

2018-19 IN-SERVICE SCHEDULE

New Teachers & New Support Staff will report **Thursday Aug. 2nd**

<u>Time</u>	<u>Who Attends</u>	<u>Place</u>	<u>Event</u>
7:00 – 3:30	<i>Buildings will be open for any teachers wanting to get an early start.</i>		
8:00	All New Teachers	Central Office	Paperwork. <i>If you haven't already taken care of your file information, insurance, payroll, Etc. please do this now or today before you leave.</i>
9:00	All NEW Teachers	<i>will meet with Scott Akers & Rick Murrell with American Fidelity in the library @ 9:00 a.m.</i>	
11:00	New Teachers meet with Administrators/Orientation		
11:30	All New Teachers – Lunch w/Administrators in the teachers' lounge (cafeteria)		
1:00	All New Teachers with Administrators for instruction		
11:30	All New Support Staff	Lunch in the cafeteria	
12:30	All New Support Staff	Central Office	paperwork. <i>If you haven't already taken care of your of your file information, insurance, payroll, Etc. please do this now or today before you leave.</i>
12:30	All New Support Staff	<i>will meet with Scott Akers & Rick Murrell with American Fidelity in the library.</i>	

Friday August 3rd, 2018

<u>Time</u>	<u>Who Attends</u>	<u>Place</u>	<u>Event</u>
Professional Day – ALL Certified Staff and Support Staff will report today...			
Support Staff will work full days.			
8:00 – 8:40	All Employees	Cafeteria	Breakfast
8:45 – 10:15	All Employees	Auditorium	Mr. Heustis/C.O. Staff/ Principal's Presentations
10:15 – 11:15	All Employees (WEF, TTCU, POE, Legal Shield, OEA, INSURANCE, UNITED WAY, Woodmen Life, Air Evac, WEA; John F. Henderson Library)	Auditorium	Vendors
11:30 – 12:.30	All Employees	Cafeteria	Catered Luncheon *Compliments of Peoples Bank

1:00 – 2:00	All Staff	Auditorium	Annual Safety Training/ Gene Gore
2:00 – 3:30	Certified Staff		Classroom Prep. Time
2:00 – 3:00	Cafeteria Employees	Auditorium	Training with Gene Gore
2:00 – 3:30	Special Ed. Certified Teachers	Mrs. Matthews Office	Cathy Matthews

3:30 All Staff Dismissed - See you on Monday!

Monday, August 6th, 2018

<u>Time</u>	<u>Who Attends</u>	<u>Place</u>	<u>Event</u>
8:00 – 9:00	All Staff	Auditorium	Behavioral Plan/ Dick Crawford
9:00 – 11:30	Elementary Staff	Library	Principal's Time
8:30 – 11:30	All Secondary Staff	Auditorium	Principal's Time
12:00 -1:00	All Employees Lunch	Cafeteria – Catered Luncheon	*Compliments of Arvest Bank
1:00 – 3:30	Elementary Staff	Classrooms	Preparation
1:00 - 3:30	Certified JH & HS Staff	Classrooms	Preparation

Tuesday, August 7th, 2018

<u>Time</u>	<u>Who Attends</u>	<u>Place</u>	<u>Event</u>
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*Ruth Kelly will be here from 11:00-3:00 p.m. today. All employees, please have your photo made at your convenience during these hours. *Auditorium*

Please dress professionally for "Meet the Teacher" 2:00-6:00 p.m.

Since we will be at school until 6:00 p.m. this day for "MEET THE TEACHER,"

CERTIFIED STAFF will not be required to report for work until 11:00 a.m.

**SUPPORT STAFF will be notified by their supervisor about their work schedule for the day.*

9:00 – 10:00	Paraprofessionals	Mrs. Matthews Office	Cathy Matthews
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11:00 – 12:00	Certified Staff	Classroom Time	
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11:00 – 12:00	Elementary Dept. Leaders	High School Library	Yvonne Cummings/ Ryan Swank
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9:30 – 10:30	CDL Drivers (Mandatory Meeting)	Auditorium	Mr. Heustis/Steve Weaver, Lori Snyder
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11:00 – 3:00 **Everyone** **Auditorium** **Ruth Kelly Studios**
All Employees Preparation Time Classrooms/Work Stations/Photos

12:00 – 1:00 **Lunch (On your own)**

2:00 – 6:00 **Teachers, Parents & Students Classrooms** **Meet the Teacher!!**

1:45 – 6:00 **7-12 School enrollment documents signed in the cafeteria during this time.**

1:45 – 6:00 **PK-6 School enrollment documents signed in the home rooms.**

6:00 p.m. **Staff Dismissed!**

Wednesday, August 8th, 2018

<u>Time</u>	<u>Who Attends</u>	<u>Place</u>	<u>Event</u>
8:00	All Staff Report		
9:00 – 10:30	All Staff	Auditorium	Principal's Time
10:30-12:00	All Staff	Auditorium	Principal's Time
12:00 – 1:00	Lunch (On your own)		
1:00 – 3:30	All Certified	Classrooms	Preparation