



## Staff Update

October 19, 2017

Better Today than Yesterday, Better Tomorrow than Today.

## GROWTH

### What's on the calendar:

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~~-CANCELLED

October 26-THIRD GRADE ELA TEST

October 27-Data Team Leaders 8AM

JW YOUiversity-(Elem/MS/HS principals coming to visit)

**STAFF MEETING IS CANCELLED! (SEE BLOG FOR DETAILS)**

October 31-EL Data Teams 1<sup>st</sup> grade and 2<sup>nd</sup> grade---Dana put in for an AM sub

November 1-EL Data Teams 3<sup>rd</sup> and 4<sup>th</sup> 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. All of the amazing work you all did during conferences! Thank you
2. Whitney and Stephanie's co-taught EL room! If you have time to pop in and observe in there, I highly recommend it! It is the picture of differentiation!
3. Dolly's cute school pictures:



## Exciting Change in R Factor Schedule—TIM KIGHT IS COMING

November 6-TIM KIGHT IS VISITING-we will have an assembly

November 13-YOUR R CREATES an E for SOMEONE ELSE ---NO BCD--**Jacki, Jeff and Eric**

November 20-Make a Difference **5th grade**

November 27-R Factor Review

Notice that the highlighted dates assign 5<sup>th</sup> grade and Jeff, Eric and me to a different day!

## 3<sup>rd</sup> Grade Testing

Third grade will be testing on Wed and Thurs of next week. Please be patient with us as we all work to support our third graders. Many of us will be helping with testing. You may see that reading groups, EL groups, tutor groups etc will not be pulled on these days.

Also, we are asking that YOU DO NOT USE WIFI DURING TESTING. We had some connectivity issues during the practice test and we really don't want to risk anything.

## Procedures for New Students

If seems like the procedures for new students is going well. Please give me feedback that you have to improve this process.

**One thing I've noticed is that we need to make sure that as soon as we place the student in a permanent classroom that the permanent teacher calls the parent to welcome them officially to the class!**

## Swivel info

Hello all,

The Swivl's are available and ready for use. They are housed in Jacki's office inside labeled tubs. Scanning the QR code on the box will guide you to a video that explains setup and use instructions.



## 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.

## R Factor

Our R Factor lesson for Adjust and Adapt is scheduled for Monday. Thanks to the Related Arts Team for creating it. Here is [the link](#).

## Progress Report Timeline

Elementary Progress Report Processing

1<sup>st</sup> 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.

<p><b><u>Wednesday, Oct 25<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. 21, 2017</li> </ul>
<p><b><u>By Friday, Nov. 17<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. 21<sup>st</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. 22<sup>nd</sup> - Tuesday, Nov 28<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 29 - Thursday, Nov 30</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. 1<sup>st</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.**

## **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.