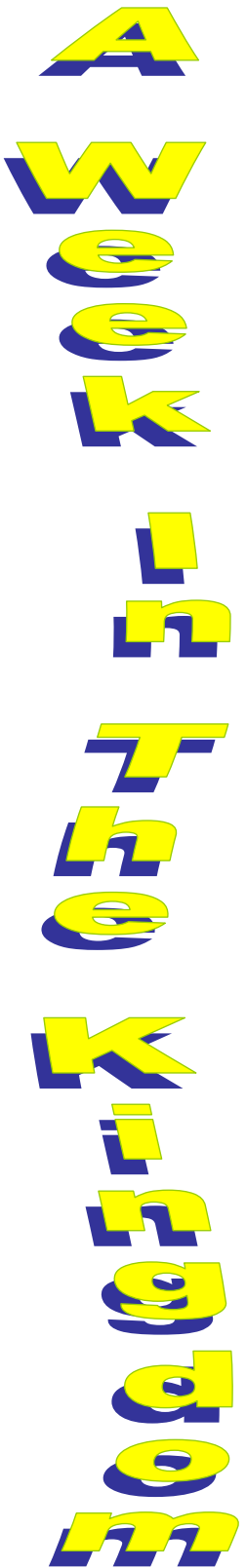


Grace King High School

OUR SCHOOL COMMUNITY STRIVES TO CREATE A QUALITY WORKFORCE BY INVOLVING ITS STAKEHOLDERS IN THE PLANNING AND IMPLEMENTATION OF MEANINGFUL EDUCATIONAL EXPERIENCES



Attentive Attendance Attitude Accountability

Monday, December 14, 2015

Final Examination Submission from Administrators to Curriculum Office
Lesson Plans/Assessments Due – (Weekly Lesson Plans Due 6:30 a.m.)
November/December Monthly Classroom Observation w/Feedback (Fall Reflection)
PBIS Foci – Goal Setting

Tuesday, December 15, 2015

Mid-Term Examination 1A and 1B
School Spirit Day
Student Activity
 9th/10th grades IS – Goal Setting & Team Building
 11th/12th Grades IS – Goal Setting/Post-Secondary Planning
Winter Program

Wednesday, December 16, 2015

Mid-Term Examination 2A and 2B
Half-Day for Students
Staff Holiday Party @ Bobby Hebert's 4:30 – 6:30

Thursday, December 17, 2015

Mid-Term Examination 3A and 3B
Half-Day for Students

Friday, December 18, 2015

Mid-Term Examination 4A and 4B
\$2.00 Dress Down and Fall Out
Half-Day for Students
Grading Window Opens

Saturday, December 19th - Sunday, January 10, 2016

Health and Wellness Tip: As your New Year Resolution, commit to a health and wellness program that will help to ensure you are in "prime condition" for 2016!

January 4, 2016

Records Day (No school for students)
Student Examinations Due – Submit in the Brown Envelop

January 5, 2016

1st Day of 3rd Term - Students Return
Grade Verifications – See Counselors
Attendance Verification – See Ms. Livaudias

January 6, 2016

Grading Window Closes

January 8, 2016

Report Cards Issued

Human Resources (All Schools)

Legal Update: Guiding Staff in the Use of Social Media

Questions and concerns regarding the use of social media by students and employees come up on a regular basis these days. What should I do if a student sends me a “friend” request on my personal Facebook account or wants to “follow” me on Instagram? Is it ever okay to post pictures of my adorable Pre-K students? You mean I shouldn’t complain to my friends on my personal Facebook page about how my awful student Alexander is responsible for my terrible, horrible, very bad day and is the reason that I am going to go out and get wasted tonight? What about free speech? Don’t I have a right to express my opinion on my own time, on my own private Facebook page?

As school administrators, you may already have been called upon to answer some of these questions. If not, count your blessings, but know that it is almost inevitable that your day will come!

The following are a few simple guidelines that address some of the social media issues that you may encounter. I encourage you to share these pointers with your faculty.

- While you have a constitutional right to free speech, that right is tempered by the obligations you accepted when you chose to work for the Jefferson Parish Public School System. So, even though you are free to enjoy a Facebook account, post videos, or share your photos on Instagram, remember that you have an obligation to uphold your professional position in the community. Think about the content of what you post. If your gut questions, “Should I?” – the answer is a resounding “NO”!
- General comments concerning matters of public concern will typically be protected speech, but publishing information you learn on the job will not necessarily have such protection. Think carefully before posting any comments that reveal information you have obtained as a result of your job.
- Never, ever post any comments about a student in particular, or your students in general, that could in any way suggest their identities or their less than stellar existence as a person or performance as a student.
- Remember that a release to post photographs is applicable only to the school or district’s use and not a teacher’s individual use. In the case of a club, athletic team or other student group (i.e. a class on a field trip), the sponsor should obtain waivers from each parent before posting photos on any site other than the school or district website.
- When you see that a student at any school in the district has sent you a “friend request” or a request to “follow” – JUST SAY NO! If you already have “friends” or “followers” who are current students, the best advice is to “unfriend” or “block” each of them from your site.

Be aware of the potential results of posting party pictures, seductive “selfies” and other photos that portray you in a sexually inappropriate or otherwise adverse light. Like it or not, parents expect teachers and others who work with children to set a positive example by conducting themselves in a respectable, professional manner at all times. When parents (and students) see inappropriate photos of, and posts by, teachers, the resulting complaints can quickly infect the classroom and the teacher’s

ability to command the respect and control necessary to perform and invariably cause a disruption of the educational process.

*****ACTION ITEM*****

Holiday Decorations

Please remind all staff that items are not to be hung from the ceiling or any device that is mounted to the ceiling. At night when the air comes on, the items blow and trigger the intrusion alarm to go off.

