

WEEKLY OVERVIEW

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DON'T FORGET				Art Club	
BEFORE SCHOOL		Fire Drill		Make Tracker for D.P.	
PLANNING	Grab clipboards	Print Thinking Skills	Content Team Mtg @ 9:10		
LUNCH	APM Atd @ 9:30 - office A	Lunch Detention		Volleyball Game @ 4:00	
AFTER SCHOOL	Bus Duty →				

DAILY TASKS	M	T	W	T	F	TO DO LIST
Lesson Plans	✓	✓	✓	✓	✓	□ Observe JV feedback
Copies	✓	✓	✓	✓	✓	□ Email LPs to RN
Grading	✓	✓	✓	✓	✓	□ Sub plans
Keys	✓	✓	✓	✓	✓	□ Art Club announcements

PARENT CONTACT
 *Email homeroom about report cards
 □ Schedule parent mtg w/ ERL



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DON'T FORGET		Fire Drill		Art Club	
BEFORE SCHOOL	Attendance Clipboards				
PLANNING	□ APM Atd @ 9:30	□ Finish grading quiz	□ Content Team Mtg		Send permission slips home
LUNCH		□ Lunch detentions □ Print reflections	□ Update mastery trackers		
AFTER SCHOOL	Bus Duty →			□ Candidate Lunch	