

August 6, 2008

Dear Culver City High School Staff,

I hope this letter finds you rested, relaxed, and looking forward to the opening of the 2008-09 school year. This mailing contains information to bring you up-to-date and to help you prepare for the beginning of the school year including the Back to School Staff Development schedule, new faculty member list, and template for course outlines.

**STAFF DEVELOPMENT SCHEDULE:**

Wednesday, August 27

*CCUSD Welcome Back Rally – Robert Frost Auditorium*

7:45-8:45 a.m.

Continental Breakfast

9:00 -10:00 a.m.

Rally and Presentation

10:15-11:30 a.m.

CCHS Welcome Back Meeting/New Staff

Introductions – Cafeteria

*11:30 a.m. -12:30 p.m.*

*Lunch Break*

12:30-3:00 p.m.

Small group sessions

Thursday, August 28

8:00-11:30 a.m.

Cafeteria - Continental Breakfast

Faculty meeting and small group sessions

*11:30 a.m. – 12:30 p.m.*

*Lunch Break*

1:00-3:00 p.m.

Department collaboration

Friday, August 29

8:00-10:00 a.m.

Cafeteria - Continental Breakfast and

Faculty meeting

10:00a.m.-3:00p.m.

Classroom preparation (one hour lunch break at teacher discretion)

The theme of our professional development will reflect the District-wide focus of “Using Data to Build a Culture of Continuous Improvement.”

*Be sure to sign in and out of all meetings in the cafeteria and in classrooms Wednesday through Friday. You must do so in order to be paid.*

*A continental breakfast will be provided Wednesday through Friday. You will need to make plans for lunch each day.*

**OTHER IMPORTANT DATES:**

Monday, September 1	No School
Tuesday, September 2	School Begins!
Wednesday, September 3	Collaboration Wednesday/All Staff Meeting
Wednesday, September 24	Minimum Day – Back to School Night (Please note that attendance is a contractual requirement.)

**TEMPLATE FOR COURSE OUTLINES:**

**(See attachment)**

A sample template for your course policies is included. You may choose to follow a different format; however, be sure to include the information and titles in bold print. These sections will be standardized throughout the school. Please provide one copy for every course you teach to your department chairperson by Friday, September 12. He or she will collect them and return to me by Monday, September 15. These forms will be kept in a central location for all administrators to share.

**Templates for the course syllabus as well as other helpful information are posted on the faculty web page under the “Forms” heading:**

<http://cchs.ccusd.org/hsfac.htm>

I look forward to seeing you soon and hope that you enjoy the remaining days of summer. If you have any questions or concerns, please don't hesitate to contact me.

Regards,

Pam