Para to Teacher Pipeline

The district is launching a new initiative called the ***Para to Teacher Pipeline***. The goal of this initiative is to provide Paraprofessionals who hold a Bachelor's or Advanced Degree with district support to enable them to transition from a para to a teacher.

The Recruitment and Selection team is hosting a Para to Teacher Pipeline informational meeting on **December 3** in the Administration Building (501 Manhattan Blvd. in Harvey) Board Room from 5-7 p.m. If you have a para on your campus with a Bachelor's or Advanced degree, please encourage them to participate in this meeting. They can RSVP by sending an email to Heidi.Thibodaux@jppss.k12.la.us. For more information on this event, please visit the Recruitment and Selection webpage: <http://jpschools.org/departments/human-capital/recruitment-selection/>.

Human Resources (All Schools)

****ACTION ITEM****

American Meteorological Society's Sixth Annual Teacher Workshop

Teachers, did you know that the best meteorologists in the world are gathering in New Orleans this January--and you're invited? Please consider taking part in the American Meteorological Society's annual meeting by participating in the Teacher Workshop.

As an attendee, you will walk away with many classroom-ready lessons and resources while having the leaders in the field on-hand to answer all your questions! This one-day workshop focuses on weather, water, climate, science education, and their impacts on society.

The American Meteorological Society (AMS) Teacher Workshop shares innovative and effective educational resources, scientific tools, and research in the atmospheric and related sciences to 4th-12th grade educators. Its primary purpose is to promote relevant STEM learning and an awareness of AMS, its services, and its leadership in the field.

Workshop Date:

Saturday, January 9, 2016

Time: **8 a.m. – 5 p.m.**

Location:

Hilton Riverside New Orleans, 2 Poydras Street, New Orleans

Workshop attendees are free to browse the various offerings that are part of our Share-a-thon scheduled for Saturday afternoon and engage in a variety of STEM activities pertinent to Workshop theme: Earth System Science in Service to Society. We will host a variety of organizations simultaneously that will share their educational resources and activities.

Workshop Audience

Fourth through twelfth grade educators from the New Orleans, Louisiana metro area, other Louisiana school districts, and interested educators from other states attending the conference.

Visit the [AMS Teacher Workshop webpage](#) to see Agenda and Register!

There will be no on-site registration, and **YOU MUST REGISTER BY Friday, December 11** if space is still available.

From Your Colleagues

Action Item

Mid-term Examination – Ms. Meggs-Hamilton

Mid-term examination were due Monday. All revisions necessary revision to your exams must be completed and resubmitted to your evaluator for approval no later than 10:00 a.m. Friday, December 11th.

Be advised... you are not permitted to duplicate or administer your examination (s) until you have received full approval (in writing) from your COMPASS evaluator.

See me immediately should you have questions.

School Website- Tawanda Carter

Have you looked at the King website lately? There are a number of new features, including an employees resources section located at the bottom of the home page. Important documents and this term's All the King's Men can be found at <http://king.jpschools.org/employee-resources/>

Each of the clubs, organizations and athletic teams has a page - some are still under construction. There are two new feature columns, *Out and About in the KINGdom* as well as *Who Dat Is?* There is also a feature about our new partnership with Bobby Hebert's Cajun Cannon Restaurant.

If faculty or staff have information about upcoming events, please send it to Mrs. Carter to place on the website.

Memorandum

To: Teachers

From: Sharon Thomas, Asst. Principal of Curriculum
Through Sharon Meggs-Hamilton, Principal

Date: Wednesday, December 2, 2015

Re: Fall Semester 2015 (2nd 9-weeks/Mid-term)

Please adhere to guidelines as stipulated in this memorandum. Should you have any questions, see me immediately. Thank you in advance for your usual cooperation.

Mid-Term Examinations

Mid-Term examination must be administered it in accordance with JPPSS 2015 -2016 District Calendar (**see attachment for a detailed bell schedule**), developed for each course and calculated as 25% of the term grade.

Grace King calendar for final examination is as follows;

Tuesday, December 15th – 1A & 1B
Wednesday, December 16th – 2A & 2B
Thursday, December 17th – 3A & 3B
Friday, December 18th – 4A & 4B

While teachers are not permitted to administer final exams before the indicated dates, they are permitted to administer the essay portions.

Exam Development and Submission

Teachers must use the **Protocol for Test Development Sheet** as a guide to design mid-term examinations (attached). Teachers should meet with their department heads to assist with the proper formatting of exams. After which and before duplication, approval is mandatory for all teachers. Teachers are required to submit copies of the mid-term examinations/with answer keys for review with their evaluator no later than Monday, December 7th. Evaluators will submit all approved examinations to me before Friday, December 11th.

Administering Student Mid- Term Examinations

No student is exempt from taking a mid-term examination on examination days. All student must take a mid-term exam that must be graded and submitted by the close of the grading window. Student examinations are due on Records Day, Monday, January 4, 2016 by 2:00 p.m. Please see Ms. Bonura for the Examination Return and IC Grades Report Packet.

Calculating 2nd Term Grades

The process for calculating grades will automatically occur in Infinite campus; however the following table illustrated the factors must be properly entered into the system.

Graded factors	Percentages
Mid-Term Examination	25% or ¼
Class Participation	25% or ¼
Objective Tests	50% or ½

Reminder: JPPSS Policy on Term/Semester Grades requires a minimum of five (5) objective tests be issued as well as a cumulative examination. No one (1) test/examination or project should count as multiple test grades. This practice disproportionately affects students' grades.

Infinite Campus Grade Book

Teachers are required to use the electronic grade book in Infinite Campus to record student grades. Please refer to the “Help” Menu in IC for documents to assist you in the completion of grades – “Highlights of the New Infinite Campus Grade Book” and “Using The Grade Book In Infinite Campus.” Use them as you navigate within the system in order to complete grades in both a timely and accurate manner. Please don’t hesitate to ask your colleagues for help.

