

Tequesta Trace Middle School 2015 - 2016 Morning Schedule
Teacher Hours - 8:10am – 3:40pm

MONDAYS	
CONFERENCES	
8:15 – 8:35	Grades 6, 7, & 8
8:35 – 8:55	Grades 6 & 7
MORNING COVERAGE	
8:45 – 9:05	8 Social Studies 8 Science ESE w/ Art

TUESDAYS	
PLC SESSIONS (MORNINGS)	
8:15 – 9:00	Science – All Critical Thinking ESE w/ Guidance Reading ESE w/ Art
PLC SESSIONS (PLANNING TIMES)	
	Language Arts 6 th grade – 1 st hour 7 th grade – 6 th hour 8 th grade – 2 nd hour
MORNING COVERAGE	
8:45 – 9:05	6/7/8 Math

WEDNESDAYS	
8:15 – 9:00	SAC ~ TBA LEADERSHIP~TBA
CONFERENCES	
8:15 – 8:35	Grades 6, & 8
8:35 – 8:55	Grades 7 & 8
MORNING COVERAGE	
8:45 – 9:05	6 Language Arts, Social Studies & Science

THURSDAYS	
PLC SESSIONS (MORNINGS)	
8:15 – 9:00	7 & 8 Social Studies 7 & 8 Math Algebra/Geometry
PLC SESSIONS (PLANNING TIMES)	
	Math 6 th grade – 5 th hour Social Studies 6 th grade – 4 th hour
MORNING COVERAGE	
8:45 – 9:05	7/8 Language Arts

FRIDAYS	
8:10 – 8:40 (please note time)	
1 st Friday – Department Meetings	
2 nd Friday – Faculty Meetings	
3 rd Friday – PLC	
4 th Friday – Faculty Council/BTU	
You will be notified during the week if there will be a meeting on Friday, however, always be prepared to attend one of the above on the designated Friday.	
MORNING COVERAGE	
8:45 – 9:05	CRITICAL THINKING READING 7 Social Studies 7 Science

PLC Requirements

AttendArrive earlySign-In.....Participate
Bring DATA.....Make a Presentation
Complete Follow-up...

End on Time
GET INSERVICE POINTS AND VALUABLE INFORMATION AND TRAINING!

Conferences

It is your professional responsibility to communicate with parents. Please ensure that you are aware of and attend all conferences. If you are unable to attend due to an emergency, please contact your grade level administrator. You will need to contact the parent at a later date or provide academic information to one of the other student’s teachers. **REMINDER:** Vera only sets up group conferences at the request of parents. It is YOUR responsibility to set up conferences individually. Parents are entitled to meet with individual teachers, and are not restricted to meet with the whole group only.

Teachers must be at their doors by 9:05 to welcome students and to ensure safety on our campus. If you are on Morning Coverage, you will be informed by an Administrator when you are to leave. We know the morning duty schedule and understand if you need to take care of business prior to arriving at your door after duty or conference. (Business does not mean getting coffee, please. Nor does it include walking across campus after 9:05am.) THANK YOU!