

LOS ANGELES UNIFIED SCHOOL DISTRICT
Chester W. Nimitz Middle School
Inter-Office Correspondence

TO: Teachers **DATE:** August 16, 2016

FROM: Carlos Garibaldi, Assistant Principal

SUBJECT: OPENING DAY PROCEDURES – AUGUST 16, 2016

I. TEACHERS WITHOUT HOMEROOMS – **Report to the Main Office for Coverage**

II. MATERIALS

Your packet containing the following items will be in your box:

- A. Opening Day Bell Schedule
- B. Student Schedules
- C. Grade Sheets
- D. Class Rosters
- E. Seating Charts
- F. Lunch Schedule
- G. Year- Round Calendar
- H. Bell Schedule
- I. Classroom Phone Codes

III. PROCEDURES FOR OPENING HOMEROOM (8:00 am – 9:00 am)

- Send two monitors to the cafeteria to pick up Breakfast in the Classroom. Follow the instructions for distribution of the breakfast.
- Place today's schedule on the board
- Distribute the student schedules. Sign or stamp each student's program. If you are a SUBSTITUTE teacher, write the name of the regular teacher and your initials.
- Have students make a copy of their schedule
- Take attendance on Misis and on the roster (Mark an E for every student present on the first day and a / for students who have not yet enrolled)
- CHECK to make sure the student belongs in your class. Do not accept a student without a program. Any student who did not receive a program must go to the Counseling Office. Do not accept a student who is NOT assigned to your class.

- NO CLASS CHANGES WILL BE MADE ON THE FIRST DAY, except OBVIOUS ERRORS (i.e. two math classes). Only those students with obvious errors will be seen by the counselor for correction.
- Instruct students to have their program signed by EACH TEACHER and return to closing homeroom at the end of the day.
- Inform students of the LUNCH SCHEDULE as the computer does not distinguish between Period 4 and 5. **READ THE LUNCH SCHEDULE CAREFULLY. LUNCH IS BASED ON THE STUDENT'S PERIOD 4/5 CLASSROOM LOCATION.**
- At the end of Opening Homeroom, Send unclaimed schedules to the Counseling Office.

IV. PROCEDURES FOR CLOSING HOMEROOM (1:06 pm – 1:14pm)

- COLLECT ALL PROGRAMS. Check for signatures. Separate completely signed programs from those not completed.
- ALPHABETIZE the completely signed programs and bring them to the Counseling Office after school.
- **Retain the programs with incomplete signatures. Give them to students to finish on Wednesday, August 17, 2016.**

V. WHAT'S DUE WHEN AND WHERE

- **Unclaimed Programs to the Counseling Office at the end of Opening Homeroom.**
- Completely signed, alphabetized programs are to be brought to the Counseling Office at the end of the day. August 16, 2016.
- Incompletely signed programs are to be retained by the homeroom teacher for completion on Wednesday, August 17, 2016 and brought to the Counseling Office when completed.

Approved: Lorenzo Garcia, Principal