Issuing Grades

Grades must be entered using the 4 pts. scale. To convert from grades calculated on the 100 pts scale, use the document entitled, “Percentage Correct To Quality Point Equivalent Conversion Table.” See your department heads for copy.

Posting Grades

Use the IC Help Menu to find direction on posting grades “Posting Grades from the Grade Book to the Report Card or Interim.” After posting grades, check to be sure that letter grades **A, B, C, D or F** appear on the Term Report. Students should not receive any markings other than the aforementioned ones. **“P”, “I”, “NG”, and “X” are not permitted.**

Modifying Grades

Under no circumstance are you allowed to modify grades once they have been posted.

Grade point averages posted on Grade Book must match what is written on report card. This is important especially since parents and student have access to view grades through the Parent and Student Portals. Any adjustments needed to student’s grades after posting shall be handled by me during the Grade Verification process. Teachers must complete a “Grade Change Request” form and attach a printed copy of the grade sheet from IC for the student(s) whose grade(s) is/are being change. Please see me for this document.

Honors Credit Removal

Any student who has not fulfilled the criteria as stated in your course syllabus for earning honors credit, may have his or her honors credit removed as long as both the student and parent (s) have been notified in writing. See me to complete and submit forms.

A **Secondary Interim Report** or progress report must be completed for students who are “failing” a course after Interim but before Term grades, and is highly recommended for students who are in “danger of failing.” This completed report must be submitted- signatures included- during the verification conference. See me for the Spanish version.

You will not be allowed to fail a student unless notification through documentation has been sent to the parent/student and a record of such has been forwarded to me.

Grading Window

The grading window for this marking period opens Friday, December 18, 2015 and will close promptly Wednesday, January 6, 2016 at noon. Report cards will be issued Friday, January 8th.

Grade Verification

All teachers must verify grades with a counselor before leaving campus on Tuesday, January 5, 2016. Proper review of all grades must be made prior to the Grade Verification Process.

Attendance Verification

Attendance will be taken from the information placed in Infinite Campus by you, the teacher. Any corrections to student attendance must be submitted in writing to Ms. Amanda Livaudais no later than noon, Wednesday, January 6, 2015.

Please see me directly should you have any questions.

SCANTRONS -

See Ms. McCabe if you need scantrons for your midterms. Please fill out the information below. Also remember we have 15/25/50/100 question scantrons. If you have 55 questions please consider only having 50, the price increase for the larger scantrons for those 5 questions is pretty substantial.

PS Please give me 2 day notice for the scantrons.

Thanks

NAME:

NUMBER OF QUESTIONS:
NUMBER OF STUDENTS:

The following two documents contain information that should be used when submitting your mid-term examinations to your evaluator for review. Copies of these documents may be obtained from them.

Grace King High School
Evaluator Examination Approval Form

Teacher's Name _____ Course _____ Date _____

Attach:

___ Protocol for Test Development (PTD) Checklist

___ Examination

___ Answer Key

___ Grading Rubric

Approved _____

Not Approved – Do not duplicate

(Refer to notes on the PTD Checklist)

Comments: _____

Revision(s): 1 2 3 4 5 6 7

Evaluator's Signature _____ Date _____

Protocol for Test Development Checklist

Test design should be reflective of the types of standardized tests our students are expected to successfully complete e.g. EOC, GEE/LAA, AP, ACT Series (Work keys, PLAN and EXPLORE), SAT (PSAT) and IBC. Test items must contain questions that promote critical and higher order thinking skills. Test items/questions should be aligned with college and work expectations. For this reason, teachers are encouraged to collaborate when designing tests and use EAGLE, Common Core State Standards/Louisiana Students Standards (CCSS/LSS), GLE's and IBC curriculum standards as a basis for designing high quality assessments.

Final/Mid-term exams must be administered on the dates designated by JPSS. The essay portion of the exams may be administered no earlier than one week prior to JPPSS Fall/Spring Final Examinations dates.

Title and Format

Tests shall be titled with your name, the exam term, the semester in which the exam is administered, the name of the course that you are teaching, and the period(s) in which the test applies.

Teacher's Name Test Date or Exam Term/Semester Course Name 1st, 2nd, 3rd, 4th Blocks A or B

All tests shall be typed, sectioned by type of question, and consistent in font size. Use bold or italic prints to emphasize specific content. Handwritten exams will not be accepted.

Directions

Directions for taking each section of the test shall be written clearly.

Questions and rationing points

Questions must reflect content taught – specifically, the standards that correspond with your course. Determine the content to be measured and assign weight accordingly. EOC teachers - please align the weight of your test items with the table of specifications found in the EOC assessment guide. Ensure that the greatest number of items and corresponding point values reflect the content that you wish to measure most and vice versa. All tests shall be developed to include the percentage of items as indicated in the table below, unless you are following the EOC, AP and IBC testing formats. When developing test(s) with multiple choice questions, be certain your assessment includes questions that are both easy and hard – measuring the student's ability to recall information as well as their ability to reason and think critically. The number of points for each question shall be indicated next to each item or after the directions for each section. In addition to any constructed or short answer questions, tests must have at least one reading passage and one essay item.

Question Type	Maximum percentage included on the exam
Multiple Choice	30% - 60%
Short Answer / Constructed Response	20% - 40%
Essay	10% - 30%
True/False, Matching, Fill-in-the-Blank	0

Rubrics

If you are using a rubric to evaluate a product, such as an essay or project, be certain that the criteria upon which the product will be judged are clear, objective, and measurable. Also, be sure students have received a copy of the rubric. Please refer to the illustration below as you construct your rubric. A description of the component to be measured typically appears down the left column¹. Qualifiers and points are usually written along the top row². Indicator of quality (or descriptors) to quantify the quality of work are typically written within the table. The clearly defined indicator of quality for the quality of work are within each box on the matrix³. Alternative rubric formats will be accepted as long as the criteria used for judging is clear, objective, and measurable. GEE, EOC and textbooks (district adopted) rubrics are acceptable.

