks of school (they are embedded in Calkins)

Intermediate: (G3-5) Units of Study for Teaching Writing/Smekens Launch
View new Lucy Calkins e.docs to **SUPPORT** your writing calendar. I:\District Shares\Curriculum Resources\Lucy Calkins

Balanced Math Block

As we begin the 2011-2012 school year, please continue to familiarize yourself with the **Five Easy Steps to a Balanced Math Program** by Jan Christenson.

Last year we began implementation of:

**Mastering Math Facts (G1-G6)**
**Problem Solving (K-G6)**

As an early focus this year, we suggest utilizing Daily Math Review (DMR) in your classroom. Refer to Chapter 1 in the **Five Easy Steps to a Balanced Math Program** for a detailed explanation.

Reminder - Focused instruction will begin 2nd semester.

K-G2 Collaboration Topics
- Bundle planning
- Lucy Calkins
- Daily Math Review
- Math Facts

G3-G8 Collaboration Topics
- Bundle planning
- Lucy Calkins (3-5)
- Math Facts (3-6)
FREE HANDS-ONLY CPR CLASSES OFFERED ON SATURDAY AT PUBLIC SAFETY ACADEMY

FORT WAYNE, Ind. (Sept. 7, 2011) – The Three Rivers CPR Task Force invites anyone 12 or older to a free hands-only CPR training on Saturday, Sept. 10 at the Public Safety Academy of Northeast Indiana.

The “Don’t Miss a Beat” classes start at 9 a.m., 10 a.m. and 11 a.m. that day. No registration is required. Walk-ins are welcome and are encouraged to arrive 15 minutes before the class start to ensure sufficient time.

Participants will use manikins or special kits to learn in about an hour how to perform compression CPR. Trained and experienced CPR instructors teach the classes and volunteer their time for this program.

Compression or hands-only CPR focuses on chest compressions only, no breaths, to keep blood moving in an adult victim whose heart has stopped beating. It has become increasingly popular in recent years as research has shown it to be effective in helping to save lives.

WHEN: 9 a.m., 10 a.m. 11 a.m. Saturday, Sept. 10, 2011

WHERE: Public Safety Academy of Northeast Indiana, 7602 Patriot Crossing (Located behind Wal-Mart on U.S. 27 South)

WHAT: Free hands-only, non-certified CPR training. No pre-registration required. Classes last approximately 45 minutes.

WHO: Anyone who is 12 years of age or older

For more information, visit www.3rcpr.org or call (260) 427-1164

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CPR And Sudden Cardiac Arrest (SCA) Fact Sheet

- Sudden Cardiac Arrest (SCA) is a leading cause of death in the United States, accounting for an estimated 325,000 deaths each year.

- There are approximately 225 cardiac arrest events each year locally.

- Sudden cardiac arrest can happen to anyone at any time; many victims appear healthy with no known heart disease or other risk factors.

- The best chance for survival of cardiac arrest is if CPR is started within 4-6 minutes of when the heart stops.

- Less than one-third of out-of-hospital sudden cardiac arrest victims receive bystander CPR.

- Effective bystander CPR, provided immediately after sudden cardiac arrest, can double or triple a victim’s chance of survival.

- Cardiac arrest survivability drops by 7 to 10% for each minute the brain goes without blood flow and generally to 0% after 10 continuous minutes of no blood flow or CPR.

- In a study of 452 cardiac arrests from January 1, 2005 through December 31, 2006 in Fort Wayne, only 17 percent received bystander CPR prior to first responder or EMS arrival.

- More than 1,100 people have learned hands-only CPR through the “Don’t Miss a Beat” program since it started in October 2008.

Sources: American Heart Association; Three Rivers CPR Task Force

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1. **EACS SCHOOLS WITH EXCELLENT ATTENDANCE**

The following schools had excellent teacher attendance the week of August 29-September 2, 2011:

- Prince Chapman Academy - 99.1%
- Cedarville - 97.7%
- Heritage El - 97.3%
- Leo El - 96.7%
- Meadowbrook - 96.7%

**GREAT JOB TEACHERS!**