

# 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, May 2, 2016**

Lesson Plans Due 6:30 a.m.

AP Chemistry and AP Environmental Science – AM Examinations

Senior Non-Exempt Forms Available – See Ms. C. Thomas

Textbook Collection –Gr. 12

Teacher Appreciation Week

Senior Dress Down Days Begin (Eligible students have crown punched in ID)

## **Tuesday, May 3, 2016**

AP Computer Science and AP Spanish – AM Examinations

AP Physics – PM Examination

## **Wednesday, May 4, 2016**

AP English Literature – AM Examination

Student Council General Meeting

NHS Senior Night

## **Thursday, May 5, 2016**

AP Calculus – AM Examination

President's Club Meeting

Grace King Band Spring Concert

## **Friday, May 6, 2016**

AP US History – AM Examination

Final Examinations Due

Senior Non-Exempt Forms Due

Video Game Tournament 2:40 – 3:30

## **Saturday, May 7, 2016 and Sunday, May 8, 2016**

**Health and Wellness Tip:**

*Live well!*

**A Week In The Kingdom**

# DISTRICT NEWS

## Community Engagement | All Schools

### **ACTION ITEM** Dandridge Task Force Meetings in May

The Dandridge Task Force will hold two town hall meetings in May. The first will take place on **Wednesday, May 4** from **6-7:30 p.m.** at the L.W. Higgins High School Library (7201 Lapalco Boulevard in Marrero). The second meeting will be held on **Tuesday, May 10** from **6-7:30 p.m.** at the G.T. Woods Elementary Library (1037 31st Street in Kenner).

The Dandridge town hall meetings are held to solicit stakeholder input on the compliance of the district with the Dandridge Court Order. All parents and community members are invited to attend.

For more information on the Dandridge Task Force, visit <http://jpschools.org/community/dandridge-community-task-force/>.

### **ACTION ITEM** East Bank Computer Repair Shop

The East Bank Computer Repair Shop opened on **April 11**. Located in the Paul Emenes Special Service Building, the Repair Shop offers full computer services and is open Monday - Friday from 7:30 a.m. - 4:30 p.m. The building's address is 822 Clearview Parkway in Harahan, located at the foot of the Huey P. Long Bridge. The telephone number for the Repair Shop is (504) 736-7370. The shop is at the rear of the building. If entering from the front, the building receptionist will be able to direct you upon your arrival. There is also a buzzer/speaker system at the back door that is manned by the Computer Repair Staff. This will allow you quick entrance into the building to the repair shop. This is very convenient if you have more than one computer to bring in for repair. A ramp and reserved parking for anyone visiting the Repair Shop located at the rear of the building exists as well.

Teachers who are resigning can return their laptops at either location by **June 6**.

## Office of English Language Learners | All Schools

### **ACTION ITEM** East Bank ESL Testing Center has Moved to the Emenes Building

The East Bank ESL Testing Center (previously located at Bonnabel High School) is moving to the Paul Emenes Building located at 822 S. Clearview Parkway. Effective **Monday, May 2**, please inform all registration staff to refer students to the Emenes Building for language proficiency testing. The new phone number for the East Bank ESL Testing Center/Immigrant Welcome Center is (504) 736-7367. Please e-mail [Heyling.Aguilar@jppss.k12.la.us](mailto:Heyling.Aguilar@jppss.k12.la.us) or [Cinthia.Sostenes@jppss.k12.la.us](mailto:Cinthia.Sostenes@jppss.k12.la.us) if you have any questions.

Please note that the West Bank ESL Testing Center will remain at 501 Manhattan Blvd. West Bank schools can continue to refer student to that location for language proficiency testing.

[>Back to](#)

# Human Resources | All

## Schools

### **ACTION ITEM** 2016 Voluntary Transfer Process

The application process for the Voluntary Transfer Process (VTP) opened **Monday, April 11**, and will close **May 27**. If an employee has a desire to transfer they **MUST** apply between **April 11 – May 27**. NOTE: There will not be a second transfer process in the summer.

#### **What types of employees are eligible for the Voluntary Transfer Process (VTP)?**

The Voluntary Transfer Process is for certificated teachers, deans, assistant principals, counselors, and para- professionals.

#### **Who is eligible for transfer?**

Certificated teachers, deans, assistant principals, counselors, and para-professionals are eligible for transfer if they:

- ✓ Have a minimum of 2 years of experience in JPPSS at their current school
- ✓ Hold a valid (up to date) Louisiana teacher certificate in the requested subject-area vacancy (teachers only)
- ✓ Are currently NOT on any level of an Intensive Assistance Plan (IAP)

***Principals, if you have an employee currently on an IAP, Please notify your E.D. The IAP status is required for transfer. HR will verify each employee's IAP status with the E.D. before approving any transfer.***

#### **How does a principals know an employee is eligible for transfer?**

There are two ways a principal may determine transfer eligibility of an employee

- (1) The eligible employee will have a letter generated from AppliTrack when they apply for transfer stating if they are approved or denied for transfer (Principals should request a copy of the employee's transfer eligibility letter before conducting an interview).
- (2) All employees applying for VTP must apply via AppliTrack. Human Resources will write in the "Notes" section of each employee's application if they are approved or denied transfer. It is important that principals **do not** interview current employees without verifying their eligibility for transfer.

