



# Principal Newsletter

**Mission:** Together we will learn, create, adapt, and succeed. **Vision:** Empowering Leaders through connection and collaboration.  
**Goal:** By 2028 90% of TSES students will score at or above the benchmark on the FastBridge & KAP Assessments in Reading & Math

Jody Moeschler, Principal

Leader In Me Habit of the Month: **Leader In Me- Habit 6- Synergize**

## March Events:

**Bond 2025**

March 17-24 No School - Spring Break

March 24 - No School

March 25 - PTO meeting at 7:00- Zoom sent out the day of

March 26 - NO PLC- school starts at 8:00

March 27 - 4th Grade field trip to Biz Town

March 28 - Quarter 3 Report cards sent home

March 31-

April 1-

April 2 - PLC- school starts at 9:00. **Para Appreciation Day**

April 3 -

April 4 - Kindergarten Round-Up. No Kindergarten classes.  
**National School Librarian day**

**April 17th- First grade Music Program**

[TSES Counseling Page](#)

spring Hill [Strategic Plan Dashboard](#)

[TSES Music Website](#)

[Standing Ovation Nomination Form](#)

[TSES Website](#)

# TSES State Assessment Schedule

State Testing		Second Grade	Third Grade	Fourth Grade		Fifth Grade
Reading	March 26	9:15-10:45 AM				
	March 27	9:15-10:45 AM				
	March 31			8:15-9:45 AM		
	April 1			8:15-9:45 AM		
	April 2		9:15-10:45 AM		Science	11:45-1:30 PM
	April 3		8:30-10:30 AM		Science	11:45-1:30 PM
Math	April 7			8:15-9:45 AM		
	April 8			8:15-9:45 AM		
	April 9		9:15-10:45 AM		Reading	11:45-1:30 PM
	April 10		8:30-10:30 AM		Reading	11:45-1:30 PM
	April 14				Math	11:45-1:30 PM
	April 15				Math	11:45-1:30 PM
HGSS 4th Grade SS	Deadline May 2			Grade during PLC		

\*Kindergarten classes are  
cancelled on this day.

SPRING HILL SCHOOLS  
**KINDERGARTEN  
ROUND-UP  
APRIL 4, 2025**

Registration now  
open for 2025-26  
kindergarten  
students!

Scan to learn more!



# Calling All 2025-26 Kindergarten Students for Kindergarten Round-Up

Dear Spring Hill Schools Families,

**Kindergarten Round-Up** for the 2025-26 school year will be held on Friday, April 4, 2025. Children must be five (5) years old on or before August 31, 2025 to be eligible to start kindergarten next fall.

Detailed directions are provided below for (1) families new to the district and (2) families currently in the district. To find your school, please visit the [School Locator](#).

We are excited to have your student joining us for kindergarten! If you have **friends with a future kindergarten student**, please forward this message to them.

*Please note that there will be no kindergarten classes for 2024-25 kindergarten students on Friday, April 4, 2025 due to Kindergarten Round-Up.*

## Families New to the District

1. If you are a family new to Spring Hill Schools or do not currently have an active student(s) in the district, [complete new student online enrollment here](#).
2. You will receive an email with a 5-digit password and a link to complete the "NEW Student Application."
  - *Once your application has been submitted, you will no longer use this login information. You will receive your Skyward login in mid-July which you will use to complete your student's enrollment each summer.*
3. When completing the application, please select the **Next School Year (2025 - 2026)** option.
4. Your student's school will reach out to you closer to the event with details for signing up for a specific Kindergarten Round-Up session. Please note you will be required to provide the following at Kindergarten Round-Up:
  - Parent/guardian identification
  - Proof of residency
  - Student birth certificate
  - Immunization records
  - Current physical

## Families Currently in the District

1. If you are a family with a currently active student(s) in Spring Hill Schools, [log on to Skyward here](#).
  - *Please note that currently enrolled Spring Hill Early Learning Academy students who will be attending Kindergarten next year DO NOT need to fill out an application. Your student's name will be passed on to their kindergarten school, and you will be contacted to sign up for a specific Kindergarten Round-Up session.*
2. Select the "New Student Application" located in the left-hand menu.
3. When completing the application, please select the **Next School Year (2025 - 2026)** option.
4. Your student's school will reach out to you closer to the event with details for signing up for a specific Kindergarten Round-Up session. Please note you will be required to provide the following at Kindergarten Round-Up:
  - Parent/guardian identification
  - Proof of residency
  - Student birth certificate
  - Immunization records
  - Current physical

Interpreter services are available by appointment. Please email [info@usd230.org](mailto:info@usd230.org) to request interpreter services.

