



Staff Update

January 28, 2021

OUR ONE WORD

LIFT

Let's keep living out this word!

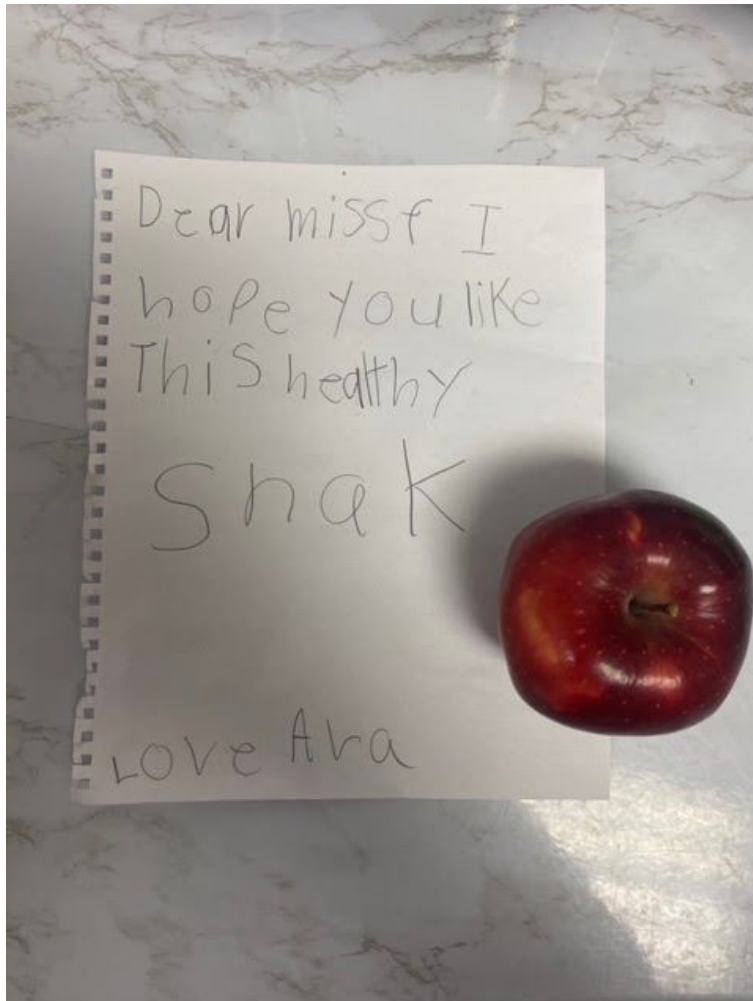
Grateful

1-**Lizzy and Kaitlyn**-I am so grateful to have helpers in our building! It is amazing to be able to have these two amazing people to rely on when we don't have subs or when someone has to zoom in to their classrooms! These two take on every challenge with a smile!

2-**Social Committee**-Thanks to the social committee for brightening our days with birthday treats and lottery tickets! Kim won \$50 on hers!

3-**The copier repair guy**-He's been here multiple times this week! He keeps that copier going and I'm grateful for that for sure!

Love is an Intervention



The little things often can be forgotten when we are busy and things feel like they're moving a thousand miles an hour! Take a minute to stop and recognize the LOVE around you!

