



Staff Update

May 20, 2016

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

Attendance Info

Please let Karen know if you receive attendance information from home. When parents send a note to you, Karen will need a copy so she doesn't also call them the day the student is marked absent.

Laptops

Check out laptops must be returned before the end of the year. Critical updates will be installed on all Mac laptops and desktops this summer.

DMA Correction

CO has retracted an email regarding what needs to be put into TAC. **ALL sections of the DMA need to be in TAC.** That includes Measurement/Data and Geometry.

Amanda will put another DMA flow chart in your mailboxes for confirmation of this information.

Warehouse Schedule

Warehouse Procedures

1. Schedule an appointment with Gary Heyder, he has designated Tuesday and Thursday for visits.
2. The warehouse hours are 7a – 3:30p. Elementary staff are encouraged to make visits before the school day.
3. Report to HR to check in.

4. Once you find an item or items, fill out a Work Order to have the item relocated to your building.
5. If after 2 weeks of visiting the warehouse; if you have not filled out a work order, your item(s) will be made available for other staff.
6. Delivery date of items will be at the discretion of the Warehouse Coordinator. Do not expect it to be the next day.

Warehouse Schedule

The Warehouse will be closed during the month of July.

Library

The last day to check out library books is TODAY.

Field Day Duty Schedule UPDATED 5/20/16

| | |
|---|-----------------------------------|
| Cheri | Jenkins---Webb |
| Amy | Humm ----Jones |
| Stephanie | Jeckavitch ---Jurist |
| Gaye | Sullivan---Jump |
| Tim | Callif----Zawisza |
| Jane ***Jane will cover Younkin at 12 for lunch | Floater and cafeteria 11:30-12:30 |
| Rachel *AM only she is going to SDE at 12:00pm | DeGennaro----Younkin |
| Brittany A. | Lairson----Allen |
| Eric | Ells--- (12:00 cafeteria) |
| | |
| Shannon | Noland ----Davell/Buelow |
| Sarah | VanVleet---Lough |
| Becky | Geckeler--- Morris |
| | |

Field Day

Please continue to communicate field day info to families. We will get a flyer out to everyone to send home, too.

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>

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

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|--|
| <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> <ul style="list-style-type: none">• Generate a PDF file (print progress reports) for all students and review for accuracy.• Print Progress Reports for students whose parents requested hardcopy. |
| <p><u>Friday, June 3rd</u></p> <p>Tech Dept:</p> <ul style="list-style-type: none">• 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.

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

What's on the calendar:

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