

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

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Attentive Attendance Attitude Accountability

Monday, August 22, 2016

Weekly Lesson Plan and Assessments w/keys Due: Monday @ 8:00 a.m.

Regular Bell Schedule (1st – 4th Period)

Reverse Lunch (1st Lunch Upperclassmen & 2nd Lunch Freshmen)

Begin taking attendance in Infinite Campus

Distribute: Late-Take In/ Open House Memo to Students

Announce: Submit Lunch Applications to Cafeteria

Begin Tardy Procedures

Club Day (Lunch)

Tuesday, August 23, 2016

PBIS Foci – School Uniforms

Reporting to School/Class on Time

Club Day (Lunch)

Wednesday, August 24, 2016

Late Take-in Day for students 9:45 – 2:40

Professional Learning Community Meetings 7:15 – 9:45

Administrative Team Meeting (ATM) – 10:30 a.m.

Senior Parent Meeting @ 6:00

Thursday, August 25, 2016

ABIT Meeting

School-wide Professional Development (Planning Periods 1-4)

Register on AVATAR

Friday, August 26, 2016

Custodial: Submit Room Cleanliness Report (Mr. Achord)

Saturday, August 27, 2016

JPPSS New Teacher Orientation 8:00 -3:00 @501 Manhattan

Sunday, August 28, 2016

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

District News

Professional Development | Middle and High Schools

ACTION ITEM Greater New Orleans Science and Engineering Fair Teacher Workshop

To kick off the 2016-2017 year, teachers and science fair coordinators are invited to attend the annual Greater New Orleans Science and Engineering Fair (GNOSEF) Teacher Workshop on **Saturday, August 27** from **9 a.m.-2 p.m.** at Tulane University, Norman Mayer MA 101 (building 6 on the campus map).

Come participate in round-table discussions with experienced teachers who will address finding opportunities and overcoming obstacles, and provide important information needed to participate in the GNOSEF. Three breakout sessions will allow participants to focus on their particular area of interest with choices from the following four topics:

- FINDING PROJECT IDEAS (including discussion of NEW 2017 CATEGORIES and project examples)
- IMPROVING THE RESEARCH PLAN (including discussion of what the judges are looking for)
- DE-MYSTIFYING THE GNOSEF PROCESS - Getting a Project on the Floor (with tips for tackling the human subjects and biological projects)
- STRATEGIES FOR HOSTING A SCHOOL SCIENCE FAIR (including tips for handling logistics and finding judges)

There will also be brief presentations on resources available, timeline for participating in the GNOSEF, and an overview of the more than \$60,000 in awards for students, teachers and schools.

There is no charge, but interested teachers must register by **Wednesday, August 24**, as lunch will be served. To register, go to: <http://gnosef.tulane.edu/workshopregistration.cfm>. Attendees will be awarded a certificate at the conclusion of the five-hour training for the purpose of earning CLU (Continuing Learning Unit) credits.

AFFILIATION WITH THE GNOSEF IS OPEN:

Affiliation with the GNOSEF is now open with a deadline of **October 7**. It is required for participating in the fair, but is not a commitment to do so. Affiliation places you on the contact list and provides needed information to the GNOSEF to begin preparing for the February fair. To affiliate, go to: <http://gnosef.tulane.edu/affiliationform.cfm>.

SAVE THE DATE!

The Greater New Orleans Science and Engineering Fair (GNOSEF) will be held on **February 13-16**. It is hosted by the Greater New Orleans Science Fair, Inc., a non-profit organization, and supported by local industry, foundations, universities and individuals who are committed to inspiring young people to pursue Science, Technology, Engineering and Math (STEM) fields. The deadline for project registration will be **Friday, January 13**, so participating schools must have their fairs before that date. Schools may enter projects into the GNOSEF without hosting their own fair, but the same rules of 3 projects per category apply. The GNOSEF is also open to home school associations.

ACTION ITEM **New Teacher Induction**

Human Resources will be hosting "New Teacher Induction" on **Saturday, August 27** from **8 a.m. to 3:30 p.m.** All new teachers to Jefferson Parish Public School System or former teachers returning to the district for the 2016-2017 school year are encouraged to attend. Induction will be held at the Administration Building located at 501 Manhattan Blvd.

