



Team Time Agenda

October 21, 2014

Dear Connections Teachers:

Here is the plan for Tuesday, October 21 to prepare our students for Student Led Conferences. Binders are being delivered on Thursday/Friday to all Connections Teachers. Please store until Tuesday, October 21. Each Connections Teacher will be in charge of "Team Time" on this day.

STUDENTS WILL NEED A PEN OR PENCIL TO WRITE ON THEIR COVER SHEET, SO REMIND THEM TO BRING ONE WITH THEM.

HAVE A CLASS SET OF STUDENT CHECKLISTS AND COVER SHEETS COPIED.

Team Time #1 Beginning of Day 7:45am-8:07am (22 minutes)

During this time, please do the following...

- Pass out a binder to each student. Apply sponsor labels inside front cover.
- Have each student write their first and last name neatly on the cover sheet that your team has designed and place in the view cover on the front. (Look on "G" Drive for examples of these from other teams...)
- Explain to students **they must not mark on their binder**...We want it to stay nice.
- Explain that each student will carry this **ALL DAY** today to each class and each teacher will ask them to place specific items in their binders to prepare for conferences.

Team Time #2 End of Day 2:08pm-2:41pm (33 minutes)

During this time, please do the following....

- Show short minute video to students on how to go through their student led conference with their parents....video on "G" Drive under student led conferences. The lighthouse team of students have created this video.
- After viewing video, explain that the students will have a checklist of what to do and say during their conference. Distribute the checklist. This checklist will be kept in the front of their binder.
- Have students get with a partner and practice going through their materials for practice.
- Collect ALL Binders....**Do not let them go home!!!!** Store them on a shelf or in a crate in your Connections room. On conference days, arrange for the binders for the scheduled students to be transported to your team's conference location.

Thanks so much for helping our students get ready for conferences!