



Staff Update

May 13, 2016

1. Put your family first.
2. What makes you ELITE?
3. Stay above the line.

Final Staff Meeting of the Year

May 18th at 7:45am in the Media Center is our FINAL STAFF MEETING OF THE YEAR. We have a lot to do so please be prompt on Wednesday.

Supply Lists

Please get with your team to create a school supply list for 2016-2017. Please submit those to Karen and Anna by May 20th.

Evacuation Drill

REMIND YOUR STUDENT TO BE SILENT DURING AN EVACUATION!!!!

Here are a few things we discussed with all of you and your classes regarding "RUN" evacuation drills.

Kindergarten, there are still 2 classes we need to get with. We will come by tomorrow or Wednesday.

1. Discuss Evacuation Drill with each grade level.
 - Why would we need to evacuate?
 - How will you know when to evacuate/when to RUN? Discuss various locations they may be at in the building. (Lunch, Specials, etc....)
 - How do we RUN/exit the building. (Not holding doors, Not lining up, walking/running quickly
Not running over people, go out windows if you can) Let them know what they SHOULD do

instead.

-What exit/door do we run out of? How will we know?

-Where do we run to?

-How far/long should we run?

2. Do a WALK-THROUGH. Walk through and discuss as we go. Take kids outside to see what options they might regarding where to run. Identify places to run.

3. Practice a PRACTICE DRILL. Give the signal "RUN"....and let students go. For the PRACTICE DRILL we can identify a place for them to run to. (Baseball diamond, Gaga Pit....etc)

4. Have teachers discuss how the drill went with individual classes giving them a Q&A time. (LET STUDENTS ALSO KNOW THAT WE WILL BE DOING THIS SAME TYPE OF EVACUATION DRILL (walking quickly, not running) DURING FIRE DRILLS, with the exception of lining up outside with their class).

5. As a grade level, try to practice together twice a week.

Just wanted to let you all know that we are having the kids "RUN" when it is evacuation only. During a Fire Drill, the kids are NOT lining up, and walking quickly, NOT a full out run. Also, we want to be sure that you guys practice the Hide (barricade) and Fight (identifying objects to throw).

Medical Alert

While on field trips, students who take daily medication at school and/or have emergency medications ***must be grouped with their teacher or other staff member.*** The medication must, at all times, accompany the student for prompt access, as needed. Parent volunteers cannot be responsible for these medications. The only exception to this is if the student is grouped with their own parent or guardian, who would then be responsible for carrying and administering the medication.

Teachers with students who have daily/emergency medications need to have taken the medication training module, which can be found on Canvas. If you have any questions or need to review any medication administration procedures, please see the School Nurse.

One2One Pilot Program

As part of our One2One Pilot Kelly Riley and Lauren Davis will be offering special summer academy full day classes just for J.W. and Avery teachers. I encourage you all to attend both sessions if you are available. You can receive a COI day swap for these classes and they are for CEUs as well. The first class is **June 13th** and the second class is **August 1.**

T-shirts for Next Year

R5 is "Make a Difference"-Tim Kight will be training us on R5 at Convocation in August. That is the inspiration for our staff shirts. You can order now. The online store will be open until August 1st. Orders won't be printed until the store closes. We will have our shirts by August 10th.

<https://jwreasonstaff.itemorder.com>

Movement Church

Mark Artrip and members of the Movement Church, spent May 1st mulching and landscaping all around our school. If you have time to write Mark and quick thank you, I'd love to send those to him by the end of next week.

End of the Year Data Teams

The amazing Anna Deri put blue and pink sheets in your mailbox to be filled out. You need to have these completed by 1/2 day data teams. Fifth grade will not fill out student profile sheets. The only thing that will be sent to 6th grade will be the spring F and P running record sheets. I will let you know soon how those will be sent over once I hear from Jennifer Adams. Fifth grade yellow folders will need to be purged so that we can recycle those folders for next year.

Here is a reminder for the data teams:

May 24th

Am - 5th

PM - 2nd

May 25th

Am - 4th

May 26th

AM - 3rd

May 31st

AM - 1st

June 1st

All day - K

This year you will circle if the student is **gifted, high average, at, low average, or far below average**.

This is for **academics ONLY!**

If a child is **high average** in reading but is considered **at** for math then I would circle **at**. We will know based on the F and P level how to instruct that child as a reader. We need to think about how the child performs overall academically. Go with your gut and don't over think it. The same scenario would go for math high average but at for reading. Also consider writing, for example if they are a high average reader but only at for writing then that is important to take into account. Also, any clarification can be explained in the comments. We are really trying to avoid having a huge range of needs to instruct in the classroom. If we cluster appropriately we have closer instructional bands and it will make it more manageable to meet and grow all of our students.

If you have any questions please feel free to ask Jacki, Amanda or Tonya. Have a great rest of the week everyone!

Progress Report Timeline

<p><u>Monday, May 9th</u></p> <p>Bldg Secretaries:</p> <ul style="list-style-type: none"> • Run Scheduling Synchronization • Student schedule changes must rerun after change is made <p>**Teachers Responsible for Grading:</p> <ul style="list-style-type: none"> • Check Comp list in TAC for accuracy. Report any discrepancies to the office secretary.
<p><u>Wednesday, May 11th</u></p> <p>Tech Dept:</p> <ul style="list-style-type: none"> • Open Teacher Access Center for mark entry (8:00 a.m.) <p>**Teachers Responsible for Grading:</p> <ul style="list-style-type: none"> • Teachers may begin to enter marks and comments through May 31, 2016
<p><u>By Friday, May 27th</u></p> <p>**Teachers Responsible for Grading:</p> <ul style="list-style-type: none"> • Generate Progress Reports as PDF file and review for accuracy (this may be done earlier) • Make any changes necessary
<p><u>Tuesday, May 31st</u></p> <p>Tech Dept:</p> <ul style="list-style-type: none"> • Close Teacher Access Center for mark entry at 11:59 p.m. <p>**Teachers Responsible for Grading:</p> <ul style="list-style-type: none"> • <u>LAST DAY</u> to enter marks for Progress Reports
<p><u>Wednesday, June 1st – Thurs. June 2nd</u></p> <p>Principals:</p> <ul style="list-style-type: none"> • Enter comments in eSchoolPLUS for students (if desired)
<p><u>Thursday, June 2nd</u></p> <p>Bldg Secretaries:</p>

- Generate a PDF file (print progress reports) for all students and review for accuracy.
- Print Progress Reports for students whose parents requested hardcopy.

Friday, June 3rd

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 hardcopy Progress Reports to appropriate students.

Personal Leave

With warm temperatures on the way, I thought we should remind you that no more than five percent (5%) of the certificated staff within a particular building will be granted a personal leave day on the same date. This information comes out of the negotiated agreement, page 35, Article 27.05.e.

On average, the following number of staff may be out for personal leave on the same day:

- Elementary - 3
- 6th Grade - 3
- Middle - 3
- High – 5

CALENDAR INFO BELOW!!! DID YOU READ THE ENTIRE UPDATE?

What's on the calendar:

May 16-5th grade to the Riffe Center for See Kids Dream

May 17-5th grade to the Trampoline Park

May 18-Staff Meeting 7:45am

May 24th-5th grade in the AM
2nd grade in the PM

May 25th-4th grade in the AM

May 26th-3rd grade in the AM

May 27-Field Day

May 30-No School

May 31st-1st grade in the AM

June 1-Kindergarten ALL DAY Data Team

June 2-Class Parties

June 3-Last Day and Clap Out

