



## *Munhall E-News*

*October 21, 2016*

### *Important Dates*

**October 24 – October 28    Munhall Book Fair**

**October 24 – November 16 Sign Up for Parent Teacher Conferences on HAC**

**Monday, October 24            D303 Proposes Middle School Building Improvements**  
7:00 PM, Wredling Middle School

**Tuesday, October 25            Beginner Orchestra**  
7:30 AM, Munhall Community Room

**Student Council Meeting**  
3:00-4:05 PM, Room 201

**Wednesday, October 26        Gr. 5 Advanced Orchestra**  
7:30 AM, Munhall Community Room

**Gr. 3 Hickory Knolls Field Trip**

**Thursday, October 27            Gr. 4 Advanced Orchestra**  
7:30 AM, Fox Ridge Elementary School

**Band Rehearsal**  
7:30 AM, Munhall Community Room

**4H Delnor Woods Field Trip**

**Friday, October 28                4C & 4T Delnor Woods Field Trip**

**Fall Celebration Classroom Parties**  
1:45-2:45 PM

**Student Council Meeting**  
3:00-4:15 PM, Room 201

**PTO Fall Celebration**  
6:30-8:30 PM, Munhall School

**Monday, October 31              Happy Halloween!**



## *From the Principal*

Dear Munhall Parents,

### **Munhall Book Fair**

Beginning on Monday, students will have the opportunity to visit the Munhall Book Fair and begin making wish lists for their favorite books. On Wednesday, October 26, the fair will be open to staff, students, and parents to purchase books and materials. All students should have come home yesterday with an informational flyer regarding the Munhall Book Fair and the books that are available. The Book Fair will conclude on the evening of Friday, October 28 at our PTO Fall Celebration. Any profits made on the Book Fair will go directly back to our students through the purchase of books and resources for our LRC.

### **Writer's Workshop**

As I shared during the principal's message of our Curriculum Nights in early September, Munhall staff has been working diligently to learn and grow with regards to our writing instruction. Specifically, teachers have been looking deeply at the environmental features that are conducive to helping our young authors grow. Below you will find a list of features that teachers are striving for in their own workshops. When these environmental features are in place with fidelity, the students' cognitive load can shift to the instruction and their learning. Please ask your son or daughter about their writing experiences and how they are growing as authors. Also, feel free to use the list below as talking points, especially with our intermediate learners.

- Students independently bringing and utilizing writing materials to the designated group
- Defined space
- Students following the written transition norms independently
- Anchor charts are visible and accessible to both students and teachers when needed
- Students utilizing anchor charts
- Post teaching points
- Use of writers' notebooks, teaching students how to utilize them as a resource
- Posting word wall words as we learn
- Personal word walls in writer's workshop
- Students seamlessly managing transitions
- Students understand how to manage the unexpected (i.e. partner absent)
- Students identify and articulate when they don't understand
- Multiple writing pieces in student folders
- Students access materials independently
- Resources prepared and available
- In Art having kids get peer feedback to make changes to their art pieces
- Having students bring their writing folders and utensils to the carpet
- Teaching equipment (easel, chart paper, markers, pointer, etc.)
- Published texts, student work, demonstration texts displayed.
- Students seated next to long-term partner

### **Veteran's Day Assembly**

The Munhall team is currently in the process of planning and preparing for a Veteran's Day assembly. More information will be shared with parents and families as the date approaches.

### **CogAT Assessments**

Beginning November 7, the CogAT testing window will open for all of our 3<sup>rd</sup> and 5<sup>th</sup> grade students. Similarly, to the Performance Series assessment that was just completed, the CogAT assessment is a cognitive abilities test that assists with the identification of students for

Academically Talented placement. This assessment measures reasoning and problem solving skills in the areas of verbal, quantitative, and spatial/non-verbal (using shapes to solve problems). Classroom teachers will share testing schedules with their classes as the date approaches.

