



Staff Update

November 17, 2017

Better Today than Yesterday, Better Tomorrow than Today.

GROWTH

What's on the calendar:

November 15-21-SCHOLASTIC BOOK FAIR

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

December 1-Staff Meeting 8AM

December 4-PTO CANCELLED

December 6-Title MATH Data Team 2 PM

December 8-PTO Movie Night and Secret Santa Shop

December 13-K Data Team ½ day AM

December 15-Staff Meeting 8AM---IGNITE SESSIONS

Grateful

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

1. Melissa Miller for taking Amanda's class on Tuesday and part of Wednesday!
2. Michael Jenkins for teaching Kelsey's class Wednesday afternoon!
3. Tim Kight for coming to JW on Monday!

Visit from Big Walnut Schools

Big Walnut schools will be here on MONDAY, NOVEMBER 27th....poor planning on my part.

Anyway-we will NOT be on an assembly schedule for this day. If you are participating in the visits I have sent you a link to a google form. Please have that completed by TUESDAY, NOVEMBER 21.

They will be here from 9:15-11:00. Here is the schedule

9:15-Arrive at JW and I will do a short presentation with them in the media center

9:30-10:15-Classroom Visit

10:15-10:45-Kelsey, Lisa Sullivan, Michael and I will answer their questions in the media center

10:45-Depart

Coach Schedule

Starting after winter break Amanda and Lisa will no longer have to go to a once a week coach meeting. They will be meeting twice a month on Mondays!

R Factor Lesson for Monday

WE WILL NOT DO AN R FACTOR LESSON ON MONDAY, NOVEMBER 20th b/c we have the assembly for the Thanksgiving play and b/c it's a short week. When we return from break we will do the "Your R creates an E for Others" lesson!

#jwgrows Challenge for December

That you for filling out our spreadsheet. Here is [the link](#) that you can use to get to our spreadsheet if you still need to put your goal in. 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!

Santa Shop

The PTO is hosting a Santa Shop in Dec. 8. They will be giving you all some "Dolly Dollars" to give out to students in need. I told PTO that you could make it seem like certain students have EARNED the "Dolly Dollars" and that you'd be super sly about giving it to the right kids!

Gifted Referrals

This is a reminder that if you wish to refer any students for our January gifted testing window, the forms are due *no later* than **December 1st** -- 2 weeks from Friday. With the break coming up next week, I would suggest sending referral forms home *now* to parents if you wish to have a student tested in January.

There are referral forms in my mailbox, or you can download one here: <http://www.hilliardschools.org/wp-content/uploads/Gifted-Referral-Form-for-Small-Group-Testing.pdf>

Book Fair Info

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

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.