If you have questions or issues with Skyward, please reach out to [info@usd230.org](mailto:info@usd230.org) or contact your school directly:

- [Timber Sage Elementary](#), (913) 592-7244, [tses-info@usd230.org](mailto:tses-info@usd230.org)

See you Friday, April 4, 2025 for Kindergarten Round-Up!



# PTO News

TSES PTO is very excited about our upcoming events that we have planned for this school year.

- Thanks for your support for the Papa Murphy's fundraiser this last Wednesday
- Public PTO meeting on March 25th on zoom at 7:00pm. If you want to join our board, please attend the zoom and let us know how you would like to help
- April 5th Mission Bowl Fundraiser Saturday 3:00-4:30pm. \$15 per person. Get in line to bowl with your friends and they will put you on a lane together.
- April 8th Freddy's Restaurant night fundraiser 4:00-8:00





**TIMBER SAGE ELEMENTARY**

# **2024-2025 EVENTS**

## **SCHOOL EVENTS**

Sept. 27th: Foam Party	Jan. 23rd: BINGO Night
Oct. TBD: School Wide Movie	Feb. 11th: Valentine Class Party
Oct. 10th: Chuck E. Cheese's	Feb. 20th: Main Event
Oct. 25th: Trunk-or-Treat	March: Read-A-Thon
Oct. 31st: Halloween Class Party	April 5th: Mission Bowl
Nov. 7th: Skate City	April 21-25th: Teacher Appreciation
Dec. 6th: Snowball	April 24th: Urban Air
Dec. 16-19th: Holiday Shop	May 4th: Pickleball Tournament at Chicken N Pickle

## **RESTAURANT NIGHTS**

Aug. 27th: Red Robin	Jan. 14th: Chicken N Pickle
Sept. 17th: Culver's	Feb. 3-5th: Jersey Mike's
Oct. 7th: Buffalo Wild Wings	March 12th: Papa Murphy's
Nov. 4th: Chipotle	April 8th: Freddy's
Dec. 10th: Pizza Hut	May 6th: Chick-fil-A

## **PTO PARENT MEETINGS**

September 24 | November 19 | January 21 | March 25 | May 13

## **JOIN US ON SOCIAL MEDIA**

**FACBOOK + INSTAGRAM = @TIMBERSAGEPTO**

*order  
now!*

**SHOP SCHOOL SPIRIT WEAR**

August 9-September 6, 2024 AND January 10-January 31, 2025



# Lunch Schedule

## Helpful Reminders:

1. Students/Families:
  - Students and families cannot ask other students to join them for lunch.
2. Food Sharing:
  - Families cannot share or bring food for children who are not in their family.
3. Check-In:
  - All visitors must check in at the front office upon arrival.
4. Classroom Restrictions:
  - Parents may not accompany their child back to the classroom after lunch.
5. Sign-Out:
  - Visitors must sign out at the front office before leaving the school.

Thank you for your cooperation in ensuring a safe and enjoyable lunch experience for everyone!

<b>2nd Grade</b>	<b>10:55-11:25</b>
<b>5th Grade</b>	<b>11:00-11:30</b>
<b>1st Grade</b>	<b>11:30-12:00</b>
<b>4th Grade</b>	<b>11:35-12:04</b>
<b>3rd Grade</b>	<b>12:05-12:35</b>
<b>Kindergarten</b>	<b>12:10-12:40</b>

# Mr. Zoller's Music Website

music website: [springhillmusic.org](http://springhillmusic.org)

## Music concerts

### Music Concert dates:

- \*all times are 6:00
- \*all will be held in the gym
- \*Students will be asked to purchase a program shirt. Click the music website link for details.

T-shirts are optional to purchase. Payment for program T-Shirts is \$10. We accept cash (exact amount) or check (made out to "TSES"). The cash or check needs to be in an envelope with the students first and last name on it. Money needs to be turned into the front office.

