

Zimbra

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**[elem\_princi\_only] May 3 Information - please share**

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**From :** Brooke Wagner <wagner\_b@4j.lane.edu>

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**Sender :** elem\_princi\_only <elem\_princi\_only-bounces@4j.lane.edu>**Subject :** [elem\_princi\_only] May 3 Information - please share**To :** elem princi only <elem\_princi\_only@4j.lane.edu>

Hello Elementary Leaders

*Please share the message below with your certified staff as soon as possible regarding guidance for May 3, 2019. The message is below and was vetted by union leadership so we are good to share with staff.*

May 3 Guidance - The May 3rd elementary transition day was set in the calendar to align with secondary level so all families and students are on similar schedules. Secondary uses this day for mid-term grades and building Professional Development (PD). For elementary - this day is not intended for organized PD or meetings led by the administrator. Teaching staff can gather together to plan or do transition work for next school year.

Possible activities may include but are not limited to:

- Class list preparation for 2019-2020
- Pre-K transition meetings
- 5th to 6th grade transition for fall of 2019
- Kinderzone prep Sept. 2019
- Grade Level planning
- Planning for last six weeks of school
- Parent Communication
- Begin filling in report cards
- Assessing student work

The Instruction Department could provide resources if requested by individual teachers, grade levels or buildings.

Thank you

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