

WEEKLY ANNOUNCEMENTS AND REMINDERS

Joy Elementary

Michigan City Area Schools



October 1 through 5, 2012

1. Welcome back! I hope you had a restful and fun weekend.
2. Teacher PM Supervision—Door C Outside—**Rozinski**; Carroll Street Lot (In front of playground/Challenge Ed.) - **Knouse**; 4th Grade Doors Outside—**Schultz**; Main Entrance Outside—**Collins**; Horseshoe Parking Lot—**Dabagia, Schreeg, and Stepp**
3. 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.)
4. This Week's PLC—Please refer to the reddish pink cardstock sheet for a copy of this week's activities. More information will be coming to you soon.
5. Instructional Assistants Coverage Schedule—(For October 1-5) Brandi and Dana will provide lunchroom supervision; Mary Ann, Marita and Diane will provide recess supervision
6. Teachers—If you need a student to return to class after lunch, please send a note to the cafeteria for our instructional assistants. These ladies have students telling them that they need to go back to class and they are not sure if students have your permission to send them.
7. The JSA is in the process of securing donations for the Fun Fair. If any staff member has contacts with a business that you think may be willing to donate an item to the fun fair, please let myself or Carol Skeen know who we can contact. Items can be anything from gift certificates, food, craft items, toys, games, books, items for young and old. Any help that you may be able to provide in leading us will be very helpful as the process has begun very slowly, most likely due to the economy. Thanks and looking forward to a fun Fun Fair! Chris Kiser
8. Recycling—We have a procedure in place for recycling. Two or three large trash cans will be placed each day in the back hallway by the Mechanical Room before school starts. During the day, if your recycling bin fills up, have one or two responsible students carry it to the back hallway. They will empty your recycling bin into one of these trash cans. After school is out, a custodian will then empty the recycling into the yellow recycling dumpster. On Monday, I recommend you model this process for your students so they understand. If you have any questions about this information, please let me know.
9. Teachers—If you notify Bev that you are going to be out a week in advance, please fill out a 101 Form and give it to Bev. If you give her your 101 Form a week before you will be out, she will schedule a substitute for you. If you are going to be out and you notify Bev with less than a week's notice, you will need to call the sub service for a sub at [872-1049](tel:872-1049). You still need to let Bev know. Teachers also need to fill out a 208 Form the day they return from being absent.
10. MCAS Communicators—Each month, Betsy Kohn emails out a district newsletter called the MCAS Communicator to all district personnel. A copy of this newsletter is posted in a black binder in the Staff Lounge for you to read at your leisure.
11. October is Fire Safety Month.
12. Our October Staff Meeting is on Monday, October 1, 2012 at 3:10 pm in the library.
13. The next JSA Meeting is on Tuesday, October 2, 2012 at 6:00 pm in the library.
14. The mCLASS Math assessment window is from 9-12-12 through 10-11-12.
15. The Acuity Predictive A assessment window is from 9-24-12 through 10-5-12. Teachers in grades 3-5 will need to work with Steve to set up a time to take the assessments.

"Let no feeling of discouragement prey upon you, and in the end you are sure to succeed." -Abraham Lincoln