



Staff Update

October 15, 2015

1. Put your family first.
2. What makes you ELITE?
3. Stay above the line

THE PARADE OF DOLPHINS

Are you gearing up for the PARADE OF DOLPHINS on Friday, October 23rd at 3:30? This is going to be EPIC. Music, points being awarded, and the crowning of the dolphin. Your team doesn't want to miss out!

504 and IEP Accommodations

If you have students with an IEP or 504 plan, please be sure to list their accommodations in your sub plans!

Green Learning Grants

[Click here](#) to learn more about the GREEN LEARNING GRANTS

Names of Students of Concern

Please email Karen Mankin with the names of any student who you notice being absent or late frequently. She and I keep very close watch on attendance but we need your help as we strive to be ELITE!

Elementary Progress Report Timeline

Elementary Progress Report Processing
1st Marking Period – 2015-2016
Contact for Support: Bldg. Tech Teachers (procedural issues)

Bldg. Secretaries (student list adjustments)

Thursday, Oct. 29th:

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, Nov. 4th

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. 18, 2014

By Friday, Nov. 20th

****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. 29th

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

Monday, Nov. 30th - Tuesday, Dec 1st

Principals:

- Enter comments in eSchoolPLUS for students (if desired)

Wednesday, Dec 2nd - Thursday, Dec 3rd

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. 4th

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.**

Vision and Hearing Screenings Coming Soon

October 26 for Kindergarten and 1st grade.

Staff Meeting Change

Dr. Marschhausen will be coming to JW to talk to us about the Culture Handbook. Therefore we will NOT have a staff meeting on Wednesday, November 4rd. Instead, we will have the staff meeting on Wednesday, October 28th at 7:45am.

Water

If you want to use our water cooler please pay \$30 to Anna or Karen.

CALENDAR INFO BELOW!!! DID YOU READ THE ENTIRE UPDATE?

What's on the calendar:

October 20- TOLLES 6-8:30pm

October 21-Staff Meeting-7:45am DATA TEAM

Kindergarten PILOT RELEASE DAY ALL DAY

TOLLES ORIENTATIONS #2-6:00-8:30pm

October 22- TOLLES 6-8:30pm

October 23-ELL data teams in the AM

Parade of Dolphins 3:30 in the gym

October 24-Garage Sale

October 27- TOLLES 6-8:30pm

October 28-STAFF MEETING 7:45am

State of the Schools at Darby

October 29-School Picture Retakes

TOLLES 6-8:30pm

November 3-WAIVER DAY

TOLLES 6-8:30pm

~~November 4-Staff Meeting 7:45am~~

November 5- TOLLES 6-8:30pm

November 9-Data Team Leaders 7:45am

PTO 7pm

November 10-PAC 3:30pm

TOLLES 6-8:30pm

November 11-Staff Meeting 7:45am DATA TEAM

November 12- TOLLES 6-8:30pm

November 16-20---CONFERENCE WEEK and BOOK FAIR----NO TOLLES THIS WEEK

November 19-LATE NIGHT

November 23 -2nd grade play 7pm

November 24-TOLLES in CAFETERIA POTLUCK

November 25-27-No School-THANKSGIVING