

FACULTY MONDAY MEMO

AUGUST 12, 2024

EVENTS 8/12-8/25 (SCHOOL EVENTS, PTA EVENTS, HOLIDAYS)



8/12-8/18 (A-WEEK)

8/19-8/25 (A-WEEK)

Term 1 Essential Guiding Question: What Does It Mean To Be An Oak Canyon Eagle?

Homeroom: Welcome and Introductions in HR

12 Professional Development Day 7:30-3:00

12 Back to School Night 4:00-6:00

13 Faculty Yearbook Pictures 7:30-8:30 in Auditorium

13 Faculty Meeting 8:30-11:30

13 ASD Board Meeting/Truth in Taxation Hearing 4-8

14 7th Grade Day 7:45-10:45

15 First Day of School 7:45-2:15

15-16 9th Chromebook Distribution in English

16 Summer Grant Follow Up Form Due

Staff Birthdays:

Term 1 Essential Guiding Question: What Does It Mean To Be An Oak Canyon Eagle?

Homeroom: We Identify and Celebrate Gifts/Strengths & We Recognize Strengths/Contributions of All

19 Vision Screening (1st Period/8th Graders)

19 Hearing Screening for 7th Graders (8:00-11:00)

19-20 7th Grade Chromebook Distribution in S. Success

19 Staff Meeting 8:00 in the TLC

19 Admin Team Meeting 10:00 in the TLC

21 EDB SPED Meeting 7:10-7:40 in the Conf. Room

21 Deadline to Submit Paid 28 Professional Hours Plan

21 CTE in the Auditorium 7:45-12:45

21 SST 9:05-10:05 in the Conference Room

22 SPED Team Meeting 7:10-7:40 in the Conf. Room

22-23 School Pictures

Staff Birthdays: Jared Young (19), Norma Elfors (23)

ADMINISTRATOR CALENDAR

8/12-8/25 No Calendar Items to Report

NEW INFORMATION

MASTER DOCUMENTS

Click on this [link](#) to access the following UPDATED Master Documents for the 2024-2025 school year:

Employee List Contact Information

Employee Phone Extensions

Updated School Map

Master Schedule

Bell Schedule with Lunch Assignments

Homeroom Pod Assignments for 24-25

Homeroom/6 Cs Scope and Sequence for the Year with Dates and Corresponding Lessons

6 Cs OCJH Created Indicators

Admin and Coaching Assignments 24-25

***Please note that these documents are not necessarily in their final forms. They will be updated as updates are made in real time. Each document appears as a different tab across the bottom of the page. If you see any mistakes or omissions, please let Kate know ASAP.*

BACK TO SCHOOL NIGHT OPEN HOUSE EXPECTATIONS

Back to School Night is 4:00 PM-6:00 PM on Monday, August 12. Although we are all wearing our OCJH T-shirts for Pod Photos, please note that you should wear professional attire for Back to School Night. The expectation is that you will be here for the full 2 hours. We are required to put in 16 hours of Parent/Teacher Conferences to make up for the 16 hours of teacher comp time we get for Thanksgiving Break and Spring Break. No matter your contract (hourly, part-time, full time) the expectation is that all teachers will attend Back to School Night. I will count this as 3 of our 16 required hours. Please let me know if you have any questions.

ANNUAL ASD MANDATORY TRAINING

As we prepare for the beginning of a new school year we want to ensure that each member of our Alpine District team is aware of policies and procedures that will keep themselves safe and enable them to keep others safe as well. To that end, we provide our employee training. This training also ensures we comply with federal, state, and local requirements. This training is required of all employees. The training should be completed as soon as possible, but is **due by August 31, 2024**. You may leave the training and return to it later and your progress will be saved. There are different versions of the training based on your job role. Please note that new employees will have the regular training for all employees and additional new employee training as required. Please click here to access the link that goes best with your job description:

<https://drive.google.com/file/d/1ouKOZvcn6YrE1BvtFDt94dBSh2zSQITo/view?usp=sharing>

Time will be provided for employees to complete the mandatory training after Faculty Meeting 8/13.

FACULTY PICTURES 8/13

Before our Faculty Meeting on 8/13, Easton Adams Photography will be in the auditorium to take faculty school pictures. We will not be taking a full staff photo again this year. In your school picture, we will not be wearing a school shirt--you can pick what you wear this day! (School appropriate, please. LOL). We would like all faculty and staff to be photographed to update pictures on our website. If you are unable to do pictures on Tuesday, please note that retakes will be held on Thursday, September 25th for both students and staff.

7TH GRADE DAY 8/14--7:45-10:45

We are excited to welcome our new 7th graders on Wednesday, August 14! 7th graders will arrive at 7:45 am and will meet by alphabet with admin/counselors/and members of the student leadership coalition. At 8:30 students will go through their class schedules. You will have each class for 8 min. to meet and familiarize students with your class. Although the time is short, it has a huge impact on the students to see the teacher, classmates, and classroom. Thank you for helping them feel a part of our community!

Schedule of Classes (8 min. Classes/5 min. Passing)

Period A1 8:30-8:38

Homeroom 8:43-8:51 IF YOU HAVE 7TH GRADERS IN YOUR HOMEROOM, PLEASE BE EXPECTING THEM TO VISIT!

Period A2 8:56-9:04

Period A3 9:09-9:17

Period A4 9:22-9:30

Period B5 9:35-9:43

Period B6 9:48-9:56

Period B7 10:01- 10:09

Period B8 10:14-10:22

Lunch 10:22-10:40

Load Buses 10:45

CHROMEBOOK DISTRIBUTION FOR 7TH AND 9TH GRADERS

Chromebooks will be distributed for 9th graders (as well as any 8th grader that doesn't have one) August 15-16 during their English classes. 7th Graders will get their Chromebooks during their Student Success class on the 19th and 20th, Distribution will be in the Library.

