

# Fairfield's C&I Update

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## Relax? Yeah, right?

As educators, we often take on the emotions of our students and their families. The holiday season is no exception. Many of our students and families will be thinking this is “the most wonderful time of the year”, while others will be feeling the pressures the holidays can bring. For educators, the empathy we have can take a toll. We need to be sure we are taking care of ourselves, and each other, during this time of year. Here are just a few ideas to help.

If you have five minutes...

- Write down something you’re grateful for on a slip of paper and add it to a “gratitude jar.” When you need a break on another day, read through some of the moments you added to the jar already.
- Do some stretches. The Mayo Clinic even has a guide to simple [stretches that can be done at a desk](#).
- Write a positive note to a colleague. On your way out the door, drop it off in his/her mailbox.

If you have ten minutes...

- Take a short walk outside.
- Meditate. Look for a way to get using the Headspace app, which [teaches users how to meditate in 10 minutes each day](#).
- Listen to a short podcast segment, like [the TED Radio Hour](#).
- Try a [10-minute yoga](#) session.
- Write two positive notes to two colleagues. On your way out the door, drop them off in their mailboxes.

Always remember, the work you do is important. YOU are important. Take good care of yourself, and enjoy your Thanksgiving Break.

*Lani*

## Literacy Lowdown

Since having our two in-service days on August 31 and November 6, Jennifer Lewis and Lauren Sweeney, our Middle School Literacy Coaches, have been able to be in classrooms to see literacy strategies the middle school teachers are employing with their students. Math students have been using process logs; science students have been using the mentimeter while studying academic vocabulary; health students have been “Messing with a Quote,” and so much more!

Vocabulary Association Triangles, Say, Mean, Matter, and other discipline specific strategies were added at the second in-service day

and have begun to also be utilized. Please keep sharing all the great learning that is happening in your classes!

As we continue through the year, Jen and Lauren would like you to start thinking about how they can help you with your struggling students. Another part of the Striving Readers Grant, which funds their positions, relates to the implement the MTSS. As you remember, MTSS stands for Multi-Tiered Systems of Support. Jen and Lauren have both been tasked with getting this system up and running in each of the middle schools.

MTSS allows teachers to come together as a team

and discuss strengths and opportunities for students, analyze situations of success and inconsistency, and strategize interventions to create a plan so students can begin to make progress in their areas of difficulty. Many of the staff at both middle schools have already been trained in MTSS by Margaret Searle. No one is an expert yet, but, together, we can pool our knowledge to help our students overcome obstacles and experience success.

Remember, Jen and Lauren are available to support you and your students. Feel free to contact them anytime.

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“It is the supreme art of the teacher to awaken joy in creative expression and knowledge.”  
Albert Einstein



## Curriculum Assessment Teams (CAT)

A team of elementary teachers is being formed to work on updating our common assessments and ensuring these assessments are in Edcite. We are currently in the process of organizing this group, which we will refer to as the Elementary Common Assessment Team (eCAT). This group will be

tasked with reviewing the common assessments to determine if changes need to be made. The assessments will be checked to see if they utilize the most appropriate tech enhanced feature for the question, are similar to the format of the Ohio State Test, are linked to the standards, and are

marked as common assessments. Two days will be set aside for this goal. Members of this group will decide the best times and days to meet.

In addition to an elementary group, we will also be forming a secondary team. If you are interested in participating on either team, let your principal know.

## Email Etiquette

Email can be overwhelming at times, but it is the primary form of communication today. It is also a public record. As such, following the ABCs of Email Etiquette as adopted in board policy EDE-R-1 will assure our email communication meets professional standards and falls within the guidelines of educational and administrative use. Here are a few summarized highlights:

1. **Read all email communication.** It is the fastest, most efficient way to disseminate important information to everyone in a district our size. Not reading your email may leave you in the dark about events, professional responsibilities and expectations, deadlines, or information requests.
2. **Respond.** The expected time to respond to an email is within 24 hours. Even if you don't have the answer, it is professional courtesy to at least acknowledge the receipt of the email and let the party know the timeline when you will be back in touch. Then make sure you follow up.
3. **Use Manners.** And proper grammar, punctuation, spelling, etc.
4. **Keep it clear and succinct.** Often, if it requires a lot of explanation, then face-to-face or a phone call would be a better method of communication.

5. **Never email with emotion.** If you are feeling emotional about an email received or tempted to send an email about something that has made you emotional, it is best to use your entire 24 hours to process before responding/sending. Typically, communication of an emotional nature is better face-to-face or via a phone call. You may also want to seek input from a trusted administrator or colleague.
6. **Be transparent.** If you are cc'ing someone in the email, be sure to explain why. Only use BCC when you are trying to avoid publicizing other's personal email addresses for their privacy (like parent emails for a class newsletter).
7. **Be aware of your audience.** Not everyone needs the information forwarded, and not everyone needs your reply. Use the 'reply all' feature sparingly.
8. **Fairfield business only.** Refrain from using your Fairfield email address for any personal business. Remember – it is public record and can be requested at any time.

For more details, click [HERE](#) to go to our school board policy repository, and look up policy **EDE-R-1: The ABCs of Email Etiquette**

For help in utilizing the settings and features of your Outlook Email client, contact Dan Jeffers, Katie Pennell, or Lori Wegman.

## ABC's of Email

(Originally shared by Cathy Milligan in 2008)

Ask before sending to entire staff or entire district.  
**Business use only.**  
 Clear communication.  
 Default settings (Use unless you know what you are changing).  
 Excessive punctuation (avoid).  
 Flaming (don't express anger in an email).  
 Grammar (proofread).  
 Humor (use caution – others cannot hear your voice in an email).  
 Include a subject line.  
 Judgment (use when forwarding).  
 Keep cc'ing to minimum.  
 Lowest level resolution (resolve concerns face to face or phone through appropriate chain of command).  
 Mind your manners.  
 Never send anything that you would not want made public.  
 Opening an unexpected attachment (DON'T).  
 Publicizing email addresses without permission (DON'T).  
 Quick! Get to the point.  
 Response (talk face-to-face or use the phone as appropriate).  
 Send email "forward" with caution.  
 Time (reply within 24 hours).  
 Upper case (only use for emphasis).  
 Very large files overload the email system (Don't use).  
 Warnings and security issues (expect specific direction).  
 eXtraneous information (delete unnecessary text/graphics before forwarding).  
 Your tone (formal).  
 Zip your lip (Fairfield email is for professional use only).

## Laptop Care

Everyone needs to work together to ensure our laptops are ready to use. Here are a few ideas to help.

1. Assign each laptop to the same student or group of students for use. Examples:

- Suzy always gets laptop #12.
- Table 5 always gets laptop #8.

2. Have a cart 'manager' check laptops at the end of class as they are placed in the cart

3. Do not allow students to move 'open' laptops. Students should not grab them by the monitor to carry!

4. Turn in a ticket when an issue arises. Include the following information:

- Cart name
- Cart location (room being stored)
- Unit number
- Issue

## Around the District...