### **Fall Classroom Parties**

Our fall parties will take place on the afternoon of Friday, October 28. Volunteers should plan to sign in and have their license scanned in the main office, just prior to the start of the classroom celebrations, which are scheduled to begin at 1:45 PM and end at 2:45 PM.

*Consistent with previous years, students, staff, and parent volunteers will not be wearing costumes to our classroom fall celebrations, during the afternoon. However, everyone is welcome to wear costumes to the PTO Fall Celebration on Friday evening, from 6:30 PM to 8:30 PM.*

### **PTO Fall Celebration**

The PTO Fall Celebration will be held at Munhall on Friday, October 28 from 6:30 PM to 8:30 PM. Come dressed in costume!

Have a great weekend!

Jarrold Buxton, Principal

## *D303 News*

District 303 Administration is proposing a plan to the Board of Education that will improve the District's middle school facilities by upgrading Thompson and Wredling Middle Schools. If approved by the Board, the plan would modernize and expand Thompson and Wredling Middle Schools. When the improvements are completed in Fall 2019, District Administration estimates the closing of Haines Middle School will result in an operational savings of \$2.4 million per year.

The estimated cost of the middle school improvements is \$50 million and would be paid for through a combination of existing funds and the issue of bonds that do not require a referendum. Details of the District Administration plan will be presented to the public at the following meetings:

Monday, October 24 @ Wredling Middle School	7 p.m.
Tuesday, October 25 @ Thompson Middle School	7 p.m.

The three meetings will contain the same content and can be attended by anyone in the community who wishes to attend at their convenience.

The Board of Education will consider the middle school plan at the following meetings:

Thursday, November 3	BOE Special Meeting	TBA
Monday, November 14	BOE Regular Meeting	7 p.m. at North H.S.

All meetings to be held in the Board Room of the District 303 Administration Building, 201 South 7<sup>th</sup> St., St. Charles IL 60174 unless otherwise noted.

## *Parent Teacher Conferences*

Starting October 24<sup>th</sup>, parents can sign up for Parent Teacher Conferences in Home Access Center (HAC). Conferences will be held on Monday, November 21<sup>st</sup> from 8:00am-8:00pm and Tuesday, November 22<sup>nd</sup> from 8:00am-12:00pm. Step-by-step directions for signing up for conferences are included at the end of this bulletin.

## *From the Office*

- If you have any questions about school pictures, please call Color Portraits at (847) 382-7505 extension 7.
- If you have any questions about your child's Aramark lunch account, please call Aramark at (331) 228-5242.

## *Prearranged Absences*

Absences (other than doctor appointments and sick days) during the school year are considered UNEXCUSED unless a pre-arranged absence form is completed. This form allows students to make-up homework missed during the absence. Forms must be received at least two school days prior to the absence. Prearranged (Excused) absences shall be limited to five per year.

Prearranged absence forms are available in the main lobby in the magazine rack and on the Munhall School website. Thank you for your cooperation.

## *Volunteers Needed*

The Munhall LRC is looking for volunteers who are interested in working with students, staff and of course ... books! Please click on the link below, and complete the google form if you are interested.

### [LRC Volunteers](#)

#### **Book Fair – October 24 thru October 28**

The Book Fair will run the week of October 24 and conclude with the Fall Celebration on October 28. This is a great opportunity to support the LRC through your patronage as the LRC earns money on your purchases that Mrs. Kaye and Ms. Lumsden use to purchase additional books for the LRC. Students will preview books with their classes on Monday, October 24 and Tuesday, October 25. Sales will begin on Wednesday, October 26. Grandparent's Day is Thursday, October 27, but anyone is able to make a purchase on this day. Please note, the LRC will not have copies of students' wish lists. Please bring in the wish list your child creates during the preview day and send a copy to Grandparents.

