

## SCCS Jr/Sr HS Student Scheduling Calendar for the 2018-19 School Year

<b>November 3, 2017</b>	Request teachers to update and/or submit new course descriptions, due 11/27/17
<b>November 7, 2017</b>	Faculty meeting review of scheduling & initial review of Program of Studies
<b>November 13-17, 2017</b>	Survey students for electives by grade in café during advisory, 8:20am
<b>November 27, 2017</b>	Course descriptions due to Principal
<b>December 4-8, 2017</b>	Department meetings with counselors and Principal to discuss Program of Studies courses and class assignments.
<b>January 2, 2017</b>	Program of Studies/Course Offerings book completed
<b>January 9, 2017</b>	Program of Studies courses uploaded to SchoolTool
<b>January 12, 2018</b>	Sr HS scheduling process letter mailed home to grade 8-11 families, Program of Studies/Course Offerings book available to students and families.
<b>January 16-18, 2018</b>	Meet with students in grades 8-11 during advisory to review Course Offerings Day
<b>January 19, 2018</b>	Course Offering Day (Gym), 7:45-11:00am. Grades 8-11.
<b>January 22, 2018</b>	Scheduling/post-secondary planning begins with all 11 <sup>th</sup> grade students & parents/guardians.
<b>January 24, 2018</b>	College Planning Information Night for 11 <sup>th</sup> grade students/families, 6:00pm in Library.
<b>February 28, 2018</b>	Scheduling begins with all 10 <sup>th</sup> grade students & parents/guardians.
<b>April 2, 2018</b>	Scheduling begins with all 9 <sup>th</sup> grade students & parents/guardians.
<b>April 16, 2018</b>	Sr HS Parent Night -- Graduation requirements for 8th grade parents, 6:00pm in Aud.
<b>April 17 &amp; 18, 2018</b>	Present to 8 <sup>th</sup> grade English classes: Sr HS scheduling info, Naviance review, and Graduation requirements.
<b>May 7, 2018</b>	Scheduling begins with all 7 <sup>th</sup> & 8 <sup>th</sup> grade students & parents/guardians.
<b>May 7-11, 2018</b>	Review Special Ed programs and any changes in programming for the upcoming year. All CSE and 504 students and scheduling needs to guidance office.
<b>May 11, 2018</b>	All enriched and honors course recommendations lists to school counselors and mailed to parents/guardians.
<b>May 17, 2018</b>	Tentative Jr HS Orientation for 6 <sup>th</sup> grade students & parents/guardians, 6:00pm in Aud.
<b>May 18, 2018</b>	Principal reviews projected numbers & teacher assignments. Tentative decisions made about teaching duties and assignments.
<b>May 21-23, 2018</b>	Meet with support teachers to discuss Re-Teach/RTI process/scheduling for 2018-19 school year.
<b>May 21, 2018</b>	Scheduling begins with all 6 <sup>th</sup> grade students & parents
<b>June 18, 2018</b>	Jr HS Orientation Day for 6 <sup>th</sup> grade students
<b>June 22, 2018</b>	Tentative Master Schedule completed and emailed to teachers, <b>Tentative 2018-19 student schedules mailed home</b>
<b>July 31, 2018</b>	Duties assigned and Advisory lists completed
<b>August 3, 2018</b>	Master schedule updated and printed
<b>August 6, 2018</b>	Updated master schedule to teachers
<b>August 10, 2018</b>	All hand scheduling complete- RTI, CSE, BOCES (CTE & core class needs), Alt Ed
<b>August 15, 2018</b>	Schooltool open for teachers to view courses teaching and class rosters
<b>August 17, 2018</b>	Schedules updated based on summer school results
<b>August 20, 2018</b>	Updated student schedules available to students and families in Schooltool
<b>August 28-29, 2018</b>	Student schedule change requests