A Master Schedule 2023-24 was confirmed and submitted.

If you have any questions, concerns, room changes, please discuss with the administration.

Please refer to class sizes as reference for all textbook and other resources to be submitted by Monday, June 19

ORDER DEADLINE

Monday, June 19

 

TEXTBOOK

INVENTORY

PROGRAM

ALL TEXTBOOKS TO BE RETURNED TO THE LIBRARY IN THE ALLOCATED GRADE SECTION

#### Special points of interest:

####

\* Year End Timeline

\* Order submissions deadline!!

\* Textbooks to Library

\* Staff Bursary

## Texbooks—Resources-Wishlist Orders

##

**ORDER REQUEST PROCEDURE:**

· *Resource requests must come from a current catalogue or internet site*

· *Catalogue or internet reference site must be attached to order.*

· *Requests for textbooks not currently in use should be approved by the department and administration.*

· *Textbook/Book requests must include ISBN numbers*

· *Product numbers (i.e. art supplies) must be listed*

· *Course* ***Workbook*** *requests must be submitted*

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Attention: Credo High School Staff

YEAR END Meetings and Duties

June 5, 2022

**YEAR END MEETINGS AND DUTIES TIMELINE**

**FRIDAY, JUNE 9TH** Teachers concerned about **students possibly failing** “their course(s)” are asked to meet with DH to explore Summer School possibilities.

**WEDNESDAY, JUNE 14th AWARDS ASSEMBLY** (11:00AM)

**THURSDAY, JUNE 15th Last day of school for grade 12 students**

Staff and SALT hosting Breakfast for Grade 12 students.

 ***LOCKER CLEANUP GRADE 12s 12:00***

*Students to clean up lockers and return texbooks*.

**FRIDAY, JUNE 16th Last day of school for grades 8-11 students.**

***LOCKER CLEANUP 2:30PM***

*Students to clean up lockers and return texbooks.*

**MONDAY, JUNE 19th \*\*TEXTBOOK AND SUPPLY ORDER DUE submit to AH\*\***

**THURSDAY, JUNE 22nd 9:00 AM Q4 MARKS DUE (see Marks Memo from AH)**

**MONDAY, JUNE 26th** 10:30 AM STAFF DEVOTIONS & STAFF MEETING

 **FINAL MARKS DUE!! 10:30 AM**

YEAR-END DUTIES – DEPT MEETINGS

**TUESDAY, JUNE 27th** 9:00 A.M. STAFF DEVOTIONS & STAFF MEETING (cont’d)

Last chance to update **ALL FINAL MARKS!…** *(COMMENTS OPTIONAL)*

**11:30 P.M. – Staff Luncheon**

COMPLETE YEAR-END DUTIES – DEPT MEETINGS

 *DEPARTMENTS - ORGANIZE/CLEAN OUT STAFF LIBRARY AND* ***RETURN ALL TEXTBOOKS TO LIBRARY***

 **GRADUATION** at Chilliwack Alliance Church (be there at **7:00 pm** ….starts at 7:30pm) (8700 Young Rd, Chilliwack)

**WEDNESDAY, JUNE 28th 10:00 A.M. STAFF DEVOTIONS & DEBRIEF MEETING**

 **6:30 p.m. GRAD BANQUET**

(Credo High Gym)

 COMPLETE YEAR-END DUTIES **HAND IN COMPLETED LIST TO KD……**

  **TEXBOOKS and RESOURCES REQUEST ORDER FORM**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be completed by Monday, June 19th )**

GRADE TITLE ISBN Number QUANTITY

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**WISHLIST OF SUPPLIES....**

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**TEXTBOOKS**

Collect all TEXTBOOKS from students and in your classroom.

\* Regarding TEXTBOOKS, please note the following:

 Return all textbooks to the library in allocated grade sections.

**Important Notice:**

 **All textbooks in the school need to be processed through the inventory system. If you have any textbooks or sets of textbooks in your classroom they need to be brought to the library by Monday, June 26th .**

**DUTIES FOR THE WEEK TO BE FINISHED BY WEDNESDAY, JUNE 28th**

1. TEXTBOOK ORDERS FOR SEPTEMBER....and a 'wish list \_\_\_\_\_\_

 of supplies' (i.e. stapler, hole punch, sharpener, etc.) ...submit

 Textbook Request Form and Wishlist. **(by June 19th )**

2. Textbooks to Library \_\_\_\_\_\_

 **(check your classroom for any books that do not belong to you**

 **and return them to the library)**

3. REBINDS by Alice's desk. \_\_\_\_\_\_

4. STAFFROOM: **LIBRARY BOOKS** must be returned to the proper

 place in the staff library. Each department must sort/clean/organize \_\_\_\_\_\_

their own section of books before Wednesday, June 28th .

PLEASE …in the past some departments leave for the summer

without doing as requested… Please your co-operation!

**Cleanout** your belongings in the fridge, kitchen, closet, etc.

5. Other miscellaneous orders can be submitted and will be reviewed

 by KD unless you need something urgent by September. \_\_\_\_\_\_

6. REPAIRS FOR YOUR ROOM...post on the Staff Google Doc

“***Maintenance Request***” \_\_\_\_\_\_

7. Other monies owing …… Staff Bursary, Staff Pot, photocopies, etc.

For the Staff Bursary, please make out cheques to the

 *Fraser Valley Scholarship Foundation* or etransfer payments@credochs.com

 \_\_\_\_\_\_

8. Once the above duties are completed…**please hand this check list**

 **in to KD**  \_\_\_\_\_\_

HAVE A GREAT SUMMER!

 **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



CHURCH NEWS INSERT:

Credo Christian High School Graduation

Credo Christian High School invites you to their **2023 Graduation Ceremony** to be held, the Lord willing, on Tuesday, June 27th 2022 at 7:30 p.m. in the **Chilliwack Alliance Church** (8700 Young Rd, Chilliwack).

