

# APPENDIX VI – 59



**Whitmore Wildcats**  
Back-to-School Meeting  
Agenda  
August 1, 2016

Kind Comments

Welcome Back & Introductions!  
New Staff Members:

Presentations:

Cafeteria  
Office  
Health Office

Teambuilding Activities

Year three goals in Strategic Plan

- PBIS- School Wide Expectations
- PLC's
- GSRR-Guideline of Students Rights and Responsibilities- Process for involving interventions and discipline, documentation and acknowledgement page
- MTSS- Multi Tiered System of Support

District Mandates- 90 minute reading block, 60 minute math block, 60 minute writing block, 30 minute interventions and PE requirement.

Continuous Improvement Plan

Assessment Calendar

Professional Learning Communities- PLC's

Curriculum Sites/Bookroom/Culturally Relevant Books/COW's

Teacher Evaluation- My Learning Plan, Focus 3B

Social Media, Email, and Cellphone Guidelines

- Expectations for responding to parents
- Newsletters
- Emails/Cell Phones/Social Media- Please keep in mind that we must remain professional at all times.
- FERPA- We are not allowed to share information with others outside our staff and it is a need to know basis

Site:

- Instructional Hours- First bell will ring at 8:10, announcements promptly at 8:15. Please check the classroom rotation schedule for your assigned week.
- Handbook
- Site Committees-Teacher Leadership
- Block Schedules
- DIBELS/School City Benchmarks
- MTSS process/expectations
- Lunch Procedures/schedule
- Cleaning Checklist
- Newsletters
- Evacuation/Lockdown

Attendance Protocols

- Faculty attendance- reporting or requesting absences
- AESOP
- Attendance in classroom (complete within 5 minutes of school starting and immediately after lunch)

Grading System

- Progress Report expectations
- Synergy-Review site expectations

504 Plans, IEPs, Retained Students- Teacher Responsibility

Structured Recess/P.E. Requirement Form- Due by August 15th

Faculty Handbook Review- signed acknowledgement due by Friday, August 12th

District Procedures Review

Epi-pen Training and severe allergy students

Professional Boundaries / Sexual Harassment

CPS Mandatory Reporting

Meaningful Access- Second Language

Child Find/ New Student Screening Report

Mandatory McKinney Vento Training Overview

2016-17 Mandatory Training: Procurements, Vendor Relations & Public Records

Forms:

Access control forms/cards

Emergency Cards

Technology Policy

Committee Sign-Up Sheet

ELA/Math Curriculum/Guided Reading

Presentation/Review/Expectations

Closure