

From: Leigh Webb <[REDACTED]>
Sent: 8/7/2021 9:33:34 AM
To: Principal High Group; Principal Middle Group
Cc: Assistant Principal High Group; Assistant Principal Middle Group; Allison Nunley; Becky Mitchell; Carol Birdsong; Cassandra Harrington; Christina Gilliland; Dana Ausbrooks; David Allen; David Rector; Heather West; James Remete; Jason Golden; Jenny Lopez; Jeremy Qualls; Jonathan Riddell; Joseph Whinery; Kevin Deck; Kevin Fortney; Kirk Elliott; Krista Hogan; Laurette Carle; Lindsey Quirk; Lisu Mullen; Lori Hammond; Lydia Glynn; Maria Griego; Mark Samuels; Matt Hollowell; Michael Fletcher; Nicholas Vacco; Rachel Farmer; Sarah White; Tim Mcneese; Vicki Flippen; Vickie Robbins; Christina Gilliland; Erin Caceres; Melinda Fox; Dana Ausbrooks; Kelly Wade; Becky Mitchell; Deepti Joshi; Brian King; Andrea Wilkerson; Tina Raulerson; Darrin Joines; David Aydelott; April Jackson; Laura Hall; Stacey Robertson; Corinne Smith; Molly O'Neal; Adam Christopher; Paula Chilton; Deon Sanders Jr.; Stacey Robertson; hilda lloyd; Kayla Fraley; Willie Dickerson; Holly Coblentz; Tabitha Murray; Mandi thompson; Gary Anderson; Rachel Farmer; Brent Oakley; Laura LaChance; Mark Kinzer; Stephen Womack; Jacob Crossno;
Subject: Secondary Notes 8/7/21
Attachments: [image.png](#), [image.png](#), [image.png](#), [image.png](#), [image.png](#), [image.png](#)

Good morning, good people!

Thank you all for your tireless efforts to kick off the school year with such positivity and vision for your school communities! The feedback from the first day has been electric! Let's keep the momentum going next week! I hope you all have a wonderful, restful weekend. Dr. Oyer said it best, "There is no tired like first day tired!" Rest up, good people! 🎉🎉🎉🎉

Below are several notes for you from around the district. Remember the links at the bottom of this email compile all our communications in one place for quick reference and the documents needed daily for your work are all housed in the "Secondary Admin Folder" on your Classlink dashboard.

Reminder

Complete this form Monday, and Tuesday please regarding mask participation.

<https://forms.gle/YrTB76ij69hgQzRv6>

COVID Update - Gary Anderson

Below is a sample of a letter of what you can send out when there has been a reported COVID case in your school. You will need to adjust the highlighted information to fit your particular situation.

This email is to inform you and your family that we have had a report of possible COVID-19 in this classroom or group.

The report has not been verified as a positive COVID case by the health department, but we wanted you to be aware.

If your child is feeling well, they can attend school. If your child develops symptoms, they must stay home according to the school district policy, and we ask that you consult with your healthcare provider to determine if testing is necessary.

Symptoms of COVID-19 vary but could include fever, chills, cough, shortness of breath, fatigue, muscle aches, headache, loss of taste or smell, sore throat, nasal congestion or runny nose, vomiting and diarrhea, and skin rashes. We will be keeping a close watch over the students and staff at this location for symptom development to prevent possible spread. As always, we strongly recommend wearing a mask as a layer of protection for your student.

For more information on this virus you can view the WCS Illness Guidelines on the WCS website at www.wcs.edu. You can also email your school nurse with questions.

Thank you for your continued support of XYZ Elementary or Middle or High School.

Sincerely,

Your Favorite Principal

Website Behavior Reports – Phil Fulmer (emailed 8.2.21)

I just wanted to let you know that this year we will be sending you an Internet behavior report each morning. Last year these reports went to the appropriate Assistant Superintendent.

As you know, we block specific search terms so that students and staff cannot view content related to these terms. Therefore, we will be sending you a PDF report that contains the Internet search results of Internet users that may have searched for keyword terms that are considered harmful to themselves or others. It will also contain results for terms that are considered inappropriate. The only caveat is that the results are based on school IP ranges. Therefore, if a user is not from your school but is at your school when they do the search, you will also get those results. (This should be very infrequent).

These reports will come only to you. No one else in the District will receive these results other than me. It will be your responsibility to forward these daily reports to the appropriate person within your school if that person is not you. You can easily create a rule to automatically forward these to your Assistant Principal for example.

If you have any questions, please feel free to let me know.

ALC News – Josiah (emailed 8.3.21)

At the ALC, we love the new school year, new beginnings, and new chances to try something new and different. Our ALC program continues to strive to be a therapeutic response to the students we serve: an intervention that is rooted in restorative practices, social emotional learning, and trauma informed care. We've designed a program called The Odyssey Program that students work through while they're with us to build personal competencies and learn to repair the harm they've caused by their behaviors.