Note: Social Workers, Guidance Counselors, Speech Pathologists and other certificated employees that are former employees or new to JPPSS for the 2016-2017 school year are also welcome to attend this important event.

While attendance is highly encouraged, this event is voluntary. Anyone attending will receive 7 hours of CLUs.

In order to attend an RSVP is mandatory as space is limited. Teachers can click on the link below to [RSVP](#). They can also do so by visiting the district's website at www.jpschools.org and clicking on New Teacher Induction under "Quick Links." The link is located on the New Teacher Induction flyer.

Please email questions to jppsshumanresources@jppss.k12.la.us.
<http://tinyurl.com/NewTeacherInduction2016>

ACTION ITEM **ESL Teacher Beginning of the Year Meeting**

The Office of English Language Learners will have a Beginning of the Year (BOY) information meeting for all ESL teachers. All ESL teachers will need to attend one of the following meetings to receive important BOY information. Meetings will be held from **4-5:30 p.m.**

Please sign-up in Avatar for one of the following dates/locations:

Date	Title	Location
Tuesday, August 23	ESL Teacher BOY Meeting	Emenes Building 822 S. Clearview Pkwy
Thursday, August 25	ESL Teacher BOY Meeting	JPPSS Administration Building 501 Manhattan Blvd

ACTION ITEM **INSTRUCTIONAL GUIDES**

The instructional guides for the 1st 9 weeks are available at <http://jpschools.org/instructional-guides/> password:teacher

ACTION ITEM **Pre-Test Deadline Extended**

The window for administering the district created Pre-test has been extended until **Friday, September 2**. Please be sure to share this information with your teachers.



2016-2017 CURRICULUM & ASSESSMENT DATES

CURRICULUM

K-12 INSTRUCTIONAL GUIDES RELEASE DATES	
Instructional Timeframes	Release Dates
1 st 9 Weeks	Aug. 19
2 nd 9 Weeks	Sept. 30
3 rd 9 Weeks	Dec. 2
4 th 9 Weeks	Jan. 27

ASSESSMENTS

ELEMENTARY & MIDDLE SCHOOL ASSESSMENT TESTING WINDOWS	
Assessment	Testing Windows
PRE & POST ASSESSMENTS	
<i>IAP & IEP accommodations must be provided for PRE & POST tests.</i>	
<i>K-1 tests (including ELA) MAY be read aloud.</i>	
Pre-Tests (K-8)	Aug. 22 – 29 *EXTENDED TO SEPT. 2ND
Post-Tests (K-8)	Apr. 18-28
i-READY DIAGNOSTIC ASSESSMENTS	
Diagnostic 1	Sept. 6-23
Diagnostic 2	Jan. 4-31
Diagnostic 3	Apr. 24-May 17
F & P	
BOY	Aug. 22-Sept. 9
MOY	TBA
EOY	TBA
LDOE-MANDATED LITERACY SCREENING	
Assessment Window	Aug. 18-Sept. 8
LDOE Reporting Deadline	Sept. 22
ELEMENTARY, MIDDLE & EOC EXAM COURSES	
COMMON ASSESSMENTS ALIGNED TO THE PLC MODEL	
<i>Teachers of core courses in grades 3-8 and EOC exam courses will collaborate to produce one common formative assessment per semester.</i>	
EOC EXAM COURSES & MIDDLE SCHOOL CARNEGIE COURSES	
ASSESSMENT TESTING WINDOWS	
Assessments	Testing Windows
1st Semester Courses	
Pre-Tests	Aug. 22 – 29 *EXTENDED TO SEPT. 2ND
Post-Tests	Dec. 3 - 9
2nd Semester Courses	
Pre-Tests	Jan. 3- 13
Post-Tests	Apr. 18-28

Revised August 18, 2016

From Your Colleagues

COMPASS EVALUATIONS – School Leaders

Thursday, August 25th Professional Development focused on the COMPASS Evaluation process for the 2016 -2017. Refer to the District link at <http://jpschools.org/department/datainstructional-performance/> for information on COMPASS Timeline for Employees as well as the COMPASS Evaluation Rubric associated with your work assignment.