#### Book Fair Sales Hours:

Wednesday, October 26 9am-12pm and 1pm-4pm

Thursday, October 27 9am-12pm and 1pm-4pm

Friday, October 28 9am-12pm and 6:30pm-8:30pm (please note the special hours on Friday)

If you would like to volunteer, please click on the link:  
<http://www.signupgenius.com/go/10c044eaaa82baaf85-book1>

## *From the PTO*

### **Volunteer Opportunities**

Volunteers are needed for the Book Fair and Fall Celebration. Please follow the links below to sign up:

Book Fair: <http://www.signupgenius.com/go/10c044eaaa82baaf85-book1>

Fall Celebration: <http://www.signupgenius.com/go/10c0b4ea4a62da6f85-fall/24913099>

### **Fall Celebration**

Please join us Friday, October 28 from 6:30-8:30 for the Fall Celebration. See the flyer below for more information.

### **Directory**

Are you not in the Munhall directory and want to be? Send an email to the PTO at [stcmunhallpto@gmail.com](mailto:stcmunhallpto@gmail.com) to be added.

For the next communication, could we add a blurb about the PTO website? What do you think about leaving it on the news for a few weeks?

Please visit the Munhall School PTO webpage for the most recent PTO News and Events: <https://sites.google.com/site/stcmunhallpto/>

You can also follow the PTO on FaceBook at <https://www.facebook.com/stcmunhallpto/>



# MUNHALL FALL CELEBRATION

PTO SPONSORED EVENT FOR THE WHOLE FAMILY!!

**FRIDAY, OCTOBER 28**

**6:30-8:30 PM**

***COME DRESSED IN YOUR HALLOWEEN COSTUME!***  
***No weapons please!!***

## Cake Walk



Help support the  
Student Council!!

## Dancing



DJ in the Gym

## Book Fair



Book Fair in the  
LRC

## Pizza



**\$1.00 per slice**  
(cheese, sausage, or pepperoni)  
**\$1.00 water**

## Pumpkins



Stickers and Sharpie Markers will  
be provided. Please supervise  
children with markers

## Photos



Photo Opportunity with  
the Mustang cut out.  
**Bring your cameras!!!**

### **ALL CHILDREN MUST BE ACCOMPANIED BY AN ADULT!!!**

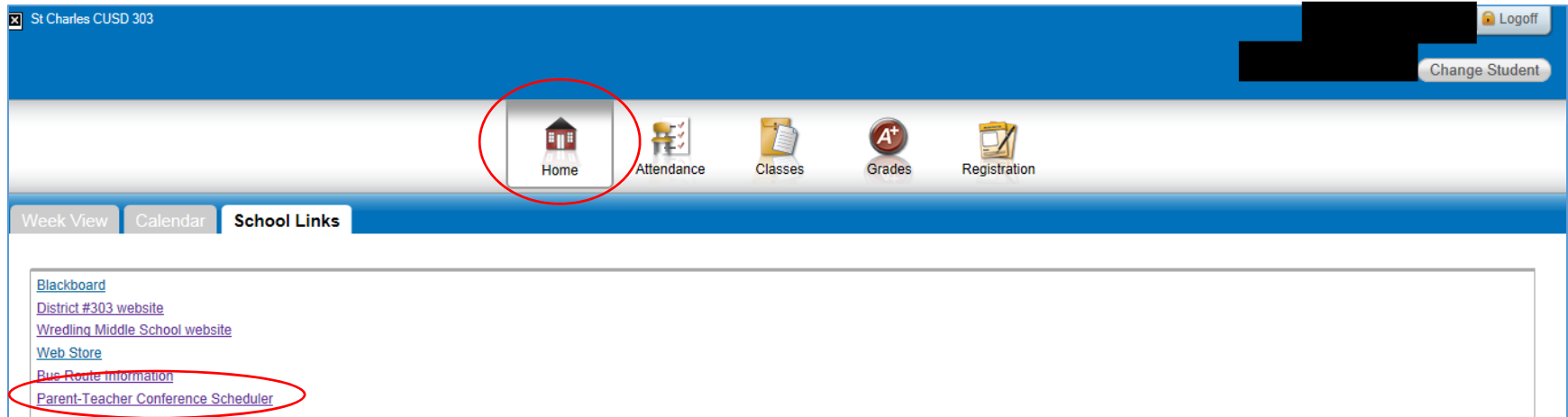
Please supervise your children during this event. For safety reasons use of the outdoor playground and access to the classrooms WILL NOT BE PERMITTED!!!

