

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, August 17, 2015

Lesson Plan and Assessments Due 6:30 a.m.
Monthly Classroom Observations w/Feedback Begins
PBIS Focus – Student and Teacher Attendance
CRA Lessons – IS Period
Make up ID Photos
Textbook Distribution (Grades 11 & 12)
ABIT Meeting 3:00 – 3:45
Dance Team Auditions – 2:45

Tuesday, August 18, 2015

Captains and Presidents Meeting 6:50 a.m.
Textbook Distribution (Grade 11)
Department Meetings
Dance Team Auditions cont. – 2:45

Wednesday, August 19, 2015

Textbook Distribution (Grade 10)
Administrative Team Meeting (ATM) – 9:30 a.m.
Grade-level Meetings 2:45 – 3:15 IS Planning w/o 8/24 - 9/25
School Leadership Team Meeting 3:15 – 4:15
Cross-Country Try-outs

Thursday, August 20, 2015

Textbook Distribution (Grade 10 & 9)
Targeted Professional Development – Two -week Reflection

Friday, August 21, 2015

Textbook Distribution (Grade 9)
Student Locker Assignment Sheet Due 10:00

Saturday, August 22, 2015

JPPSS New Teacher Induction 8:00 – 4:00 @ JP 501 Manhattan Blvd.

Sunday, August 23, 2015

Health and Wellness Tip: Plan an early dinner with family or friends

A
W
K
S
H
T
K
S
M
M

****POLICY ENACTMENTS*****

School Culture

To establish a school culture where everyone is respected, safe, and eager to be part of; everyone must be present in mind and body.

- **Review JPPSS Policy and Procedures and King's School-wide Rules**
- Upon entering the school building students are
 - greeted by the principal, asst. principals and teachers
 - checked for adherence to the uniform policy
 - **required to have their ID's worn on a identifiable grade-level lanyard around their necks**
 - required to dispose of any foods and drinks (with one exception - their lunch)

Consistent enforcement of our policies, procedures and expectations for teaching and learning will help guarantee a successful school year.

Communications

School PA Announcements

See Mary Bonura (Secretary) for Request for Daily Announcement Forms. Forms must be approved by Sharon Meggs-Hamilton (Principal), submitted 48 hours in advance and can only be read two (2) mornings.

Official Website

The JPPSS affiliated school website <http://king.jpschools.org/> shall be Grace King High School sole method for web-based communication to the public. All employees shall discontinue the use any social networking site to publish information about school-sponsored events and/or post images of students, staff and/or the facility itself. See the webmaster Tawanda Carter (Librarian).

School Sponsored Activities

Approval shall be sought prior to hosting a school-sponsored event and/or conducting an activity on **or off campus whereas "Grace King High School" is a participant. Approvals are sought through our initial contacts, Gerod Macon (Asst. Principal) or Katrina Torrado (Dean).**

School Calendar

The official school calendar shall be maintained by Michelle McCabe (Librarian) and Mary Bonura (Secretary). Approval is required before they are place on the calendar.

Cell Phone/Head Phone Use

All employees shall refrain from the use of cell phones and head phones while in the presence of students.

Safety

Teacher and Staff Identification

As to be distinguish between a school visitor and an employee; while on campus, all employees shall wear a Grace King ID.

Visitors

Anyone observed on campus without a visitor pass is considered a trespasser and must be immediately reported to an administrator and/or Officer Matranga. Regardless to how familiar you are with the individual, he or she must be direct to the main office where clearance may be obtained upon approval of Sharon Meggs-Hamilton (Principal).