Components to be measured ¹	Rubric Name				
	Best Work = Higher Point Value ²			Little or No Work = Lower Point Value	
Description of Component A	Indicators of Quality ³	Indicators of Quality	Indicators of Quality	Indicators of Quality	Indicators of Quality
Description of Component B	Indicators of Quality	Indicators of Quality	Indicators of Quality	Indicators of Quality	Indicators of Quality
Etc.					

References

Be cognizant of copyright infringements. Cite references and sources for information used.

12/11/2015

RE: CAMPUS SAFETY AND SECURITY DURING MID-TERM EXAMINATIONS

Gerod Macon

Teachers and Paraprofessionals,

As you know, in our business there are some periods in the school year that are considered **sacred time: spring testing, ACT, EOC's, and midterm and final examinations.** With that being said, we are requesting your support next week by informing your students on Monday, that movement on campus must be limited. It is expected that students remain in class throughout the entire testing period. Passes should not be issued to students to see counselors, administrators, other teachers, etc. unless they are called and that most likely will not happen. Additionally, restroom passes should be issued *sparingly and with great reservation.*

Teachers and paraprofessionals have been assigned various duty assignments throughout the campus during testing with the sole purpose of limiting student movement during the testing period. Students will be sent back to class if their movement is for frivolous purposes.

Students should be informed that book bags should be left home Wednesday – Friday as all they should only need pencils and/or pens to complete their exams. Students will be dismissed at 11:15 and the campus must be cleared by 11:45. Coaches and club sponsors should not schedule any afterschool activities.

If you should have additional questions or concerns about anything contained in this correspondence please feel at liberty to see me directly.

Grace King High School
Mid-term Examination Schedule

Tuesday, December 15, 2015

First Transition 7:15
 1A Period Exam 7:20 – 9:20
 1B Period Exam 9:25 – 11:25

*Teachers with 1st period planning will perform 1-hour hall duty. Duty rotation is forthcoming.

200 Bldg.	
1 st Lunch	11:28 – 12:00
IS (Study Hall/Attendance)	12:00 – 1:30

All Bldgs. except 200	
IS (Study Hall/Attendance)	11:28 – 12:28
2 nd Lunch	12:28 – 1:00
Return to IS	1:00 – 1:30

Progression to the program begins at 1:15 – 1:30
 Winter Program 1:30 – 2:40
 Dismissal 2:40

Wednesday - Friday, December 16 - 18, 2015

First Transition 7:15
 2A, 3A, 4A Period Exams 7:20 – 8:50
 2B, 3B, 4B Period Exams 8:55 – 10:25
 Lunch (Whole School) 10:25 – 11:15
 Student Dismissal 11:15
 Teacher Lunch 11:45 – 12:45
 Teacher Dismissal Time 2:45

Official school attendance must be taken no later than 9:00 a.m. in 2B, 3A & 4B.

To ensure the safety and proper supervision of students, all teachers/para-professionals are required to perform the 1-hour duty. **Please refer to the EXCEL document “Teacher/Para-professional Duty Schedule.”**

Teacher Para-professional Duty Schedule

Lunch Duty 10:25 -11:15	Afterschool Duty 11:15 - 11:45	Wednesday, Dec. 16th	Thursday, Dec. 17th	Friday, Dec. 18th
Gym Door/Courtyard	Gym Foyer	Aguilar, Veronica	Garbarino, Danny	Ramirez, Phillip
300 B Door/Courtyard	Library	Alfaro, Manuel	Garza, Lydia	Reinhan, Elizabeth
Field *	Bus Loading Zone	Allen, Willie	Golden, Wayne	Ridgley, Leslie
Field*	Bus Loading Zone	Almerico, Natalie	Gonzalez, Michelle	Saint Fleur, Natalie
200 C Door/Courtyard	Front Porch	Anderson, Beverly	Goodwin, Emily	Rome, Andre
Field*	Bus Loading Zone	Anderson, Luke	Groves, Casey	Rush, Brenda
Field*	Bus Loading Zone	Augustine, Kimberly	Guzman, Pedro	Russo, Erika
Boy's Restroom	Courtyard	Baker, James	Hernandez, Luis	Robertson, Paul
Cafeteria	200	Baxter, Stephanie	Hitchens, Robert	Schmitt, Stacy
300 C Door/Courtyard	600	Bergeron, Elania	Johannesen, Charlotte	Schwartz, Eric
Girl's Restroom	200	Bobadilla, Monica	King, Juliane	Scott, Cherlyn
Cafeteria	Bus Loading Zone	Bouyer, James	Lala, Larry	Seidmon, Stephanie
Girl's Restroom	400	Bullington, Tracey	LeBourgeois, Ashton	Spector, Meghan
200 B Door/Courtyard	200	Burley, Taylor	Ledoux, Bobby	Stanford, Brittney
Field*	Courtyard	Caillouet, Kay	Lewis, Michelle	Steinbauer, Peter
Field*	Parking Lot Behind 600	Cella, Joshua	Lewis, Sandra	Stewart, Marsha Gail
300 C Door/Courtyard	Front Porch	Charlie, Krystin	Lewis, Shunell	Stewart, Wellington
300 B Door /Courtyard	300	Chmar, Kyle	Mancuso, Charles	Tahvildari, Terri
200 B Door/Courtyard	Bus Loading Zone	Costanza, Ann	Mejia, Saida	Taplet, Kris
Boy's Restroom	Gym Foyer	Da Silva Gonske, Jeffery	Melendez, Oscar	Totoro, Ronald
200 C Door/Courtyard	Car Pool	Da Silva, Katharine	Mendez, Abigail	Turner, Lisa
200 A Door/Courtyard	Bus Loading Zone	Del Castillo, Sara	Mendez, Omar	Uribe, Betty
300 A Door/Courtyard	300	Dietsch, Sherry	Montero, Lynette	Williams, Jared

