

Start of the year:

1. Review with staff digital portfolio:
 - a. How to upload
 - b. What you plan on uploading
 - c. Making it part of your grade / advisory or every class
 - d. Setting goals in advisory (per semester)
 - e. Uploading throughout the year and quarter uploading/reflections
 - f. Make sure everyone who has students create them is aware of upcoming responsibility to do so
 - g. Make sure VO orientation builds it into curriculum
2. Advisory students expectations
 - a. Tracking grades
 - b. Setting up SST's
 - c. Parent/teacher conferences
 - d. Study hall assignments
3. Digital Citizenship Lessons (Each Grade Level: Who does what?)
4. MAP (minimum day) for English / MDTP in math

Fall:

1. Have all new students setup digital portfolios
2. Parent/teacher conferences
3. Upload and score digital portfolio (end of quarter 1)
4. Study hall prep for students
5. CFA administration and scoring
6. College talk with freshman-seniors (FAFSA / Transcripts / Entrance exams for college)
7. Remind/sign up for ELD standard staff presentations
8. Run report on D's and F's and schedule SST's

Winter:

1. Advisory student review completion in staff meeting (SST's before end of semester)
2. MAP winter in English/Math during finals
3. Upload and score digital portfolio with semester 1 reflection completed (end of semester)
4. Run report on D's and F's and schedule SST's

Spring:

1. Digital portfolio goals review and new goals setting
2. Advisory student review completion in staff meeting (end of quarter 3)

3. SBAC/ Science Test
4. Seniors Meeting with Delta counselors
5. PGP Week
6. Senior Night
7. Run report on D's and F's and schedule SST's

End of year:

1. Final scoring of digital portfolios / year end student reflections (advisory)
2. Modified schedule scheduling / school events
 - a. Digital portfolio upload days (Friday back: similar to test schedule to let kids go at 1:30 instead of 2 to do the goal setting / 1st / 2nd / 3rd / 4th)
 - b. Parent/teacher conferences
 - c. MAP days (minimum in fall or full MAP day) / Digital portfolio
 - d. CFA Days *
 - e. Student government days
 - f. SBAC minimum days (make it so they do self scoring assessments one year and performance task the next for 9th/10th)
 - g. PGP week
 - h. Senior Night scheduling
 - i. Digital portfolio scoring day
3. Transcript review with all students in advisory
4. Summer school: Review with freshman academy teachers Digital Portfolio
5. Run report on D's and F's and schedule SST's