Thank you for your anticipated cooperation.

# Pick-A-Time Parent Teacher Conferences

Sign-up for Parent Teacher Conferences starts October 24<sup>th</sup> at 7:00am in Home Access Center (HAC) and will close November 16<sup>th</sup> at midnight.

First, login to your HAC account. Click on the Home icon -> School Links tab -> Parent-Teacher Conference Scheduler



The first time you are logging into Pick-a-time, you will only enter your email address, then leave the password field blank and then click Login/Create Account. It will take you to a password screen where you will enter a password, then re-enter it to verify it. This is the email login and password you will use for any future times you go to the Pick-a-time scheduler.

**Welcome to CUSD 303 Parent Teacher Conference Online Scheduler**

Enter your email and click "Login/Create Account"

Your email address:

Your personal password:

Logging in for the first time? Simply click "Login/Create Account" and answer the questions there.  
If you are already registered, enter both your email and password and push "Login/Create Account" to view your scheduled appointment.

Please record the date and time you selected, as well as your password (in case you want to change your appointment later).

Next, you will see your student(s) with colored charts under their name.

There is a color legend at the top of the screen to show which teacher each color is associated with.

Click the box that corresponds with the time and teacher that you would like to schedule an appointment with.

Logout Edit Profile/Change Password Printable schedule

### 72 - St Charles East High School Fall Parent-Teacher Conferences

#### November 23, 2015

Legend

- Appt scheduled for you
- Appt Unavailable
- Burgener, Gregory, B211
- Kolker, Jeffrey, GYM
- Libberton, Kyle, F183
- McCullough, Douglas, B110
- Reed, James, F183
- Sotern, Donna, B204
- Stone, Shannon; Kososki, Michael
- Powers, Gerald; Kososki, Michael

Click on the colored box below to book your preferred time slot.  
Click 'Your Schedule' above to view, cancel, or change your appointment(s).

Nov 2015  
Mon 23

11:30 AM						
11:40 AM						
11:50 AM						
12:00 PM						
12:10 PM						
12:20 PM						
12:30 PM						
12:40 PM						
12:50 PM						
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2:50 PM						
3:00 PM						
3:10 PM						
3:20 PM						
3:30 PM						
3:40 PM						

Please enter your child's information below  
If you have multiple children at the school simply add one at a time.  
Questions marked with an asterisk (\*) must be completed.

**Student ID**

\*

**Student's birthday (e.g. 03/28/1999)**

\*

Add



This screen will confirm your appointment and ask you if you want an email reminder. Check the box if you would like an email reminder and how many days prior to the appointment you would like to receive the email.

You are scheduling an appointment with **CUSD #303, Burgener, Gregory**, at **12:00 PM on 11/23/15**, for the **72 - St Charles East High School Fall Parent-Teacher Conferences** event.

I would like a reminder e-mailed to me  days  prior to my appointment.

Add this appointment to your calendar

This is the confirmed appointment screen. It will have a black box in the times that you have chosen.