INSTRUCTIONAL PERFORMANCE – CERTIFIED EMPLOYEES

Developing Teacher Created Assessments

Test design should be reflective of the types of standardized tests our students are expected to successfully complete (e. g. EOC, GEE, AP, PSAT, ACT, SAT and IBC) and should contain questions that promote critical and higher order thinking skills. Test items/questions should be aligned with college and career expectations. For this reason, teachers teaching the same subject are required to **collaborate when designing tests and must use academic standards (LSS, GLE's or IBC)as a basis for** designing high quality assessments.

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

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.

Question and Rationing of Points

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. The standard being tested should also be identified.

Teacher Created Assessment should be submitted to your evaluator by Wednesday, August 31st.

Teachers should administer their assessments by Friday, September 16th.

COMPASS/Establishing SLT's

Individuals with access HCIS may begin uploading their SLT's. Please use the following link for guidelines for establishing them. <http://jpschools.org/resources/human-capital-resources/instructional-performance-resources/>

Once there, go to "SLT GUIDES FOR TEACHERS" under your respective grade/subject area.

Individuals without access should create and account at

<https://leads13.doe.louisiana.gov/hcs/FrameWork.aspx>

You should inform me as soon as possible if you experience any trouble accessing the system.

Be prepared to submit for approval both your SLT's as well as the data source you used to develop them no later than Friday, September 30th. Friday, October 7th is the deadline for uploading SLT's into HCIS.

SUPPORT PERFORMANCE – CLASSIFIED EMPLOYEES

Beginning of the Year: Goal Setting Conversations will begin Tuesday, August 30 2015 for all classified employees. Paraprofessionals, custodians, clerical and cafeteria workers will receive notice to meet with school administrators.

2016-2017 COMPASS Evaluation Schedule

S. Meggs-Hamilton	G. Macon	S. Serigny	S. Thomas
Marcus Acord	Manuel Alfaro	Tracey Bullington	Kimberly Augustine
Trenisha Berry	Natalie Almerico	Carroll Carter	Kyle Chmar
Ann Costanza	William Anding	Colt Coletti	Hany I El-Desoky
Gerod Macon	Tawanda Carter	James Cooper	Graceloude Gaitan
Todd Olivier	Katherine DaSilva	Joshua Dyer	Wayne Golden
Susan Twine-Orticke	Jeffrey DaSilva Goske	Joel Dyson	Jessica Harvey
Caroline Sayles	Lydia Garza	Gina Farrugia	Ariel Haskins
Suzan Serigny	Phillip Ramirez	Jason Fischtzuir	Harwood Jones
Cheryl Scott	Erika Russo	Nicolas Fortuna	Priya Patel
Contrina Thomas	Natalie Saint Fleur	Roberto Furtado	M.J. Pineda-Mardiaga
Sharon Thomas	Megan Spector	Saundra Lewis	Geeta Ramesh
Katrina Torrado	Lisa Turner	Jeffrey Lackey	Heather Skidmore
Para-Professional Staff	Tyron Tatum	Nadia Oliney	Jamin Valentine
Clerical Staff	Betty Uribe	Daphne Poole	Daisy Woods
Custodial Staff	G. Blake Williams	John Summers	Business Vacancy
Cafeteria Staff		Jon Trauth	
		Mary Veazey	
		Autistic Vacancy	

M. Achord	T. Berry	K. Torrado
Elizabeth Jee	Elaina Bergeron	Monica Dyer
Judy Jenkins	James Bouyer	Kelly Kent
Kelsie Jones	Krystn Charlie	Claire Kaemmerling
Ashton Lebourgeois	Shanethia Cox	Michelle McCabe
Omar Mendez	Celeste DeVera Maria Estevez	Aimee Menard
Sadia Mejia	Robert Hitchins	Felecia Mouton
Lynette Montero	Madelieine Hollier Lawrence	Alexandra Norman
Richard Ravers	Lala	Andre Rome
Liz Reihan	Melissa Sudbery	Emma Stabbe
Yousef Suliman	Dan Tague	Joshua Stackhouse
Terri Tahvildari	Ronald Totoro	Nora Steiger
Averelle Williams	Jared Williams	Stephanie Thompson
		Kelly Vollmer
		Jasnira Zuniga

