



Staff Update

May 27, 2016

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

Check Out

Info is going in to your mailboxes regarding check out. Please complete all check out duties by the last day of school.

Year End iPad Clean Up

As a reminder, all work on student iPads must be completed (and backed up to Google Drive, if applicable) before Memorial Day.

If you house iPads in your room currently, you will be responsible for ensuring that the iPads are ready for next year. Here is a [schedule](#) on which you can sign up for help with this from the students in the Tech Support Club. The tech teachers have also created a [Slides presentation](#) you can use with your class if you would prefer to do this without the assistance of the Tech Support Club.

Please let Kelly Riley know if you have any questions or concerns.

Summer Hours for School

If you are NOT MOVING ROOMS you need to turn your keys in on the LAST DAY OF SCHOOL—June 3!
If you ARE MOVING ROOMS you need to turn your keys in by JUNE 7th!

The building will be off limits to everyone from July 1-July 28.

YOU MAY COME IN AND GET YOUR KEYS ON JULY 29th and begin working in your rooms.

We are not trying to be mean, but Jerry, Ken and Stacey have a lot of work to do to get the building ready for the start of the school year and we need to give them time to get everything accomplished.

Thank you!

Taking Care of This Moment Awards

Please take a moment and nominate ONE STUDENT for Dolly's Taking Care of This Moment Award. Here is the link-

https://docs.google.com/a/hilliardschools.org/forms/d/1JebfQD_5p1_STyqf1Mr0D_HeuEbaBLWxxN10Da3qwzo/viewform

Yearbooks

1-Teachers please come by the office to pick up your yearbook.

2-Please let your students know:

We have some extra yearbooks to sell in the office, first come first served. Please do not send students to the office right after the tardy bell, wait about 20 minutes or send them later in the day.

Yearbooks are \$14.00 each. They can pay cash with exact change or by check payable to HR IMAGING.

We will keep it to 1 per student unless we have some extra after we are done selling.

Thanks!

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.

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.

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

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>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 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

June 13-One2One Training with Kelly Riley!!!