

The Tuesday Takeaway

Tuesday, August 6

Welcome back to the *Tuesday Takeaway*, Mapleton's weekly e-newsletter distributed to all district staff.

The *Tuesday Takeaway* is designed to be a quick-hit-style newsletter with stories most pertinent to employees at the top and stories including student celebrations toward the middle. If you scroll toward the bottom, you will find information relevant to specific employee groups, such as important updates from Teaching and Learning for teachers.

If you have an idea for a story, like one about your school, students, or department, [please send it our way!](#) We'll do our best to fit them in an upcoming issue.

Opening Day - Wednesday, Aug. 7

Our Opening Day celebration will be held tomorrow, Wednesday, Aug. 7, at the Mapleton Arts Center on the Broadway Campus. **Buses will pick you up from your school/department beginning at 7:40 a.m.** The bus schedule is below. **Our program will begin at 8:30 a.m.**, and buses will return you to your building by 11 a.m. To make the most of our time together, we will forego the traditional staff barbecue and instead deliver boxed lunches to each location, allowing you more time to meet and plan in your building.



Important updates from your IT Team

Mapleton has moved to Webex Calling

In case you missed it over the summer, the district has moved to Webex Calling, a cloud-based phone system. If you haven't done so already, you will need to reset your office phone PIN to a 6-digit number and re-record your personal greeting message. [Click on the WebEx Calling link in the Cisco Phone section here for instructions](#) on how to do that.

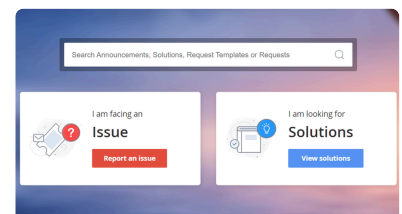
There are a few perks to the phone system upgrade. First, staff can continue to reach each other within the district by using the recipient's 4-digit extension, and we no longer need to dial an '8' when making a call outside the district. For long distance calls, dial the 10-digit number of the person you are calling, just like placing calls on a cell phone.

Voicemails will now be transcribed into text that will appear in your email. These messages will come from webex_comm@webex.com. You will still need to delete the message from your desk phone or the WebEx app. And you can access your office phone through your cell phone or computer by installing the Webex mobile app on your phone and a similar app on your computer.

*Also, an important note on phones: Do **NOT** move your office phone on your own to another room, as each phone's extension is tied to a specific location for emergency response. If you need to move your phone to a location outside its current room for any reason, put in a Help Desk ticket for IT to do it for you.

How do you create a Help Desk ticket?

You can create a Help Desk ticket in a couple of ways. The first method is to send an email to helpdesk@mapleton.us and include as much detail as you can about your request.



You can also enter a ticket by going to the [online Staff and Student Helpdesk](#). Once on the homepage, select "Issue" by clicking the red button. On the next page, create an incident by filling in as much information as possible, including the specific category of help you need. Click "Add Request" at the bottom to officially submit your ticket.

To try and troubleshoot a problem on your own, click "Solutions" on the home page. Clicking that blue button will take you to a page with different instruction sheets.

How to change your computer password

In preparing for the school year, it is a good time to review our Board Policy GBEE: Staff Use of Internet. Passwords are one crucial element of this policy. Starting this afternoon, if you haven't changed your password within the last 90 days, you will be prompted to do so. Below is the Password section from Board Policy GBEE.

Passwords

Accounts must be protected as follows:

- All accounts, including accounts within major applications, must have a password.
 - Passwords must not be inserted into email messages or other forms of electronic communication.
 - All user-level passwords must conform to the following strong password requirements
 - A strong password contains a minimum of eight (8) to fourteen (14) characters in length.
 - Have at least one numeric or symbol
 - Be significantly different from prior passwords
 - Not contain your name or user name
 - Not be a common word or name
 - Passwords should never be written down or stored online unless they are encrypted using a district-approved encryption method.
 - Passwords must be changed at least every 90 days.
 - Passwords must be changed immediately if guessed by a password cracker or seen by another person even partially and must not be given to anyone.
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It's picture time for new staff badges

Ready for your close up? It's time for new staff ID badges.

All employees not affiliated with a specific school will get their pictures taken and receive new badges tomorrow, Wednesday, Aug. 7, at Global Leadership Academy's John Dewey Center, any time between 12:30 and 4 p.m.

Returning employees assigned to schools will receive their new badges on their school's first picture day. Until then, these staff members should use their badges from the previous school year.

Help us promote preschool in Mapleton

As you meet new families at your back-to-school events, please remind families with young children to consider the possibility of preschool in Mapleton. Mapleton serves 3 and 4 years olds in our preschool program, giving all students the best start to their educational career.

You can [find more information here](#).



Welcome, new Mapleton teachers!

Last week, 95 educators were officially welcomed to the Mapleton family during New Teacher Orientation. This was an opportunity to learn about our district and values, build connections with fellow staff, and prepare for the school year ahead.

Whether new to the profession, or joining us from school districts near and far, our new teachers are bringing an abundance of expertise, leadership, and enthusiasm to our schools and classrooms. Thank you for choosing Mapleton! We are so thrilled to have you with us!

Upcoming Events

Wednesday, Aug. 7 - Opening Day, 8:30 a.m. at the MAC

Wednesday and Thursday, Aug. 7 & 8 - Professional Development Days

Friday, Aug. 9 - Teacher Work Day

Monday, Aug. 12 - Instructional Work Day

Tuesday, Aug. 13 - Orientation Day, first day of school for grades 1-7 and 9

Wednesday, Aug. 14 - First day of school, grades 8, 10 and 12

Wednesday and Thursday, Aug. 14-15 - Kindergarten start days

Monday, Sept. 2 - Labor Day

Thursday, Sept. 5 - Campus POW/MIA 9/11 Ceremony, DiTirro Stadium, 10 a.m.

Friday, Sept. 20 - [Mapleton Education Foundation Gala](#)



Tuesday Takeaway Call for Submissions

Let's brag about it! Is something happening in your school that you would love to highlight or "show off?" We know you are awesome, so let's celebrate it! Please submit a paragraph and pictures detailing your good news to communications@mapleton.us.

Email: communications@mapleton.us

Website: <https://www.mapleton.us/>

Location: [7350 Broadway, Denver, CO 80221, USA](#)

Phone: [303.853.1000](tel:303.853.1000)

Facebook: [facebook.com/MapletonPublicSchools](https://www.facebook.com/MapletonPublicSchools)

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