Lesson plans and assessment w/keys may be submitted electronically or hardcopy to the administrator indicated on the schedule. Further, all documents must be submitted weekly no later than 8:00 a.m. Monday before implementation. For observation purposes, please have a copy of your lesson plan available. Also, please have your daily agenda written on the board.

2016-2017 COMPASS Timeline: Employees

August 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	District Created Common Assessments: Administer pre-assessments (Assessments will be delivered to schools the week of 8/19)	Week of 8/22
		Review SLT guidance for your grade/subject	By Fri, 8/26
		Submit Teacher Created Assessments (if necessary)	By Wed, 8/31
Observations	Evaluators	Begin Observation Cycle 1 (Formal): Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	By Mon, 8/29
September 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- New employees: Register in CIS - Return employees: Update Login Code & Password	By Tues, 9/13
		Administer assessment and gather baseline data (including: Fitness Gram, Teacher-Created Assessment, etc.)	By Fri, 9/16
October 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- Enter Student Learning Targets in CIS - Submit SLT calculator/baseline data to evaluator	By Fri, 10/07
Observations	Evaluators	Observation Cycle 1 continues: Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	Ongoing
PGPs	Employees	Enter Professional Growth Plan in CIS	By Fri, 10/28
November 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Pre-K Teachers ONLY: Enter SLTs into CIS	By Wed, 11/09
Observations	Evaluators	Observation Cycle 1 continues: Schedule Pre-Conferences with teachers (5 days); enter observation data within 10 days of conducting the observation	ongoing
Fall Break is Monday, November 21st – Friday, November 25th			

Compass Information: <http://jpschools.org/department/datainstructional-performance/>

2016-2017 COMPASS Timeline: Employees

December 2016	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Teachers with Semester SLTs ONLY: Compile data on 1 st semester SLTs	By Wed, 12/21
Observations:	Evaluators	Complete Cycle 1 Observations	By Fri, 12/16
Winter Break is Thursday, December 22 nd – Monday, January 2 nd			
January 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs:	Employees (Teachers with Semester SLTs ONLY)	Report the Results on 1 st Semester SLTs in CIS	By Fri, 1/06
		Submit Teacher Created Assessments (if necessary)	By Fri, 1/06
		- Administer assessments and gather baseline data - Enter 2 nd Semester SLTs in CIS	By Fri, 1/20
Observations:	Evaluators	- Begin Cycle 2 (Informal): Enter observation data within 10 days of conducting the observation	By Fri, 1/06
February – April 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
Mardi Gras break is Monday, February 27 th – Friday March 3 rd			
Observations:	Evaluators	Observation Cycle 2 continues: Enter observation data within 10 days of conducting the observation	ongoing
Spring Break is Monday, April 17 th – Monday, April 24 th			
May 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs:	Employees	- Administer End of the Year (EOY) assessments and gather data - Report the Results on SLTs in CIS	See EOY Testing Windows
Observation	Evaluators	Complete Cycle 2 Observations	By Fri, 5/05
		Enter Cycle 2 Observations into CIS	By Fri, 5/19
Evaluations:	Evaluators	- Complete Final Evaluation of all employees in CIS - Conduct End of the Year conversation with employees	By Fri, 5/26
June 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
Evaluations:	Evaluators	- Complete all leader Site Visits in CIS - Enter results into Leader SLT calculator and send to Compass contact and Executive Director of Principal Performance - Conduct End of the Year conversations with Leaders - Send all final evaluation paperwork to Compass contact	By Wed, 6/07

Compass Information: <http://jpschools.org/departments/datainstructional-performance/>

PROFESSIONAL LEARNING COMMUNITITES

WEDNESDAY, AUGUST 24, 2016
LATE TAKE-IN DAY
7:15-9:45

See your department heads/colleagues for room assignments.