PROGRESS REPORTS

<p>Monday, Jan 25 – Tues, Jan 26: Bldg Secretaries:</p> <ul style="list-style-type: none">• Run Scheduling Synchronization• Students requiring schedule adjustments need to have this rerun after change is made. <p>**Teachers Responsible for Grading (By Thurs, Jan 28)</p> <ul style="list-style-type: none">• Check Comp list in TAC for accuracy. Report any discrepancies to the office secretary.
<p>Monday, Feb 1 Tech Dept:</p> <ul style="list-style-type: none">• Open Teacher Access Center for mark entry (8:00 am) <p>**Teachers Responsible for Grading:</p> <ul style="list-style-type: none">• Teachers may begin to enter marks and comments through Tues, Feb 23rd at 11:59pm
<p>By Friday, Feb 19 **Teachers Responsible for Grading:</p> <ul style="list-style-type: none">• Generate Progress Reports as PDF file and review for accuracy (this may be done earlier)• Make any changes necessary, report issues to bldg secretary
<p>Tuesday, Feb 23 Tech Dept:</p> <ul style="list-style-type: none">• Close Teacher Access Center for mark entry at 11:59 pm <p>**Teachers Responsible for Grading:</p> <ul style="list-style-type: none">• LAST DAY to enter marks for Progress Reports
<p>Wednesday, Feb 24 – Thursday Feb 25 Principals:</p> <ul style="list-style-type: none">• Enter comments in eSchoolPLUS for students (if desired)
<p>Thursday, Feb 25 Bldg Secretaries:</p> <ul style="list-style-type: none">• Be sure that the Attendance Interval Calculation has been run (all views/all intervals for entire year)• Generate a PDF file (print progress reports) for all students and review for accuracy.• Print Progress Reports for students whose parents requested hardcopy.
<p>Friday, Feb 26 Tech Dept:</p> <ul style="list-style-type: none">• Send email alert to elementary parents indicating progress reports are available in Home Access• Progress Reports Posted in Home Access at 2pm. <p>**Bldg Secretaries/Teachers:</p> <ul style="list-style-type: none">• Distribute hardcopy Progress Reports to appropriate students.

Progress Report Comments

For classroom teachers only: I am going to lay out a hard request here...I need you to copy the following paragraph (the one in green below) and use it as your wording for each one of your progress reports.

You are welcome to personalize anything within parentheses. However, please do not add much more to it. All elementary principals are asking their teachers to use this! I don't want anyone to feel like they have to do more.

Hoping this helps to take something off your plate once again this trimester. Please do this J (And start getting in the mindset that you will need to write your own personalized comments for the last trimester – since there isn't a conference night prior to it.)

For the 2nd trimester of 20-21, HCSD operated in a Hybrid learning model for 11 weeks and an eLearning model for 2 weeks. During Hybrid, students attended school for 50% of the time and completed at-home assignments for 50% of the time. While in eLearning, students participated in class Zoom sessions and completed assignments on Canvas. This progress report reflects your student's (knowledge/achievement/ability) for the grade level standards that were assessed during this trimester. During parent teacher conferences in February, specific data and assessments were shared via Zoom/phone. (I would encourage you to continue to read with your student, work on math games, and write daily at home.) If you have additional questions regarding (student's name) ability, please feel free to contact me at (teacher email).

Vaccine Update

Here is a summary with answers to questions as of today...

- Asynchronous learning on Feb 4 and Feb 5
- Buildings will be open both days.
- Certified Staff
 - Elementary Office Hours — 9:00-11:30 each day
 - Teachers can still zoom with small groups to meet IEP hours or to keep intervention going
 - Assessment appointments worked out with parents ahead of time can proceed.
- **Classified Staff (Custodians, Noon aides, instructional aides, and educational aides) should be at the building report as normal.**
 - They can leave to go to their vaccination appointment.
- Attendance
 - Students will automatically be marked present both days
 - If a parent uses Safe Arrival to report illness, etc, then the attendance secretary will need to make that adjustment.
- **Any staff unable to report for duty or office hours would need to take a sick day.**

- Food bags available for pickup both days between 9:30 and 1:30 (still waiting on official word)
- Who gets vaccination?
 - Certified, Classified, Admin staff
 - ESC people -- long-term sub aides, long-term subs, crossing guards
 - Student teachers
 - Working on other situations like non-district employed coaches, people who work our ticket stands, private duty drivers

Black History Month

Let's continue our journey of inclusivity and anti-racism by celebrating BLACK HISTORY MONTH!

Here is the plan:

1-We will provide the staff a list of names of famous black people! SEE BELOW!

2-We ask that each classroom pick one person to learn about from [this form](#).--Please note that people like MLK, Harriet Tubman and Rosa Parks are not included because we want to learn about OTHER people!

(There will be plenty of names so we'd love it if "non classroom" teachers participated as well)!

3-Read some books about/research the person/watch videos! LEARN LEARN

4-Decorate your door/hallway with a picture of your person and information about your person! GET CREATIVE! (Maybe there will be prizes...stay tuned...)

5-On **MARCH 1st and 2nd** we will have each class sign up to take a black history month tour of our doors/hallway displays to learn about our famous people! We will send a sign up later!

