



## HSML Yearly Procedural Calendar

### JUNE

- **Weekly** starting in June – send emails to new families in your classes. A sample letter is in your shared teacher information folder in your google drive. Be sure to include that fall tuition is due August 1. Teachers are sending out the link to the registration forms.
- **Weekly** – email charter students/families and get confirmation before August 1 that they will be in the class. There is an email in your shared teacher drive for this. Save this confirmation email so that if there is a withdrawal after the date (both Aug 1 and Dec 1) we have an email in which the parent has agreed to pay the tuition.
- **By June 28**, notify Brenda if you need to cancel a class due to low enrollment.
- **By June 30**, notify Debbie P. if any parent needs to continue to have access to your class page. All other families, access will be removed starting July 1.
- **By June 30**, all subject level teachers need to have the shared curriculum folder updated with assessments and syllabi for the next school year. The assessments should include a line for both the student and parent to sign confirming directions were followed and the assessment was proctored.
- **By June 30**, all subject level teachers need to contact Brenda that the curriculum folder is updated and ready for the next school year.
- **By June 30**, Brenda will have met with teachers individually to discuss end of year survey/action plan.

## JULY

- **Weekly**, keep checking spreadsheets for additions/changes.
- **By July 15**, send second email to parents. Similar to the first one sent in June but include more detail about the class. There is a draft in our shared teacher information folder in your google drive. Continue to send this information to new families joining your class. Remind that fall tuition is due August 1.
- **By July 15**, class website pages and syllabi should be posted and ready for the next school year.
- **By July 15**, Brenda will lead a teacher meeting requesting all teachers attend. Brenda will talk through updates/changes that need to be addressed for the upcoming school year.

## AUGUST

- **Weekly**, keep checking spreadsheets for additions/changes.
- **By August 1**, Debbie P. will have given parents access to your class webpage.
- **By August 1, you must have received written confirmation** that each charter school student is planning to attend class for the fall semester. We hold the spot without payment but after August 1, the parent is responsible for fall tuition even if they withdraw.
- **By August 1**, subject level teachers have checked in with fellow teachers to see if there are any concerns regarding the shared course.
- **By August 15**, Brenda will lead a teacher meeting requesting all teachers attend.
- **By August 15:**
  - Create Google groups for emails
  - Create Gradebook/Excel spreadsheets for grade updates
  - Create/update your class OneNote file – including updating the link if needed on your website page
  - Set up each student's personal OneNote file including a page for grades.
  - Be sure your calculator app for the computer is still working.
  - Check out the folder: Are you ready for the first day's class? (in your teacher information shared folder)
  - Thoroughly go through the shared Teacher Information folder to view/read what is available to you as resources and advice.

## SEPTEMBER

- Consider using your camera in live classes - consider how to use it
- Starting with the first assessment and continuing for several weeks, include the “Weekly Tidbit” in the email to parents that contain the assessment. Gina will send a weekly reminder for that week’s “Weekly Tidbit”.
- Initiate an Open House/Parent orientation activities for your classes, or maybe hold parent/teacher conferences. ALL teachers should communicate a willingness to meet parents and hear more about their student. Even knowing how involved a parent is can be helpful, and it might be obvious who is going to be really involved based on who takes time to show up or check in about a meet and greet opportunity.

## OCTOBER

- Continue with the “Weekly Tidbits”.
- **By October 31**, Brenda and Regina need to have the fall surveys (HSML, teacher, CS) ready to send out. State that survey results need to be returned by Nov 15.

## NOVEMBER

- **Nov 1**, Brenda needs to send out survey links to teachers and in turn, teachers will forward email with link to their families.
- **By Nov 15**, all teachers need to send an email to families regarding if families are continuing with second semester. This is critical step for charter school families. If the student is from a charter school, you must have an email from the family to confirm that they are continuing/not continuing with HSML. There is an email in your shared teacher drive for this. Save this confirmation email so that if there is a withdrawal after the date (both Aug 1 and Dec 1) we have an email in which the parent has agreed to pay the tuition.
- **By Nov 15**, all teachers will send information to families on second tuition amounts that are due Dec 1.
- **By Nov 15**, Brenda will send out survey to teachers regarding the next year’s teaching schedules.
- **By Nov 30**, Brenda will send applicable HSML/teacher survey results to teachers.
- **By Nov 30**, teachers need to update their sample class recordings so they will be active in the full registration season.

## DECEMBER

- **By December 1, you must have received written confirmation** that each charter school student is planning to attend class for the spring semester otherwise the parent is responsible for spring tuition even if they withdraw.
- **By Dec 15**, Brenda will have a tentative class schedule ready. Regina will send to each teacher the schedule for them to confirm the times/days are correct.
- **As the semester ends** for each student, send fall transcript reports to families and CS teachers.

## JANUARY

- **By Jan 15**, create/update your meet the teacher webpage INCLUDING your sample class recording.
- **By Jan 20**, Brenda will send out teacher contracts for the following year.
- **During the month of January**, Debbie P., Brenda, Regina will start getting ready for registration beginning on March 1.

## FEBRUARY

- **During the month of February**, Debbie P., Brenda, Regina will continue working on forms/spreadsheets/website to be ready for registration beginning on March 1.
- **By Feb 15**, registration for the new school year will be up and running.
- **By Feb 28**, Brenda and Regina will get the spring survey ready for Brenda to send out to families.
- **By Feb 28**, all teachers will have updated/changed their Meet the Teacher page and are sure that all sample class recordings' links are active and will remain active.

## MARCH

- **By Mar 15**, Brenda will send the spring survey to teachers who in turn will send the email to their families.

## APRIL

- **By April 1**, Brenda will send the self-report action plan survey to all teachers.
- **By April 20**, all teachers will have submitted their answers to the self-report action plan.

## MAY

- **By May 1**, Brenda will set up the schedule for all summer teacher meeting. Teachers, please attend if possible or watch the recording if not able to attend.
- **By May 1**, subject level teachers need to contact their fellow teachers to see if any changes/updates are needed to the course curriculum and assessments.
- **By May 1**, Brenda will start initiating meetings with individual teachers regarding the self-report action plan survey
- **By May 20**, all teachers need to have contacted their subject level teachers regarding any updates needed for the course.
- **During upcoming** teacher meetings, Brenda will discuss any changes we know are coming and introduce all of our new documents.
- **As the semester ends** for each student, send spring transcript reports to families and CS teachers.