~~5th Grade - Thursday, October 3rd~~

~~4th Grade - Monday November 11th (Veteran's Day)~~

~~3rd Grade - Thursday, December 12th~~

~~2nd Grade - Thursday, March 6th~~

1st Grade - Thursday, April 17th

Kindergarten - Thursday, May 1st





# #BUILDING OPPORTUNITY

## SPRING HILL SCHOOLS BOND2025

**Bond 2025**



SPRING HILL HIGH SCHOOL - CTE ADDITION



SPRING HILL HIGH SCHOOL - COMMONS ADDITION



SPRING HILL ELEMENTARY - CLASSROOM ADDITION



TIMBER SAGE ELEMENTARY - CLASSROOM ADDITION



PRAIRIE CREEK ELEMENTARY - CLASSROOM ADDITION

Rendering is for illustration only. The design will be developed with staff and community input.



# SPRING HILL SCHOOLS

## NO MILL LEVY INCREASE BOND ELECTION

**What is the total amount of the bond issue?**

The total amount of the May 13 bond issue is **\$60,000,000**.

**How much will this bond issue cost me?**

This is a **no mill levy increase bond**, meaning your current tax bill **will not increase** due to this bond proposal.

### How will the funds be used?

- **NEW** CTE addition at Spring Hill High School, a future-focused opportunity for every student.
- **NEW** commons addition at Spring Hill High School, space for every student.
- **NEW** elementary expansions at Spring Hill Elementary, Timber Sage Elementary, Prairie Creek Elementary, preparing for student growth.
- **NEW** Roofs at Spring Hill Elementary and Spring Hill Middle Schools, **HVAC IMPROVEMENTS** at Spring Hill Early Learning Academy, Spring Hill Elementary and Spring Hill Middle School, ensuring a safe and comfortable learning environment.

### Voting



This is a **mail-in ballot** - registration deadline is April 22.

You can register online with a valid driver's license at:

<https://www.kdor.ks.gov/Apps/VoterReg>.

Processing registration can take up to two weeks - don't delay and register today!

**Scan to register!**

### Questions?

Dr. Link Luttrell

Superintendent of Schools

(913) 592-7200 | [luttrell@usd230.org](mailto:luttrell@usd230.org)

[www.usd230.org/bond2025](http://www.usd230.org/bond2025)

**Get more info!**





## July 2024

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August 2024 (14)

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September 2024 (19)

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October 2024 (21)

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November 2024 (16)

Su	M	T	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December 2024 (15)

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# 2024-2025 Calendar

August 2-6	New Teachers on Duty
August 8-12	No Classes - Professional Development
August 13	First Day of Classes (PK-9)
August 14	First Day of Classes (10-12)
September 2	No Classes - Labor Day
September 3	No Classes - Professional Development
October 16	Two-Hour Early Dismissal
October 17	No Classes - Professional Development
October 18	No Classes - Certified Off Duty
November 25	No Classes - Professional Development
November 26	No Classes - Professional Development Flex Day
November 27-29	No Classes - Thanksgiving Break
December 23 - January 2	No Classes - Winter Break
January 3	No Classes - Professional Development
January 6	Classes Resume
January 20	No Classes - MLK Day
February 12	Two-Hour Early Dismissal
February 13	No Classes - Professional Development
February 14	No Classes - Certified Off Duty
February 17	No Classes - Presidents Day
March 17-21	No Classes - Spring Break
March 24	No Classes - Professional Development
March 25	Classes Resume
April 4	No Kindergarten Classes - Kindergarten Round-up
April 18	No Classes - Professional Development
May 22	Last Day for Students
May 23	No Classes - Professional Development
May 26	Memorial Day
Various	PLC Days

### Reporting Periods

1<sup>st</sup> Quarter: Aug. 13 - Oct. 16  
 2<sup>nd</sup> Quarter: Oct. 21 - Dec. 20  
 3<sup>rd</sup> Quarter: Jan. 6 - Mar. 14  
 4<sup>th</sup> Quarter: Mar. 25 - May 22

Total Student Days: 173

### Teacher Contract Days

New Teachers: 190  
 Returning Teachers: 187

### Conference Dates

October 16: Evening, All Grades  
 October 17: All Grades  
 February 12: Evening, All Grades  
 February 13: All Grades

## January 2025 (19)

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February 2025 (17)

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March 2025 (15)

