



Staff Update

October 13, 2017

Better Today than Yesterday, Better Tomorrow than Today.

GROWTH

What's on the calendar:

October 16-19-Conference Week
October 18-Conference Late Night
October 19-Five Guys Spirit Night
October 20-NO SCHOOL

October 25-THIRD GRADE ELA TEST
Picture Retake day
½ Day K Data Teams in the AM
October 26-THIRD GRADE ELA TEST
October 27-Data Team Leaders 8AM
JW YOUiversity-(Elem/MS/HS principals coming to visit)

October 31-EL Data Teams 1st grade and 2nd grade---Dana put in for an AM sub
November 1-EL Data Teams 3rd and 4th grade---Anna Deri will put in for an AM floating sub

Grateful

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

1. Everyone who stepped up for the many visits we've had this week.
2. That Jimmy Johns delivered food so fast!
3. Jim and Whitney for a great staff meeting on Wednesday!

Attendance

It is imperative that we have accurate attendance each and every day.

I have seen an increase in parents calling to tell me why a child is absent...who is not marked absent. This makes me very nervous because I have discovered missing children before when they are marked absent yet should be here according to the parent when I call home.

If a child is missing, but not marked absent, it won't be discovered until after school instead of in the morning. This could be tragic....very rare....but I'm sure we all agree we can't take any chance.

Please double check your attendance and remember that students should not be taking attendance or doing lunch count.

Anytime you have a correction or question, feel free to call me, send a note, or email me with no worries.

COI Day

Good afternoon everyone!

If you are going to be participating in COI DAY on Friday, October 20th, we are looking forward to having you for a great day of learning!

Click on this link to see our informational flyer regarding:

- offerings
- the overview agenda
- directions on how to get into PDEExpress, see the session schedule, & register for your sessions (registration due by Tuesday, October 17th)

https://docs.google.com/a/hilliardschools.org/document/d/1LvqgPXKXMUeRiOhD_V7qJH0STqk_fQmbSYZHLNBAZEz0/edit?usp=sharing

Field Trip To Do List

Field Trip to do list:

- 1- Please have your lunch count in by mid-day the day before the trip.
- 2- Touch base with our nurse about the field trip ASAP, a "to go first aid" bag needs to be prepared.
- 3- Pick up field trip rosters and itinerary sheets from Karen, she will print those. Take attendance on those and hand them to Karen on your way out the door on the day of your trip.

Restriction Passcodes

Here is the information about setting restrictions for Safari. Remember, just like with other restrictions we will only use this as necessary. 😊 If you do set the passcode please make it-4790

<https://m.imore.com/how-restrict-siri-airdrop-and-carplay-parental-restrictions-iphone-and-ipad>

Long Distance Calls

We can now make long distance calls from every phone in the school!

Box Tops

Thanks to Whitney Gorbett for coordinating our Box Tops!

Starting on October 23rd JWR will be collecting box tops. Our "power of the team" goal is to collect 5,000 box tops as a whole school before our November break.

If we reach this goal we will have a zoo visit. For every 50 box tops a class collects they will be able to vote for the animal they want the zoo to bring. Please send in all box tops with your students! Even after the school competition, we will collect box tops all year.

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)

Thursday, Oct. 19 – Tues, Oct. 24:

Bldg Secretaries:

- Run Scheduling Synchronization
- Students requiring schedule adjustments need to have this rerun after change is made.

****Teachers Responsible for Grading:**

- Check Comp list in TAC for accuracy. Report any discrepancies to the office secretary.

Wednesday, Oct 25th

Tech Dept:

- Open Teacher Access Center for mark entry (8:00 a.m.)

****Teachers Responsible for Grading:**

- Teachers may begin to enter marks and comments through Nov. 21, 2017

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.**

R Factor Details

Starting OCTOBER 9th we will **SWITCH TO OUR REGULAR SCHEDULE for Mondays!** We will now only use our alternate schedule for JW YOU days AND assemblies!

2nd grade is planning the lessons for Oct. 9---remember to check the JWRFactor Folder to see what you are teaching and prepare any materials you may need. 2nd grade is finalizing the plan at the special TODAY! Here is [the link](#).

Jim's Tech Updates

Hello all,

There is a **5 question student technology survey** that we need you to share with your students before 10/31. This data gives the tech dept. very valuable information to share with the community and guides our next steps as a district.

All 5 questions are Multiple Choice/Check the Box responses. Here are my recommendations for administering the survey:

K-2 students - 10 min. - Pull up eSchool on the projector, guide students to eSchool, tap "take survey". Go through each question as a class and then submit.

3-5 students- 5 min. - Guide students to link in eSchool. Students click "Take Survey".

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!

Coffee with the Principal

This event was a huge success. I will definitely be doing this again. Kindergarten coffee is October 17th!

Birthday Treats

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