Departmental Collaborative (7:15 – 8:30)

Freshman Academy – Gerald B. Williams and Liz Renihan

English – Monica Dyer

Math – Kyle Chmar

Science – Ariel Haskins

Social Studies – Tyron Tatum

Humanities – Elaina Bergeron

Physical Education – Cherlyn Scott

Special Education – Carroll Carter

ESL – Lydia Garza

Business – Meghan Spector

Content-Specific Collaborative (8:30 – 9:45)

Same Subject Meetings

Late Take-In Day Expectations

Purpose

Late Take-In days are being implemented as one component of our implementation of Professional Learning Communities. This time is set aside to allow our teachers time to collaborate with one another, review student work, share concerns, and find solutions. Our goal is to focus on learning and increased student achievement.

Expectations *(These are recommendations. If you have already set your expectations for the day, please proceed. However, make sure you are following PLC expectations)*

What should you expect for your first Late Take-In Day? Remember, this is not a PD day. You may want your teams working on norms. Your teams may take this time to look at the test history of students on the team. Your teams may use the Instructional Guides to create a common formative assessment for the upcoming unit. Whatever you all agree to as the focus, there should be a product that each team is able to provide to you at the end of the two and a half hours. Key word: TEAMS

2016-2017 JPPSS PLC Late Take-In Days

Frequently Asked Questions

Q: What are late take-in days?

A: Late take-in days are days in the 2016-2017 Jefferson Parish Public School System academic calendar when school will begin two and a half hours later than the normal start time. For example, if your school normally begins at 8:10 a.m., then school would start at 10:40 a.m. on a late take-in day.

Q: When are the 2016-2017 late take-in days?

A: JPPSS will hold late take-in days on the following four days: **August 24, September 28, October 26, January 25**. These dates were included in the [2016-2017 Calendar Survey for All JPPSS Stakeholders](#) that we conducted in January 2016 and in the [2016-2017 JPPSS School Calendar](#) that was approved by the Jefferson Parish School Board and released in April 2016.

Q: Will before school care be provided at elementary schools on these days?

A: Some schools may offer an enrichment morning program on late take-in days. There is a fee and parents must pre-register students for the program. Please contact your school for more information and to register.

Q: Why did JPPSS implement late take-in days during the 2016-2017 school year?

A: Late take-in days are part of our current implementation of Professional Learning Communities (PLCs). By starting school two and a half hours late on these four days, our teachers will have time embedded into their normal work schedule to collaborate with their peers, analyze student data, and share best practices that help target the needs of every child.

Q: What are Professional Learning Communities?

A: PLCs are an ongoing process in which educators work collaboratively to achieve better results for the students they serve. PLCs see continuous job-embedded learning for educators as the key to improved learning for students. Teachers from similar subjects or grade levels meet in small groups to pool their knowledge, collaborate about students, share problems, and find solutions. Each team of teachers develops a coordinated strategy to engage students across the academic spectrum.

Q: Are late take-in days for PLCs a common practice?

A: Yes, JPPSS is joining numerous high performing school systems in our state and nation in the practice of late take-in days for PLCs. In fact, some school systems hold these on a monthly or weekly basis.

Q: How will my child benefit?

A: Numerous studies show that quality teaching is the most influential factor when it comes to student learning. PLCs are an investment in the continuous education of all our teachers. Along with learning new classroom techniques, teachers will engage in comprehensive data study. This will help educators target the needs of each student. Schools that have effectively implemented PLCs have seen improved state assessment scores and an improved culture. PLCs also offer timely, direct intervention. When a student gets off track academically, there will be a team of teachers working together to build on his or her strengths and weaknesses.

Q: Do teachers support the implementation of late take-in days for PLCs?

A: From talking with our teachers and other education professionals, we've seen a desire for time embedded into the day to review student work and personalize lessons. Over the summer, teacher and administrator teams from every JPPSS school dedicated time to attend a three-day hybrid PLC conference. This national event helped lay the groundwork for the PLC sessions that will take place this school year.