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April 2025 (21)

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May 2025 (16)

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June 2025

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# School Calendar for Next Year



## 2025-26 Calendar

**July 2025**

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August 2025 (13)**

Su	M	T	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September 2025 (20)**

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October 2025 (21)**

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November 2025 (15)**

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December 2025 (15)**

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**January 2026 (19)**

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**February 2026 (19)**

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March 2026 (15)**

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April 2026 (21)**

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May 2026 (15)**

Su	M	T	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June 2026**

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

August 1-5	New Teachers on Duty
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Various	PLC Days

### Reporting Periods

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 3<sup>rd</sup> Quarter: Jan. 5 - Mar. 11  
 4<sup>th</sup> Quarter: Mar. 23 - May 21

Total Student Days: 173

### Teacher Contract Days

New Teachers: 190  
 Returning Teachers: 187

### Conference Dates

October 15: Evening, All Grades  
 October 16: All Grades  
 March 11: Evening, All Grades  
 March 12: All Grades



# TIMBER SAGE ELEMENTARY

LEARN • CREATE • ADAPT • SUCCEED



Please call the front office  
for all dismissal changes.  
**Phone: 913-592-7244**

## Car Riders

**K-2 Loop:** Families **with a K, 1st or 2nd grade student** will drop off & pick up through this loop.

**3-5 Loop:** Families **with ONLY a 3rd-5th grade student** will drop off & pick up through this loop.

**Car Tag:** Please place the car tag on your rearview mirror & pull your vehicle up to the next available spot when dropping off and picking up. We will send students out to you. Please pull forward when waiting for your student to help with traffic flow.

## Walkers

**Arrival:** Walkers enter through the **front** entrance.

**Dismissal:** Walkers exit out of the **west** end of the building

## Bus Riders

Buses use the back loop behind the school. Bus riders enter and exit through the recess doors.

### TSES Regular Hours

7:30 a.m.	Office Opens
7:40 a.m.	Earliest doors open for students & breakfast begins
8:00 a.m.	Tardy Bell-School Begins
3:10 p.m.	Dismissal of Students
4:00 p.m.	Office Closes

### TSES PLC Hours

7:30 a.m.	Office Opens
7:40 a.m.	Earliest doors open for students going to YCare
8:00 a.m.	Latest time to drop off students for YCare
8:40 a.m.	Earliest doors open for students & breakfast begins
9:00	Tardy Bell-School Begins





# Volunteering

## VOLUNTEER REGISTRATION

It is important to remember that certain school-sponsored events may require parents/guardians to [register as volunteers](#) and submit for background checks, which can take multiple days to complete.

[Volunteers](#) are defined as any non-employee working in a school building and/or with children during the regular school hours or at a school-sanctioned event. This may include, but is not limited to:

- Book Fair Volunteer
- Mystery Reader
- Guest Speaker
- Field Trip Volunteer
- Class Party Helper
- Any PTO event that parents are working
- Field Day



Please thoroughly read the **Spring Hill Schools Volunteer Ethics, Procedures, and Guidelines.**

# Volunteer Program Plan for TSES W.I.N Time

## Overview:

The volunteer program at TSES elementary school is designed to engage families in supporting students during their Reading or Math W.I.N (What I Need) times on Thursdays.

Families are welcome to volunteer for the entire day, part of the day, or just during specific W.I.N sessions on Thursdays.

## Schedule:

The following schedule outlines the specific W.I.N times for each grade level:

- 8:50 - 9:20: 1st Grade Math W.I.N
- 9:05 - 9:35: 2nd Grade W.I.N
- 9:25 - 9:55: 4th Grade Math W.I.N
- 9:45 - 10:15: Kindergarten Reading W.I.N
- 10:30 - 10:55: 5th Grade Math W.I.N
- 10:55 - 12:45: Lunch Duty Help
- 12:45 - 1:15: Kindergarten Math W.I.N
- 12:30 - 1:00: 1st Grade Reading W.I.N
- 1:15 - 2:00: 5th Grade Reading W.I.N
- 1:50 - 2:20: 2nd Grade Math W.I.N
- 1:55 - 2:25: 3rd Grade Reading W.I.N
- 2:30 - 3:00: 3rd Grade Math W.I.N
- 2:30 - 3:00: 4th Grade Reading W.I.N



## Volunteer Expectations:

- **Availability:** Families may volunteer for the entire day, part of the day, or specific W.I.N sessions.
- **Roles:** Assist teachers during W.I.N time by leading activities with individual students or small groups in the Pod, focusing on Math or Reading skills.
- **Secure Volunteers:** All volunteers must be secure volunteers, having completed necessary background checks and security protocols.
- **Commitment:** Volunteers must stay for the entire W.I.N session they sign up for and may not enter the classrooms or roam the building outside their designated W.I.N time.
- **Lunch Duty Help:** Supervise and assist students during lunch periods, ensuring a safe and organized environment.

