School will resume 4/13/2020

Pledge of Allegiance:

Support Team: MPB, Jim Bellini, Nanette Renkiewicz, Steve Berryman

I am honored to be a part of such an amazing community at Jardon School! Friday was a very difficult day with students unable to come to school, information updates rolling in, changing deadlines and an overall uncertainty of what will unfold in the next month. Each and every one of you was a team player; you all exhibited sincere concern, patience and kindness in what is a very difficult situation. I could not be prouder of the community we have built at Jardon, there is no better place to be! While it was hard for us to say goodbye without warning, we know it is even harder for our students who were unable to say goodbye at all. Please reach out to your students over the next month and check in with them and their families. We must all remember that this is not goodbye...it's 'see you later.' With that said, if any of you need anything during our time away, please don't hesitate to reach out to me. You are all in my thoughts.

See ya later,
MPB

Updates:

★ All Progress Reports have been updated and mailed
★ All Work Reports have been updated and mailed
★ All Resource Packets have been mailed to students
★ All IEPs have been completed and are up-to-date through 4/16/2020
★ All classrooms are prepared for deep cleaning
★ All plants from the Jardon Greenhouse have been taken to an alternate location for protection during our time off.
★ Our fish friends in the office will be fed by the one and only Mr. Mitch during our time away from school.
★ All classroom orders our complete and up-to-date as of 3/13/20
To Do:
★ TEACHERS/PARAS/ANCILLARY: PLEASE COMPLETE YOUR MEDICAID THROUGH 3/13/20. YOU WILL HAVE TO DO A MONTHLY SUMMARY ON 4/1/20.
★ Please monitor your email daily
★ If you receive a Random Moment In Time notification it is mandatory that this is complete (even if you are not at work).

When We Return:
★ Complete CBI schedule for April
★ Complete ESY Amendments by 4/24/20
★ Parent/Teacher Conferences: 4/16/20
★ Fun Night: 4/16/20

REMINDER: IF YOU ANSWER THE PHONE IN THE OFFICE, PLEASE TAKE A MESSAGE REGARDLESS OF THE STUDENT/CIRCUMSTANCE. NO INFORMATION REGARDING ANY STUDENT IS TO BE GIVEN OUT OVER THE PHONE.

Professional Development:

Seizures: If a student has a seizure of any kind it is mandatory that this be recorded on a Seizure Report and put in my mailbox. A Seizure Report may be filled out by any staff working with the student.

Entering Absences into AESOP: When you are going to be absent or sick, you MUST put it in AESOP. If you do not put it into AESOP it results as a “no-show”, which can lead to disciplinary issues. Rochelle will not put absences in for you. This is true if you have to leave school sick as well.

Personal Days: Please remember you are only allowed 3 personal days per year. Some of you have already used them all. If it goes over 3 days, it has to be approved by the Central Office.

Return to work after injury: If you are injured at work, you must fill out an accident report and go to the district approved clinic. Before returning back to work, you must go to the Hazel Park board office first to get clearance/approval.

Certificate Renewal: Please be sure you renew your teaching certificate if it is due to expire. You will need to get a certified copy to the board office.

Extended School Year: Please collect all necessary data to ensure that we can plan effectively as IEP teams to schedule for this summer.
• ESY Packets have been distributed to Jardon CAP and Jardon ASD. These are district forms that we will need in order to assess if a student qualifies for ESY. ALL forms will be due April 24, 2020.

Classroom Team Meetings: I am asking that each classroom have a team meeting every Wednesday as a proactive measure in working with students and staff. These meetings should be focused and meeting minutes should be maintained for review.
  • PLEASE SHARE YOUR WEEKLY MEETING NOTES/ATTENDANCE/TIME/DATE WITH BY FRIDAY OF EACH WEEK VIA GOOGLE DRIVE
  • These are looking great!

Feeding Plans: SLP/OT/Psychology are currently working to develop a systematic approach to students who require feeding accommodations. If you have any input please see Jennifer McQuiston, Sarah Battice, Sarah Hoffman, and/or Nanette Renkiewicz.

Community Based Instruction: Please remember that all CBIs should be accompanied by a lesson plan that has objectives and specific learning activities.

Work Sites: Planning for Rotation 3 is in the works!

