

Faculty & Staff In-Service/Pre-Planning Topics

- Mass
- Team Building Activity
- Mission Statement
- Review Handbooks/Plans:
 - Family/Parent/Student Handbook
 - School's Faculty Handbook
 - ADOM Employee Handbook
 - Emergency Preparedness & Operations Plan
 - Bloodborne Pathogens
 - Standards of Ethical Conduct
 - Safe Environment/Reporting Misconduct & Abuse
 - Confidentiality agreement
- Curriculum
 - Lesson Plan Template
 - Standards
 - Instructional Minutes
 - Individual Classroom Schedules
 - Curriculum maps/Pacing guides/Vertical & horizontal planning
 - Books/publisher trainings & resources
 - Data and Assessment Plan (calendar, etc.)
 - Grading
 - Report Cards/Progress Reports/Honor Roll
- Certification Coordinator presentation
 - Certification plans
 - Renewing your certificate
 - School-wide PD Plan
- Schedules
 - Arrival and Dismissal Duty
 - Lunch Duty
 - Recess Schedule
 - Early Release Schedule
- Yearly Calendar
- Back to School Night/Open House Guidelines
- Student Rosters and Allergy Lists
- MTSS
- Classroom setup

- Space for differentiation/flexible seating
- Desks arranged for collaboration
- Mission statement
- Student work display
- Religious symbols, prayer corner, etc.
- Special Education
- PLCs & Committee Assignments
- Coaching
- Parent Communication
- Plus Portals/Google Classroom/etc.
- Communicating with Parents
- School-wide & Classroom Behavior Management Systems
- Supervision of Students
- Early Childhood/Pre-K
 - Licensing/Accreditation Compliance
 - Clearinghouse access, update roster, important roles (Director, VPK Director, VPK Lead Teacher)
 - Verify license/religious exemption renewal dates
 - FCC Health & Safety Checklist for EEP's
 - Access Florida's Early Learning Provider Portal Login
 - School Readiness Contract information (if applicable)
 - VPK Contract information (if applicable)
 - Early Learning Coalition
 - Access Miami Dade or Broward Provider Portal Login
 - Review current contracts (if applicable)