\*If you would like to be a guest reader in your child's classroom, please contact your child's teacher to set up a date and time. Reminder, you must be a secure volunteer to be a guest reader.

## TSES Thursday Volunteer Program Sign-Up For W.I.N Time

**\*Must be submitted to the office the Monday before you plan to volunteer.**

Name:	Name of Student:	Grade level of student:
-------	------------------	-------------------------

- ☐ I would like to work with my child in a small group when I am volunteering.
- ☐ I would prefer not to have my child in my small group when I am volunteering.

**Date(s) you would like to volunteer (Check all that apply):**

<input checked="" type="checkbox"/> 9-5-24	<input type="checkbox"/> 9-12-24	<input type="checkbox"/> 9-19-24	<input type="checkbox"/> 9-26-24
<input type="checkbox"/> 10-3-24	<input type="checkbox"/> 10-10-24	<input type="checkbox"/> 10-24-24	▼
<input type="checkbox"/> 11-7-24	<input type="checkbox"/> 11-14-24	<input type="checkbox"/> 11-21-24	
<input type="checkbox"/> 12-5-24	<input type="checkbox"/> 12-12-24	<input type="checkbox"/> 12-19-24	
<input type="checkbox"/> 1-9-25	<input type="checkbox"/> 12-16-25	<input type="checkbox"/> 1-23-25	<input type="checkbox"/> 1-30-25
<input type="checkbox"/> 2-6-25	<input type="checkbox"/> 2-20-25	<input type="checkbox"/> 2-27-25	
<input type="checkbox"/> 3-6-25	<input type="checkbox"/> 3-13-25	<input type="checkbox"/> 3-27-25	
<input type="checkbox"/> 4-3-25	<input type="checkbox"/> 4-10-25	<input type="checkbox"/> 4-17-25	<input type="checkbox"/> 4-24-25
<input type="checkbox"/> 5-1-25	<input type="checkbox"/> 5-8-25	<input type="checkbox"/> 5-15-25	

**Time Slots you plan to volunteer (Check all that apply)**

<input checked="" type="checkbox"/> 8:50-9:20: 1st Grade Math W.I.N <input type="checkbox"/> 9:05-9:35: 2nd Grade W.I.N <input type="checkbox"/> 9:25-9:55: 4th Grade Math W.I.N <input type="checkbox"/> 9:45-10:15: Kindergarten Reading W.I.N <input type="checkbox"/> 10:30-10:55: 5th Grade Math W.I.N <input type="checkbox"/> 10:55-12:45: Lunch Duty Help	<input type="checkbox"/> 12:45-1:15: Kindergarten Math W.I.N <input type="checkbox"/> 12:30-1:00: 1st Grade Reading W.I.N <input type="checkbox"/> 1:15-2:00: 5th Grade Reading W.I.N <input type="checkbox"/> 1:50-2:20: 2nd Grade Math W.I.N <input type="checkbox"/> 1:55-2:25: 3rd Grade Reading W.I.N <input type="checkbox"/> 2:30-3:00: 3rd Grade Math W.I.N <input type="checkbox"/> 2:30-3:00: 4th Grade Reading W.I.N
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**Check-In Procedure:** On your scheduled volunteer day, report to the office to check in. After checking in, go to your designated pod as per your schedule. TSES staff will assign you a student or group and provide the specific activity to lead.

**Security & Safety Requirements:** Remember to wear your secure volunteer badge at all times and keep phones away when working with students. Please remember to maintain confidentiality when working with TSES students and only discuss the students you are working with with their teacher. Please refrain from taking pictures or videos.

**Schedule Adherence:** Stick to your assigned schedule to avoid disrupting classroom learning.