Teacher Para-professional Duty Schedule

200 A Door/Courtyard	Bus Loading Zone	Dutta, Pampa	Newman, Latonia	Washington, Dajon
Field*	600	Dyer, Monica	Orellana, Maria	Watt, Emily
Field*	Parking Lot Behind 600	Estevez, Maria	Pilie, La Minda	Westley, Denise
300 A Door/Courtyard	300	Feze, Daniel	Pineda, Jan	Williams, Donyell
Concession	Bus Loading Zone	Fischtzuir, Jeryl	Radetich, Craig	Williams, Gerald
Concession	Bus Loading Zone	Gaitan, Francelourde		
1st Period Exam Duty	Tuesday, December 15th	Hour 1 - 7:45am - 8:45am	Hour 2 - 9 am - 10:00 am	Hour 3 - 10:00 - 11:00am
200 Hallway - English Hall	→	Alfaro, Manuel	Russo, Erika	Uribe, Betty
200 Hallway - S.S. Hall	→	Schmitt, Stacey	Turner, Lisa	Spector, Meagan
300 Hallway - Math Hall	→	daSilvaGonske, Jeffrey	Mejia, Saida	Stewart, Gail
300 Hallway - SPED Hall	→			King, Juilane
600 Bldg. - Arts	→	Almerico, Natalie	Rush, Brenda	Melendez, Oscar
Gym Foyer	→	Garza, Lydia	SaintFleur, Natilie	Golden, Wayne
Campus Walkers	→	Scott, Cherlyn	Williams, G.	DelCastillio, Sara

*****Action Required*****

Grace King High School Employees Fall Mandatory Training Sessions Verification Checklist

Employee Name _____ Job Title _____ Date _____

All teachers and staff were required to participate in the following professional development trainings. Please use the checklist below to confirm your participation. If you were unable to attend the Bullying session(s) that was(were) provided face-to-face, an opportunity to do so is(are) also listed. The deadline for late-hire employees is extended until Friday, January 15 2016.

- ___ Active Shooter Training (Aug. 4th) Alternate Date: TBA
- ___ Restorative Practices Pt. 1 (Aug. 5th) Alternate Date: TBA
- ___ Restorative Practices Pt. 2 (Oct. 19th) Alternate Date: TBA
- ___ School Law JPPSS Human Capital Department/Social Media (Nov. 3rd or Nov. 5th)
Alternate Date: TBA
- ___ Bullying Pt. 1 (Nov. 3 or Nov. 5) Alternate Date: December 17th @ 12:30 – 1:30
- ___ Bullying Pt. 2 (Dec. 3rd) Alternate Date: December 17th @ 1:40 – 2:40
- ___ Louisiana Ethics (Electronic Certificate in School File)
- ___ Mandatory Reporter (Electronic Certificate in School File)
- ___ ACT #219 Jason Suicide (Electronic Certificate in School File)
- ___ Customer Service (Electronic Certificate in School File)

Employee Signature _____ Date _____

Submit this form to Ms. Bonura no later than Thursday, December 10th.

*****Action Required*****

GRACE KING HIGH SCHOOL FALL REFLECTION

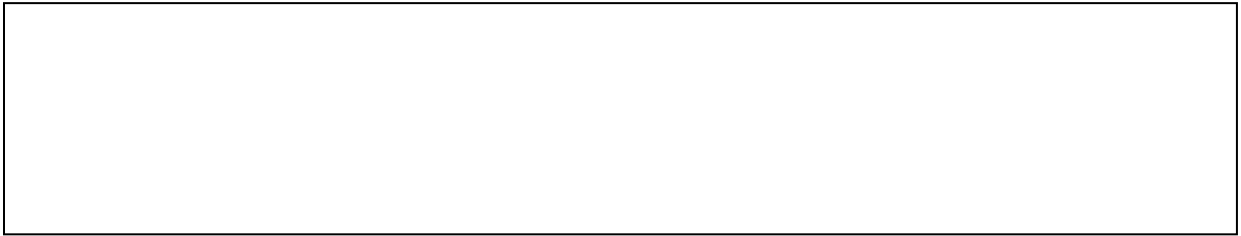
In lieu of attending a whole-school professional development meeting in December, please complete this form describing your professional growth in each on the indicated area. As you reflect, give examples and provide as much details as possible regarding your progress on your PGP. You may also include any support or resources needed to successfully fulfill your professional goals.

August – Vision and Goal Setting

September – Instructional Standards (Aligning Professional Practice)

October – Data Driven (Aligning Assessment)

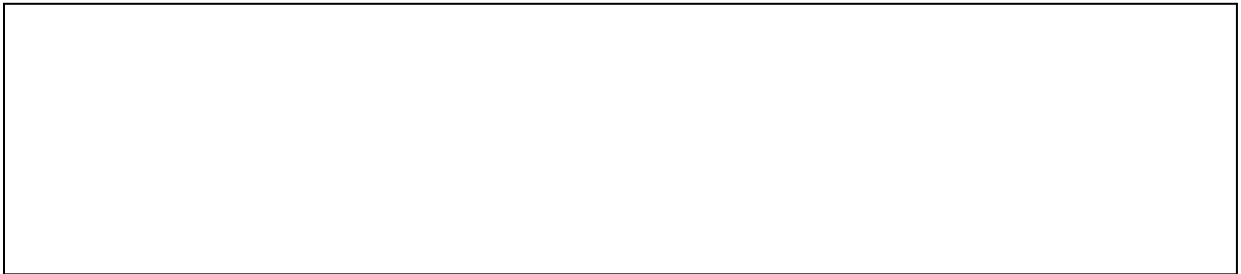
November – School Law (Aligning Needs)



