

2017-2018: Policy and Procedure Sessions

- All sessions will be scheduled within the OLS invite system as a classroom. All terms are invited to each session in order to give each student the opportunity to attend a Policy and Procedure session, no matter the date.
- The link will be provided before the session date to the HR Teachers/ASC/SECs and to share with students if needed.
- At the end of each Policy and Procedure Session, an attendance survey will be shared with students and families to complete. The attendance will be entered into TotalView School as: **Policy and Procedure Session – Live** or **Policy and Procedure Session – Recording**
- One recording from each month will be shared with HR Teachers and Academic Coaches to share with students within their homeroom. The HR Teacher/ASC/SEC will send to students within the specific homerooms via email.
- All International Academy teachers and staff are required to attend one Policy and Procedure Session per school year.

Month	Invited Terms	Day – Date	AM Time	PM Time
August	August Cohort	Tuesday - 8/15/2017 Tuesday – 8/29/2017	12 PM ET	8 PM ET
September	September Cohort	Tuesday – 9/19/2017 Tuesday – 9/26/2017	12 PM ET	8 PM ET
October	October Cohort	Tuesday – 10/17/2017 Tuesday – 10/24/2017	12 PM ET	8 PM ET
November	November Cohort	Tuesday – 11/14/2017 Tuesday – 11/21/2017	12 PM ET	8 PM ET (11/14/2017 session only)
January	January Cohort	Tuesday – 1/16/2018 Tuesday – 1/30/2018	12 PM ET	8 PM ET
February	February Cohort	Tuesday – 2/20/2018 Tuesday – 2/27/2018	12 PM ET	8 PM ET
March	March Cohort	Tuesday – 3/20/2018 Tuesday – 4/3/2018	12 PM ET	8 PM ET
April	April Cohort	Tuesday – 4/17/2018 Tuesday – 4/24/2018	12 PM ET	8 PM ET