Jefferson Parish Public School System
<http://jpschools.org/>

Employee Resources
<http://jpschools.org/employees/employee-resources/>

Instructional Performance Support
<http://jpschools.org/resources/human-capital-resources/instructional-performance-resources/>

Support Performance Support
<http://jpschools.org/resources/human-capital-resources/support-performance-resources/>

JFT and JPBS Contract
http://jpschools.org/wp-content/uploads/2015/07/CBA-changes-highlighted-7-27-2015-JFT_3.pdf

District News and Press Releases
Grace King Senior Sunrise
<http://jpschools.org/grace-king-high-seniors-get-an-early-start-to-the-new-school-year/>

Louisiana Department of Education – Louisiana Believes
<http://www.louisianabelieves.com/>

Academics
<http://www.louisianabelieves.com/academics>

Teacher Support Toolbox
<http://www.louisianabelieves.com/resources/classroom-support-toolbox/teacher-support-toolbox>

Louisiana Student Standards Review for English and Math
<http://www.louisiana.statestandards.com/>

From Your Colleagues

Teacher Support -Josh Cella, Omar Mendez and Stephanie Seidmon

Hi everyone!

In keeping with Ms. Meggs-Hamilton's priorities for teachers, as your teacher-leaders, we are really excited to begin rolling out the plan for a more supported, even more successful faculty. This year, we hope to work closely with you and our school leaders to provide observation feedback and coaching. With your help, we will be able to target professional development to match teacher needs. We also hope to identify and celebrate the phenomenal teaching and learning that happens each day.

We understand the pressure of being observed by an evaluator, and the need to gain feedback and support about your teaching practices before COMPASS observations begin. We are teachers too! So, Omar, Josh and I want to begin visiting classrooms for 15-20 minutes. This **week's focus will be on the Student Engagement component** of the COMPASS Observation rubric. Our plan is to start with new teachers, but if you are a seasoned teacher, we are more than happy to visit your classroom too. Some time during the day, we will have a 5-10 minute debrief to discuss your strengths, where you'd like support, and ways in which we can better prepare you and others for COMPASS observations this fall.

We can't wait to share ideas, so if you'd like us to visit your classroom, just send an email and we will be there!

Name _____ Content Area _____ Rev. 8/15/15

Weeks of _____ through _____

PREVIOUS ASSESSMENT REFLECTION- Using the results from your previous assessment **and historical data**, reflect upon student progress including the impact and outcomes of the actions taken by you and your students in the last two weeks. What circumstances affected results?

What standards did the majority of your students master? **How will you continue enrich or challenge students?**

Which standards did 25% or more of students not master? Which specific students failed the assessment or failed to master these specific standards? What standards or objectives should be retaught?

How do your students' scores compare with other teachers in your content area? **How will you collaborate with teachers to help close the gaps?**

GUIDING QUESTIONS:

CULTURAL RELEVANCE: Connect to prior learning. Why are these outcomes important in the culture and real world of students? Why are these outcomes essential for student learning? How do they relate to prior learning?

RATIONALE: Why these lessons should be taught. How do they fit into the overall curriculum. **What is the relevance to college or career preparedness?**

DIFFERENTIATION STRATEGIES: **What approaches are you using to target ESL, Sp. Ed., struggling and advanced learners?**

Summative Assessment: How you will determine whether and/or to what extent the students met the learning objective(s). Please attach a copy of the assessment.

(If you teach a double-blocked class)

WEEK OF _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Learning Intention – We are learning to...					
Success Criteria- We will be successful when we can... (Formative Assessment)					

WEEK OF _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Learning Intention – We are learning to...					
Success Criteria- We will be successful when we can...					

(If you teach on an A/B/ block)

WEEK OF _____

	Monday	Tuesday / Wednesday	Thursday / Friday
Learning Intention – We are learning to...			
Success Criteria- We will be successful when we can...			

WEEK OF _____

	Monday	Tuesday / Wednesday	Thursday / Friday
Learning Intention – We are learning to...			
Success Criteria- We will be successful when we can...			

GOOGLE DRIVE - Kelly Vollmer

Hey everyone,

I am sorry I am just now sending out these instructions for transferring your emails and document off of Google Drive. We were trying to make an adjustment to the graceking.org settings to make the transfers easier, but it does not look like it is going to work.