December – Preparing for the Spring

Special Populations

Gearing Up for Testing



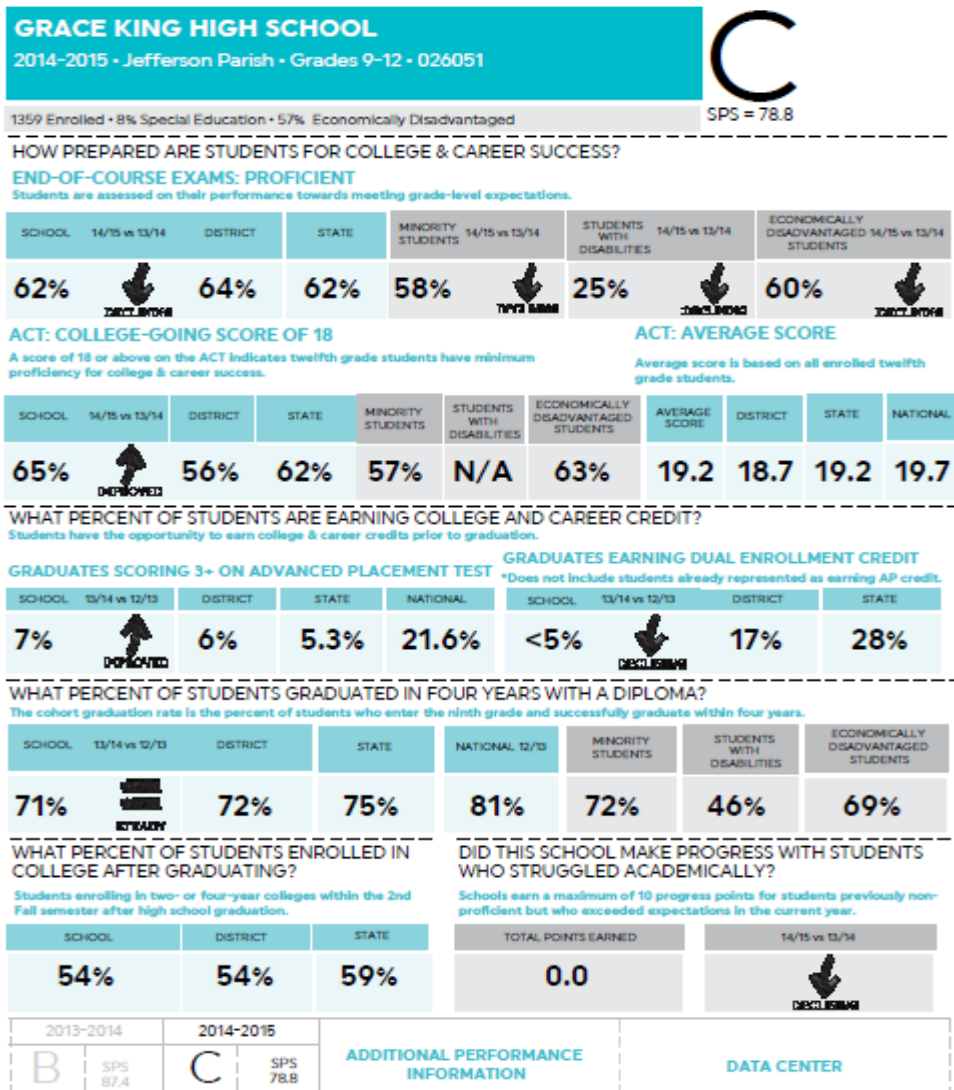
Attach a minimum of three (3) samples of student work and explain the purpose for selecting each item.

Submit this form to Ms. Bonura no later than Thursday, December 10th.

School Performance

Last week, the Louisiana Department of Education released School Performance Scores and letter grades for the 2014-2015 school session. While our school reported an increase in students scoring 3 or better on AP Exams as well as the percentage of students scoring 18+ on ACT, our overall academic performance in EOC and student participation in dual enrollment programs declined. We were also unsuccessful in attaining progress points for students who struggled academically. This is just a minor snag in our program. We will not allow it to derail our mission. Let us look at this as an opportunity to reexamine what we do and grow.

During our December meetings, we will focus on the actions we committed to in our 90-Day and Professional Growth Plans. Our actions will be both smart and deliberate. Within our teams (“Professional Learning Communities -PLC”) we will strengthen our efforts by working collaboratively (co-labor) towards attaining student achievement goals. We will continue to use data (qualitative and quantitative) – however, more decisively – to address our needs (student and teacher). By establishing SMART goals, we will improve!



Grace King Event Checklist

Complete the following steps to help ensure a smooth event IN THE ORDER they are listed. Each item must be initialed before moving to the next one.

- 1- Get approval from Ms. Torrado. email a description including: number of participants, date, time, location, purpose, of campus attendees, list of adult chaperones _____
- 2- Coordinate with Ms. Torrado if an activity schedule is needed _____
- 3- Complete a USE OF FACILITIES REQUEST FORM and turn into Ms. Bonura _____
- 4- Place the event on Ms. Bonura's calendar for the school _____
- 5- Place the event on Ms. McCabe's calendar _____
- 6- Complete a fundraiser form and turn into Ms. Bonura **** _____
- 7- Email a description of the event to Ms. Meggs for her to post in All the King's Men
- 8- Fill out an announcement form located in front office _____
- 9- Send the description of the event to Ms. Carter to post on the website _____
- 10- Communicate with Ms. McCabe for any tech needs you may have _____
- 11- Arrange for security **** _____

12- HAVE A WONDERFUL EVENT

13- Clean up completely after the event be a scout "Leave a place cleaner than you found it.

