



Staff Update

April 13, 2018

Better Today than Yesterday, Better Tomorrow than Today.

GROWTH

Grateful

1. Everyone who changed their schedules to help out with testing!
2. Eric for organizing testing and ensuring that everything has gone SO smoothly.
3. Gail Tanner for organizing the Student Leaders raffle!
4. Allison Ryan for taking such good care of her little first grader who is in a wheelchair because of a broken ankle.

April Staff Meetings

Friday, April 13th-Math PD

Wednesday April 25-IGNITE

First Grade Team-Class Kick

Gail and Kelsey-Break Out EDU

Kelly VanFleet

Wednesday, May 9-NEW ELA Standards Roll Out--Dana and Cheri AND filling out forms for class placement

Wednesday, May 23-Class Placement

End of the Year Info

This year we will NOT be having end of the year data teams.

Why?

I wanted to try out having ½ day Math Data Teams this year and in order to fund that I had to cut the end of the year meetings.

SO...Here is the plan for class lists:

1. On April 25th we will have the colored papers that we used last year to organize our students into our cluster groups (Gifted, High Average, Average, Low Average, Far Below Average)
2. Our hope is that you'll come to the staff meeting on the 25th prepared ahead of time with a list of who falls into each of the above categories.
3. On the 25th you will take the papers you need for each student.
4. Between April 25th and May 23rd we ask that you fill out the papers. On May 23rd we will have a staff meeting in which we will organize our classes using the same procedure we used last year. (During the last half of the staff meeting on May 9th you will have extra time to fill out the papers.)
5. On May 23rd after we have tentative lists we will meet with grade level teams to make final class list adjustments if needed.

Admin Intern Update

I will be working with a team at Central Office to interview Admin Intern candidates on April 26th! I will update you throughout the process.

As I stated previously, the admin intern will serve as an assistant principal and take on many of the responsibilities that Eric held as the Intervention Teacher.

60th Birthday Fall 2018

JW's 60th Birthday will be celebrated during the 2018-2019! Mark your calendars for Saturday, September 15th! We will be having a celebration. As of now we have Chris Cakes coming for a pancake breakfast on the 15th!

Kelly Ramm is creating a new 60th Birthday Dolly logo for t-shirts and stuff!

More info to come.

If you'd like to help us do some planning, we'd love to have you at the planning meeting on Monday, April 16th at 3:30 in the media center.

Custody Situations

Often times families go through custody disputes. If you know that there are custody issues occurring please be sure to let the office know. Also-**if a parent asks you to write up anything for them please let me know. We do not provide parents with written information or statements.**

I will help you through any of these requests from parents.

Art Show

It is already time to CLEAR THE HALLS for the annual "Evening With the Arts"! This year Gaye is asking for all staff to **have the walls cleared by Monday, April 23rd.** She will be working backward this year, so she will be starting with the 4th and 5th grade hallway.

The art show will be on Thursday, May 10th from 6:00-8:00. Would love for many of you to mark your calendars to help celebrate the terrific accomplishments of our students!

State Testing Calendar--One WEEK DOWN!

JWR State Testing Schedule Spring 2018

<u>Monday (4/16/18)</u> 3rd, 4th & 5th Math Makeup Tests	<u>Tuesday (4/17/18)</u> 5th Science Part 1 (AM) 5th Science Part 2 (PM) Abdulrahman 5J w/interpreter Omar 5A w/interpreter	<u>Wednesday (4/18/18)</u> 5th Science Makeup Tests	<u>Thursday (4/19/18)</u> 3rd, 4th & 5th Makeup Tests	<u>Friday (4/20/18)</u> <i>ELA Testing Window Closes</i> 3rd, 4th & 5th Makeup Tests
<u>Monday (4/23/18)</u> 3rd, 4th & 5th Makeup Tests	<u>Tuesday (4/24/18)</u> 3rd, 4th & 5th Makeup Tests	<u>Wednesday (4/25/18)</u> 3rd, 4th & 5th Makeup Tests	<u>Thursday (4/26/18)</u> 3rd, 4th & 5th Makeup Tests	<u>Friday (4/27/18)</u> <i>Math & Science Testing Window Closes</i>

Additional Information

- *Testing will begin at 9:15am each day. Each part of the ELA test is 90min. Each part of the math and science is 75min.*
- *Students not testing with their homeroom or small group on test day please send to office.*

Mental Health and Wellness Data Team Coming Soon-April 18th

Lisa Sullivan, Jeff Williams, Eric Gulley and I have an IDEA!!! We want to try out holding Mental Health and Wellness Data Team Meetings. So...

