



Arleta High School
Home of the Mustangs
Tuesday, January 29, 2019

Agenda

- 8:30 All faculty and staff members meet in the Indoor Student Dining Area**
- 8:35 Administrative Responsibilities** **Mr. Hayes**
Grading Window Updates **Mr. Revel**
- 8:40 Operational Concerns:** **Mr. Montiel**
- **Nondiscrimination and Sexual Harassment (Bulletin 3349.0)**
 - **Child Abuse and Neglect Reporting (Bulletin 1347.4)**
 - **Bullying and Hazing (Bulletin 5212.0)**
 - Injury and Illness prevention (IIPP)
 - Student and Employee Security (Bulletin 2368.1)
 - **Discipline Policy**
 - Internet Safety and Social Media Policy (Bulletins 5181, 5688, 999.10)
 - Special Education and Section 504
 - School Policies
 - Video Approval
 - Parents as Partners
- 8:50 Protocol for Activities, Field Trips, and Master Calendar Requests**
- Attendance **Ms. Sainz**
 - Master Calendar Requests **Ms. Sainz**
 - Speakers & Visitors Requests **Ms. Sainz**
 - Field Trips **Mr. Daniel**
- 9:05 Calendar and Testing**
- Recent Changes and Updated Calendar **Dr. Saucedo**
 - SAT **Ms. Flores**
- 9:15 Arleta High School Web Site** **Dr. Wu**
- Updates & New Tools
 - Students' emails, PIN, and passwords
- 9:30 Instruction / Arleta's Five Focus Elements** **Dr. Saucedo**
- 3a1 - Communicating the Purpose of the Lesson
 - 3b1 - Quality and Purpose of Questioning
 - 3b2 - Discussion Techniques and Student Participation
 - 3c2 - Purposeful and Productive Instructional Groups
 - 3d3 - Feedback to Students
- 9:40 Classroom Visits/Observations** **Mr. Hayes**



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Upcoming Calendar Events:

JANUARY 2019

Week 4	28 Tutoring Starts Today	29 Whole School PD	30	31 COST Mtg @10 am in B203 Grade Window Opens	
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FEBRUARY 2019

Senior Letters Out 2/1					1 Parent Breakfast with Administrators @8:30 am, indoor student dining
Week 5 Senior Attend. Appeal Appointment Deadline 2/8	4	5 SLC PD	6	7 Content Chair Plan Mtg @3:30 in B203 Grade Window Closes	8
Week 6 Senior Appeals 2/13 – 2/15 Spirit Week/Valentine's Day 2/11 – 2/15	11 Lock-Down Drill	12 Content PD Radio Test	13	14	15