

THE Heritage Closing Bulletin



May 18, 2016

1. **Media Center Items**

Audio-Visual Equipment:

Please return all digital cameras, tripods, speakers and ELMO carts to the Media Center by Thursday, June 2. If any returned item is not in working order, please let the Media Center know.

Returning Teacher Materials:

All teachers will receive a Media Center printout indicating the items which have been checked out to them during the school year and not yet returned. Please turn in all materials to the Media Center on or before June 2nd unless you have made prior arrangements with Miss Miller.

SOCIAL STUDIES

Please verify with Miss Miller that you have the correct number of texts in your class.

2. **Grade Cards**

Grades will be posted in Home Access Center Friday, June 10, 2016 after 5 PM.

3. **Grades**

Any incompletes must be replaced with a grade by submitting a district grade change sheet to Jennie on or before Friday, May 27th. The sheets are on the counter in the guidance office.

TAC will open at 7:00 AM on Tuesday, May 31 for grade entry. You may begin entering, saving and submitting grades and comments at that time. TAC will close promptly at 1:00 PM on the last day of school, Friday, June 3, 2016. Verify and save grades, print and give a copy to Jennie Drago in the Guidance Office no later than 1:50 PM on the last day of school.

Final Grades

Letter grade values: Please use the following scale from page 77 of the student handbook to determine final grades.

A+	98-100	B+	88-89	C+	78-79	D+	68-69	F	50-59
A	93-97	B	83-87	C	73-77	D	63-67		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

If a student earned below 50% for any of the nine-week marking periods, the percentage for the grade must be changed manually in TAC to 50%.

To determine a final grade manually you will have to average the four grading period letter grades. If the numerical average falls exactly halfway between two letter grades, the teacher will determine the letter grade to enter.

Additional Notes on Grades

In a full-year required course, a student must receive at least one passing grade the second semester or receive an F for the final grade average in that course.

5. Calendar of Activities

A reminder that all of your 2016-2017 school year activities and events need turned in to Nic by June 3. Additionally, please include any potential fundraisers and tentative dates. All other activities will be put on the calendar in the order they are received.

6. Maintenance Requests

If you would like the consideration of a Maintenance Request, you will need to complete a Work Order online.

7. Locker Clean Out

Custodians will begin changing combinations on locks on Monday, June 6. Lockers will need to be cleaned out June 1. Students should not bring book bags after locker clean out.

Locker Clean-Out 7:45am 8th grade (we will make announcement over PA)

Locker Clean-Out 8:15am 7th grade (we will make announcement over PA)

Marked boxes will be placed in each hallway during locker clean out for items that can be recycled or reused by staff and needy students in the next school year. Please elect students to bring the boxes to the Guidance Office at the end of locker clean out each day.

After school on Thursday we would like all lockers opened, cleaned out, and left open for the last day of school. Any leftover contents will be bagged, tagged with the locker number and left in the staff workroom.

8. Summer Hours

Summer office hours will be 7:00 am to 3:00 pm most days. **To be sure you can get in the building, please call to make sure someone will be here or be sure to come in the front and sign in and use the security code.** Guidance personnel are available until June 17 and after August 3.

9. Mail Boxes

Have your mailboxes cleaned completely out by the end of day on June 3. Anything left will be discarded.

10. Save the Dates

- Summer Academy
- Staff Retreat August 12 12-4pm at OSU Student Union. (RSVP Google form below) Dinner/Drinks after (downtown location TBD).
 - <http://goo.gl/forms/Ohjp297YbD>
- PAW Days –Aug 9 (8th) Aug 10 (7th) Evening Hours Aug 9 (4-6pm)
- FFN – Aug 10- 6pm(Food Trucks); 6:45pm Main Gym; 7:00pm Schedule rotations
- ILE – August 3-5, 2016
 - **KEYNOTE SPEAKERS:**
 - 1) Jon Gordon, author of The Energy Bus, The Hard Hat, and many more will be our Day 1 Keynote speaker.
 - 2) Jim Tressel, President of Youngstown State University President and former Ohio State
 - Click on this link to get to the site and register today!
 - <http://www.ileohio.org/>
 -
- Teacher Work Day/Convocation: Tim Kight is scheduled to speak at Convocation on **Monday, August 15.**

- Monday, August 15
 - AM Convocation PM District PD
- Tuesday, August 16
 - AM Bldg. PD PM Bldg. Work Afternoon

- TedXHilliard- August 2

Reminders of what you can use for attending the staff retreat:

COI Day Swap **OR** Professional Option Day (can't be both)

CEUs **OR** Semester Credit (can't be both)

However, you can do:

COI Day Swap and CEUs

COI Day Swap and Semester Credit and CEUs

POD and Semester Credit

_____ **Teacher's Name**

_____ **Summer Telephone Number (required)**

CHECK OUT LIST (bring this with you at checkout)

All teachers must check out with the following people before leaving for their summer break. The following people will initial when checking you out. N/A is not a correct initial. You may check out beginning at 1:00 PM on Friday.

To Guidance Secretary **Jennie**

_____ Verify and save grades, print for each student/class and give a copy to Jennie in Guidance by 1:15 PM on the last day of school, June 3rd.

To Media Specialist **Joy**

_____ Student Textbooks collected (SS)

_____ Teacher Textbooks collected (or confirmed to keep)

_____ Any teacher library books and/or equipment (speakers, ELMO projectors, etc.) housed in the media center.

To Secretary **Kim**

_____ Special notice of shipments arriving during summer

_____ Notification of orders already received and OK to pay

_____ Please be sure you have submitted documentation in the HR system for sick leave/personal leave.

To Nic

_____ Return Keys to Nic **ONLY IF YOU WILL NOT BE RETURNING NEXT YEAR**

_____ Calendar of Activities listing for 2016-17 School year **submit to Nic. See form below**

To Jennifer Feeney:

_____ **Return your district iPad if you are not returning next school year.**

HILLIARD CITY SCHOOLS

HERITAGE MIDDLE SCHOOL

TEACHER'S NAME: _____

CALENDAR OF ACTIVITIES FORM

Include use of facility (room, space), which requires scheduling.

ACTIVITIES FOR 2016-17 SCHOOL YEAR – PUT IN MONTHLY SEQUENCE

NAME OF ACTIVITY _____

MONTH _____ DATE _____ DAY OF WEEK _____

TIME _____ PLACE (CAFÉ, CLASSROOM, LIB.) _____

OTHER INFORMATION (TECH. OR KITCHEN NEEDS, ECT.) _____

NAME OF ACTIVITY _____

MONTH _____ DATE _____ DAY OF WEEK _____

TIME _____ PLACE (CAFÉ, CLASSROOM, LIB.) _____

OTHER INFORMATION (TECH. OR KITCHEN NEEDS, ECT.) _____