



HCEC Spring 2024 Semester Timeline

January 8	*New Teacher Meeting (2:00-3:00)
Jan 8-10	Registration (<i>including Teachers' Tots</i>)
	Low Enrollment and Wait List Reports
Jan 17	Staff & Team Leader Meeting (6:30-8:00) (Teachers do not attend)
Jan 25	Leadership Training (6:00-8:30) *Teacher Meeting
	<u>Contents of file:</u>
	Teacher Documents (Teacher Training Session)
	<ul style="list-style-type: none"> ▪ Schedule ▪ Contract ▪ Attendance record ▪ Rosters ▪ Sub form for Sub-list ▪ Vital Partner Schedule, if applicable ▪ Student Orientation Schedule and Room Assignments ▪ Family Schedule, if applicable ▪ 1099 Tax Info (New Teachers only) ▪ Bring Emergency Lesson Plan
Jan 30	*Student Orientation (9:00a-12:00)
Feb 6-7	Semester Start
Feb 6-14	New teacher informal evaluations by Team Leaders (weeks 1-2)
Feb 13-14	Department & Team Leader Meetings (week 2)
Feb 29	*Teacher Meeting & Dinner 6:30-8:00 (week 4 meeting with Team Leaders)
March 7	Notice of Intent to Teach for the Fall Semester (week 5)
March 5-20	Formal teacher evaluations by Team Leaders (weeks 5-7)
March 20	Team Leader Meeting
March	Class evaluations by families (start week 6)
March 26-27	Easter Break
April 2-3	*Teacher Meeting Class Activation Meetings with Team Leaders (week 8)
May 1	Semester Finishes

Notice of Intent

<https://highcountryhomeeducators.wufoo.com/forms/qk6vnx809roxwo/>

Class Planning Packet

<https://highcountryhomeeducators.wufoo.com/forms/q1ahdi071hgixgu/>

You can also access these on the [hche.org](http://www.hche.org) page under the enrichment class, teacher tab.