CELL PHONE POLICY REMINDER AND UPDATE

New additions to the policy in the handbook are highlighted in yellow. Please let me know if you have questions: Electronic communication devices (including cell phones and cameras) may not be possessed, activated or utilized in school situations where a reasonable expectation of personal privacy exists. These locations include but are not limited to locker rooms, shower rooms, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing. Electronic communication devices may not be used by any student in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Except as described above, students may use cell phones and headphones before and after school, during passing time, and at lunch.

In order to provide an optimized learning environment, all cell phones and headphones must be put away in a backpack or locker during the times when classes are in session. Cell phones and headphones should not be on a student's person during class time. This year, each teacher will have a hanging cell phone holder with individual compartments. It is NOT required that students place their phones in these holders during their regular classes. However, there will be incentives for students who voluntarily place their phones in the holder (on airplane mode) to remain there the whole class period. That said, it is required that students place their phones in the cell phone holders during HOMEROOM each day. We want to maximize the Homeroom experience, and we'd also like to gather some action research about how not having phones changes that experience. We are mindful of the cell phone policy being introduced at PGHS this year, and before we embark on something similar, we'd like to see what happens on a smaller scale in Homeroom.

Personal devices must be put away during class time. If a student is in violation of this policy the following consequences will be imposed:

- First Offense: The cell phone (and/or headphones) will be taken by the teacher and returned to the student at the end of the period.
- Second Offense: The cell phone (and/or headphones) will be taken to the office. The student will be able to pick it up after school.
- Third Offense: The cell phone (and/or headphones) will be taken to the office. A parent will be able to pick it up after school.
- If the problem persists and after a parent conference, the student will lose the privilege of bringing a cell phone (and/or headphones) to school for the rest of the year.

OCJH HANDBOOK

For questions in regard to our school policies and rules, please refer to the Oak Canyon Junior Handbook:

https://docs.google.com/document/d/1qP92A_0R3Fs8AUfdNIDWm5lpfuNd-igxQ_PS_qoFOoY/edit?usp=sharing

If you see anything that needs to be changed or updated, please inform Kate immediately!

IMPORTANT INSURANCE ENROLLMENT REMINDER FROM ASD

IMPORTANT REMINDER:

If you are eligible for insurance, you need to waive or re-enroll by **August 15 at 5pm** or you may lose insurance benefits. EMI has partnered with American Fidelity to assist with the re-enrollment process. If you choose to meet with one of their representatives, the deadline to enroll is 5pm on August 15. Click [HERE](#) to make an appointment.

YOU DO NOT NEED TO MEET WITH AN AMERICAN FIDELITY REPRESENTATIVE to re-enroll. However, if you choose to self-enroll, it must be completed by 5pm on MONDAY, AUGUST 12. Click [HERE](#) to self-enroll.

The deadline to re-enroll in FLEX spending is also **August 15**. Click [HERE](#) for information.

DONORS CHOOSE CLASSROOM GRANTS

The Alpine School District Foundation will be matching donations to DonorsChoose projects for ASD teachers starting on August 5th, until funding runs out! Projects must be for less than \$750 total and be for a current Alpine School District teacher. Click on this [link](#) for more information.

SUMMER PD PAYMENT REMINDERS AND LINKS

There are several options for educators to earn additional pay beyond official contract days for the summer of 2024. Embedded links provide additional information about these options and provide the processes that teachers must complete in order to receive payment.

1. [Teacher Team Summer Collaboration Grants](#): Please review the linked document carefully to see all relevant information about the summer grant process, including deadlines, instructions, and "how to" videos for both teachers and administrators/PLC coaches. The number of days your school has been allotted from the district are in ASD forms. The expectation for these summer collaboration days is a six hour work day. When work is complete one member of each team will use this [link](#) to report on their work and how many days they have worked.

Summer Grant Completion Date: 8/8; Summer Grant Follow Up Form Due: 8/16; Summer Grant Payment: October 2024 Paycheck

2. [Paid Professional Hours Funded by the State Legislature](#): Please review the linked document carefully to see all relevant information about the Paid Professional Hours including deadlines, instructions, and process. Up to 24 hours for contract certified educators (.5 and above). Up to 12 hours for hourly certified educators. **Professional Hours Plan Due: 8/21; Deadline to Complete Plan, Submit Report, and Submit Timecard: Before 5/24/25.**

MONDAY MEMO/NEWSLETTER ITEMS LINK:

I will be sending out a Monday Memo to Staff (Sunday nights) and a Newsletter to Parents/Staff (Monday afternoons) again this year. In order to make sure that all events are properly communicated and included in these documents, a permanent item on the Monday Memo will be a link to this form where you can submit dates and information for me to include in the Memo and/or Newsletter. If you have any items you would like included in Back to School communications, you can submit [this form](#) as soon as you have the information.

REMINDERS

OAK CANYON GOOGLE CALENDARS:

If you would like to subscribe to Oak Canyon Google calendars, here are the links:

OCJH Calendar (Public Calendar of School Events):

<https://calendar.google.com/calendar/u/0?cid=b2NqaGNhbGVuZGFyOGFscGluZWVpc3RyaWN0Lm9yZW>

OCJH Internal (School/Committee Meetings):

<https://calendar.google.com/calendar/u/0?cid=YWxwaW5lZGlzdHJpY3Qub3JnX3FtYWVhZGZlYjYjc4MmYxdjZkbWZiM3E2bTJnQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20>