

SY27 Family Orientation

TIME	EVENTS	DETAILS	NOTES
2:00 -2:40 (or before)	<u>Set Up</u>	Teachers: ensure classes are set-up and clean. Syllabus and get to know me flyer should be posted on GC and printed copies available. Do a tech check to ensure all equipment is functional (if necessary) Ops: Ensure the gym is set-up and clean. Tech check of all equipment. Have someone on hand to bring the divider down and rearrange furniture after the whole school address. There should be an ops point person in the gym and on the floors to support. Ensure all chromebooks are accounted for and carts are on standby. Carts for each GL should be brought out when that GL is in the gym. Set-up tables for schedule distribution stations APs: Walkthrough and ensure all teachers have posted their syllabi and slides are ready for GL address. You should be added to all GC for your directs. Be active. Keep track of time, give RTC to GLC and teachers, if needed. We want to set the tone for teachers and in turn our families from day one. GLCs: Ensure you have all materials needed for your spaces, Slides, Flyers, DeansList one pager etc. Staff: Review station assignments know where you need to be.	<u>Seating sections for each GL</u> <u>NE- 10th</u> <u>WA- 11th</u> <u>RK - 9th</u> <u>Cafeteria tables - 12th</u>

2:40 - 3:10	<u>Parent arrival & schedule distributions</u>	APs: Greet parents by the door. Duty Stations Teachers: Duty stations. Either in the gym, at the door for arrival support or on schedule distribution duty. Student Ambassadors: Assigned to different tables for schedule distribution and attendance Student and Teacher per table. Ops: Schedule distribution	Music - Ariel Slides projected - TTJ
3:10 - 3:15	Transition		All families should be in the gym for the whole school address. Lower school teachers can head up to prep for parent arrival Upper school teachers should be in the cafe/gym to support with chromebooks. You may leave the space 10 minutes before transition
3:15 - 3:35	<u>Whole School Address</u>	Families get a sense of our new Culture of excellence. What that means for students, for families and our promise to them as a staff.	DB: As the speaker. 15 min max. Aim 8-10 min. End the speech with where you will be next. Staff: Encourage silence and participation from the audience as needed

3:35 - 3:40	Transition: 9-grade families staircase by the elevator - B 10th grade families staircase by the main office - A Staff: Duty stations at floor landings- greet parents and direct them to where they need to be. Staff members in the gym please narrate the expectations/flow of movement Student ambassadors: Support on floors and with late arrival Time trackers along with the Dean			UPPER SCHOOL - GYM LOWER SCHOOL - Classroom spaces 3rd floor greeter - Dean 4th floor greeter - Myers Stairwell A first floor- Daley Stairwell B first floor- Williams
3:40 - 4:15	<u>Grade Level Spaces</u>	Lower School: Parents should be seated in a room by 3:40. Note: There are 2 minutes for transition between each rotation. Rotation 1: 3:40 - 3:45 2-minute transition Rotation 2: 3:47 -3:52 2-minute transition Rotation 3: 3:54 -3:59 2-minute transition Rotation 4: 4:01 -4:06 2-minute transition Rotation 5: 4:08 - 4:13 2-minute buffer Rotations: linked here	Upper School: 15 min: Family address 7-minute 11th grade 1 min buffer 7-minute 12th grade 15 min: Chromebook distribution (ALL hands on Deck - Ops, SW, Dean, Devin, George, Suggs, Baylock, Ariel) Announcer: Nichols	Chromebook distribution will be <u>by last name and grade level</u> If unequal distribution of names for rotations the family goes to the next room on the rotation. Upper school teachers: You may leave the space 10 minutes before transition.
4:15- 4:20	Transition			UPPER SCHOOL - Classroom spaces

	Upper school uses stairwell by the elevator - B Lower school uses stairwell by the MO - A Lower School: Walk families down			LOWER SCHOOL - Gym 3rd floor greeter - Crawford 2nd floor greeter - Reddick Stairwell A first floor- Newsome Stairwell B first floor- TTJ
4:20 - 4:55	<u>Grade Level Spaces</u>	Upper School: Parents should be seated in period 1 by 3:40. Note: There are 2 minutes for transition between each rotation. Rotation 1: 4:20 - 4:25 2-minute transition Rotation 2: 4:27 -4:32 2-minute transition Rotation 3: 4:34 -4:39 2-minute transition Rotation 4: 4:41 -4:46 2-minute transition Rotation 5: 4:48 - 4:53 2-minute buffer Rotations: linked here	Lower School: 15 min: Family address 7-minute 9th grade 1 min buffer 7-minute 10th grade 15 min: Chromebook distribution (ALL hands on Deck - Ops, SW, Dean, APs) Announcer: Nichols	Chromebook distribution will be <u>by last name and grade level</u> If unequal distribution of names for rotations the family goes to the next room on the rotation. 4:55pm Announcer: DB. Family Orientation has now ended. Thank you all for coming, we are looking forward to a great year. Please make your way out the building.
4:55- 5:00	Dismissal -			ALL hands on deck -

	5:05 pm Ops announcement to families that they must exit the building. Orientation is now finished. ALL Staff walk families down and usher them out the building	Walk families out
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