



### Staff Update

November 11, 2016

1. Put your family first.
2. Make the CHOICE to be ELITE
3. Feed the positive dog

### District Goals

1. Blended Learning –Assessment
2. Culture-R Factor and VBO
3. Personalization

**WHERE IS THE CALENDAR??? IT'S AT THE BOTTOM SO YOU ARE FORCED TO LOOK AT EVERYTHING!**

**Costco is COMING-Nov. 15 11:00-1:30**

*Take advantage of exclusive membership incentives offered exclusively for*

***JW Reason Elementary***

*See what you've been missing out on!*

*Costco Wholesale is the premier membership wholesale club offering a treasure hunt of high end merchandise at low prices. We're not just groceries! In fact, Costco members enjoy exceptional savings on electronics, home goods, appliances, furniture, clothing, fine wine, jewelry, Optical, Pharmacy, Hearing Aid Department and more!*

*Forms of payment: Visa, Check, any Debit Card, Cash \$55 or \$110 for a membership*

*Please contact Jennifer Gates to learn more about this exclusive offer: 614-733-5021 or email w01243mk02@costco.com.*

## **STAR TESTING**

It's hard to believe, but our second STAR testing window is right around the corner!! Below are some updates and reminders to ensure your testing goes well!!

∅ The 2<sup>nd</sup> Testing window will open on **November 14<sup>th</sup>**! Please plan to have your testing completed by **Tuesday, November 22<sup>nd</sup>** that will allow you November 28-30<sup>th</sup> for make-ups. It is very important that we test students within this window so that their data will be there for certain reports in STAR as well as in eSchool, and Performance Matters. The testing that happens between the windows for progress monitoring is not captured in these other spots. So *please make every effort to test earlier in the window allowing time for all of the exceptions that come along!*

∅ Remember that **ALL students in the district are given the same accommodations** of extended time on the Reading as well as both extended time and Audio for the math.

∅ Reminder that extended time does NOT mean unlimited time, so be sure you prepare your students for the fact that they will time out on certain questions. **When the little clock pops up, it's time to either pick an answer, or let it go and move on to the next question.** Remember that every student is guaranteed to miss multiple questions, that's how the system figures out the students' limits.

## **If you leave the building**

As a reminder, if you leave the building for any reason, please let the office know that you're leaving and when you return. There is a sign out sheet in the office and it's really nice if you would sign out on that sheet and sign back in. If you can't sign out or in, please email or call the office to tell Anna and Karen that you're leaving and when you return! I can't tell you how many times we search for people only to find out that they've gone somewhere! ☺

## EPR Timeline

### Elementary Progress Report Processing

1<sup>st</sup> Marking Period – 2016-2017

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

Bldg. Secretaries (student list adjustments)

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| <p><b><u>Thursday, Oct. 20 – Tues, Oct. 25:</u></b></p> <p><b>Bldg Secretaries:</b></p> <ul style="list-style-type: none"><li>• Run Scheduling Synchronization</li><li>• Students requiring schedule adjustments need to have this rerun after change is made.</li></ul> <p><b>**Teachers Responsible for Grading:</b></p> <ul style="list-style-type: none"><li>• Check Comp list in TAC for accuracy. Report any discrepancies to the office secretary.</li></ul> |
| <p><b><u>Wednesday, Oct 26<sup>th</sup></u></b></p> <p><b>Tech Dept:</b></p> <ul style="list-style-type: none"><li>• Open Teacher Access Center for mark entry (8:00 a.m.)</li></ul> <p><b>**Teachers Responsible for Grading:</b></p> <ul style="list-style-type: none"><li>• Teachers may begin to enter marks and comments through Nov. 22, 2016</li></ul>   |
| <p><b><u>By Friday, Nov. 18<sup>th</sup></u></b></p> <p><b>**Teachers Responsible for Grading:</b></p> <ul style="list-style-type: none"><li>• Generate Progress Reports as PDF file and review for accuracy (this may be done earlier)</li><li>• Make any changes necessary, report issues to bldg secretary</li></ul>   |
| <p><b><u>Tuesday, Nov. 22<sup>nd</sup></u></b></p> <p><b>Tech Dept:</b></p> <ul style="list-style-type: none"><li>• Close Teacher Access Center for mark entry at 11:59 p.m.</li></ul> <p><b>**Teachers Responsible for Grading:</b></p> <ul style="list-style-type: none"><li>• <b><u>LAST DAY</u></b> to enter marks for Progress Reports</li></ul>   |
| <p><b><u>Wednesday, Nov. 23<sup>rd</sup> - Tuesday, Nov 29<sup>th</sup></u></b></p> <p><b>Principals:</b></p> <ul style="list-style-type: none"><li>• Enter comments in eSchoolPLUS for students (if desired)</li></ul>   |
| <p><b><u>Wednesday, Nov 30 - Thursday, Dec 1<sup>st</sup></u></b></p> <p><b>Bldg Secretaries:</b></p> <ul style="list-style-type: none"><li>• Generate a PDF file (print progress reports) for all students and review for accuracy.</li><li>• Print Progress Reports for students whose parents requested hardcopy.</li></ul>  |
| <p><b><u>Friday, Dec. 2<sup>nd</sup></u></b></p> <p><b>Tech Dept:</b></p> <ul style="list-style-type: none"><li>• Send email alert to elementary parents indicating progress reports are available in Home Access</li><li>• Progress Reports Posted in Home Access at 2pm.</li></ul> <p><b>**Bldg Secretaries/Teachers:</b></p> <ul style="list-style-type: none"><li>• Distribute hardcopy Progress Reports to appropriate students.</li></ul>                     |

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

## What's on the calendar:

November 12-PTO Craft Show-9am-3pm

November 14-Weather Presentation from Channel 6 News for 2<sup>nd</sup> grade 10:45

November 15-Flyers Spirit Night

November 16-Title Data Team AM

November 18-Staff Meeting 7:45am

November 21-2<sup>nd</sup> grade Thanksgiving Play 10am performance for the school

7pm performance for families

November 22-ELL Data Team Day

November 23-25-No School

November 30-IMPACT TRAINING K-2 all day