First is a link with instructions and screenshots for transferring your emails and your calendar:

<http://gmailblog.blogspot.com/2013/12/download-copy-of-your-gmail-and-google.html>

Below are instructions for downloading your documents from Google Drive:

1. Transfer any files that are in your "shared with me" file to your "my drive" file

- Click on "shared with me"
- select the first document at the top of the page and hold down shift
- while holding down shift, scroll to the bottom and select the last document
- release the shift button
- right click on the documents and select "Add to drive"

2. Download Documents

- Click on "my drive"
- select the first document/file at the top of the page and hold down shift
- while holding down shift, scroll to the bottom and select the last document/file
- release the shift button
- right click on the documents and select "download"
- If you have a lot on your drive, this process may take some time

If you have any trouble or concerns, I'll be in my classroom every day after school this week. I have bus duty, so stop by around 3:20 or so. Also, Mr. Macon has agreed to hold off until Monday on taking down graceking.org to give teachers additional time to transfer their materials.

August 17 A/BIT Agenda – Thomas Hamme



1. Welcome Back: Opening Remarks-Dr. Macon and Ms. Meggs

Meeting Timeframes: 3.00- 3.30. Mission Statement: Successful Outcomes for Students Served



2. Duties/Responsibilities Review

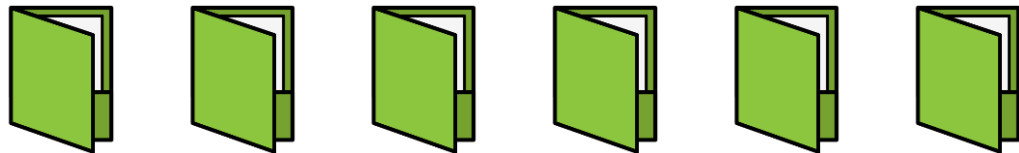
CALENDAR			CALENDAR			CALENDAR		
JAN	FEB	MAR	JAN	FEB	MAR	JAN	FEB	MAR
APR	MAY	JUN	APR	MAY	JUN	APR	MAY	JUN
JUL	AUG	SEP	JUL	AUG	SEP	JUL	AUG	SEP
OCT	NOV	DEC	OCT	NOV	DEC	OCT	NOV	DEC

3. Scheduled A/BIT Meetings (yearly)



4. A/BIT Bucks

(Under Construction)



5. A/BIT Packet:

- a. Calendar of A/BIT Meetings
- b. 15 16 A/BIT Referral Forms
- c. Forms (Mentoring, DBRC, Progress Reports, Appointment Slips, etc.)
- d. A/BIT Bucks
- e. Member Duties/Responsibilities and Expected Completion Dates (Table of Duties)



6. August 26th A/BIT Meeting: Team #1 requested to attend

WORKING TOGETHER: TEACHER-PARAEDUCATOR – LYDIA GARZA

COLLABORATION

Effective collaboration between teachers and paraeducators can help all students successfully access the general education curriculum. Working together, teachers and paraeducators can implement research-based strategies and individualize curriculum to improve results for all students. The purpose of this brief is to promote collaboration between teachers and paraeducators by identifying the elements of collaboration, delineating classroom roles, and providing a tool to improve efficiency and communication in the classroom.

EFFECTIVE COLLABORATION

Effective teacher-paraeducator collaboration requires communication and shared classroom expectations. Below are several important elements of collaboration that teams should consider:

- **Define roles** – Ensure that each team member’s role in the classroom is clear to everyone, including the students. Clearly define and articulate the paraeducator’s role in supporting instruction and behavior management. When deciding what the paraeducator’s role will be, teachers should balance their own work style preferences with those of the paraeducator. Teachers should also take into consideration specific skills with which paraeducators feel comfortable (French, 2002).
- **Develop a schedule** – Ensure that both team members have a schedule of all of the activities that will occur during a class period or day. The paraeducator should know his or her role in and the teacher’s expectations of those activities (Table 1).
- **Know instructional methods** – Make sure that both the teacher and paraeducator have a clear understanding of the instructional methods being used. If the paraeducator is expected to provide support in a specific way, the teacher should ensure that the paraeducator is familiar with the method required and is comfortable in its use. Paraeducators may need professional development to effectively carry out their roles. Teachers should be aware of training that paraeducators need and provide them with information about necessary skills and resources (French, 2002).
- **Be aware of student characteristics** – Ensure that both team members are aware of the academic and social needs of the students with whom they work. If students have IEP goals, paraeducators should have access to these goals. Teachers and paraeducators should communicate about student needs on a regular basis, particularly as students progress toward goals and needs change. Paraeducators also must know the confidentiality laws that apply to students with disabilities (French, 2002).
- **Share Classroom Experiences** – Ensure that teachers and paraeducators regularly and consistently share with one another observations and experiences they have had with students during the day or class period.
- **Share Responsibility for Students** – Make sure that both team members are working with all students equally. No students should spend a majority of their time working with only the paraeducator (Giangreco, 2003).

