



Staff Update

November 10, 2017

Better Today than Yesterday, Better Tomorrow than Today.

GROWTH

What's on the calendar:

November 11-PTO Sponsored Craft Show-9AM-3PM

November 13-Title Data Team

November 14-Gifted Data Team AM---gifted cluster teachers please get ½ day subs

November 15-21-SCHOLASTIC BOOK FAIR

November 16-Nasty's Spirit Night

November 17-Data Team Leaders 8AM

November 20-Thanksgiving Play for the school-I'll start calling down at 10:15 (NOT USING ASSEMBLY SCHEDULE)

Thanksgiving Play for 2nd grade families-7PM

November 22-24-NO SCHOOL

November 27-Big Walnut Schools-Site Visit---more details to follow (we're a big deal)

Grateful

Today I am grateful for many things but here are a few:

1. Sarah Ferrall and Rachel Lowe for rocking a really hard meeting
2. Tasha Allen for stay WAY ABOVE the LINE during a tough meeting!
3. Grade level teachers for being so willing to share and take feedback during mini data teams this week.

[#jwgrows Challenge for December](#)

Here is [the link](#) that you can use to get to our spreadsheet. Right now just be sure that columns A, B and C are filled out and then we'll work to get observations scheduled for some time in December!

[Run, Hide, Fight](#)

Hi all. Please take some time over the next week to practice the RUN part of run, hide, fight.

BEFORE THE REAL PRACTICE, DO THE FOLLOWING:

1. Walk students outside FIRST and point out all of the places they could go if they ever need to run away from school.
2. Discuss that if you have to run from school you need to get far, far away
3. Explain that when we are running we can't stop if we drop something, or if our shoe comes off or even if a friend falls down. We just have to run away

You should also practice an actual RUN with the kids.

Here are the main things to remember:

- 1-kids do not wait for anyone-when told to run they get out of the school as fast as then can
- 2-STUDENTS ARE SILENT AS THEY RUN
- 3-Do not turn around for things they drop or even if a friend falls
- 4-designate a place for them to stop on the practice and then point to where they would go if this was real and they had to keep running.

Next week-we will do a practice RUN, weather permitting!

[Book Fair Info](#)

Book Fair dates: Wednesday, November 15th – Tuesday, November 21st

Browsing hours: Wednesday, November 15th 9:00-3:15 pm

Browsing hours: Thursday, November 16th 9:00 – 3:15 pm

Shopping hours: Friday, November 17th 9:00 – 7:30 pm

Shopping hours: Monday, November 20th 9:00 – 8:15 pm (Evening of the Thanksgiving Play)

Shopping hours: Monday, November 21st 9:00 – 11:00 am

[R Factor Lesson for Monday](#)

WOOHOOOO!!! TIM KIGHT IS COMING MONDAY, NOVEMBER 13th at 9:30. WE WILL RUN AN ASSEMBLY SCHEDULE!

[Procedures for New Students](#)

If seems like the procedures for new students is going well. Please give me feedback that you have to improve this process.

One thing I've noticed is that we need to make sure that as soon as we place the student in a permanent classroom that the permanent teacher calls the parent to welcome them officially to the class!

Box Tops

We are 1,000 Box Tops away from our goal!

Keep communicating about Box Tops with your students!! Thank you Whitney G for taking this on.

Progress Report Timeline

Elementary Progress Report Processing

1st Marking Period – 2017-2018

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

Bldg. Secretaries (student list adjustments)

By Friday, Nov. 17th

****Teachers Responsible for Grading:**

- Generate Progress Reports as PDF file and review for accuracy (this may be done earlier)
- Make any changes necessary, report issues to bldg secretary

Tuesday, Nov. 21st

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

Wednesday, Nov. 22nd - Tuesday, Nov 28th

Principals:

- Enter comments in eSchoolPLUS for students (if desired)

Wednesday, Nov 29 - Thursday, Nov 30

Bldg Secretaries:

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

Friday, Dec. 1st

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.

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

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!

Birthday Treats

Please be diligent about enforcing our new Food Guidelines that I handed out at our staff meeting.