



### Staff Update

October 30, 2015

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

### November 3 at 1:30 at HMS-Innovative Campus Launch

As you are preparing your schedule for Hilliard U, please remember that JW staff needs to attend the Innovative Campus Launch at 1:30pm at HMS. IT'S GOING TO BE GREAT!!!

### PLEASE MAKE SURE YOU HAVE THESE CONVERSATIONS-

#### 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.

## Tech planning meetings

December 2  
January 20  
February 18  
March 31  
April 21

## Reminders from Tonya

I just wanted to remind everyone about the following things:

Nov. 1st all SLOs need to be submitted (if you were not at the writing session and need some help I can help you just email me so we can do it by Friday, Oct. 30th)

Nov. 4th F and P data must be entered into TAC

Nov. 30th RIMPS must be completed for grades 1-3.

## When calling the office from your room call 5900!

This way either Karen or Anna can pick up the phone.

## A Great Blog Post from Adrianna Kruse-K teacher and former LC

In [this post](#), Adrianna discusses the importance of using digital tools with purpose.

## 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.

## 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

#### 1<sup>st</sup> Marking Period – 2015-2016

Contact for Support: Bldg. Tech Teachers (procedural issues)

Bldg. Secretaries (student list adjustments)

#### Wednesday, Nov. 4<sup>th</sup>

##### **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. 20<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. 29<sup>th</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

**Monday, Nov. 30<sup>th</sup> - Tuesday, Dec 1<sup>st</sup>**

**Principals:**

- Enter comments in eSchoolPLUS for students (if desired)

**Wednesday, Dec 2<sup>nd</sup> - Thursday, Dec 3<sup>rd</sup>**

**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. 4<sup>th</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.**

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

**What's on the calendar:**

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 -2<sup>nd</sup> grade play 7pm

~~November 24 TOLLES in CAFETERIA POTLUCK~~

November 25-27-No School-THANKSGIVING