



GENERAL INFORMATION

Technology & Building Work Orders

Please contact the technology office by dialing 775 for all technology work orders. Please do not use the internal online work order for a technology work request. If your technology work order has not been processed in a timely manner you can contact Mrs. Wells. DCMS work orders that are directly related to facility and room repairs should be completed using the online work order form. ([DCMS Online Work Order Form](#))

Extra Cords

As you are getting your classrooms in order for the 2013-2014 school year, we are asking you to check for items such as cords, cables or SMART Board items that are not needed in your room. If you are not sure about an item, please check with Mrs. Wells before putting it in a drawer or closet. We are trying to minimize the cost of replacing these items, as it has become quite an expense for the building. We appreciate your help in this matter.

SATURDAY, AUGUST 17 & SUNDAY, AUGUST 18, 2013

Building Security

Teachers who are working in the building during the weekend please use the teacher entrance located North side of the building by the cafeteria (BACK PARKING LOT). Teachers, please remember to sign the board indicating your location while you are in the building and remove your name when you leave. Please also remember that if you are the last person out you must set the alarm and secure the door behind you.

MONDAY, AUGUST 19, 2013 "WELCOME BACK"

Work Days Agenda

An updated version of the "August In-service Week 2013" has been posted on the wiki and can be found on the sidebar under the category "Work Week Agendas." You will also find information on open house entitled "Back to School Night Teacher Invitation". We will begin our day, Monday, August 19th at DCHS starting at 8:00 A.M. in the auditorium. For those of you interested in attending the back to school breakfast it will begin at 7:00 A.M. in the DCHS Commons area.

Google Applications (9:15 – 10:15)

Please note that on the back of the schedule agenda for August 19th a time has been designated (9:15 – 10:15 A.M.) for 6-12 teachers to work with Google Applications. Please make sure you have your iPad charged and available during this in-service time.

Curriculum Work (10:15 – 11:30)

Following the Google Applications in-service, the math, ELA, science and social studies teachers will attend a special curriculum meeting from 10:15 – 11:15 A.M. at the high school. [Physical education](#), [technology](#) and elective teachers have been scheduled for meetings at the middle school from 10:30 – 11:30 A.M. Elective teachers attending the DCMS meetings can find your agendas located on the wiki under the [PLC Team Leaders](#) link.

Special Meetings

The following meetings will be held in the afternoon of August 19th, these meetings include;

- [Building Leadership Meeting](#) from 1:30 – 2:45 P.M.
- Team Meetings for IEP Reviews and Team Agenda Items from 2:45 – 3:15 P.M

Open House

- [Seventh & Eighth Grade Open House from 6:30 – 8:00 P.M.](#)

TUESDAY, AUGUST 20, 2013 Faculty Meeting & Teacher Workday

Faculty Meeting. DCMS Auditorium (8:00 – 9:30 A.M.)

The faculty meeting will be held in the auditorium from 8:00 – 9:30 A.M. Agendas for this meeting will be provided. Updated digital copies of the agenda are located on the wiki under the category organizational information entitled "[Faculty Meetings](#)." Laptops and or iPads are welcomed for accessing information that is directly pertinent to the [faculty meeting agenda items](#).

Professional Learning Communities (1:55 – 3:15 P.M.)

Your PLC facilitator will set your PLC meeting agenda and location through school e-mail. This will be a short meeting to review protocol for the September 11th late starts and any curriculum question needing communicated.

Open House

- [Sixth Grade Open House from 6:30 – 8:00 P.M.](#)