July ---, 2015

Dear Staff:

We hope you are having a great summer! As the new school year approaches we encourage each of you to begin planning for the upcoming year by setting personal goals of what you want to achieve. Next, we hope that you set class goals of what you want your students to achieve. When goals are set, individually and collectively, it provides unity and gives everyone a purpose to strive for.

If we may be of assistance to you in any way, please do not hesitate to call or come by. The schedules for the teacher work days on Monday, August 10, Tuesday, August 11, and Wednesday, August 12 are listed below:

**Monday, August 10**

9:00am \*District Meeting for all district employees, welcome new teachers, CTA Meeting, Smarter Adults Safer Children Training (HS Gym) (Muffins, Sausage/Egg Biscuits, Donuts, Coffee, & Juice)

 12:00pm \*Lunch (on your own)

1:00pm \*CPR Training (Elementary Cafeteria) or work in classrooms

 \* Bus Driver Meeting (Superintendent’s Office) (Fulltime and sub drivers)

3:00pm \*Dismiss for Teachers

3:30pm \*Maintenance/Intruder Drill (Superintendent’s Office)

5:30-6:30pm \*7th Grade Orientation; Junior High Gym

5:30-7:30pm \*Elementary Open House for Grades PreK-6th

**Tuesday, August 11**

9:00am \*New Teacher Orientation (Elementary Teachers: Elementary Cafeteria, High School Teachers: High School Office)

10:00am \*Teacher Meeting (All Elementary Teachers: Elementary Cafeteria, All High School Teachers: High School Room 10)

11:00am \*Elementary New Teachers Mentor/Mentee Meeting (Elementary Art Room)

 \*Teachers work in classrooms

12:00pm \*CTA District Wide Carry-In Luncheon to “Welcome Our New Teachers” (Elementary Cafeteria)(District will supply meat & drinks)

1:00pm \*Coaches Meeting & Nurse will meet with coaches/PE teachers for first aide and hydration training (HS Computer Lab)

1:30pm \*CPR Training (Elementary Cafeteria) or work in classrooms

3:00pm \*Dismiss

**Wednesday, August 12**

9:00am \*Teachers work in Classrooms

10:00-10:45am \*High School Active Shooter Drill/Lockdown; law enforcement will conduct security exercise by clearing each classroom, facility, and grounds.

11:00-11:45am \*Elementary Active Shooter Drill/Lockdown; law enforcement will conduct security exercise by clearing each classroom, facility, and grounds.

12:00pm \*District wide lunch for all employees. (Elementary Cafeteria)(District will have lunch catered)

1:00pm \*Elementary Teachers are dismissed since you worked two hours on Monday evening for Open House

3:00pm \*Dismiss

Your CPR certification is good for two years. If you didn’t receive training last year you will need to attend a training session. We are offering two sessions of CPR training during our three work days.

Enjoy the rest of your summer. We look forward to seeing you on August 10th!

Sincerely,

Bradley Cooper Grant Crow Jarad Rinne John Hood