

From: Patricia Hunter

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Subject: Monday!

Hi Team,

I hope you've had a wonderful weekend. As we prepare for the week ahead, a few items for your radar:

1. You will receive a folder tomorrow morning with the following items:
 - a. Updated Advisory Roster
 - b. Attendance Sheet for the Week
 - c. Rosters for your 5 Content Classes
 - d. Student Schedules for your Advisory (please distribute)**
2. You will also receive the following related to the Code of Conduct/Discipline:
 - a. Code of Conduct Books for all students
 - b. Code of Conduct Receipts for all students (these must be taken home, signed by parents, and returned)**
 - c. Behavior Matrix
 - d. Code of Conduct Lesson (this is still forthcoming – it's not quite done yet, but you don't have to write this lesson – Jackie is taking care of it!)
 - e. Discipline Referral Forms – these are not for distribution for students, but for your use in documenting/writing up unacceptable behavior
3. Attached you will find an example communication log – please use this or something similar to document your calls to parents. You can dial out on your phone by selecting a line (buttons on the right), dialing 991 (yes, weird, I know) and then the number.

As we start our core content classes tomorrow, we need to continue our focus on classroom and building climate. I'm sure you've put some thought into your classroom routines and procedures – consistency is key! Review and establish classroom expectations throughout these first weeks of school.

Mr. Wilson, our climate officer, starts tomorrow. We'll continue to be all hands on deck in the halls, especially at transition times, to keep the building calm and orderly.

Please let me know if you have any questions – I'm going to take John to dinner b/c I made him work too hard again today, but I'll check my email a few times tonight.

Let's get ready for week 2 – there's nothing easy about start-up, but we're going to make this happen!

Talk soon and see you in the AM.

Tricia

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