**CLMS 2021-22 “Meet the Teacher Day”/Open House**

**Staff Information**

We are continuing the process of streamlining our traditional Registration Day and Open House events and will be merging these events into one. The “new” event is now our “Meet the Teacher Day” and will take place on **August 5th**. Parents/Families will use our online platforms (myStudent and Student Quickpay) to manage those tasks that typically took place during our “traditional” Registration Day (schedules, emergency cards, fee payments, etc.).

By utilizing these platforms and streamlining the process, we will **ONLY** be using non-instructional staff to manage a few tables in the atrium (Athletics, SAC, Fundraising Opt-Out, ESE, Guidance, etc.). This will free up our instructional staff to meet with parents/students in their classrooms as our families complete the self-guided tour that is the final step in the “Meet the Teacher Day” event. In addition, rather than holding a “traditional” Open House on an evening later in the school year, the “Meet the Teacher Day” event will serve the same purpose as parents/students will have the opportunity to come onto campus and go to each classroom to “Meet the Teacher”.

**Registration:**

6th, 7th, and 8th grade students will **ALL** do registration virtually – Here are the 7 steps that students will go through on Registration Day. These steps will be done through myStudent, Student Quickpay, and finally at our school on 7/29/21 for incoming 6th Graders and 8/5/21 for 7th, 8th, and any 6th graders not attending the Raider Rally.

Step #1: Log-in to myStudent (Student Attendance/Grade Platform)

Step #2: Acknowledge the Legal Notices

Step #3: Validate their Address/Emergency Contact Info in myStudent

Step #4: Pay Fees & Fundraiser Opt-Out/Additional Items

Step #5: Print Student Schedule

Step #6: Review Transportation Info

Step #7: Self-Guided tour and “Meet the Teacher”

**Step # 7 is the step that will most directly impact teachers and will include the following details**:

***Step #7: VISIT OUR CAMPUS - Please bring your student AND a printed copy of their schedule to CLMS. Parents/Students will be able to enjoy a self-guided tour of our campus. Parents/Students will be able to visit the classroom of each of their teachers. Our teaching staff will be available in their classroom, where students/parents will be able to “Meet the Teacher” from 8:30 a.m. to 11:30 a.m. and 12:30p.m. to 2:30 p.m.***

**In order for this event to be a success, we are asking that ALL teachers and ALL core teams plan to complete the following tasks by Wednesday, August 4th @ 2:00 PM. This can be accomplished at your Grade Level Team Meeting during planning week.**

1. **Put together an updated syllabus for your students** and have copies of your syllabus available for the parents/students to receive as they come to your classroom. Please email your .pdf syllabus to “CLMS Admin” so that it can be available for those parents who are not able to attend “Meet the Teacher Day”. Please also upload the syllabus to your Canvas page so that parents/students can reference it at a later date/time.
2. **Have copies of the supply list available** for the parents/students to receive as they come to your classroom. Students and parents are being advised to bring in any “Team or Wishlist” supplies with them to Raider rally and/or Meet the Teacher Day. Each team should have a plan to store and distribute these supplies to classrooms.
3. **Look over the CLMS 21-22 Schoolwide Expectations (Link) and add your specific classroom/team expectation** on the bottom of the form in the area entitled “Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade level/Team/Classroom Expectations”. Please make sure to align your specific expectations to our Raider Creed (Link).
	1. Research also indicates that stating an expectation in a positive way (i.e – what the student is expected to do) is more effective than stating it negatively “Do Not…”. Please make sure to have a copy to provide to each family and post this to your Canvas page as well.
	2. Also, please consider completing these tasks as a grade level team to increase consistency within your team. There will be some “cross-teaming” that will be necessary, aligning expectations, procedures, and rules as a grade level will help ensure consistency across grade level classrooms.
4. **Please make sure to plan out any additional information/classroom procedures that you would like to share with the parents/students**. Things to consider are as follows:
* Create a sign-in log so that you know which parents attended and how the parent would prefer to receive communication (call/email/text)
* Share out Remind codes/Canvas observer account info for whatever system you use to communicate regularly with parents. If you use one of these services, please consider helping parents to sign-up, register, etc. for these systems
* Share out how students will access the curriculum materials/resources for your classroom and direct parents/students to your Canvas page as a resource for information about your classroom.