



# Friday Focus

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**The mission of Eaton Elementary is to develop independent thinkers and problem solvers for life.**

## ***The Weeks Ahead...***

- April 20 – Ruth Ann Hickman's birthday
- April 24 – Elaina Koch's birthday
- April 27 – Leadership Team 3:30
- April 28 – Third Grade Musical 7:00 CUMC
- April 30 – Maria Warren's birthday
- May 1 – Kindergarten and Pre-K Round-Up
- May 1 – Relay for Life
- May 1 – Recinda Ezell's birthday
- May 4-8 – Teacher Appreciation Week
- May 5 – Deann Nix's birthday
- May 5 – Science Fair Projects Due
- May 5 – Desserts from New Providence
- May 6 – 3<sup>rd</sup>/4<sup>th</sup> grade Science Assembly Program

## **From Jennifer Malone**

- 🌸 **Thanks to everyone here at Eaton for working together to make TCAP week a success. As usual, when faced with adversity (trying to cram four days of testing into three the week after Easter break), you all pulled together and helped end the week on a successful note. Melanie will be working to put together a make-up schedule before we begin the onerous task of packing up the tests to send to Nashville. I commend her on the hours and hours of work she has spent facilitating this process for us!**
- 🌸 Any veteran teacher knows next week is the start of a steady spiral in disruptive student behaviors.....if we allow it to happen. TCAP is over, the weather is warmer and students are up late playing team sports, and (let's just face it), we're all tired! This can lead to teachers overlooking and turning a blind eye to behaviors they would not have tolerated at the beginning of the year. Monday, take a few minutes to once again go over school rules and procedures. Stress to your students that we still have six weeks of school, and you will be keeping them extremely busy learning all the things they need to be successful in the next grade level. Then, carry through consistently. Plan days packed full of learning with little time for "getting into trouble." Be particularly vigilant on the playgrounds. Teachers should be up walking around constantly monitoring student activities. Routinely check bathrooms to head off problems there. Melanie and I will be tightening up in the cafeteria until the kids settle back down. The end of year can be a great time – or it can drive you crazy. The choice is yours!
- 🌸 We want our students to see that school is not over until the end of May. Your responsibility this last six weeks is to solidify all grade level concepts taught this year and then move students on to begin curriculum for the next grade level (acceleration). If we continue to introduce new, challenging lessons and stay serious about our routines and academic rigor, the students will most likely follow suit. Your attitude and the instruction taking place in your classroom will determine whether or not we make good use of this instructional time. With standards changing next year and testing becoming more difficult, we have no time to waste!
- 🌸 Loudon County Education Foundation is selling Belk discount coupons for \$5.00. The private sale takes place May 2. Check with Karen or Sharon in the office to purchase.
- 🌸 You are doing a much better job wearing your ID badges. Thank you! If anyone still does not have a badge, make sure you send a digital photo to Craig so we can have one made.
- 🌸 **All classroom monies need to be spent prior to April 20<sup>th</sup>.** This gives us time to have all bills arrive and be paid before we have to

- May 6 – Science Fair Judging
- May 7 – Robert Towns Track Meet
- May 7 – Eaton Science Fair and PTO 7:00
- May 8 – Sharon McCarroll's birthday
- May 12 – Loudon County Science Fair
- May 13 – Donnie Malone's birthday
- May 14 – Nan Habegger and Kathy Greene's birthdays
- May 15 – Angela Patterson's birthday
- May 18 – Leadership Team meets 3:30
- May 22 – Last Day of school for students
- May 25 – Memorial Day – no school for staff
- May 26 – Administrative Day for teachers

"The key to this transformation is not to standardize education but to personalize it, to build achievement on discovering the individual talents of the each child, to put students in an environment where they

close out our books the end of May.

- ☞ Please do not wait and schedule personal days off for the month of May. I will need to approve days scheduled after May 15.
- ☞ On to the topic of **Field Trips** – no grade level will take a park trip this year. In years past, Mr. Maynard, bus owner, transported the students for free. This is no longer the case. All field trips must first be approved by me and must be educational in nature and low in cost. In addition, we will need parents to **pay in cash** since it is nearly impossible to collect on bad checks this late in the school year.

## Bus Duty next week...

**Morning: Moore, Kembel, Barrett**

**Afternoon: M. Hall, Hensley, Rolen**

## Technology Integration...

We all know that Word does a whole heap for the business world, but there are some features that work great for educators. Whether you are creating a test or worksheet, or helping your students format a formal paper, these tricks should make things easier. Plus, I just love easy, don't you?

Yes, there are more tricks up my nerdy little sleeve, but today I'm going to start with my top ten. Master this list and your nerd points will increase enough to handle my future posts. Good luck everyone.

**Alphabetizing a List** – When you create a bulleted or numbered list, Word can alphabetize them quickly.

2003 and earlier click **Table – Sort – ascending**

2007 click **Home Tab – icon (Paragraph Dialogue Box) – ascending**

**Basic Shortcuts** – Cut (**Ctrl+X**) Copy (**Ctrl+C**) Paste (**Ctrl-V**) Undo (**Ctrl+Z**)

**Create a customized bulleted list** with happy faces or check marks as the bullet.

You will need to create a list first then do the following:

2003 Users click **Format – Bullets and Numbering – Customize – A new window will pop up – Choose Character – Choose Wingdings or Symbols – Select a Character – OK - OK**

2007 Users click **Home Tab – Drop down next to the bullet icon – Define new bullet –Symbol – Selected a Character – Ok – Ok.**

**Creating a Hyperlink** – As an alternative to pasting an entire website address (URL) do the following. **Type the title of the website – highlight the title – Click Ctrl-K.**

**Determining Word Count** – Microsoft Word will do a word count quickly for you

want to learn and where they can naturally discover their true passions. The curriculum should be personalized. Learning happens in the minds and souls of individuals—not in the databases of multiple-choice tests."

