



Staff Update

October 2, 2015

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

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:

<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>Monday, Nov. 30th - Tuesday, Dec 1st</u></p> <p>Principals:</p> <ul style="list-style-type: none"> • Enter comments in eSchoolPLUS for students (if desired)
<p><u>Wednesday, Dec 2nd - Thursday, Dec 3rd</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. 4th</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.**

Fire Prevention Assemblies

We will have grade level Fire Prevention Assemblies next week. Here is the schedule. They assemblies will be in the gym-obviously the ladder ride is outside-3rd grade teachers-in the past you have gone out one classroom at a time for the ladder ride so you're not wasting a lot of time. Please decide the order in which you would like to do take the ladder rides.

9:15-10:45-Third Grade Ladder Ride

9:15-10:00-4th and 5th Assembly

10:00-11:00- K-2 Assembly

Vision and Hearing Screenings Coming Soon

October 26 for Kindergarten and 1st grade.

DEADLINE TO REFER FOR GIFTED---OCTOBER 7

Kidzmet Deadline-Oct. 15

All students in the district, K-12, are required to complete by ***Thursday, October 15***. Students can complete the survey using iPads, laptops, or desktops. If you have questions, or you think you'll need support in administering the survey, please let me know. :-)

Kidzmet Login Information for Students

Account ID= 9959

Student ID= Student ID#

Password= hboe

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.

THIRD GRADE GUARANTEE MEETING and Title Meeting

We will have our Title Reading Parent Meeting and our Third Grade Reading Guarantee Parent Meeting on Monday, October 5th. If you have a student who receives title services in your classroom we will give you an invitation to send home to parents. We are asking parents to sign and return the bottom to indicate if they will be attending. We ARE providing childcare for the info night. When you get the RSVPs please return them to **JANE BREECE**.

Third grade teachers-all of your students will get an invitation to the TGRG meeting and if they are in Title they will receive an invitation to the Title Meeting as well.

The Title Meeting is from 5:45-6:15 and TGRG is from 6:15-6:45.

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 5-PTO 7pm

Title Meeting 5:45-6:15pm

TGRG is from 6:15-6:45pm

October 6-9:15-10:45-Third Grade Ladder Ride

9:15-10:00-4th and 5th Assembly

10:00-11:00- K-2 Assembly

PAC 3:30pm

TOLLES 6-8:30pm

October 7-Staff Meeting 7:45am

½ day Data Team **AM**- 1st grade

October 8-1/2 Day Data Team **AM**-4th grade

TOLLES 6-8:30pm

Skate America Skate Party 6-8pm

October 9-DONUTS WITH DAD-8:00-8:45am

October 10-Cardboard Challenge 9-12 at Heritage Middle School

October 12-Data Team Leaders 7:45am

October 13- TOLLES 6-8:30pm

October 14-Dance-a-Thon ALL DAY

October 15-Columbus Children's Theater-ALL DAY

TOLLES 6-8:30pm

October 16-COI DAY

October 20- Walk-a-Thon Rain Date

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 24-Garage Sale