



Aspire. Affirm. Attain.

## Memo

**To:** Coliseum Student Advocates

**From:** Dr. Orange

**Date:** November 1, 2011

**Re:** Information and Updates

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### Charter Office Visit!!

LAUSD Charter Office will pay a visit to Coliseum on Thursday November 3<sup>rd</sup>. They will probably come and visit each of your classrooms. Once Dr. Hollie provides me with the schedule, I will pass it on to you so you have a better idea of the time of day of the visit. Remember, we are up for renewal this year.

### Notification of illness

Your request for time off is to be processed through Mr. Jackson, but I should be notified of your intended request. This keeps me in the loop via you and not Mr. Jackson and allows adjustments to be made, if necessary, at our site location. Send a copy of your lesson plans to Mrs. Eason or let her know via e-mail or phone where the plans will be left for the substitute. Make sure you notify your grade level partner of your absence and where your plans are located, as she/he will be the substitutes support for the day you are out.

### Peer Observation

Thanks Mr. Long for setting up the schedule for peer observations. We are going to hold off on peer observing Ms. Newton's classroom this week and reschedule for a subsequent week. When we observe each other it should be with a clear focus and a lens to view what is taking place in the classroom. Dr. Hollie would like us to observe one another through the frame of mentoring and/or focus on "Highly Engaged Classrooms". So, hold off on the observations until I provide everyone with more structure in which we are to observe.

### Power School

Attendance has to be taken in Power school by 9:00am. There are no exceptions. Our attendance record keeping is directly related to our funding. The numbers for attendance have to be sent to the district by a certain time so we need to make sure we take attendance by 9:00am.

### Head Sets

I have eight headsets that can be used with our computers. These are useful for those working on computers in the independent reading groups and for those students you assign to work independently on computer programs to improve skills in all content areas. They are in the office, but I plan to move them to the computer cart. I will develop a sign in/out sheet to keep track of the headphones and their use.

### Phone System

The phones in our rooms work. Please use them when you want to communicate with the office or other Student Advocates. You must first dial a 1 then the room number.

### Library Use

We have access to the Library at Coliseum and I would like for us to utilize the facility. Please take a look at your schedule and start to find time and activities that warrant a visit to the library for our students. We have access everyday from 8:30-9:15 and from 1:20-2:20.

### Parent Visitor

We are trying to do a better job in the office with making sure our parents follow procedures when they come to take their kids out early for the day or to drop off items. To that end, make sure that any parent coming to your room has a visitors pass. If they do not, send them to the office to get one. Also, they need a release slip from the office to take their child early. This is necessary for accountability and security purposes. This policy has to be enforced.