This year's program will be better than ever: each ALC student will not only work our 5 step Odyssey program, but will complete two powerful interventions.

- First, each student will participate in *Aggression Replacement Training* three days a week; this is a researched based method to help students identify triggers and patterns and how to manage their responses.
- Second, each student will complete a *restorative conference* with the people most affected by the offense they have been suspended for. We will partner with the families and serving principals and counselors to set this up at the ALC. We hope this provides a stronger bridge as they transition back to your school communities at the end of their suspension time.

Please know that we will continue to hold reentry meetings when students return to school with a supportive team of people that you assemble at your schools.

You will find the following ALC paperwork in our Secondary Folder on the Classlink Dashboard:

- **2021-22 ALC Intake Packet for WCS** – Please fill this out as thoroughly as possible, including the HS credit checklist by your counselors and the SSS checklist from your SSS teachers.
- **2021-22 ALC Brochure** – Please give this to parents when you conduct the suspension meeting at your schools, along with the notice of suspension.
- **ALC Academics – Guide for Teachers** – Please send this document to every teacher for each student you suspend to the ALC. This provides thorough information on how we manage academic work at the ALC: who our teachers are, contact information, and how and what we are teaching vs facilitating while students are with us. It also gives guidance on how to input grades from the ALC.

Please reach out to me if you have any questions at all. It is totally fine to give me a call as you are getting ready to suspend students and ask questions. I believe if I'm doing my job well, I'm an extension of your admin team and the work you do at your schools!

Also – if you want to work a plan for restorative practices implementation, specifically in an effort to avoid suspending your most at risk students, please call me. I'll be at your schools any time you need me.

Landscaping Requests – Phil Devine

We asked you to put this out last year and we are asking you to do it again for this year. We have schools doing landscaping and tree trimming and we want to make sure we set their expectations for what is the school's responsibility. "Typically, we (Maintenance) do not do tree trimming unless it involves the following criteria:

- Safety issues (storm damage or overgrowth causing a hazard)
- Security issue (blocking security camera views or supervisory views towards a playground, entrance way etc.) . We uplift trees on the immediate campus to 4 feet so someone cannot hide.
- Infrastructure issues (tree leaves filling gutters etc.)

Landscaping, raking leaves etc. including tree trimming is the school's responsibility and those types of projects need to be turnkey including disposal of the debris (trimmed trees, pulled plants etc.) by the school/volunteers. We don't have the manpower or can afford to tie up our equipment for landscaping projects."

If you have any questions, please feel free to contact Adam or me.

ACT Updates – Kevin Deck

Just a heads-up that I've posted both of last year's "ACT profile reports" from the in-school testing dates to the WCS Principal Team. They are in the TLA \ Assessment \ ACT Data Reports folder. Below are direct links if you prefer.

We usually get the graduating cohort's profile mid-August... once I get that I will post it as well. I know these don't match how we report scores with the state, but they can provide additional insight to subject areas and student groups.

I've reached out to the buildings' testing coordinators to let them know their school's reports are available as well. If you'd like copies of those, just let me know and I'll get them to you!

Assessment – Kevin Deck

- If you haven't already, please check and verify your testing coordinators for 2021-22 in this [spreadsheet](#). There are tabs for TCAP, ACT (in school testing only... which is happening now) and AP. You can either leave a comment on the spreadsheet or email me, but please let me know if all is good or if there need to be changes.
- Paper reporting for Achievement and EOC are expected at the district early next week. We'll try to get those to the buildings ASAP so you can distribute to the students.

Fine Arts - Mark Kinzer

As you know, our fine arts programs have missed two years of spring recruiting resulting in lower participation numbers in many of our schools. Fine arts programs create a sense of belonging, empathy, and positivity for all students while in the pursuit of excellence. I am requesting over the next 10 days if possible, that you allow our fine arts teachers to recruit and add students to their programs. I realize this might be a big ask. I know we all want to see large student participation in these programs. If I can help you in any way, please reach out to me.

TEAM Evaluations and TNCompass - Laurette Carle

- HR is working on staffing TNCompass for 2021-22 evaluations. We will have this done by end of month. **Please do not try to enter observations or pull pacing guide reports until early September.** We will email all when TNCompass is fully staffed and we have the master evaluation spreadsheet ready to share.
- It is too early to submit TASL attendance in TNCompass for the new/current cycle of 2021-22. Please hold onto your TASL certificates for summer events and wait until September to submit that attendance.
- **August 31** is the deadline for observers to finish the online course and pass the test to RECERTIFY as observers of teachers, administrators, or both. When you complete your recertification, be sure to send your observer certificate to Natasha Armstrong in HR.
- NEW OBSERVERS can still register for initial certification at this site: <https://team-tn.org/schedule/> The certification window to complete these course is open through April 1, 2022, but new observers cannot begin any work on evaluating educators until they are fully certified, so please do this as early as possible.
- More information about the TEAM evaluation timeline will be shared at our September 8th Admin Meeting.