- Sir Ken Robinson

**That's what learning is, after all; not whether we lose the game, but how we lose and how**

and your students.

2003 Users - **select the text you want to count - Tools – Word Count**

2008 Users – **select the text you want to count – look at the bottom right of your screen – word count is automatically calculated.**

**Dictionary/Thesaurus Shortcut** – **Hold the Alt key down and click on any word**, the Reference Toolbar opens and gives the definition of the word as well as synonyms.

**Double and Single Spacing Shortcuts** – **CTRL+2** turns on double spacing for the document where **CTRL+1** reverts to single spacing

**Hanging Paragraphs** – A paper can be set up to automatically indent the first line of any paragraph.

2003 and earlier click **Format – Paragraph – Special – Hanging**.

2007 click Page **Layout tab - Paragraph Dialog Box Launcher– Special – Hanging**.

**Highlighting the Easy Way** – **Double click** on any word and it will highlight. **Triple click** will highlight an entire paragraph. **CTRL+A** will highlight the entire paper.

**Insert special characters** such as the copyright symbol © or the degrees ° symbol.

2003 click **Insert – Symbol – a new window will pop up and double click any symbol**.

2007 click **Insert Tab – Symbol – select one of the suggested symbols or choose More Symbols. Double click on any symbol**.

**Instant Auto Correct** – If you find a word that is underlined in red, it's misspelled. Simply **right click on the word and Microsoft Word will provide suggested spellings**.

**Tables are your friend**. No more will teachers create worksheets where they have to use the tab key multiple times. Using tables will eliminate a lot of formatting hassles later on. Table borders can be turned off so your worksheet looks balanced without seeing tables on the screen. This is a great tutorial from Office 2003, but the basic concept is the same for 2007. Watch the video below first, and then for 2007 users [check out this link](#).

## **Hot Topics for Teachers...**

[\*\*Need Your Students Quiet and On-Task? Try Secret Workers.\*\*](#)

Need a new strategy to get your students to stay quiet and focus on their work? Try Secret Workers. Secretly pick two people and write their names down. Announce to the class that the teacher has picked two Secret Workers. If the two

**we've changed because of it and what we take away from it that we never had before, to apply to other games. Losing, in a curious way, is winning.**

**Richard Bach**

***If the wind will not serve, take to the oars. Latin Proverb***

Secret Workers are quiet, follow the directions, and stay on task, they will earn a reward for the entire class. If the two do not behave properly, the class will not receive the reward. Since no one knows who the Secret Workers are, everyone is forced to behave as the teacher has asked. This behavior system works well for shorter lengths of time—about half-hour to 40-minute time frames.

Rewards can be anything the teacher chooses, such as five extra minutes of recess, free time, stickers, etc. Extra recess is a logical reward. The teacher can always say, “Since you used the class time so well and stayed on task, we will have extra time to get in more recess.” Or the teacher might say, “Since you have worked so hard, you have earned an extra five minutes of break time.”

There can be variations to the Secret Workers. One variation is to tell the class that the teacher will be picking one boy and one girl. Another variation is to divide the class in half, and tell the class that one person will be picked from the left side of the room and one from the right side. After using this technique several times, the teacher can then have a competition between the two groups.

*Tips:* If the Secret Workers are successful, be sure to announce their names and have the class thank them. If the Secret Workers are unsuccessful, talk to them personally and do not reveal the names to the class.

It is a good idea to announce aloud how the Secret Workers are doing. For example, a teacher might say, “Wow, the Secret Workers are doing really well” or “Uh-oh, our Secret Workers need to be careful.”

### **[The Best Sites For Learning About Mother’s Day](#)**

Mother’s Day is celebrated in the United States and in many other countries on the second Sunday of May. You can see a list of all countries and when they recognize Mother’s Day [here](#).

I thought it would be an occasion for another [“The Best...” List](#).

Here are my picks for The Best Sites For Learning About Mother’s Day (and are accessible to English Language Learners):

ESL Civics has a [Mother’s Day Lesson](#) designed for English Language Learners.

[Heads Up English](#) has a description of the holiday that provides audio support for the text.

[Happy Mother’s Day, Dear Dragon](#) is a “talking story” from Starfall.

The History Channel has an online video about the [History of Mother’s Day](#).

ESL Holiday Lessons has A [Mother’s Day Lesson](#) with audio support for the text, and follows it up with an [online sequencing activity](#).

Here's an audio slideshow of a [Native American celebration of Mother's Day](#).

You can send Mother's Day eCards (you can post links to them on a teacher or student website) from either [Blue Mountain](#) or [Yahoo Greetings](#).

[Who Came Up With Mother's Day and Why?](#) comes from How Stuff Works.

[How Mother's Day Works](#) is an online video, also from How Stuff Works.

[Here's a video](#) from ABC News of a group of Moms celebrating the holiday by skydiving together.

[Here's another video](#) from ABC showing people giving tribute to their mothers in three words (written on signs). It's cute.

The Orange County Register newspaper has an [interactive quiz](#) on Mother's Day (it might be hard for ELL's).

[Remembering Nana On Mother's Day](#) is a New York Times slideshow showing a Japanese comic strip (in English)

Here's a [printable cloze](#) (gap-fill) on the holiday.

**Where love  
reigns the  
impossible  
may be  
attained.  
*Indian  
Proverb***

