

## 20-21 Launching the CDL School Year at Raleigh Hills

### Tasks to Accomplish:

- ☐ Complete the [Work Location Survey](#) by **Monday, August 31st at 4:00pm** if you have not already done so.
- ☐ **Plan Drive-Up Events:** Work with your team to determine what you will do. Consider a script because it will be ~1 minute/family. What will you hand out? We'll talk in grade level meetings.  
**Distribution items must be consistent across a grade level at this time. More to come on an ongoing system for distribution of materials.**
- ☐ **Check Class Lists by noon on Thursday, September 3rd.**
- ☐ **Welcome Letter:** Welcome your students and families for class placement notification going out on Tuesday, September 8th. Middle school, send to your advisory classes.  
**Submit to Yvett by noon on Thursday, September 3rd**
- ☐ Send a few bitmojis to Yvett by **Friday, September 4th** via email so she can work her magic.
- ☐ Complete the [Staff Emergency Information Form](#) by **Wednesday, September 9th.**
- ☐ Add your schedule and Zoom info to the K-5, 6, & 7/8 tab on the [Master Schedule](#) by **Friday, September 11th.**
- ☐ **Review the Following Documents:**
  - ☐ [Home Visit Guidance in CDL](#)
  - ☐ **Materials Management (for paras - we'll talk about this later)**
  - ☐
- ☐ Update your **Email Signature in Outlook** prior to the first day of school. Directions can be found [here](#).
- ☐ Complete **Safe and Civil Schools** trainings **by November**



### Additional Resources:

- [20-21 Raleigh Hills CDL Master Schedule](#)
- [Elementary 2020-21 CDL Guidance](#)
- [Secondary 2020-21 CDL Guidance](#)
- [CDL Academy: Elementary PD Course Catalogue](#)
- [CDL Academy: Secondary PD Course Catalogue](#)
- [PreService Weeks Calendar](#)