**Appointment confirmed for 11/23/15.**

[Your Schedule](#) Logout Edit Profile/Change Password Printable schedule

**72 - St Charles East High School Fall Parent-Teacher Conferences**

**November 23, 2015**

**Legend**

Appt scheduled for you  
 Appt Unavailable

Burgener, Gregory, B211 Kolker, Jeffrey, GYM Libberton, Kyle, F183 McCullough, Douglas, B110  
 Reed, James, F183 Sotern, Donna, B204 Stone, Shannon; Kososki, Michael Powers, Gerald; Kososki, Michael

**Click on the colored box below to book your preferred time slot.**  
**Click 'Your Schedule' above to view, cancel, or change your appointment(s).**

	Nov 2015	Mon 23
11:30 AM		
11:40 AM		
11:50 AM		
12:00 PM		
12:10 PM		
12:20 PM		
12:30 PM		
12:40 PM		
12:50 PM		
1:00 PM		
1:10 PM		

**Please enter your child's information below.**  
**If you have multiple children at the school, simply add one at a time.**  
Questions marked with an asterisk (\*) must be completed.

**Student ID**

\*

**Student's birthday (e.g. 03/28/1999)**

\*

At the top of the screen, you can click the [YOUR SCHEDULE](#) link and the conferences you have scheduled so far will open at the top of the screen.

You will then have a [CANCEL](#) option and a [CHANGE TIME](#) option next to each scheduled conference if you can no longer make it to any of the appointments.

The screenshot shows a user interface for managing appointments. At the top, there is a navigation bar with links for "Your Schedule", "Logout", "Edit Profile/Change Password", and "Printable schedule". Below this, a list of appointments is displayed. Two appointments are visible: "11/23/15 at 12:30 PM, CUSD #303 - Burgener, Gregory" and "11/23/15 at 12:50 PM, CUSD #303 - Reed, James". Each appointment has a "Cancel" button, a "Details" link, an "Edit" link, and a "Change time" link. The "Your Schedule" link at the top and the "Cancel" and "Change time" buttons for both appointments are circled in red. Below the appointment list, the event title "72 - St Charles East High School Fall Parent-Teacher Conferences" and the date "November 23, 2015" are shown. A legend section provides a key for the appointment status and participants, including "Appt scheduled for you", "Appt Unavailable", and a list of names and room numbers such as "Burgener, Gregory, B211", "Kolker, Jeffrey, GYM", "Libberton, Kyle, F183", "McCullough, Douglas, B110", "Reed, James, F183", "Sotern, Donna, B204", "Stone, Shannon; Kososki, Michael", and "Powers, Gerald; Kososki, Michael". A note at the bottom of the legend says "Click on the colored box below to book your preferred time slot."

You will get a confirmation before the conference is actually cancelled.

You would need to click the CANCEL APPOINTMENT button.


The confirmation dialog box contains the following text: "You are cancelling an appointment with **CUSD #303, Burgener, Gregory**, at **12:30 PM on 11/23/15**, for the **72 - St Charles East High School Fall Parent-Teacher Conferences** event." Below the text, there are two buttons: a blue "Cancel Appointment" button and a grey "Return" button.

If you click the PRINTABLE SCHEDULE in the top menu bar, you will also see your schedule and have the option to email the schedule to yourself as well.

**Appointments for [REDACTED]**

**72 - St Charles East High School Fall Parent-Teacher Conferences**

When	Teacher	Room	Student
11/23/15 at 12:30 PM	Burgener, Gregory	B211	[REDACTED]
11/23/15 at 12:50 PM	Reed, James	E183	[REDACTED]

 [Print](#)   [Email Schedule](#)   [Return](#)

If your email address is not associated with a student, or you are missing a student that you should have, you will need to enter in your student's ID number as well as their birthdate (MM/DD/YYYY) in order to find your student.

Once you've entered their information, click ADD.

If you need any assistance, please call your student's school.

[REDACTED] [Logout](#) [Edit Profile/Change Password](#) [Printable schedule](#)

**72 - St Charles East High School Fall Parent-Teacher Conferences**

**Please enter your child's information below.**  
**If you have multiple children at the school,**  
**simply add one at a time.**  
Questions marked with an asterisk (\*) must be completed.

**Student ID**

\*

**Student's birthday (e.g. 03/28/1999)**

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