

Good Evening Team Mason,

I hope your week is off to a great start! Last week, I was presented some data that showcased the progress we are making with student attendance, compared to the other five schools in our cohort. Shoutout to all of you for making sure students are present in school each day, for following up with families, and for ensuring students know their presence is valued since they are part of the classroom and school community. I was also presented with data showcasing the progress we are making with supporting our learning to read at grade level. As you know, we have built many structures to support our readers, such as small group interventions with our interventionists in addition to Foundations and guided reading. Our efforts are clearly not in vain, and the data shows! Thank you for your continuous hard work and Check out that data [here](#).

**Town Hall - Tomorrow:** We have our second annual Town Hall tomorrow! Please be sure to show the recording to all of your students before the end of the day tomorrow. We will be coming around between 1:50 and 2:20 to give out awards. Video is linked [here](#).

**Reading Party:** Students who have read at least 4x per week will receive a special invitation to attend a reading party celebration this Friday. The celebration will take place from 1:45 - 2:15. Music, make your own sunday, and pick a book and prizes

**Morning Duty On-Time Arrival:** Today, I was in the school yard with my clipboard and staff list to note who has been arriving to duty late. I had no names to write down due to the on-time arrival to duty of staff. Thank you for taking this responsibility seriously. I look forward to on-time duty arrival continuing for the duration of the year.

**Cafeteria Tap Pass:** The tap pass by the cafeteria is now working. We no longer need to prop this door open. If you are using the side door for students to come back into the building, simply send a student inside through the working tap-pad attached door, and have them open the side door for students, or you can continue to use the front entrance. Do not bring all of your students through the tap-pad attached side door, as this will be disruptive to the groups in the cafeteria.

**Bulletin Board Updates - Due Friday:** Please make sure your bulletin boards are updated and reflect current learning experiences aligned to our curriculums in use. Displays should include: a description of task and standard(s) addressed on task, and work representative of all students in the class.

**51A Mandated Reporting:** [DESE and DCF released a joint updated advisory](#) for mandatory reporting. Take a moment to review. In schools, mandated reporters must fulfill their mandatory reporting duty by:

- (1) immediately making an oral report directly to DCF and then following up with a written report (which can be filed online, by fax, or mail) to the DCF local area office within 48 hours; or
- (2) immediately notifying the person in charge of the school (or that person's designee), in which case that individual becomes responsible for immediately making the oral report to DCF and submitting the written report (which can be filed online, by fax, or mail) to the DCF local area office within 48 hours.

That's all for now. Have a great night!  
Carolyn