HR Updates - Vickie Hall

Supplements – Supplements portals will go live next week. There is a new "supplement team" in Office 365 and automatic access will be provided to Principals and Assistant Principals. You will receive an email next week when the portal goes live. The process for submitting supplements has been updated and an informational video and supporting documents will be sent to all users. This video, along with FAQ's and forms will be accessible in the new supplement team for further reference and training. If you have questions, please reach out to Heather Lee or Ashley Slaughter.

Classified Hiring – Updated tracking reports will be sent to Principals on Friday, August 13th for review and approval. Thank you for being patience as we work through these updates and hiring.

Counseling - Molly O'Neal

This year we are once again partnering with Junior Achievement of Middle Tennessee to bring career development and work readiness to our students in WCS. The middle school counselors are expected to use the curriculum roadmap from JA to prepare 8th-grade students for the November 4th virtual career fair kick-off (November 4th is the day that all 8th-grade students in WCS and FSSD will experience the career fair). Updates will be given through the Counselors 21-22 Schoology page and additional questions can be sent to [REDACTED] or [REDACTED]. The JA Zoom meeting recording from August 4th is located in the WCS School Counselors Schoology course. (Under JA/Career Quest folder) It walks through the curriculum and sessions. The Schoology code is: [REDACTED]

RTI Updates – Kayla Fraley

- **High School STAR Screening:** REMINDER...we *no longer* give the Star screener to *all* 9th-10th students
 - The Early Warning System is the screening tool the state indicates for monitoring *all* high school students, 9-12
 - High schools will be provided with only enough STAR licenses to screen:
 - *students who previously received an official tiered intervention*
 - *students who need the data for their IEP*
 - *students of concern (note: schools will have a *small* cushion of licenses to screen new students of concern if they pop on the radar throughout the year)*
 - Please remind your teachers responsible for completing the screening about this limit **so your school does not run out of STAR licenses**

- **RTI Level Set Discussion:** with the shortage of school psychologists and new roles/responsibilities this year, please schedule your Level Set discussion with your building's RTI Team soon
 - [RTI Level Set Discussion](#) (*agenda to help facilitate this meeting*)
 - [RTI Best Practices](#) (*tools to support redefining these roles throughout the year*)
- **RTI Implementation Goal for this year:** *“ To reduce variability and increase equity and fidelity of RTI implementation across the district.”*

Data Meetings - Leigh

Lydia will be in touch with you the week of August 16th to schedule this meeting. Meetings will occur starting in September and principals are invited to bring APs or other members of your team as your 20-21 data is discussed. We will share a template as we have in the past at that time.

MKV—Jennifer Dreis

The McKinney Vento form is now available in Skyward for the 2021-2022 school year. **There will be no paper forms accepted**, and all newly enrolling and returning students and families should be directed to the online form. Online forms marked “YES” to forced and temporary will be reviewed by Central Office for eligibility and follow up communicated to your school's McKinney Vento liaison. Please share with your McKinney Vento school liaison and front office staff. Please feel free to call Jennifer Dreis (2-4074) or Ann Harris (2-4065) with any questions.

Principal TEAM files for Admin Meetings - Laurette

We have restored the Admin Meetings folder in the Principal TEAM for this and past years.

Please share this new path with all. The folder is **no longer inside the General Subfolder** as it was for years.

Use the **Admin Meetings** folder. It has subfolders by year, so the current one is 2021-2022 and has a subfolder inside it for the Admin Kickoff meetings from July.

□

Helpful Links:

Principal Agendas - [Secondary Principal Meeting Agendas - 21-22 School Year.docx](#)

Middle School Meeting Notes - [Middle School Meeting Notes - 21-22 School Year.docx](#) (will add as we meet this year)

High School Meeting Notes - [High School Meeting Notes - 2021-22 School Year.docx](#) (will add as we meet this year)

Assistant Principal Agendas and Notes - [Assistant Principal Meeting Agendas and Notes - 21-22 School Year.docx](#) (will add as we meet this year)

Archived Secondary Notes 2021-22 - https://wcs0-my.sharepoint.com/:w:/g/personal/leighw_wcs_edu/ESMa1eeHhFtIrvMKANtBRWUBYssVJlGzvMzejAu2AOD9aA?e=vLXjlg (for quick search for topics)

Leigh Webb, Ed.D.

Assistant Superintendent, Secondary Schools
Williamson County Schools



Phone:

Twitter: [@wcsCOLw](#)

Email: