



EMPLOYEE OF THE MONTH MEGAN!

Megan displays excellent attendance and has greatly improved her communication skills. Anytime she has any concerns with student behaviors on the vans she informs the transportation coordinator right away and usually offers solutions. Megan comes into work energized and with positivity, she is flexible when changes occur in the classroom or when it's her turn to help in other classrooms. She continues to look for strategies to assist students with regulation. She goes above and beyond by making / crocheting carry cases for students iPads and even showing one of the students how to crochet.

Thank you Megan for being such a reliable part of the team!!!



Taylor!

Shoutouts

- Shoutout to Shawn for BBQing last month for the whole school!
- Hello, team!

We had a new member of our front office team start on Monday. Ashley will now be our Administrative Assistant as Mary steps fully into her role as Financial Administrative Assistant. Some of you may recognize Ashley as this is not her first time here. She was an Instructional Aide who left in 2017 to pursue her education. We are excited to welcome her back after all these years and are looking forward to her work in this new position. If you see Ashley, please make sure you welcome her back to Odyssey!

- If you haven't already done so please introduce yourself to some of the new faces on campus. Zuhair, Mackayla, and Jazz in 3A. Jidum in 4A, and Sarah in 1B. We also have Nikki who is filling in as our BCBA.
- Shout out to Matthew and Tricia for being amiable, flexible, and adaptable during all the changes the last couple months. We appreciate you and all that you do!



APRIL

4/14-4/21



4/20 Easter



- We are offering a \$2000 referral bonuses until April 30th!
- If you need time off you must request it through Paylocity at least 2 WEEKS in advance. It's recommended you put in your request even sooner if possible.
- **CLASSROOM CLOSDOWN:** Please use the cleaning checklist to get your classrooms nice and clean before Spring Break
- Remember to check Paylocity's **COMMUNITY** page regularly
- Let's work together to keep our campus clean! Although Miles does an excellent job, we can all help by staying on the sidewalks (instead of cutting through the grass) bringing in items that students leave out, bringing in our mats (soft mats and kitchen mats) at the end of the day, and picking up trash as we see it. Make sure to only put items in the Trash dumpsters as the Recycle dumpster is for specific items.

BEHAVIOR

Hey there! Couple things:

- We have a fill in BCBA on campus (until further notice), her name is Nicole or Nikki- say “Hi!” if you see her!
- As IEP’s continue to happen, make sure you are regularly reviewing the BIPS and the frequency sheets to look for updates. If an update has been made on a frequency sheet it will be highlighted.
- Please continue to fill out ABC data for maladaptive behaviors that occur that we don’t chart for on the frequency sheets.

TRAINING

We only have our students on campus for around 5 hours a day, so we should make the most of every minute!

- Remember when balancing your pair you can have one take a break next to you while doing work with the other. This allows for increased supervision, attention, and engagement.
- When walking laps (if it’s not DURING a behavior) take **BOTH** of your students with you, or offer to take someone else’s student with yours so that the ratio in the classroom is not at a disadvantage
- Keep your students **CLOSE** to you at all times this is referred to as proximity control

O.T.

Heavy Work- any type of activity that pushes or pulls against the body. Heavy work activities can help kids with sensory processing issues feel centered.

There are many heavy work activities like household chores!

- Taking the trash out
- Pushing a vacuum cleaner
- Carrying a full laundry basket
- Carrying paper towels/toilet papers
- Carrying groceries
- Moving chairs/tables
- Rearranging books on shelves
- Raking leaves
- Pushing the shopping cart at the store

With these activities, help your students only as needed and do not leave them unaccompanied when completing the activities



TRANSPORTATION

Remember to TRANSFER by following these steps:

- CLOCK IN AT YOUR FIRST PICK UP
- When you get to school, and you are done taking your students to class/parking the van:
 - Go on Paylocity
 - Punch Type
 - Transfer
 - You are going to go from 500-Transportation to 300-Sch.
 - Submit
- YOU WILL CLOCK IN/OUT LIKE YOU NORMALLY DO FOR LUNCH
- When you get to your van in the PM, you will follow the same steps, only this time you will transfer from 300-Sch to 500-Transportation.
- YOU WILL CLOCK OUT WHEN THE LAST STUDENT EXITS THE VAN



**AUTISM
AWARENESS
MONTH**



Check out our staff library!

April is Autism Awareness Month!!!

If you are interested now or in the future in autism related reading, come check out our mini library in the front office. We have several great books to choose from

