



Staff Update

April 20, 2018

Better Today than Yesterday, Better Tomorrow than Today.

GROWTH

Grateful

1. **Jackie Noland**-Jackie is always willing to change her schedule to serve as a Spanish interpreter for us. She comes in early, stays after school, works through her planning and does whatever it takes to help all of us when we need it!
2. **K, 1, 2, 3, 4 and 5th grade teams**-Thank you to all of you for the hard work and effort you put into planning recent field trips for your kids. We just have 2nd and 5th left to "leave the nest"! I know it's stressful and takes a lot of time and preparation! Thank you for doing this for our kids.
3. **Gaye Cline**-Gaye is working so hard to prepare for our Art Show. I am so excited to see all of the amazing work that our students have created this year.
4. **Yvonne Haight**-Yvonne has been such a great addition to our staff-she is so flexible, kind and caring. I just love having her here.
5. **Rachel Lowe**-Rachel is always calm and is so thorough. Thank you Rachel for the countless hours you put in so that our kids can get the support they need.
6. **Amy Matthews**-Thank you for completing all of our PreLAS assessments for our incoming EL Ks! You do such a great job communicating with parents and making sure that kids feel safe in this new environment!

April/May Staff Meetings

Wednesday April 25-IGNITE---BRING A DEVICE

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

Lisa Sullivan is interviewing for the position on April 26th!

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-Just some makeups left!!!

JWR State Testing Schedule Spring 2018

Monday (4/23/18) 3rd, 4th & 5th Makeup Tests	Tuesday (4/24/18) 3rd, 4th & 5th Makeup Tests	Wednesday (4/25/18) 3rd, 4th & 5th Makeup Tests	Thursday (4/26/18) 3rd, 4th & 5th Makeup Tests	Friday (4/27/18) <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

We really enjoyed our first round of Mental Health and Wellness Data teams. One thing I love about this staff is that you're always so willing to try new things and you are so honest about how we can improve what we do.

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 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

May 1-Elementary Transfer Meeting

May 7-11-Buy One Get One Free Book Fair

May 7-PTO 6:30

May 8-Hilliard U

May 9-Pulled Pork Drive Thru

May 10-Art Show---Flyers will be here with concessions

May 18-Data Team Leaders 8 AM

5th grade overnight zoo trip

May 21-Career Day

May 22-Third Grade Habitat Night 5:30 PM

May 23-24-JWR iPad Collection

May 23-Staff Meeting-Class Placement 8 AM

May 25-Field Day

May 28-No School

May 29-Field Day Rain Date

May 30-5th Grade Recognition 7PM

May 31-Last Day

 K Graduation at 12:30-parents arrive

 12:45 Graduation

 5th Grade Clap Out-3:15