Q: Will bus and food services, after school care, and after school activities occur on late take-in days?

A: Yes, bus and food services, after school care, and after school activities will still be provided on late take-in days.

Late Take-In for Students Reminder - 8/24/2016

The bus drivers have been told to move pick-up times by 2.5 hours on 08/24/2016 for the Late Take-In.

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.

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 of 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 placed 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 directed to the main office where clearance may be obtained upon approval of Sharon Meggs-Hamilton (Principal).

Student Attendance

Attendance must be taken daily at each period during the first 10 minutes of class.

**Grace King High School
Tardy Procedures 2016-2017**

Teachers are asked to adhere to the following procedures:

SWEEP

- Teachers who have class should be in the hallway welcoming students to their class.
- Teachers who are on planning should conduct a “sweep” of their hallway and escort any tardy students directly to the nearest administrator (We will be stationed throughout the building).

Procedures for Tardy Students

1. At the conclusion of the tardy bell, close and lock your doors.
2. As students arrive late to class, ensure that they have a tardy pass and document their tardy using the tardy log that has been provided to you.
3. Issue the appropriate consequence (see below).

Consequence Ladder for Tardies

- 1st Tardy: *Verbal Warning*
- 2nd Tardy: *Verbal Warning*
- 3rd Tardy: *Parent Phone Call* – The teacher should call the student’s parents to inform them of the problem and future consequences. **This phone call must be documented.**
- 4th Tardy: *Parent Conference Form* – The teacher should fill out the form requesting a parent conference. The teacher should then schedule the conference with the parent and notify administrator so that we may sit in on the conference with you. Please, have your documentation available during the parent conference
- 5th Tardy: *Detention* – The teacher may issue a teacher-held detention. Ms. Q placed copies of the detention forms in everyone’s mailboxes at the beginning of the year. If you need more, you may pick them up in the Office of Operations.
 - **If you have not attempted to hold a parent conference, you may not issue a detention.**
- 6th Tardy: *Detention* – Follow the same procedures listed for the 5th tardy.
- 7th Tardy: *Saturday Detention* – Use the detention form provided to you, fill in the student’s name and bring the form to Ms. Q Operations. We will issue the Saturday.
 - Saturday detentions are held from 8:30-9:30 AM in the cafeteria.
 - **You must provide copies of your documentation of previous interventions along with the Saturday detention form, or we will not be able to issue a Saturday detention.**
- 8th Tardy: *Saturday Detention* – Follow the same procedures listed for the 7th tardy.

ALL CONSEQUENCES RESET AT THE START OF EACH QUARTER!!!!



2016-2017 Regular Bell Schedule Grace King High School

		This schedule will be followed Monday-Friday and does not include homeroom. Homeroom will not be visited daily.			
Period Name	Start Time	End Time	Restroom Open Times	Lunch Time	1st lunch UPPERCLASSMEN: 10:39-11:18 then Block 3: 11:21-12:59 OR Block 3: 10:42-12:20 then 2nd lunch FRESHMEN: 12:20 - 12:59
1	7:20	8:58	8:00am -8:40am	No student to leave class during lunch for restroom	
2	9:01	10:39	9:25am – 10:05am		
3	10:42	12:59	No Restrooms for classroom students	No student to leave class during lunch for restroom	
4	1:02	2:40	1:20pm – 2:00pm		

2016-2017 Activity Bell Schedules Morning Activity Schedule

Period Name	Start Time	End Time	Restroom Open Times	<i>UPPERCLASSMEN</i> 1 st lunch: 11:30-12:00 Block 3: 12:03-1:20 OR <i>FRESHMEN</i> Block 3: 11:33-12:50 2 nd lunch: 12:50- 1:20
1	7:20	8:37	8:00am -8:30am	
IS/ACTIVITY	8:40	10:10	No Passes Issued except for emergency bathroom	
2	10:13	11:30	10:30am – 11:10 am	
3	11:33	1:20	NO passes during 3rd Block	
4	1:23	2:40	1:30pm – 2:00pm	

