

52nd Street School Community of Learners

Hosted by Ms. Carrasco, Mrs. Howard, and Mrs. Garibay

Bright Talk & Share

is proud to present an open forum for teachers to share best practices with others.

Meeting Topic:

CLOSING BULLETIN!

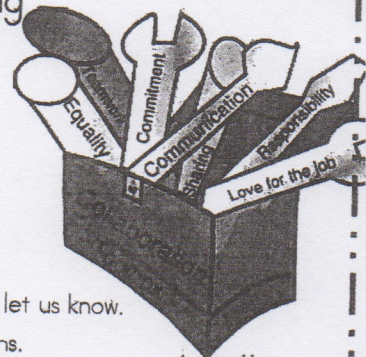
Bring your end of the year closing
bulletin and any questions.

Thursday, May 7, 2015

2:40pm - 3:40pm

Mrs. Garibay's Room 24

LAUSD Teaching and Learning Framework
Standard 2: Classroom Environment
b. Establishing a Culture for Learning
Standard 5: Professional Growth
b. Participating in a Professional Community



If you have suggestions for other topics, please feel free to let us know.

We look forward to **Community of Learners** sessions.

Approved by _____

Community of Learners



End of Year Bulletin
Professional Development
Presenters:
Mrs. Garibay
Mrs. Howard
Ms. Carrasco

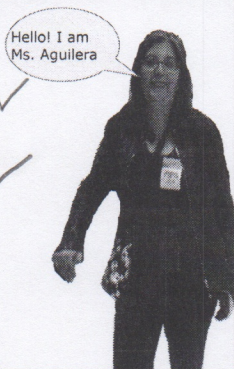
Agenda

- Documentation of Cumulative Records
- Documentation of final report cards
- Discuss proper protocols for book and equipment return
- Discuss proper protocols for books and equipment remaining in the classroom
- Questions, Comments, and Concerns

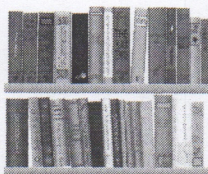


Book and Equipment Return

- Label all returning materials
- Return staff handbook to office
- Equipment inventory check list due to Ms. Aguilera *by June 1* ✓
- *Math and RLA Inventory Checklist due Friday *June 5* ✓
- *Notebooks/tablets by June 5
 - *May be checked out for summer
 - Sign out form
- Transferring/Leaving turn in



- Manipulatives and stacked books
- Check to see that all textbooks are prepared for return to storage
- Library books are due to back to the library by **May 29, 2015** ✓





- All leveled Readers returned to appropriate rooms.
- *All classroom libraries and any materials issued to you by the instructional coach must be put back into kits and left out for inspection **beginning Thursday June 4, 2015**
- *Grade 1 please stack all anthologies 1.1- 1.6 separately in the cupboards.

Miscellaneous

- CUM
 - Last report card filed by June 1 ✓
 - 5th Grade show L7 by June 4 ✓
- Mrs. Dates:
 - *Absent notes by June 5 ✓
 - *Sign in Card by June 4, 7:40am ✓
- Clean Classroom by June 5, 1:00pm



Progress Report Cards and Portfolios

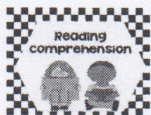
• Progress Reports are due to **Mr. Jimenez** by 3 PM on **May 29, 2015.**



• 3 comments are recommended.

• ELD:

- *ex. Making progress toward ELD 3 standards in reading.*



• Academic:

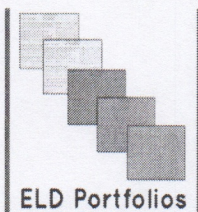
- *ex. Shows improvement in reading comprehension.*

Feeling:

ex. A pleasure to have in class.

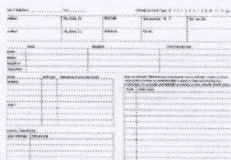


*ELD portfolios are due to **Mrs. Aguilera** by **May 15, 2015.**

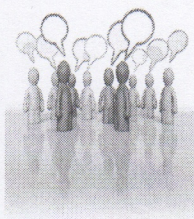


Cumulative Records

- Are legal documents
- Cannot use white out to void out errors
- Errors are to be voided using a single line
- Use only blue or black ink when documenting
- All CELDT stickers should be applied to a test card



Comments

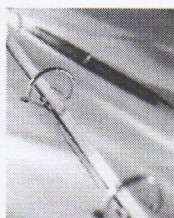


- Keep all comments professional and positive
- Should be followed by an area of strength and then area of need
- When documenting, begin with a positive comment first. Find one thing the student is good at and note it in the cum.

ex. John enjoys assisting the teacher in class however experiences difficulties establishing positive peer relations while on the yard.

Documentation

- If a student was referred to the Student Success Team, make a note of it _____
- Enter the full address and telephone number; do not use ditto ("") marks.
- All school history is to be complete in Section 8. *Last day of school is June 4*



Calculating Students' Age

- IS BASED ON THE YEARS AND MONTHS AS OF THE DATE ENROLLED (AT THE BEGINNING OF THE YEAR).
- Ex. SCHOOL STARTS ON AUGUST 13, 2014. JOHN SMITH'S BIRTHDAY IS MAY 7, 2006. UNDER THE AGE COLUMN, I WOULD DOCUMENT JOHN'S AGE AS 8YRS. AND 3 MOS. OR 8.3 years.
(From 2006-2014= 8years and May to August =3 mos.)



Attendance



- Record attendance in PENCIL ONLY.
- On the last day, Thursday June 4 ink in the correct information.
- Total days present + total days absent should equal **180 total of instructional days.**

Miscellaneous

- Complete Section 11 by listing students' grade level readers
- Record parent conferences held in the provided section (really important)
- Record any special services given to students (ie. tutoring, resource, intervention, speech etc.)



Thank You So Much



"Commitment leads to action. Action brings your dream closer."

Thank you for your commitment to our students. Your talents are truly appreciated!

Where there is no commitment, there is no success.

Scottie Somers

