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| --- | --- | --- |
| **Day of Week** | **Planning Times** | |
| *Monday* | First 45 minutes | Teacher Planning and Conferences |
| Second 45 minutes | Teacher Planning and Conferences |
| *Tuesday* | First 45 minutes | Teacher Planning |
| Second 45 minutes | **PLC**/ *Administrator and IF meets with Grade Level every 1st and 3rd week* |
| *Wednesday* | First 45 minutes | Teacher Planning |
| Second 45 minutes | **Grade Level** / *Administrator meets with Grade Level every2nd*  *and 4th week* |
| *Thursday* | First 45 minutes | Teacher Planning |
| Second 45 minutes | **STEM**  *Meets every 1st and 3rd week.* |
| *Friday* | First 45 minutes | Teacher Planning and Conferences |
| Second 45 minutes | Teacher Planning and Conferences |

**Weekly Planning Times – 2017-2018**

***Meeting times are mandatory and should not be skipped or canceled without administrations approval.***

**Team Leaders**

6th Grade

* Explorers – Ferguson
* Navigators – Silvia

7th Grade

* Achievers – Barringer
* Seekers – Fennell

8th Grade

* Believers – DiDio
* Thinkers – K. McLendon

**Departmental Chairs**

* English Language Arts – Shaver
* Social Studies – Boney
* Math – Taylor
* Science – Ellis
* Electives – Smith
* Support – Duvall
* EC – Dobson/Moon

**Area Representatives / Champions**

* PBIS – Barringer
* MTSS – Norman
* 504 - Leary
* CKH – Virgil
* BT Mentor/Stem – Davis
* CB – Restorative Justice – Leary
* Testing Team -
  + - * Duval = Volunteers
      * Coleman = Technology
      * Walker = ELL / Planning
      * Faison- Johnson
      * Pollard

**Media Center Times**

***All Social Studies*** *classes will have media time every 2nd and 4th Tuesday.*

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| --- | --- | --- |
| Month | Date | Topic / Structure |
| *September* | 12 | Organization |
|  | 19 | Check out/ return books |
| *October* | 10 | Organization |
|  | 24 | Return / check out books |
| *November* | 14 | Note taking |
|  | 28 | Return / check out books |
| *December* | 12 | Study Habits / Note Taking / Return/ check out books |
| *January* | 9 | Note taking |
|  | 23 | Return/ check out books |
| *February* | 13 | How to write a research paper / including pre-writing and planning |
|  | 27 | Return / check out books |
| *March* | 13 | How to sight a research paper |
|  | 27 | Return/ check out books |
| *April* | 10 | Conversation / public speaking / Return/ check out books |
|  | 24 | Return / Check out books |
| *May* | 8 | Conversation/ public speaking / career and future planning |
|  | 22 | Return/ pay all fines / all books returned |