



Staff Update

March 23, 2018

Better Today than Yesterday, Better Tomorrow than Today.

GROWTH

### **Test Video**

IF YOU HAVEN'T WATCHED THE TESTING VIDEO YET PLEASE DO SO!!  
PRINT THE CERTIFICATE! I had to type my email and click forgot  
password to get in. ;)

**[HERE IS THE LINK](#)**



### **Grateful**

J.W. Grows was amazing! I am so grateful for how open minded you are all,  
how willing you were to learn and share new things. Wednesday was an  
amazing day!

### **April Staff Meetings**

**Friday, April 13th**-Math PD

**Wednesday April 25**-IGNITE

First Grade Team-Class Kick  
 Gail and Kelsey-Break Out EDU  
 Kelly VanFleet

**Wednesday, May 9**-NEW ELA Standards Roll Out--Dana and Cheri

## State Testing Calendar

### JWR State Testing Schedule Spring 2018

<b>Monday (4/2/18)</b> <i>ELA Testing Window Opens</i> 4th ELA Part 1 (AM)	<b>Tuesday (4/3/18)</b> 3rd ELA Part 1 (AM) 4th ELA Part 2 (PM) *EL DATA TEAM 1st and 2nd in AM	<b>Wednesday (4/4/18)</b> 3rd ELA Part 2 (AM) 5th ELA Part 1 (PM) ***EL DATA TEAM 3rd and 4th in PM	<b>Thursday (4/5/18)</b> 5th ELA Part 2 (AM) 3rd, 4th & 5th ELA Makeup Tests (PM)	<b>Friday (4/6/18)</b> 3rd, 4th & 5th ELA Makeup Tests
<b>Monday (4/9/18)</b> <i>Math &amp; Science Testing Window Opens</i> 5th Math Part 1 (AM) 5th Math Part 2 (PM) Abdulrahman 5J w/interpreter Omar 5A w/interpreter	<b>Tuesday (4/10/18)</b> 3rd Math Part 1 (AM) 3rd Math Part 2 (PM) Sondos 3M w/interpreter Shahad 3M w/interpreter	<b>Wednesday (4/11/18)</b> 4th Math Part 1 (AM) 4th Math Part 2 (PM) Tamano 4J/M w/interpreter Taha 4Y w/interpreter Orouba 4Y w/interpreter	<b>Thursday (4/12/18)</b> 3rd, 4th & 5th Math Makeup Tests	<b>Friday (4/13/18)</b> 3rd, 4th & 5th Math Makeup Tests
<b>Monday (4/16/18)</b> 3rd, 4th & 5th Math Makeup Tests	<b>Tuesday (4/17/18)</b> 5th Science Part 1 (AM) 5th Science Part 2 (PM) Abdulrahman 5J w/interpreter Omar 5A w/interpreter	<b>Wednesday (4/18/18)</b> 5th Science Makeup Tests	<b>Thursday (4/19/18)</b> 3rd, 4th & 5th Makeup Tests	<b>Friday (4/20/18)</b> <i>ELA Testing Window Closes</i> 3rd, 4th & 5th Makeup Tests
<b>Monday (4/23/18)</b> 3rd, 4th & 5th Makeup Tests	<b>Tuesday (4/24/18)</b> 3rd, 4th & 5th Makeup Tests	<b>Wednesday (4/25/18)</b> 3rd, 4th & 5th Makeup Tests	<b>Thursday (4/26/18)</b> 3rd, 4th & 5th Makeup Tests	<b>Friday (4/27/18)</b> <i>Math &amp; Science Testing Window Closes</i>

#### Additional Information

- Testing will begin at 9:15am each day. Each part of the ELA test is 90min. Each part of the math and science is 75min.
- Students not testing with their homeroom or small group on test day please send to office.

## Absences

**IF you are not at JWR on a normal scheduled work day, you are absent.**

**IF you are absent, you need to complete 2 processes prior to your absence:**

**1. AESOP. Even if you don't need a sub, you MUST complete the absence.**

**2. Employee Access Center...formerly HR. You must enter the absence.**

**IF you have trouble entering either process, please contact the office. We'll help you.**

### **Mental Health and Wellness Data Team Coming Soon-April 18th**

Lisa Sullivan, Jeff Williams, Eric Gulley and I have an IDEA!!! We want to try out holding Mental Health and Wellness Data Team Meetings. So...

1. We will pilot Mental Health and Wellness Data Team on April 18th during your planning
2. Here is the agenda:
  - a. Celebrations
  - b. Concerns
  - c. Who can we discontinue from services or who needs to move to 1:1
  - d. Review Panorama Data
  - e. Discuss how your Mental Health and Wellness team can support you

### **Field Trip Process**

#### **FIELD TRIP PROCESS**

-GET PACKET FROM OFFICE/MRS. MANKIN

-HAVE YOUR FIELD TRIP SPECIFIC PERMISSION SLIPS SIGNED AND RETURNED TO SCHOOL

-THE PERMISSION SLIPS ON FILE DO NOT COVER ANYTHING BUT LIBRARY NEXT DOOR.

-STUDENTS CANNOT GO WITHOUT 'SPECIFIC TO THIS FIELD TRIP' PERMISSION SLIPS, SIGNED BY A PARENT/GUARDIAN.

