



Staff Update

November 18, 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!

Progress Reports

When you are adding grades, don't forget to search "inactive students".

Please communicate with parents that progress reports will be available in the Home Access Center on December 2nd after 2pm.

2017-2018 School Calendar

The 2017-2018 School Year Calendar has been adopted by the Board of Education. Here is [the link](#).

EPR Timeline

Elementary Progress Report Processing

1st Marking Period – 2016-2017

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

Bldg. Secretaries (student list adjustments)

<p><u>Thursday, Oct. 20 – Tues, Oct. 25:</u></p> <p>Bldg Secretaries:</p> <ul style="list-style-type: none">• Run Scheduling Synchronization• Students requiring schedule adjustments need to have this rerun after change is made. <p>**Teachers Responsible for Grading:</p> <ul style="list-style-type: none">• Check Comp list in TAC for accuracy. Report any discrepancies to the office secretary.
<p><u>Wednesday, Oct 26th</u></p> <p>Tech Dept:</p> <ul style="list-style-type: none">• Open Teacher Access Center for mark entry (8:00 a.m.) <p>**Teachers Responsible for Grading:</p> <ul style="list-style-type: none">• Teachers may begin to enter marks and comments through Nov. 22, 2016
<p><u>By Friday, Nov. 18th</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, report issues to bldg secretary
<p><u>Tuesday, Nov. 22nd</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, Nov. 23rd - Tuesday, Nov 29th</u></p> <p>Principals:</p> <ul style="list-style-type: none">• Enter comments in eSchoolPLUS for students (if desired)
<p><u>Wednesday, Nov 30 - Thursday, Dec 1st</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, Dec. 2nd</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. <p>**Bldg Secretaries/Teachers:</p> <ul style="list-style-type: none">• Distribute hardcopy Progress Reports to appropriate students.

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

What's on the calendar:

November 21-2nd grade Thanksgiving Play 10am performance for the school
7pm performance for families

November 22-ELL Data Team Day and LAST DAY TO MARK PROGRESS REPORTS

November 23-25-No School

November 29-ELL Data Teams ALL DAY

November 30-IMPACT TRAINING K-2 all day

December 2-Data Team Leaders 7:45am

December 5-PTO 6pm

December 6 and 7-Blended Learning Walk-throughs

December 7-STAFF GROUP PICTURE 8:20am

December 9-STAFF MEETING IS CANCELED

December 13-K Data Team PM

December 14-Staff Luncheon from PTO

December 16-STAFF MEETING 7:45AM AND FINAL JW YOU for the first semester

December 20-Holiday Sing-Along 1:15pm

Holiday Parties 2pm

January 4-School Resumes