Afternoon Activity Schedule

Period Name	Start Time	End Time	Restroom Open Times	
1	7:20	8:38	8:50am -8:20am	<p><i>UPPERCLASSMEN</i> 1st lunch: 11:20-11:50 Block 3: 11:53-1:07</p> <p>OR</p> <p><i>FRESHMEN</i> Block 3: 11:23-12:37 2nd lunch: 12:37- 1:07</p>
2	8:41	9:59	9:00am—9:30am	
4	10:02	11:20	10:15am – 10:45am	
3	11:20	1:07	NO passes during 3rd Block	
IS /Activity	1:10	2:40	1:45pm-2:15pm No Passes Issued except to bathroom for emergency	

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

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/>

August 2016 Event Calendar

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
				SENIOR SUNRISE ORIENTATION DAY		
7	8	9	10	11	12	13
	TEACHERS	TEACHERS	TEACHERS	STUDENTS FIRST DAY		
14	15	16	17	18	19	20
				FRESHMEN STUCO MEETING	FRESHMEN STUCO APP DUE Football Yenni 4:30	
21	22	23	24	25	26	27
	Club Day (Lunch)	Club Day (Lunch)	Student LATE TAKE IN Day 9:45 – 2:40	FRESHMEN STUCO LETTERS		
	FRESHMEN STUCO		SENIOR PARENT MEETING 6:00	ABIT Meeting		
	INTERVIEWS			Football Yenni 5:30		
28	29	30	31			
		Volleyball Lutheran 4:00				
	FRESHMEN STUCO CAMPAIGN					

Grace King Athletic Games

Game	Game Date	Game Level	Time	Location	Home	Away
1	8/19/2016	Football	4:30	Joe Yenni	Haynes	GK
2	8/25/2016	Football	5:30	Joe Yenni	Bonnabel	GK
3	8/30/2016	Volleyball	4:00	Lutheran	Lutheran	GK
4	9/1/2016	Football	4:30	Joe Yenni	GK	West Jefferson
5	9/8/2016	Volleyball	4:00	GK	GK	Bonnabel
6	9/9/2016	Football	7:00	Chalmette	Chalmette	GK
7	9/9-10/2016	Volleyball	TBA	GK	GK	TBA
8	9/13/2016	Volleyball	4:00	West Jeff	West Jefferson	GK
9	9/14/2016	Volleyball	4:30	GK	GK	Riverdale
10	9/15/2016	Volleyball	4:00	GK	GK	East Jeff
11	9/16/2016	Football	7:00	Joe Yenni	Riverdale	GK
12	9/20/2016	Volleyball	4:00	Chalmette	Chalmette	GK
13	9/21/2016	Volleyball	4:30	GK	Gk	Lutheran
14	9/22/2016	Volleyball	4:00	GK	GK	Higgins
15	9/24/2016	Football	2:00	GK	GK	Thomas Jefferson
16	9/27/2016	Volleyball	4:00	Ehret	Ehret	GK
17	9/28/2016	Volleyball	4:00	Riverdale	Riverdale	GK
18	9/29/2016	Volleyball	4:00	Crescent City	CC	GK
19	9/30/2016	Football	7:00	Joe Yenni	GK	Fisher
20	10/4/2016	Volleyball	4:00	Bonnabel	Bonnabel	GK
21	10/5/2016	Volleyball	4:00	GK	GK	West Jefferson
22	10/6/2016	Football	7:00	Albany	Albany	GK
23	10/11/016	Volleyball	4:00	East Jeff	East Jeff	GK
24	10/13/2016	Football	6:30	Joe Yenni	GK	Independence
25	10/13/2016	Volleyball	4:00	GK	GK	Chalmette
26	10/18/2016	Volleyball	4:00	Higgins	Higgins	GK
27	10/20/2016	Volleyball	4:00	GK	GK	Ehret

28	10/21/2016	Football	6:00	Ben Franklin	BF	GK
29	10/28/2016	Football	7:00	Ascension Christian	AC	GK
30	11/4/2016	Football	7:00	CC	CC	GK