



Staff Update

October 23, 2015

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

Name of Subs

If you have subs that you really like, please let Karen know. She will add them to our preferred building sub list. Supposedly this means they get called first.

Run, Hide, Fight

I just talked to Mike McDonough and we do need to start talking to our students about Run, Hide, and Fight.

We will have a drill with police on Nov. 11 at 10:30am. This **will not be a Level 3 Lockdown** but will instead focus on practicing either **exiting** the building (run) or barricading ourselves (hiding) in our rooms. You can start having these conversations with your students.

Attached are talking points from the district. They are not in kid friendly language. Mike said that he wants the elementary teachers to craft the language b/c we are the experts at talking with kids.

So I would talk about the following with students:

1. If we had to leave our building fast to get away from something where would we run? (You can even walk outside and point out the places to run to)
2. If we had to hid in our room, what could we move in front of the door to help us stay safe. And then maybe even practice a little.
3. If someone got in to our room and wanted to do something bad what could we do to stop him...what could we throw?

Yes-these are the conversations we need to have. Please don't practice every day, :) But, have the conversation once or twice before Nov. 11. Feel free to communicate these conversations with parents. I will include info about this in my weekly update on Friday.

Patron Check-Out Report

Please check the JW Reason Staff Folder. I uploaded a spreadsheet called JW Patron Report. PLEASE SCROLL THROUGH AND CHECK FOR YOUR NAME. IF YOU HAVE THE ITEMS LISTED FILL OUT THE FORM.

If you are replacing someone and now have the materials that were listed under their name, please type your name in notes.

Room Inventory

In the past, inventories have followed the teacher. It makes more sense to inventory each room. You are welcome to borrow the inventory we have on file. It can be a simple list...

27 student desks or 6 student tables
27 student chairs
1 teacher desk
1 teacher chair
2 4-drawer file cabinets
Mail boxes
Computers
Computer tables

Any piece of furniture that was purchased by the District is District property. Furniture should not be removed from a classroom without the Principal's approval. All furniture should have an inventory tag.

Please list all items the District has provided for your classroom...manipulatives, books, etc.

Personal Property

Personal property should be marked appropriately. Keep in mind all fabric must be fire retardant.

Any questions, please don't hesitate to ask. Thanks for all you do.

Student Accident Reporting

Please read the email that Anna sent to JWRStaff regarding accident reporting.

Scanning

Our copier now scans! Talk to Karen if you'd like a lesson!

Thanksgiving Outreach

Greetings-

In the generous spirit of giving, you are invited to participate in the **Thanksgiving Dinner Brown Bag Outreach** again this year. This worthwhile outreach program serves the needs of Hilliard families who would otherwise struggle to provide their families with a Thanksgiving meal. Filled bags will be distributed to those in need and any extra bags will be donated to the Hilliard Food Pantry.

Each school will be sent 10 brown bags on October 20th and we will provide more when needed. Bags are also available in the Human Resources office and can be picked up any time between October 20th and November 13th. The filled bags are due back **no later than Monday, November 16th**. Thanks to Rusty Spears, our unbelievable Van Driver, we will take care of delivering the filled bags to the Hilliard United Methodist Church for distribution to the families on a regular basis.

For those who are not familiar with this project, each of us fills one or more grocery bags with all the Thanksgiving fixings except the turkey. The needed items are listed right on the side of the bag and include the following items:

- 2 cans green beans
- 2 cans corn
- 1 box stuffing mix
- 1 box of instant mashed potatoes
- 1 can, jar or packet turkey gravy
- 3 cans fruit (pears, applesauce, peaches, etc.)
- 1 box of cereal

This year we will be having a friendly competition between locations... Any location who donates the number of filled bags that equals the number of staff at that location will be entered into a drawing for a free luncheon that is donated by Chick-fil-A and Flyers Pizza and Subs.

Last year the staff and students of Hilliard City Schools donated over 800 filled bags. This year's goal is 850 filled bags.

To quote Ronald Regan... "We can't help everyone, but everyone can help someone."

Thanks,

Roy

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.

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

What's on the calendar:

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