



TASOK Faculty Orientation - Monday August 7 – Saturday August 13, 2017

At **TASOK** we **BELIEVE** in *Excellence, Integrity, and Inclusivity*

Our Mission for Excellence: *The American School of Kinshasa provides dynamic and individualized educational challenges and opportunities that promote diversity and empower each of its students to develop into independent global community leaders.*

Monday August 7, 2017

Topic	Description
Please Note...	Dress is informal for Monday to Thursday, and then professional dress on Friday when we welcome students and parents for registration. Morning refreshments will be provided at the start of each day of the faculty orientation week beginning at 8:30 in the Upper Campus Library, each day will officially start at 9:00.
Welcome 9:00 – 10:00 CAC	An opportunity to connect with all members of our TASOK community – Atelier, Faculty, Business Office, School Office, IT, Security, Leadership Team... When you enter the CAC please find your nametag. Simon will begin with an address to the community and then a challenge for us to build stronger connections and support the development of our professional learning culture.
Getting to Know each other... 10:15 – 10:45 CAC	An opportunity to learn names and engage together through sharing and laughter... (Led by the TASOK Leadership Team – Chris and Dustin)
Opening remarks to Faculty from Simon 10:45 – 11:30 CAC	Setting the stage for the further development of our professional learning culture, reflecting, establishing our school-wide goals for the 2017-2018 school year and providing inspiration to have a great year of learning together with our TASOK students.
Lunch 11:30 – 12:30	Lunch will be provided in the upper campus cafeteria for all TASOK community members to allow us time to get to know each other and to catch up!
Divisional Connections 12:30 – 15:30 ES/MS in MS4 HS in Library	Divisional connections and setting the path for the school year along with any necessary logistics and information for the week and start of school. This will be followed by time to connect with your learning spaces and colleagues...
Evening Welcome Reception 18:30	All Faculty (partners and children included) are welcome to celebrate the start of the school year and our first day together with a <i>Wine and Cheese</i> reception at the residence of Simon and Kelly.

Tuesday August 8, 2017

Topic	Description
Divisional time focused on learning 9:00 – 10:45 ES/MS in MS 4 HS in Library	Divisional time – Dustin and Chris will send information via email to their divisions about the purpose, structure and outcomes of this session together.
Understanding procedures and security at TASOK 11:00 – 12:00 CAC	Overview of updated 2017-2018 Faculty Handbook and campus/personal security (Simon)
Lunch 12:00 – 13:00	Lunch will be provided in the upper campus cafeteria
Classroom Preparation 13:00 – 15:30	Time to connect with your learning spaces, planning for the start of the year and collaborating with colleagues... IT and Tech Integration will meet with New Teachers to provide training on IT systems at TASOK (Atlas, Outlook, Online Resources, Blogs, PowerSchool)

Wednesday August 9, 2017

Topic	Description
Supporting our Professional Growth and Development 9:00 – 10:15 CAC	Setting the foundation for goal setting, and supporting our individual professional growth and development plans along with how we provide each other feedback (TASOK Leadership Team).
Service Learning 10:30 – 11:30 CAC	Learning more about our Service Learning action plan, our goals for Service Learning and how we can integrate taking action into our curriculum at all levels. Further plans for Service Learning this year and connections to CAS.
Lunch 11:30 – 12:30	Lunch will be provided in the upper campus cafeteria
Classroom Preparation 12:30 – 15:30	Time to connect with your learning spaces, planning for the start of the year and collaborating with colleagues...
Divisional Evening Socials	PreSchool-8 faculty and staff will be invited for a social event together with Dustin; High School faculty will be invited for a social event together with Chris (email with information to follow).

Thursday August 10, 2017

Topic	Description
Divisional time focused on learning 9:00 – 10:15 ES/MS in MS 4 HS in Library	Divisional time – Dustin and Chris will send information via email to their divisions about the purpose, structure and outcomes of this session together.
Student Support Services 10:30 – 12:00 CAC	A time to learn together about our Student Support Services at TASOK including EAL for English language support, Learning Support and Counseling. The team will present information on supporting students, our team approach, how to access resources and support from the team, along with the referral process.
Lunch 12:00 – 13:00	Lunch will be provided in the upper campus cafeteria
Classroom Preparation 13:00 – 15:30	Time to connect with your learning spaces, planning for the start of the year and collaborating with colleagues...

Friday August 11, 2017

Topic	Description
Student Orientation and Registration 9:00 – 12:00 CAC	An invitation will be sent to all families to attend a welcome meeting by the Director and an introduction to the 2017-2018 school year. This will be from 9:00 – 9:30 and Faculty are requested to attend. You will then have the morning to work in your classroom and students and parents will have the opportunity to walk around and visit classrooms to meet teachers. There will be registration and orientation materials provided along with schedules for Middle and High School students.
Lunch 12:00 – 13:00	Lunch will be provided in the upper campus cafeteria
Final preparation meeting 13:00 – 14:00 CAC	An opportunity to connect one last time as a faculty to discuss any last minute preparations and information for a successful start of the school year with our students on Monday August 14, 2017!
Classroom Preparation 14:00 – 15:30	Time to connect with your learning spaces, planning for the start of the year and collaborating with colleagues...

Saturday August 12, 2017/Sunday August 13, 2017

Topic	Description
Shopping bus... 9:00	Shopping bus will be provided – please sign up on the car sign up bulletin board in the main administration building. The bus will depart at 9:00 from the main administration building.
Time to gather socially...	A social activity will be planned and communicated on Monday – this will either take place Saturday or Sunday late afternoon/evening (there will also be a pest control planned on Sunday at 3:00 pm – more information to follow)...