FACULTY ROOM

<p>Each team has 3, week-long cleaning assignments during the school year. Please review the cleaning chart on the wall in the faculty room. We all benefit from this space, even if we don’t sit in here to eat lunch. We enjoy this space when we have our monthly potlucks, payday pop, etc. If there are items that need to be re-stocked, such as cups, napkins, silverware, or dish soap, please let Jeni know.

CROSSING DUTY

<p>The schedule for faculty is for weekly assignments. Please be at your assigned location no later than 8:10 am until 8:25 am and after school from 3:05 pm until 3:15. If you have a sub on a day that you have crossing duty, please make arrangements to trade with someone on your team or with another grade-level team.</p>

SOUPT & SALAD

<p>On the second Wednesday of each month, the Soup & Salad potluck is held. Each person that signed up has about 3 assignments during this school year. Reminders will be placed in your box the week before the potluck. If you are unable to bring your assigned dish, please review the schedule and trade with someone. Please let Jeni know if you do trade so she can update the schedule.

</p>

Links page – add back

<h3>These are the links you will find on the Links Chalkboard.</h3>

<ul>

<li>Helpful links found in the weekly newsletter.</li>

<li>Important links that came in email.</li>

</ul>

<div class="calendars-info">

<p>This page gives you a central place to view all of the calendars for the school. Any events or rooms that need to be scheduled can also be done from this page. Please submit any room request or event request using the link below. If you see an event that needs to be changed, please email Jeni as soon as possible. Please remember when scheduling the gym or the stage that it is your responsibility to coordinate with the PE teachers. They use the gym all day, every day, and they will need to adjust their lesson plans if they are not in their “classroom,” otherwise known as the gym.</p>

<h2>Gym Setup</h2>

<p>Please remember to submit a gym set-up request form for Armando. Please submit this request as soon as you schedule the gym. Indicate if you need to reserve the whole gym, half of the gym and what kind of seating is needed as well. If you need the screen down and the stage curtains opened, you indicate this on that form as well.If you need to have the projector or other AV equipment set-up, please be sure to add that to your room request. </p>

</div>

<li>When is the next Faculty meeting?</li>

<li>When is the next "No School" day?</li>

<li>Is the Conference room available?</li>

<li>Can I take my class to use the gym or stage?</li>