



Staff Update

October 20, 2016

1. Put your family first.
2. Make the CHOICE to be ELITE
3. Feed the positive dog

District Goals

1. Blended Learning –Assessment
2. Culture-R Factor and VBO
3. Personalization

WHERE IS THE CALENDAR??? IT'S AT THE BOTTOM SO YOU ARE FORCED TO LOOK AT EVERYTHING!

Power Hour Update

Power Hour is off to a great start! Please remind your Power Hour kids and families that we don't ever have on Fridays. Based on attendance we have had 50 kids consistently attend in week 1.

J.W. YOUiversity

We will alert you when the JW YOU class lists are complete in the spreadsheet. Then you will need to make a name tag for each of your students with their **FIRST AND LAST NAME; GRADE AND COURSE NAME and COURSE ROOM NUMBER on it.**

Labels for Issue 58

The labels are in the workroom. Everyone is encouraged to take 5 and make contact after school hours! Thank you.

If you leave the building

As a reminder, if you leave the building for any reason, please let the office know that you're leaving and when you return. There is a sign out sheet in the office and it's really nice if you would sign out on that sheet and sign back in. If you can't sign out or in, please email or call the office to tell Anna and Karen that you're leaving and when you return! I can't tell you how many times we search for people only to find out that they've gone somewhere! ☺

Wellness

- A wellness COS Team was created last year.
- They created a COS, which still needs compiled and reviewed.
- The COS update will be delivered to your teams this school year as soon as it is finalized
- **There will only be ONE reporting time for WELLNESS on the Progress Report, which is the last reporting period. The classroom teacher will mark the wellness on the progress report.**

NEW PINK PAPERS

You may have seen the new pink paper that are hanging on some doors. Here is our new procedure:

1. When a student has a note that indicates a change in dismissal plan you need to send it to the office!
2. We will make a pink paper for the child to give to you.
3. You will hang the pink paper by the door.
4. At dismissal time the child will carry the pink paper to their destination.
5. **YOU WILL MAKE SURE YOU SEE THE CHILD GO TO THE DESTINATION THAT IS WRITTEN ON THE PINK PAPER.**

If a parent calls the office to change dismissal plans, we will call the child to the office and you will follow the same procedure as listed above.

KEEP SCROLLING....

EPR Timeline

Elementary Progress Report Processing
1st Marking Period – 2016-2017
Contact for Support: Bldg. Tech Teachers (procedural issues)
Bldg. Secretaries (student list adjustments)

Thursday, Oct. 20 – Tues, Oct. 25:

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, Oct 26th

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. 22, 2016

By Friday, Nov. 18th

****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. 22nd

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. 23rd - Tuesday, Nov 29th

Principals:

- Enter comments in eSchoolPLUS for students (if desired)

Wednesday, Nov 30 - Thursday, Dec 1st

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. 2nd

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.**

What's on the calendar:

November 2-Blended Learning Visit-ALL DAY-In classrooms

November 3-JW YOUiversity 1:45-2:45

NOVEMBER 4-NO STAFF MEETING!!!!

THERE IS NO R FACTOR ASSEMBLY THIS WEEK!!!!

November 7-PTO 6pm

November 8-Hilliard U

November 10 and 11-3rd Grade AIR Test in the AM

November 10-Data Team Leaders 7:45am

JW YOUiversity 1:45-2:45

November 11-Data Team Leaders 7:45am

R Factor Assembly 1:30---R6-BUILD SKILL this is our last one!!! WOOHOO!!!

November 14-Weather Presentation from Channel 6 News for 2nd grade 10:45

November 15-Flyers Spirit Night

November 18-Staff Meeting

November 23-25-No School

November 29-ELL DATA TEAMS-ALL DAY

November 30-IMPACT TRAINING K-2 all day