

## Las Animas JH/HS Back to School Week Schedule

### Monday 8/10/2020

<u>Time</u>	<u>Meeting</u>	<u>Location</u>	<u>Comments</u>
7:30-8:15	Catch up on email and complete tasks	Classroom	Outlined in <a href="#">Thur. Thoughts</a>
8:15-8:30	Meet at the Circle	Outside	West of HS
8:40-12	Building Level Meeting	Team 20	Have notebook in hand
12-2	District Meeting-Covid HR/BCPH	Team 20	Lunch Provided
2-4	Classroom Time	Classroom	
BED	<ul style="list-style-type: none"> <li><input type="checkbox"/> Update SPLO and Google Reflections</li> <li><input type="checkbox"/> 1 Postcard</li> <li><input type="checkbox"/> Handbook Form Completed</li> <li><input type="checkbox"/> Watch Phone Training Video</li> <li><input type="checkbox"/> Choose Charging Station if you want one</li> </ul>		BED=Before End of Day

### Tuesday 8/11/2020

<u>Time</u>	<u>Meeting</u>	<u>Location</u>	<u>Comments</u>
7:30-7:45	Meet at the Circle	Outside	West of HS
8-10	Vertical Teams	Virtual	Invite from team leads
10:00	OG/Content Imper. Reflect	Virtual	
1:00	Assessment Lit. Reflection	Virtual	Start at 2:40-- <a href="https://www2.ed.gov/teachers/assessment/resources/toolkit/index.html">https://www2.ed.gov/teachers/assessment/resources/toolkit/index.html</a>  <a href="https://www2.ed.gov/teachers/assessment/resources/toolkit/index.html">https://www2.ed.gov/teachers/assessment/resources/toolkit/index.html</a>
2:00	MTSS Refresher	Virtual	
BED	<ul style="list-style-type: none"> <li><input type="checkbox"/> G. Classrooms created and students invited</li> <li><input type="checkbox"/> Small Vehicle Training Completed</li> <li><input type="checkbox"/> Get AWESOME Water Bottle from Ronda</li> <li><input type="checkbox"/> 1 Postcard</li> </ul>		BED=Before End of Day

### Wednesday 8/12/2020

<u>Time</u>	<u>Meeting</u>	<u>Location</u>	<u>Comments</u>
30 Min. Slots	Registration	Classroom	Collect paperwork
BED	<ul style="list-style-type: none"> <li><input type="checkbox"/> Return Student Paperwork back to WAR Room</li> <li><input type="checkbox"/> Self-Evaluation Complete and Request time for Goal Setting</li> </ul>		BED=Before End of Day

	<input type="checkbox"/> 2 Postcards <input type="checkbox"/> 1 LA Note (Written or Virtual)		
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[Thursday 8/13/2020](#)

<u>Time</u>	<u>Meeting</u>	<u>Location</u>	<u>Comments</u>
7:30-7:45	Meet at the Circle	Outside	West of HS
8-4	Team Plan, Advisory Plan, Classroom time	In-Person	Agenda Provided
BED	<input type="checkbox"/> Team Agenda Complete <input type="checkbox"/> Lesson Plans for teaching Procedures, Classroom Matrix and Mission Statement <input type="checkbox"/> 1 postcard		BED=Before End of Day

[Friday 8/14/2020](#)

<u>Time</u>	<u>Meeting</u>	<u>Location</u>	<u>Comments</u>
7:30-7:45	Meet at the Circle	Outside	West of HS
8-9	Educator Eff.	Zoom	New Staff/Optional for all
9-11:30	GSN--Advisory Training	WAR Room	New Staff/Optional for all
1-4	GSN-Coping with Crisis	Virtual	All Staff
BED	<input type="checkbox"/> Email Mandated Reporter Certificate <input type="checkbox"/> 1 postcard		BED=Before End of Day

[Monday 8/10/2020](#)

Building Level Meeting Agenda 8:40-12

8:40-Norms--virtual and in person meetings

Notebooks

- What's New
- Handbooks
  - Review Form

9:00-Announcements

- Phone Tree--What needs changed?
- Duty Roster
- Needs:
  - [SRP Video](#)
  - Emergency Folders in Classrooms--What's in them?
  - Maps on walls
  - Cleaning Procedure on Walls
  - OG Cards
  - Paper Towel Dispenser
- Covid Procedures
  - Building Procedures
    - No outsiders, visitors or guests in the buildings.
    - Daily cleaning (multiple times)
    - Temp. check for employees
    - Mask at all times.

- Daily Procedures
  - Breakfast in the classroom
  - Temp. Check
  - Hand sanitizer
  - Masks/Desk Shields
  - Breaks throughout the day
- School Building Breakouts--Building Schedules
- Athletic Update-Mr. Hines
- Budgets
- Open House
- Team Meetings
  - Once a week with Notes
  - Advisory with Ms. Pointon 1x a month or as needed
- Registration--this is a student contact day and our contract is 7:30-4:15
  - Advisors
    - Rooms Clean
    - Technology
    - Info. for you will be in your box before Wednesday morning
  - New Students to the cafeteria to create complete transfer request form and registration paperwork online.
    - Maybe meet with Ms. Pointon.
- Tasks to Complete
  - [Mandated Reporter](#)
  - [Small Vehicle Training](#)
  - [Phone Training-video with Kale](#)
  - Post Card to at least 1 kid in each class--NEW Post Cards will be in your room Monday
  - Self-Evaluation
    - [Randa \(Teacher\)](#)
    - [Evaluation Tool \(Classified\)](#)
  - Set Meeting time for Goal Setting-shoot me an email after you finish you Self-Evaluation
  - IXL Setup for classes

10:30-Break

10:45-Continuous Improvement

- Proficiency Levels
- PDSA Cycles
  - Review
  - Focus: Strategy Bank
- Student Goal Setting
- First Week of School Activities