Once an employee is approved for transfer, interviews and reaches Mutual Consent, the principal of the school losing an employee will be notified by his/her Staffing Coordinator and the vacancy created by the employee leaving will be posted online.

For more information on 2016 VTP [click here](#) or visit our website under [Quick Links](#).

# From Your Colleagues

*Happy Teacher Appreciation Week!  
Student Council and the School Administration says thank you!*

## End- of- Course Testing- s. Thomas

The schedule below is a tentative EOC schedule. There will be a test security training for all staff members, Tuesday, May 19, 2017. Training for EOC test administrators will occur Friday, April 15<sup>th</sup>. TO better prepare students for testing, please continue encouraging them to attend EOC tutoring.

### 2016 EOC Testing Schedule

**AM Testing** will be from 7:30 to 10:40      **PM Testers** will eat lunch from 10:50-11:20  
**PM Testing** will be from 11:20 to 2:40

Date	Day	AM/PM	Rm 310-Walker	Rm 327-Pineda	Rm 330-Rush
5/2	Mon	AM	Scott 2A (25)	Turner 3A (25)	SaintFleur 2B (29)
		PM	Almerico 3A (27)	Turner 2A (25)	SaintFleur 4B (28)
5/3	Tues	AM	Bobadilla 2A (25)	Bobadilla 2B (22)	Bobadilla 1B (26)
		PM	Scott 4A (27)	Turner 4A (19)	Anderson 3B (29)
5/4	Wed	AM	Renihan 1B (25)	Bobadilla 4B (23)	Hernandez 1B (18)
		PM	Goodwin 1A (24)	Goodwin 1B (28)	Anderson 4B (26)
5/5	Thur	AM	Renihan 2B (26)	Steinbauer 1B (26)	Hernandez 2B (25)
		PM	Goodwin 3A (24)	Mancuso 1A (24)	Anderson 4A (25)
5/6	Fri	AM	Renihan 4B (26)	Steinbauer 2B (26)	Hernandez 4B (23)

		PM	Goodwin 4B (26)	Mancuso 3B (25)	Anderson 1B (25)
5/9	Mon	AM	Feze 1B (26)	Steinbauer 4B (26)	A. Mendez 2B (24)
		PM	Goodwin 4A (26)	Mancuso 1B (25)	Anderson 3A (23)
5/10	Tues	AM	Feze 4B (25)	Feze 2B (25)	A. Mendez 4B (23)
		PM			

## ACCOUNTING REMINDERS- Joyce Hauer

1. Remind your students to pay their outstanding obligations before their last day of school.
2. Students must only pay their "IS" teachers their student fees.
3. A separate receipt must be written when a student is paying both student fees, lost textbooks, lost library books, or library fines.
4. All money must be turned in on a daily basis.
5. Checks must include a telephone number and driver's license number before you can accept it.

## Senior Activities – Michelle McCabe

Senior Dress Down is Monday, May 2<sup>nd</sup> through the last day for Seniors on May 13<sup>th</sup>. Students who have paid their \$10.00 fee will have a **hole-punch shape like a crown on their permanent ID**. You should email me the names of any student who reports to class without an ID or a crown punched in their permanent ID. **Dress down is any clothing that is not part of the regular school uniform- including club shirts, spirit shirts and dressy attire.**

### Book Collections will be done in the Library

May 2<sup>nd</sup>-13<sup>th</sup> for Seniors

May 16<sup>th</sup> – 18<sup>th</sup> for underclassmen.

Teacher can start delivering class sets to the May 2<sup>nd</sup>.

## **Policies regarding signs, posters, and flyers on campus- Katrina Torrado**

1. All posters, flyers, and signs must be approved by Ms. Torrado.
2. All signage must be initialed by either Ms. Torrado or Ms. McCabe prior to being hung or posted. Please, do not ask us to initial things once they have been posted. Also, if you plan to make copies of flyers, have us initial the original before making copies.
3. All signage must be removed by the Friday following the end of your event/sale/meeting/etc. We have several organizations on campus who have outdated signs posted. Those signs must be removed by Friday. If signs are not taken down in a timely manner, your organization will lose sign/poster/flyer privileges.

Finally, in order to maintain a clean and visually pleasing campus environment, please adhere to the following tape guidelines:

1. Please, do not tape anything to windows or other glass surfaces.
2. Blue painter's tape is the only tape that may be used on painted surfaces, such as doors.
3. Gorilla tape is the only tape that may be used on brick surfaces, as it is the only tape that will stick.
4. Tape should be rolled behind the poster so that it is not showing.
5. Never hang any signs, posters, or flyers over existing signage.

If you fail to adhere to the above guidelines, your signs will be taken down.

# 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 \*\*\*\* \_\_\_\_\_

## Online Resources

### Grace King High School

<http://king.jpschools.org/>

### 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](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/>