14- Verify that money collected after hours is given to an administrator to lock up overnight.

15- Deposit all money within 24hours to Ms. Joyce **** _____

16- Finalize your fundraising report within 2 weeks with Ms. Joyce **** _____

**** If applicable

Grace King High School

Month #4/Nov/Dec: COMPASS Observation w/Feedback

*****Please contact your administrator if you have not received your
monthly feedback.*****

S. Serigny	S. Thomas	S. Brown	K. Torrado	T. Berry	S. Meggs-Hamilton	G. Macon
T. Burley	L. Anderson	M. Alfaro	E. Atkins	N. Almerico	V. Aguilar	T. Augustin
J. Cella	L. Bradley	F. Bush	J. Baker	B. Anderson	W. Allen	K. Augustine
A. Costanza	K. Caillouet	C. Carter	S. Baxter	J. Bouyer	J. Babin	S. Dietsch
P. Dutta	K. Charlie	T. Carter	M. Bobadilla	T. Bullington	K. Taplet	S. Flakes
C. Groves	K. DaSilva	J.daSilva-Gonske	K. Chmar	K. Gordon	E. Cruz	K. Greichgauer
L. Hernandez	M. Dyer	G. Farrugia	D. Feze	C. Johannsen	S. delCastillo	W. Golden
J. King	J. Fischtziur	Ja. Fischtziur	A LeBourgeois	C. Lichtenstein	L. Dodds	B. Hitchins
O. Mendez	S. Mejia	N. Fortuna	A. Livaudais	L. Newman	M. Estevez	L. Hood
S. Schmitt	G. Gaitan	R. Furtado	M. McCabe	T. Oliney	P. Guzman	L. Lala
C. Scott	D. Garbarino	L. Garza	L. Montero	W. Stewart	B. Ledoux	J. Pineda
S. Seidmon	E. Goodwin	T. Hamme	T. Olivier	N. SaintFleur	M. Lewis	D. Rhodes
M. Bonura	S. Lewis	Q. Hughes	M. Radetich	R. Totoro	O. Melendez	B. Rush
J. Hauer	C. Mancuso	N. Oliney	L. Renihan	L. Turner	M. Orello	P. Robertson
T. Berry	A. Mendez	L. Pilie	C. Sayles	E. Russo	S. Melito	S. Simpson
S. Brown	A. Rome	D. Poole	E. Schwartz	D. Washington	C. Radetich	G. Stewart
G. Macon	M. Spector	J. Summers	B. Stanford	D. Westley	E. Walker	T. Victoriano
S. Thomas	S. Twine-Orticke	C. Thomas	P. Steinbauer	B. Williams	M. Gonzalez	L. Walker
K. Torrado	K. Vollmer	B. Uribe	T. Tahvildari	D. Howard	M. Arauz-Sampson	C. Munoz
S. Serigny	J. Williams	M. Veazy	E. Watt	L. Ridgley		

December Meeting Schedule 2015 (Fall Reflection)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	November 30 th Weekly Lesson Plans Due	1	2	3 Mandatory all staff School-wide Professional Planning Period (1-4) School law and Bulling pt.2 Leadership Team Meeting (3:15- 4:15)	4	5
6	7 Bi-Weekly Lesson Plans Due Final Examination Submission Testing EOC ACT WorkKeys	8 Department Meeting Vertical Planning (Planning Periods 1-4)	9 ABIT Team IS Lateral Planning (2:45 – 3:15) Testing EOC ACT WorkKeys	10 Teacher Leader Team Meeting (3:15- 4:15) Professional Development Checklist and Fall Reflection Due Testing EOC ACT WorkKeys	11 EOC Testing	12
13	14	15 Mid-Term Examinations 1A and 1B	16 Mid-Term Examinations 2A and 2B	17 Mid-Term Examinations 3A and 3B	18 Mid-Term Examinations 4A and 4B	19
20	21	22	23	24	25	26
27	28	29	30	31	January 1 New Year's Day	January 2

Professional Learning Communities

School-wide Professional Development

School-wide professional development is an ongoing system of providing support and planning resources for teachers. Each month has a targeted focus that relates to the greater school-wide mission and vision. School-wide P.D. also provides an opportunity for inter-departmental collaboration and communication.

Department Meetings

During department meetings we will dispense important information, discuss resources, and strategies that apply content wide.

Content-specific Collaborative Planning

During collaborative planning we will compare data, create common plans including assessments and activities, and continue to develop long-term plans.

Targeted Professional Development

Targeted Professional Development sessions will be designed to respond to needs identified by various stakeholders and instruct teachers on best practices to resolve or address these specific needs. Teachers will be responsible for implementing these best practices within a timeframe discussed at the session.

IS Lateral Planning

IS lateral planning meetings will provide IS teachers with detailed instructions for lesson plan implementation and guidance. Grade level Leaders will gather feedback and data from IS teachers who have implemented previous lessons. Lesson plans and materials will be provided to assist teachers in student growth in terms of appropriate level standardized tests.

ESL Department Meeting Focus: ESL Department meetings will continue to focus on ELL Accommodations. This will make both the ESL and mainstream teacher more effective by providing the necessary strategies to support students. Students will achieve academic success through the implementation of individualized accommodations outlined on their ACE form. **Deliverables:** ESL Teachers will provide the ACE form for mainstream teacher signatures. Mainstream teachers will complete signatures and consult with Lead ESL Teacher for their student for support. ESL Department Chair will submit agenda 24 hours in advance to the Supervising Administrator and the signature page post meeting.

ESL Collaborative Meetings: ESL Teachers will meet with their course team (ESL I, II, Content Areas – Geography, ELA, Reading) to develop course outline and materials. Deliverables: Submit Lesson Plans according to calendar cycle.