Teachers and paraeducators should set a time to meet on a regular basis (Carroll, 2001). This time can be used to discuss students and classroom activities. Meeting regularly also provides paraeducators with an opportunity to ask questions, state concerns, and clarify issues. If one paraeducator is assigned to several teachers, it is beneficial to meet as a group, particularly if all teachers serve the same students.

King's Official School Calendar - Michelle McCabe (Rev: 7/2015)

August 2015

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2 Back to School Social 4-7pm	3 SOPH Book Day AM	4	5 Teacher Prof Dev	6 Teacher Prof Dev	7 Teacher Prof Dev	8
	New Teacher Orientation	New Teacher Orientation	FRESHMEN	Sophomore and Junior Orientations	Re storative practices8- 4pm	
	JR Book Day PM	Senior Sunshine SR Book Day	Book Day 3-6 Orientation 6- 7:30			
9	10 Student First Day	11	12	13	14	15
16	17	18 Freshmen Stu Co Meeting	19	20	21	22
	CLUB DAY @ lunch	CLUB DAY @ lunch				
23	24 Fr. Stu Co Interviews	25 Fr. Stu Co Interviews	26 Freshmen Stu Co Letter	27 Fr. Stu Co Elections	28 Fr. Stu Co Elections Ring Ceremony 6-7pm	29
30 FOOTBALL	31 Fr. Stu Co Elections			Jamboree		

September 2015

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1 Fr. Stu Co Elections	2 Fr. Stu Co Voting	3	4 Back to School	5
	Back to School Door Contest				Pep Rally PM activity	
			OPEN HOUSE 5:00 – 6:30	Mini pep rally		
		BOYS CC MEET	AP KickOff IS Period	Kipp (H) 6:30 pm		BOYS CC MEET
6	7 Labor Day NO SCHOOL	8	9	10	11 Interim Issued	12
					Chalmette 7pm	
13	14	15	16	17	18 Mini pep rally	19
					Riverdale (H) 7 pm	BOYS CC MEET
20	21	22 AP Kickoff AM activity	23	24	25	26
				BOYS CC MEET T. Jeff 6:30 pm		
27	28	29	30			
			BOYS CC MEET			
FOOTBALL BOYS CROSS COUNTRY						

October 2015

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	2	3
					Fisher 7pm	
4	5 NO SCHOOL	6	7	8	9 End of First Nine Weeks	10
			BOYS CC MEET		Albany 7pm	BOYS CC MEET
11	12	13	14 PSAT test day	15	16 Report Card Issued	17
			BOYS CC MEET			
	Homecoming Door Contest				Independence 7pm	
18	19 NO SCHOOL FOR STUDENTS	20	21	22 Pep Rally	23	24
	TEACHER PD			Tailgate@stadium		
	PARENT CONFERENCES 4-7 PM		BOYS CC MEET			
		Homecoming Week		Ben Franklin (H) 6:30 pm		
25	26	27	28	29	30	31
			BOYS CC MEET		OPEN	
FOOTBALL						
BOYS CROSS COUNTRY						

November 2015

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
					OPEN	BOYS CC MEET
8	9	10	11	12	13	14
		Ursuline 4pm	JAMBOREE		Interim Reports Issued	Chalmette
					GK Olympics	
		Thanksgiving Door Contest				AM activity
15	16	17	18	19	20	21
	Haynes (H) 3pm			GK Tip-Off Tournament		
				Ursuline 4pm		
	St. Mary 5pm	Thanksgiving Can Drive				Karr (H) 10 am
	BOYS CC MEET				Lake Area Tournament	
22	23	24	25			28
			Thanksgiving Holiday			
		Morgan City Tournament				
		DeLaSalle 6pm				Higgins (H)
29	30					
	Salmen 5pm					
	Ehret 6pm					
GIRL'S SOCCER						
GIRL'S BASKETBALL						
BOY'S BASKETBALL						

