



Staff Update

May 10, 2019

Better Today than Yesterday, Better Tomorrow than Today.

PURPOSE

Grateful

1-**Cathy and Regina**--The way they adjust their room to the needs of kids and help their kids feel included is incredible...did you know that Regina brought in her old necklaces and jewelry for the kids in her room to choose a Mother's Day gift for their moms? WHAT?!?!?

2-**All of our HILLIARD U presenters!**--I am so grateful that this staff shares their knowledge with others. This is such a great way to grow as leaders too! T

3-**Sarah and Whitney G**----Sarah and Whitney gave away their subs to others who needed assessment days! THANK YOU SO MUCH!!!!

4-**Teachers covering for Ramadan**-I am beyond touched at the POWER OF THE TEAM you showed by signing up for Ramadan coverage for students who are fasting. Thank you to Cheri for organizing this and thank you to everyone who signed up to cover!

Elementary Progress Report Processing

3rd Marking Period – 2018-2019

Contact for Support: Bldg. Tech Teachers (procedural issues)

Bldg. Secretaries (student list adjustments)

****Teachers Responsible for Grading:**

- Teachers may begin to enter marks and comments through May 24, 2019

By Monday, May 20

****Teachers Responsible for Grading:**

- Generate Progress Reports as PDF file and review for accuracy (this may be done earlier)
- Make any changes necessary

Friday, May 24

Tech Dept:

- Close Teacher Access Center for mark entry at 11:59 p.m.

****Teachers Responsible for Grading:**

- **LAST DAY** to enter marks for Progress Reports

Tuesday, May 28 – Wed. May 29

Principals:

- Enter comments in eSchoolPLUS for students (if desired)

Thurs, May 30 - Friday, May 31st

Bldg Secretaries:

- Be sure that the Interval Total Calculation for attendance has been run.
- Generate a PDF file (print progress reports) for all students and review for accuracy.
- Print Progress Reports for students whose parents requested hardcopy.

Friday, May 31st

Tech Dept:

- Send email alert to elementary parents indicating progress reports are available in Home Access
- Progress Reports Posted in Home Access at 2pm.

****Bldg Secretaries/Teachers:**

- Distribute hard copy Progress Reports to appropriate students.

**** These items need to be communicated to the teachers by the building principal.**

Library Updates

May

15th: last day to check out books

May

17th: all books due

May

20: MC closes for the year

May

21, 22: iPad collection

(Please sign-up if you have not)

May

21, 28-31: Inventory of all MC materials, staff, students, technology, etc.

Class Placement

We will be completing cards at the staff meeting ON FRIDAY. Here is a [copy of the criteria](#) that we use to determine whether a student is high ave, ave, low ave, or far below ave. Please use that info to determine which students fall into which category.

Please be sure to have the cards COMPLETED no later than Wednesday, May 13th. We will get a jumpstart on organizing the cards and then finish at the staff meeting on May, 17th.

Board Meeting on May 13th

The district will be recognizing us at the May 13th Board of Education Meeting at 6:30PM at BROWN ELEMENTARY SCHOOL. Feel free to attend but DO NOT feel obligated to attend!

JW YOUiversity

[Round 3 K-2A](#)

[Round 3 K-2B](#)

[Round 3 3-5A](#)

[Round 3-3-5B](#)

R Factor Lessons

Please remember to sign up on the work room door for a time for the HERO to come and give your class the quiz for the final badge!

What's on the calendar:

May 10-Staff Meeting Class List Prep Meeting 8am
JW YOU Round 3 Week 3

May 13-Board of Education Meeting-Hall of Fame School Award Presentation at BROWN 6:30

May 14-Media Tech Planning

May 17-Staff Meeting-Class Lists 8am

May 21-Spec Ed Dept Meeting 8am
5th OSU Field Trip

May 22- 4th State House Field Trip
K Fancyburg Park Field Trip
Title Data Team-1-3:30 PM

May 23-5th Grade OWU Field Trip
May 24-Field Day

May 27-NO SCHOOL

May 29-Field Day RAIN DATE

May 30-5th grade party 11:30

5th grade recognition 7:00PM

May 31-LAST DAY

K Celebration 12:45

5th grade clap out 3:15