

ESSENTIAL “TO DO” LIST #1 MONDAY, AUGUST 4, 2025

Homeroom: 8:10 -10:30 am

Take attendance within first 10 minutes of class using hardcopy of the homeroom roster. **This is mandatory.** Complete the Warm Body Count and turn in with your attendance. Have a scholar bring your warm body count to Ms. McCormick.

Acquaint students with the safety rules for the classroom and school.

Distribute schedules and other handouts you have. For scheduling concerns, follow the instructions given by the counseling department. Ms. Miller or Ms. Manley will call students in and get additional information. **Do not send scholars out of class for change of schedule issues.**

Show students how to locate the Code of Conduct on DECA’s website.

Then distribute Code of Conduct Confirmation of receipt form. Students must return this form with signatures from themselves and their guardian.

Remember to collect all signed Colored documents from Open House.

Go over the Code of Conduct PowerPoint. and Complete the test. The PowerPoint will be emailed by Ms. Taylor.

All students should have clear bookbags and gym bags. Small purses & lunch bags are approved.

Go over Fire Drill procedures:

- Tell the class where your classroom reports,
- Walk orderly, quickly, and quietly in the hall
- Line up once you are outside for attendance check
- Remain in line until it is announced to come back in
- Again, walk orderly, quickly, and quietly back to class, NO RESTROOMS, attendance needs to be taken upon return to class

Pass out Chromebook forms to those that need it. And collect any that were brought in.

Homeroom Professors: Pace yourself when going through the Code of Conduct PowerPoint. Provide meaningful examples if needed for the scholars to fully understand different items.

- Students must sign for test
- Grade all Test
- And retest students who did not score a 100, students must score a 100.

Additional information to go over with scholars... We will conduct two fire drills this month



Modified Schedule for Aug 4th



7:30 am – 8:00 am

Building Opens/Breakfast

8:00 am – 8:10 am: Dismissal from Cafeteria/Gym

8:10 am – 10:30 am: Extended Homeroom - Code of Conduct/Emergency Protocols

1st Block 10:35 am – 11:20 am

2nd Block 11:25 am – 1:05 pm

Science/Social Studies/Spanish
Lunch A: 12:00 pm - 12:30 pm
Class: 12:35 pm – 1:05 pm

Art/Math/PE
Class: 11:25 am – 12:35 pm
Lunch B: 12:35 pm – 1:05 pm

3rd Block 1:10 pm – 2:05 pm

4th Block 2:10 pm – 3:10 pm (Includes Afternoon Announcements)

DISMISSAL BEGINS AT 3:10 pm