



## Staff Update

October 27, 2017

Better Today than Yesterday, Better Tomorrow than Today.

## GROWTH

### What's on the calendar:

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

November 3-Title Teacher MATH Data Team 2PM

November 6-TIM KIGHT IS COMING FOR OUR R FACTOR ASSEMBLY AT 9:30

November 7-No School

November 8-Mini Math Data Teams K, 1, 3

November 9-Mini Math Data Team 2, 4, 5

November 10-Staff Meeting—be ready to discuss #jwggrows challenge and reflect on PAPs

November 13-Title Data Team

November 14-Gifted Data Team AM---gifter cluster teachers please get ½ day subs

November 17-Data Team Leaders

### Grateful

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

1. Everyone who helped hold down the fort when I was out of the district for 99% of the day.
2. Bobbie Decker for staying until 5 PM on Thursday because we couldn't find the parents for one of her kindergarten students.
3. Eric for all of his hard work with testing!

### R Factor Lesson for Monday

Here is [the link](#) to the R Factor lesson for Monday! Thanks to the Title and Tech team for planning it!

On Monday, October 30<sup>th</sup> we will do R6-Build Skill we are skipping R5 so we can focus on Make a Difference in November in connection with “Your R creates an E for

## Tech Updates

Here are some important reminders from the Technology Department that you will want to take note of as approach the end of October.

**Password Reset Portal:** All district users can now manage their own network password and change it whenever deemed appropriate. Go to <https://password.hboe.org> to enroll and manage your district password. For security reasons the district may require users to change their password periodically. If/When directed to do so, you’ll go to this website to take care of this.

**Desktop Shortcuts:** Do you like to save documents on your computer desktop so they are easy to access? The Technology Department HIGHLY recommends that you make these shortcuts to the actual documents instead of the original documents. If/When something catastrophic happens to your computer or our network, you won’t lose those important files. You may also consider putting these documents in Google Drive and starring them to get to them quickly. Inquire with your building technology teacher if you are unsure how to make shortcuts on your desktop.

**Classroom Webpages:** All Teacher Classroom Webpages will be going away starting in January 2018! If you haven't already done so, start transitioning your web page content over to Canvas today! Contact your building technology teacher for assistance.

**Log out!:** Log out or lock your desktop when you are away from your computer. This is just good practice to ensure your email, student grades, network account and/or important documents are kept safe when you aren’t in front of your computer screen.

The Hilliard City Schools Technology Department  
2017-2018

## R Factor

Our R Factor lesson for **Build Skill** is scheduled for Monday. Thanks to the Technology Team for creating it. Here is [the link](#).

## 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!

## 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.

## 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)

#### By Friday, Nov. 17<sup>th</sup>

##### **\*\*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. 21<sup>st</sup>

##### **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. 22<sup>nd</sup> - Tuesday, Nov 28<sup>th</sup>

##### **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. 1<sup>st</sup>

##### **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.**

### **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.