ELL / ESL Department Grade Level Meeting

ESL Teachers will continue to focus on providing students with the accommodations they require, as per their ACE Accommodations. Teachers will discuss how to implement these accommodations in their class rooms which will provide students with the support they need to prepare themselves for the ELDA exams. Students will be advancing their English proficiency, in the areas that they are weakest in, through practice in the classroom.

Deliverables: Provide an outline of the materials being used to meet ACE accommodations for each English Proficiency Level, as it pertains to ELDA test preparation, which will allow for collaborative planning between ESL teachers.

Special Education Department Meeting – Special Education Teachers will focus on providing students with accommodations as per their IEP, IAP and 504. Teachers work collaboratively with regular education teachers to modifying teacher lesson plans and assessments. They also support struggling students who have physical or mental disabilities by leveling the playing field for academic success in high school.

December Events 2015

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
			Bonnabel (H) 5pm @Yenni	PRESIDENT'S CLUB		Intern'l Sch (H) 11am
			T. Jeff (H) 6pm	Tri Meet TBA		Tournament (H)
		T. Jeff (H) 6pm	Bonnabel TBA		St. Martin's Tournament	AT ENGLISH
			STUCO GEN MTG			Ehret (H) 3:30
6	7	8	9	10	11	12
	TBA (H)	Riverdale (H) 6pm	Lake Area (H) 6pm	TBA (H)	St. Martin's (H) 6pm	T. Jefferson TBA
	Chalmette 6pm		Rummel TBA Rummel TBA	National Honor Society	S. Terrebonne 6pm	ACT Cup (Yenni)
			Student of the Year Luncheon	ABIT MEETING	Academic Games Tourn,	
				Mandeville TBA	Mandeville TBA	Mandeville TBA
13	14	15	16	17	18	19
		EXAMS	EXAMS	EXAMS	EXAMS	
BOY'S SOCCER	Bonnabel 6pm	Winter Pep Rally	HALF DAY	HALF DAY	HALF DAY	Bonnabel TBA
BOY'S BASKETBALL	Chalmette (H)	De la Salle TBA		E. Jeff TBA	End of Nine Weeks	
WRESTLING	3:30	Haynes 6pm	Intern'l Sch TBA	Haynes (H) 5:30	Patrick Taylor 6pm	
20/27	21/28	22/29	23/30	24/31	25/January 1st	26/January 2nd
			Winter Breck			
GIRL'S SOCCER						
GIRL'S BASKETBALL		St. Charles Catholic 4:30pm 12/22				

Tues	12/15/2015	Boys BB	Away	Haynes	6:00	Haynes	
Tues	12/15/2015	Wrestling	Away	DLS		DLS	
Thurs	12/17/2015	B Soccer	Away	Yenni	TBA	E Jeff Tourny	
Thurs	12/17/2015	GBB	Home		5:30	Haynes	Berry
Fri	12/18/2015	Boys BB	Away	P Taylor	6:00	P Taylor	
Fri	12/18/2015	B Soccer	Away	Yenni	TBA	E Jeff Tourny	
Sat	12/19/2015	B Soccer	Away	Yenni	TBA	E Jeff Tourny	
Sat	12/19/2015	Wrestling	Away	Bonnabel		JPPSS Tourny	
Tues	12/22/2015	Boys BB	Away	St. Charles	6:00	St. Charles	
Mon	12/28/2015	Boys BB	Away	Cres City	TBA	Crescent City Tourny	
Tues	12/29/2015	Boys BB	Away	Cres City	TBA	Crescent City Tourny	
Wed	12/30/2015	Boys BB	Away	Cres City	TBA	Crescent City Tourny	
Sat	1/2/2016	Girls Soccer	Home	Yenni	10:00 AM	*W Jeff	Meggs
Sat	1/2/2016	Wrestling	Away	Ocean Springs MS		Ocean Springs MS	
Sat	1/2/2016	B Soccer	Home			*Bonnabel	Fischtziur
Mon	1/4/2016	Girls Soccer	Away	Yenni	5:00	*Bonnabel	
Mon	1/4/2016	GBB	Home		6:00	*E Jeff	Berry
Tues	1/5/2016	Boys BB	Home		6:00	Bonnabel	Thomas
Wed	1/6/2016	B Soccer	Away	Jesuit		*Jesuit	
Wed	1/6/2016	Wrestling	Home		5:30	Tri Meet	Macon
Wed	1/6/2016	Girls Soccer	Home	Yenni	5:00	E Jeff	Torrado
Thurs	1/7/2016	GBB	Away	Cox	6:00	*Cox	
Fri	1/8/2016	Boys BB	Home		6:00	Riverdale	Thomas
Sat	1/9/2016	Girls Soccer	Away	Bertolino	10:00 AM	*Chapelle	
Sat	1/9/2016	Wrestling	Away	Belle Chasse	TBA	Belle Chasse	
Sat	1/9/2016	B Soccer	Away	Chalmette		*Chalmette	
Mon	1/11/2016	Girls Soccer	Away	Fisher	5:00	Fisher	
Mon	1/11/2016	GBB	Home		6:00	*Higgins	Serigny
Tues	1/12/2016	Boys BB	Away	E Jeff	6:00	E Jeff	
Wed	1/13/2016	Wrestling	Away	Pearl River		Pearl River	
Wed	1/13/2016	B Soccer	Home	Yenni	6:00	*Jesuit	Thomas
Thurs	1/14/2016	Girls Soccer	Away	Pan Am	5:00	McGehee	
Fri	1/15/2016	Wrestling	Away	Baton Rouge	TBA	LA Classic	
Fri	1/15/2016	Boys BB	Home		5:45	*Cox	Meggs
Sat	1/16/2016	Girls Soccer	Away	City Park	10:00 AM	Dominican	