1. We will pilot Mental Health and Wellness Data Team on April 18th during your planning
2. Here is the agenda:
 - a. Celebrations
 - b. Concerns
 - c. Who can we discontinue from services or who needs to move to 1:1
 - d. Review Panorama Data
 - e. Discuss how your Mental Health and Wellness team can support you

Field Trip Process

FIELD TRIP PROCESS

-GET PACKET FROM OFFICE/MRS. MANKIN

-HAVE YOUR FIELD TRIP SPECIFIC PERMISSION SLIPS SIGNED AND RETURNED TO SCHOOL

-THE PERMISSION SLIPS ON FILE DO NOT COVER ANYTHING BUT LIBRARY NEXT DOOR.

-STUDENTS CANNOT GO WITHOUT 'SPECIFIC TO THIS FIELD TRIP' PERMISSION SLIPS, SIGNED BY A PARENT/GUARDIAN.

-IF LUNCH WILL HAPPEN ON YOUR FIELD TRIP, PLEASE INCLUDE THE FOLLOWING ON YOUR PERMISSION SLIPS:

"Any student can receive a school lunch on the field trip. A boxed lunch costs \$2.50, reduced lunch is 40 cents, Free lunches are FREE.

If you want your child to receive a school lunch, please check here____ and write their lunch/ID number here_____. Lunch money owed will be deducted from student lunch accounts."

THE CAFETERIA WILL NEED A ROSTER OF CHILDREN RECEIVING A LUNCH WITH ID NUMBERS NO LESS THAN ONE WEEK PRIOR TO FIELD TRIP.

CLINIC

GIVE NURSE TWO WEEKS WRITTEN/EMAIL NOTICE TO PREPARE MEDS AND FIRST AID.

CAFETERIA

GIVE ARAMARK STAFF TWO WEEKS WRITTEN NOTICE TO PLAN AHEAD FOR BOXED FREE LUNCHES OR NO LUNCHES. AN ENTIRE GRADE LEVEL OUT AFFECTS THEIR ORDERING.

TRANSPORTATION

FILL OUT FIELD TRIP REQUEST. THIS MUST INCLUDE ALL VERIFIED PAYMENT SOURCE INFO.

SUBMIT COMPLETED REQUEST PAGE TO PRINCIPAL FOR APPROVAL, who will note payment source, sign and pass back to Mrs. Mankin. Contact Lori Bruce for transport cost estimate.

FIELD TRIP REQUEST THEN GOES TO PAYMENT PROCESSING, A PURCHASE ORDER NEEDS TO BE CREATED.

MRS. MANKIN PUTS IN A REQUEST FOR TRANSPORTATION BASED ON FIELD TRIP REQUEST. THIS SHOULD BE DONE AT LEAST TWO WEEKS PRIOR TO FIELD TRIP...SOONER IF YOU WANT A SHOT AT THE LIMITED BUSES AVAILABLE.

CONFIRMATION

TEACHER IN CHARGE WILL GET A CONFIRMATION EMAIL THE WEEK BEFORE THE FIELD TRIP.

OTHERWISE, SEE MRS. MANKIN TO CONFIRM THAT REQUEST HAS BEEN MADE.

VOLUNTEERS

Volunteers will need to get volunteer badges by going online to Hilliardschools.org well in advance. They go online to hilliardschools.org, click parents tab, click volunteer and follow instructions. No appointment necessary, it's all done online and comes to the parent by mail.

Teachers can check the volunteer list before field trips to verify who has current volunteer badges. Go to the Insider, Click 'Staff Directory' at the top, then Download 'volunteer list' at the top of that page.

DAY OF FIELD TRIP

-PICK UP MEDS AND FIRST AID BAG FROM NURSE.

-PICK UP LUNCHES IF APPLICABLE FROM CAFETERIA

-COMPLETE HALF PAGE ITINERARY AND ATTACH TO AN ATTENDANCE ROSTER (MRS. MANKIN WILL PRINT THESE UPON REQUEST PRIOR TO THE DAY OF THE FIELD TRIP).

HAND THIS TO SECRETARY ON YOUR WAY OUT THE DOOR TO FIELD TRIP.
HAVE A GREAT TIME AND BRING BACK WHAT YOU HAVE ALL LEARNED!

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!

What's on the calendar:

PLEASE SEE TESTING SCHEDULE ABOVE!

PLEASE NOTE CHANGE IN EL DATA TEAM DATE FOR 1st and 2nd

April---RAPID EVACUATION (RUN)

April 14th-PTO CRAFT SHOW 9am-3pm

April 16-60th Anniversary Meeting 3:30PM

April 18-Mental Health and Wellness Data Team

PreLAS Day

April 19-Last Day of Power Hour

April 25-Staff Meeting 8 AM-IGNITE and pick up class list papers

April 27-Data Team Leaders 8 AM

April 30-R Factor Team Meeting 8 AM

April 30-May 4-Staff Appreciation Week

MAY 4th-LAST DAY OF JW YOU FOR 2018-2019