Evaluation Updates:
Thank you for continuing to welcome me into your classrooms for informal/formal evaluations. I will begin working on Summative Evaluations for teachers and ancillary this week. If you have any questions please feel free to see me. Here is a link to the Danielson Evaluation Rubric for your reference.

Social Committee: The Social Committee will be accepting dues until Friday, October 31st, cash only. The cost is $10.00 for Pro Staff and $5 for Para Staff. When joining the Social Committee, you are helping with the buying of cards and gifts for our staff members when needed (wedding, baby, sickness, death in the family, surgeries, retirements, boss's day, etc.).

Email communication: Please remember that each staff member is expected to check email at least twice a day. If you don’t have access to a computer, you may use any computer in the media center to login and check email. Please try to use “RR” for emails that require response and “NRN” for emails that don’t. Also please remember that if someone is added as a CC or BCC on an email, response is not required.

Referrals:
November 2019: 3 Jardon ASD
              1 Jardon CAP
              1 Webb SXI

December 2019: 1 Webb SXI
January 2020:  1 Jardon ASD

February 2020:  1 Webb SXI
               1 Jardon ASD
               1 Jardon CAP

March 2020:    1 Jardon ASD

UPDATES FROM SPECIAL EDUCATION

KAREN'S KORNER

Building Updates:
- Technology Ticket Submitted: Printer in Webb IEP Room
- Workout equipment moved into new Activity Room  Done
- Greenhouse garage cleaned and ceiling repaired  Done
- Hallway light bulb replacement  Done
- Women's Restroom - missing/loose floor tiles - SUBMITTED  Done
- CAP Kitchen - molding loose and ants -  Done
- Relaxation Room for CAP Program will be put into Office  Done
- Men's Staff Bathroom in back hallway  Done
- Dishwashers installed  Done
- Two Relaxation Rooms will be established in the upcoming weeks  Done
- Lobby Project  Done
- Storage Room will be cleaned out via Maintenance Department  Done
- Work Orders are put in for the following: Hallway Light (Back Hallway)  Done
- and New Clocks (Teacher’s Lounge and Back Hallway)  Done
- Technology Ticket Submitted: Kulczycki - Computer Cart  Done
- Technology Ticket Submitted: Apple TV - Equipment? Training?  Done
- All Bathrooms painted  Done

PBIS
- Please put all completed SWIS forms in my mailbox.
- If behavior is significant (falls under the major problem behavior category), we will review consequences as a team (teacher, social worker, psychologist, principal).
Ancillary
  ● Social Skills Groups are cancelled

Staffing: We are fully staffed:

Reminders:
  ● The HP-BOE has asked that all staff be cognizant of the cell phone policy. Please do not use your phone for personal business while working with students and/or in the classroom/work/CBI. Thank you!

Student Lunches: Students will no longer have lunch on ½ days due to 11:00 a.m. dismissal

Community Events:
  ● Please save your plastic lids and bottle caps to donate to Ms. Austin’s classroom! The collection of 400lbs will earn us new outside benches!

  400 pounds collected so far!
  NEW OUTSIDE BENCHES COMING OUR WAY!

IEPs:
  ● SAVE THE DATE letters have been sent to all students in order to streamline the IEP process to ensure we have substitutes.

Professional Learning:

Jardon Calendar 2019-2020:
https://docs.google.com/document/d/1u_MZmTJbCQ91PMzwoLsDAFV5YRk6z0YpErJNmhUCgUU/edit

Jardon Activities Calendar 2019-2020:
https://docs.google.com/document/d/1rhO_2ICYxyieY8_1brWaRbjEfiarkzZ3wLYQ5ezHNWw/edit

Jardon Student/Staff Classroom Assignments:
https://docs.google.com/spreadsheets/d/1B5J5DjTh90PqVlt2lWKsHFgbagoSBitaDxMg-oQDho/edit#gid=0

Jardon Daily Schedule:

**CAP Schedule:**
https://docs.google.com/spreadsheets/d/1xJwNQE65WENv4prG3xcN6HUX-cmGq9zVXKF-si6jewk/edit#gid=0

**IEP Procedure:**
https://docs.google.com/document/d/17mgMlqLbJ8GttXI6P53eJULutkM4XLpe6xP_eRVyBs/edit