Here is a great resource about famous black people! <http://thekulturekidz.com/>

R Factor For February

February's focus for R Factor is ADJUST AND ADAPT.

We want kids to take away the following things:

Sometimes you Press Pause, Get Your Mind Right and Step Up and then your plan doesn't work or can't work so you have to ADJUST AND ADAPT!

This is how we adjust and adapt:

- 1-change our actions and words
- 2-have a growth mindset
- 3-become OK with change

Conferences are Coming

Conferences are coming up.

Late night is February 10th.

PTO WILL PROVIDE DINNER--I'LL GIVE DETAILS ABOUT THAT WHEN I HAVE THEM!

Here is what I want all of you to remember:

1--[Click here](#) for a sample conference letter.

2--While we will meet with anyone who wants one, there is no reason to schedule a conference for every student.

3--SEND YOUR CONFERENCE SCHEDULE TO THE OFFICE WHEN YOU HAVE IT. WE WOULD PREFER A PAPER COPY PLEASE.

GOOGLE FORM TO SEND TO PARENTS---we've had 6 responses!!!

In your communication with parents, please send this [GOOGLE FORM](#). Also, please encourage parents to complete the form because we are looking for more helpers for our PTO!

So far, we have 5 responses!

Spirit Wear

There are new and cute Dolly and JW things on our Spirit Wear sale. Check out the masks!

Please share this with parents as well.

Here is [the link](#).

Equity and Diversity Team Update---TIME TO GET YOUR CEUS

We have formed our smaller book groups! Each group has a leader who will be communicating meeting dates and will be sharing a timeline for reading the chapters.

If you are participating in the White Fragility Book Talks please register for your CEUS. As always, ignore the dates and times listed.

PLEASE REGISTER FOR THE "SOCIAL JUSTICE BOOK CLUBS" course that is on the PD Express!

THE ZOO IS COMING....kind of

We were able to connect with the Columbus Zoo to schedule virtual assemblies for our students!

The assemblies will be February 8th and 9th.

K-2--9:45-10:45 (but should only last 45 min)

3-5-1:50-2:50 (but should only last 45 min)

Teachers will receive a zoom link for the presentation and will need to log in at the scheduled time.

Assessment Calendar

Please review the [assessment calendar](#) and plan ahead for all of the assessments we need to start giving. It is now ideal, but **we can do “not ideal things”**.

What we are not doing is:
worrying about Calkins writing...give it and move on
No F and P in Spring

These are the main changes but please refer to the calendar that is linked above:

Assessment	Administration Date	Grade(s)	Change
HRSIW (winter)	1.11.21-2.19.21	K-1	Expanded window Removed 2nd grade
Calkins Writing Assessment	1.11.21-2.26.21	K to 5	Expanded window
F & P Non-Fiction	2.1.21-3.26.21	Gr 1 to 5	Moved and expanded window Removed K Students below 40th %ile on Winter Star
F & P Fiction	4.5.21-5.14.21	All K students	Only K Expanded window

PTO Update--SPEND THAT MONEY

- INDOOR RECESS TEACHER GRANTS**-Each CLASSROOM TEACHER is able to spend up to \$50 on supplies for INDOOR RECESS courtesy of the PTO! They opted for this as opposed to purchasing supplies and giving them to you because they wanted you to decide what would be best for your class. You MUST FOLLOW THIS PROCESS FOR USING THE \$50:
 - Fill out [this form](#)
 - Save your receipt and put it in the PTO mailbox with your NAME ON IT.
 - PTO will fill out a check and give it to you within a few days!

What's Coming Up

January 29-Staff Meeting 8am IN THE GYM

FEBRUARY IS BLACK HISTORY MONTH-DON'T FORGET TO PICK YOUR PERSON!

February 1-PTO Meeting via Zoom 7:00 PM

February 4 and 5-eLearning-ish days and VACCINES

February 8 and 9-Zoo Zoom-K-2 9:45 and 3-5 1:50

February 10-Conference Late Night--PTO providing dinner

February 12 and 15-No School

February 17 and 19-School Picture Make Up Day

March 1 and 2-BLACK HISTORY MONTH BUILDING TOURS