

# Memo

To: Teachers & Staff

From: Tosha Tilford

CC: Matt Eldridge

7:30-7:50 Breakfast in High School Common's Area (All Staff)

7:50-8:00 Mrs. Tilford or Mrs. Hermansen (Middle School Principal) will:

- 1) Give instructions to the teachers and staff who are not going to be involved in the training.
  - If you are not involved in the de-escalation training (list involved is below in the table), you will be working in your classroom on developing 2-5 minute instructional videos of concepts for the day's instruction. I know that these would be very beneficial to parents and student when they are absent for any reason and just to look back and see how to complete a skill. You can also find a YouTube video and email Dan to open the video for instructional purposes. The videos do not have to be of your face or you standing in front of the classroom. It can be of your voice doing an explanation or your hand showing an example on a paper or an example with manipulative. You can use your Chromebook to video or phones and then post on Google Classroom.
    1. Dan will be available to assist if you are struggling with the recording, please contact him via email [dshelton@swr5.net](mailto:dshelton@swr5.net) or techhelp@swr5.net
    2. Ashley Roe will do a quick explanation of how to make a 2-5 minute lesson and how to post it on Google Classroom. Go to her classroom Room 102 at the high school for a quick explanation.
- 2) Release teachers that are not being trained to leave.
- 3) Introduce Matt Eldridge, the Owner & Master Instructor of Certified De-escalation & Restraint Training from Hilham, TN.
- 4) Individuals getting trained are:

Abby Rose	Emily Snyder	Kandie Eads	Makenzie Harp	Sheri Epling
Ann Odenbrett	Heather Ayer	Kelly Tolbert	Mandy Henry	Staci Day
Brandon Hobson	Jamie Cole	Kenny Ferguson	Melissa Mitchell	
Christy Hermansen	Jeff Payne-Trainer	Lauren Forste	Rusty Roe	
DJ Miller	Jordi Miller	Nurse Lisa Brinkman	Shawn Johnson-Trainer	

8:00-12:00 De-escalation Training with Matt Eldridge

12:00-12:30 Lunch

12:30-2:00 Completion of De-escalation Training

2:00-3:00 Training of the Trainers (Mr. Payne and Mr. Johnson)

3:00 Everyone Released for the Day