

# WEEKLY ANNOUNCEMENTS AND REMINDERS

Joy Elementary

Michigan City Area Schools



August 27 through 31, 2012

1. I hope you had a relaxing weekend! Thank you for all of your hard work last week. We had a wonderful first three days thanks to you.
2. Donuts are in the lounge. Please help yourself!
3. Teacher PM Supervision—Door C Outside—**Baldwin**; Carroll Street Lot (In front of playground/Challenge Ed.) – **Groszek** ; 4th Grade Doors Outside—**Crosby**; Main Entrance Outside—**Beres**; 5th Grade Doors Outside—**Thorne**; Horseshoe Parking Lot—**Dabagia, Schreeg, and Stepp**
4. Evening Cleaning Schedule—Monday—B; Tuesday—A; Wednesday—B; Thursday—A; Friday—B (Primary classrooms, GT, Room 101, 110, and 111, and the Counselor and Speech Offices are cleaned on Night **A**; Intermediate classrooms, Art, Library, and Rooms 125-126 are cleaned on Night **B**; Please remember that on days when your classroom is not being cleaned to place your trash can outside the door at the end of the day. If there is a stain that needs cleaned, please place a not on your door for our custodian to see.)
5. Tier II—Instructional assistants will start coming to your grade level team to work with students starting on Tuesday, August 28, 2012. (On Monday they will be working with the kindergarten teachers.) These five assistants will be shared across your grade level team.
6. This Week's PLC—Starting on Tuesday, September 4, 2012, each grade level team will need to have Tier II for students up and running. **You will have this week's PLC time to work with your grade level team to organize Tier II time.** When planning this time for students, literacy is our primary focus. However, you may have an instructional assistant(s) work with students on math if the data shows that there is a need. Our IA's do not have any planning time built in to their schedule. Your grade level team will need to provide each IA with one day a week to prep materials for their group. Please pick the same day for each week to provide consistency. (If a grade level team wants to prep the materials for the IA's then they may have five days a week of intervention. This is a grade level team decision.) This week I recommend you have IA's work with groups on reviewing basic skills such as phonics, phonemic awareness, math facts, and so on. Remember, depending on the need the teacher(s) may want to provide the Tier II remediation and have IA's work on enrichment activities with students. That is fine as well.
7. Instructional Assistants Coverage Schedule—(For August 22-31) Mary Ann and Marita will provide lunch-room supervision; Diane, Brandi, and Dana will provide recess supervision
8. Please don't forget to wear your ID badge everyday when students are at school. It needs to be visible so that visitors know who you are.
9. School Improvement Plans are due to Administration by September 7, 2012. They are due to the state by September 28, 2012.
10. Our first staff meeting is on Monday, September 10, 2012 at 3:10 pm in the library.
11. mCLASS BOY for reading starts on August 22nd and ends September 20th. mCLASS BOY for math starts on September 12th and ends on October 11th. As soon as I hear about substitute coverage, I will let you know.
12. Monday, September 3, 2012 is Labor Day. School is closed. Enjoy your three day weekend!

*"Treat people as if they were what they ought to be and you help them become what they are capable of becoming." - Goethe*