-IF LUNCH WILL HAPPEN ON YOUR FIELD TRIP, PLEASE INCLUDE THE FOLLOWING ON YOUR PERMISSION SLIPS:

“Any student can receive a school lunch on the field trip. A boxed lunch costs \$2.50, reduced lunch is 40 cents, Free lunches are FREE.

If you want your child to receive a school lunch, please check here\_\_\_\_\_ and write their lunch/ID number here\_\_\_\_\_. Lunch money owed will be deducted from student lunch accounts.”

THE CAFETERIA WILL NEED A ROSTER OF CHILDREN RECEIVING A LUNCH WITH ID NUMBERS NO LESS THAN ONE WEEK PRIOR TO FIELD TRIP.

### **CLINIC**

GIVE NURSE TWO WEEKS WRITTEN/EMAIL NOTICE TO PREPARE MEDS AND FIRST AID.

### **CAFETERIA**

GIVE ARAMARK STAFF TWO WEEKS WRITTEN NOTICE TO PLAN AHEAD FOR BOXED FREE LUNCHES OR NO LUNCHES. AN ENTIRE GRADE LEVEL OUT AFFECTS THEIR ORDERING.

### **TRANSPORTATION**

FILL OUT FIELD TRIP REQUEST. THIS MUST INCLUDE ALL VERIFIED PAYMENT SOURCE INFO.

SUBMIT COMPLETED REQUEST PAGE TO PRINCIPAL FOR APPROVAL, who will note payment source, sign and pass back to Mrs. Mankin. Contact Lori Bruce for transport cost estimate.

FIELD TRIP REQUEST THEN GOES TO PAYMENT PROCESSING, A PURCHASE ORDER NEEDS TO BE CREATED.

MRS. MANKIN PUTS IN A REQUEST FOR TRANSPORTATION BASED ON FIELD TRIP REQUEST. THIS SHOULD BE DONE AT LEAST TWO WEEKS PRIOR TO FIELD TRIP...SOONER IF YOU WANT A SHOT AT THE LIMITED BUSES AVAILABLE.

### **CONFIRMATION**

TEACHER IN CHARGE WILL GET A CONFIRMATION EMAIL THE WEEK BEFORE THE FIELD TRIP.

OTHERWISE, SEE MRS. MANKIN TO CONFIRM THAT REQUEST HAS BEEN MADE.

### **VOLUNTEERS**

Volunteers will need to get volunteer badges by going online to Hilliardschools.org well in advance. They go online to hilliardschools.org, click parents tab, click volunteer and follow instructions. No appointment necessary, it's all done online and comes to the parent by mail.

Teachers can check the volunteer list before field trips to verify who has current volunteer badges. Go to the Insider, Click 'Staff Directory' at the top, then Download 'volunteer list' at the top of that page.

### **DAY OF FIELD TRIP**

- PICK UP MEDS AND FIRST AID BAG FROM NURSE.
  - PICK UP LUNCHES IF APPLICABLE FROM CAFETERIA
  - COMPLETE HALF PAGE ITINERARY AND ATTACH TO AN ATTENDANCE ROSTER (MRS. MANKIN WILL PRINT THESE UPON REQUEST PRIOR TO THE DAY OF THE FIELD TRIP).
- HAND THIS TO SECRETARY ON YOUR WAY OUT THE DOOR TO FIELD TRIP.  
HAVE A GREAT TIME AND BRING BACK WHAT YOU HAVE ALL LEARNED!

### **No Photo List**

Please be diligent about the NO PHOTO LIST.

Your kids who are not allowed to be photographed NEED TO KNOW THIS!!!  
Please don't keep it a secret from them.

If you have a NO PHOTO student in your classroom you will need to make sure your NO PHOTO sign is hanging by your door AND make sure the folder with the name of NO PHOTO kids is in the clear container. ALSO INDICATE THE NAMES OF NO PHOTO STUDENTS IN SUB PLANS!

### **What's on the calendar:**

**PLEASE SEE TESTING SCHEDULE ABOVE!**

**PLEASE NOTE CHANGE IN EL DATA TEAM DATE FOR 1st and 2nd**

March 30-No School

April---BE PREPARED FOR A TORNADO DRILL, FIRE DRILL and RAPID EVACUATION (RUN)

**April-NO R FACTOR ASSEMBLY THIS MONTH**

April 2-PTO 6:30 PM

April 4-3rd and 4th Grade EL Data team IN THE PM---ANNA CAN YOU GET A PM FLOATING SUB?

April 12-EL Data Team for 1st and 2nd ---Dana Needs a ½ day AM Sub

April 13-Staff Meeting 8 AM

April 14th-PTO CRAFT SHOW 9am-3pm

April 16-60th Anniversary Meeting 3:30PM

April 18-Mental Health and Wellness Data Team

PreLAS Day

April 19-Last Day of Power Hour

April 25-Staff Meeting 8 AM-IGNITE

April 27-Data Team Leaders 8 AM

LAST JW YOUiversity Day for 17-18 School Year

April 30-R Factor Team Meeting 8 AM

April 30-May 4-Staff Appreciation Week