December 2015

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
			Bonnabel (H) 5pm @Yenni T. Jeff (H) 6pm			Intern'l Sch (H) 11am
		T. Jeff (H) 6pm			St. Martin's Tournament	
6	7	8	9	10	11	12
	TBA (H) Chalmette 6pm	Riverdale (H) 6pm	Lake Area (H) 6pm	TBA (H)	St. Martin's (H) 6pm S. Terrebonne 6pm	
		Winter Door Contest				Eastbank Cup (Yenni)
13	14	15	16	17	18	19
		EXAMS Winter Program	EXAMS HALF DAY	EXAMS HALF DAY	EXAMS HALF DAY	
	Bonnabel 6pm	Haynes 6pm	Intern'l Sch	Haynes (H) 5:30pm	End of Nine Weeks Patrick Taylor 6pm	
20	21	22	23	24	25	26
			Winter Break			
		St. Charles Catholic 4:30pm				
27	28	29	30	31		
GIRL'S SOCCER			Winter Break			
GIRL'S BASKETBALL						
BOY'S BASKETBALL						

January 2016

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4 TEACHER PD	5	6	7	8 Report Cards Issued	9
	NO SCHOOL FOR STUDENTS	E. Jeff (H) 5pm				Chapelle
	Bonnabel 5pm E. Jeff (H) 6pm	Bonnebel (H) 6pm		Cox 6pm	Riverdale (H) 6pm	
10	11	12	13	14	15	16
					LASC Convention	
	Fisher 5pm	E. Jeff 6pm		McGehee 5pm	Cox (H) 6pm	Dominican
17	18	19	20	21	22	23
LASC Convention	NO SCHOOL FOR STUDENTS					
		Chalmette 6pm			Ben Franklin 11am	
	TBA (H) 5pm Landry-Walker			W. Jeff (H) 6pm	E. Jeff (H) 6pm	
24	25	26	27	28	29	30
	John Ehret (H) 5pm	Higgins 6pm		Chalmette (H) 6pm	W. Jeff 6pm	
	Ehret (H) 6pm	Mardi Gras Door Contest				Higgins 10am
31						
GIRL'S SOCCER						
GIRL'S BASKETBALL						
BOY'S BASKETBALL						

February 2016

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	Bonnabel (H) 6pm			E. Jeff 6pm MLK 5pm	Interim Report Issued	
7	8	9	10	11	12	13
	Carver (H) 1pm		Mardi Gras Break		Bonnabel 6pm	
14	15	16	17	18	19	20
		Landry-Walker (H) 6pm			Ehret (H) 6pm	
21	22	23	24	25	26	27
	Half Day Parent Conf.					
28	29					
GIRL'S BASKETBALL						
BOY'S BASKETBALL						

March 2016

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1 ACT DAY	2	3	4	5
						District Literary Rally
6	7	8	9	10	11 End of Nine Weeks	12
13	14	15	16	17 St. Patrick's Day Pep Rally	18	19
20	21 Report Cards Issued	22	23	24	25 Spring Break	26
27 EASTER	28	29	30	31		
	Spring Break					

April 2016

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1 Spring Break	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Last day to check out books LAST Pep Rally	16 District Literary Rally
17	18	19	20	21	22 Interim Reports	23
24	25 EOC BEGIN	26	27	28	29	30

May 2016

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 LAST DAY FOR SENIORS SENIOR AWARDS	14
15	16 SENIOR EXAMS	17 SENIOR EXAMS	18 SENIOR EXAMS	19	20 FINAL EXAMS	21
22	23 FINAL EXAMS HALF DAY	24 FINAL EXAMS HALF DAY	25 FINAL EXAMS HALF DAY	26 NO STUDENTS TEACHER PD	27 Underclassmen Awards	28
29	30	31				