

# 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 13, 2018**

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

Adjusted Bell Schedule (Homeroom and 1<sup>st</sup> – 4<sup>th</sup> Periods)

Take attendance in Infinite Campus (1<sup>st</sup> 15 minutes of class)

Enforce Tardy Procedures - "Operation Start On Time"

Seniors Class Meeting – Cafeteria 7:30

Cluster Meetings Begin

Instructional Leadership Team Meeting 3:00 – 4:00

PBIS Foci – School Uniforms

Reporting to School/Class on Time

Incentive – "Skip The Line Pass" (Pick up in Operations)

Schedule Change Request (Do not send students to the office)

## **Tuesday, August 14, 2018**

Junior Class Meeting – Cafeteria 7:30

ID Picture Day

## **Wednesday, August 15, 2018**

Sophomore Class Meeting – Cafeteria 7:30

EOC Planning Period Meetings with Admin.

UNO Dual Enrollment Begins

## **Thursday, August 16, 2018**

Freshman Academy Meeting – Cafeteria 7:30

## **Friday, August 17, 2018**

Schedules Set for the Academic Semester

## **Saturday, August 18, 2018**

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

## **Sunday, August 19, 2018**

Get ready for another an exciting week of learning!

**A Week In The Kingdom**

# From Your Colleagues



## **Commitment to Continuous Improvement**

- Gathering evidence of current levels of student learning
- Developing strategies and ideas to build on strengths and address weaknesses in learning
- Implementing those strategies and ideas
- Analyzing the impact of the changes to discover effectiveness
- Applying the knowledge in the next cycle of continuous improvement

## **Departmental Collaborative**

English – Monica Dyer  
Math – Omar Mendez  
Science – Priya Patel  
Social Studies – Tyron Tatum  
Humanities – Elaina Bergeron  
Physical Education – Cherlyn Scott  
Special Education – Carroll Carter  
ESL – Phillip Ramirez  
Business – Jan Pineda

## **Content-Specific Collaborative**

Same Subject Meetings

## **Grade-Level Collaborative**

Freshman Academy – Beverly Usher  
Sophomore- Lisa Turner and Erika Russo  
Junior – Sarah Crater/TBA  
Senior – Kimberly Augustine and Kelly Vollmer

# Working together: Teacher-Para-educator

## 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.

# Curriculum and Instruction Department

In an effort to ensure sound instructional practices that will enable all students to succeed, our school district has adopted the “three big rocks.”

1. The Implementation of Tier I Curriculum for math, English and social studies with Fidelity
2. Utilize the Steps for Effective Learning and ILT/Cluster Template for PLC/Cluster Meetings.
3. Use the District and School Walkthrough Forms to collect evidence and provide feedback using actionable steps for teacher effectiveness and professional practice.

Keeping with our existing goals with alignment to our district, Grace King has adopted the “three big Shamrocks”

1. Implement Tier I Curriculum
  - a. Guidebooks 2.0 in English and ESL (I-IV)
  - b. Eureka Math (Algebra, Geometry, Algebra II and Advance Math)
  - c. DBQ Project (Supplemental Civics and American History)
2. Synchronize the PLC process with the Steps for Effective Learning in the cluster meeting
3. Conduct regularly scheduled classroom walkthroughs in order to improve teaching and learning.

## Curriculum Support

For information about Tier I Curriculum support, JPPSS Teaching and Learning Department has created this link <http://jpschools.org/department/teaching-and-learning/> to access scope and sequence, curriculum maps and other instructional resources. Please see an administrator should you have questions or need additional guidance. Plans and assessments should be submitted via electronic submission to your COMPASS Evaluator each Monday before 8:00 a.m. the week of implementation. Monday, August 13<sup>th</sup>, teachers will be issued one (1) Manila expandable that must be put in place behind your door using Velcro strips. For observation purposes, a hard copy of all course lesson plans and class schedules must be placed in the expandable. Also be reminded that your Blackboard Configuration must include the daily agenda with times indicated for each activity, the standards being taught and student outcomes for the lesson. Teachers are encouraged to use the lesson templates recommended by our district’s Teaching and Learning Department. Use this link for lesson plan guidance <http://jpschools.org/department/teaching-and-learning/lesson-plan-guidance/> The password is lovelearnlead.

School support coordinators will be conducting classroom visits beginning Monday, August 13<sup>th</sup>. They serve as an excellent resource and support in realizing student achievement goals for your content area.

English – Abbie Hall  
Science – James Oubre

Math – Charles Allen  
Sped – DeCarlas Oneal

Social Studies – Mia Matherne  
ESL – Miguel Lau

# Textbook Distribution - M. McCabe

\*\*Next week students will come to the bookroom during their 1<sup>st</sup> block class.

\*\*On Tuesday, a para will walk down hall to escort students who were absent on their day. Please have a list ready with the students names, the para will escort the students to the bookroom when the student returns the checkout paper will be timed stamped at the bottom of the page. If a student took too long returning to class fill out a skip form.

\*\*The bookroom will be opened on Tuesday and Thursday DURING BOTH LUNCHES

Thursday, August 16th	Friday, August 17 <sup>th</sup>	Monday, August 20 <sup>th</sup>	Tuesday, August 21st
7:40 201	7:40 232	7:40 502-B	7:40 316
7:50 202	7:45 234	7:45 502-A	7:45 323
8:00 203	7:50 235	7:50 501-B	7:50 322
8:05 204	7:55 216	7:55 501-A	7:55 305
8:10 205	8:00 218	8:00 509	8:00 303
8:15 206	8:05 220	8:05 504	8:05 301
8:20 230	8:10 228	8:10 519	8:10 321
8:25 231	8:15 236	8:15 517	8:15 601
8:30 213	8:20 237	8:20 315	8:20 LIB 2
8:35 214	8:25 238	8:25 313-A	8:25 LIB 3
8:45 221	8:30 222	8:30 313-B	8:30 200 HALL
8:50 LIB 1	8:35 223	8:35 331	8:35 500 HALL
	8:40 224	8:40 329	8:40 300 HALL
	8:45 225	8:45 310	8:45 401
	8:50 226	8:50 309	8:50 402
			8:55 404

- Please walk your class to the bookroom at your scheduled time DO NOT wait for someone to call you.
- Every student MUST HAVE a paper schedule, if a student does not have their paper schedule please write down their schedule on a scratch sheet of paper (English I, Alg 1, Civics, Bio, etc)
- Walk ALL of your students to the book room and wait for them outside on the 400 building porch.
- Please do not leave the book room area until all students have their books.
- If a student DOES NOT need books they will still walk with your class and wait outside the book room with you on the porch.

If a student has a book from last semester they need to return it before they will be issued new textbooks.

## 2018-2019 COMPASS Evaluation Schedule

S. Meggs-Hamilton	Z. Butler	S. Serigny	K. Torrado
Zachary Butler	Charlese Brown	Jorge Castaneda	William Anding
Monica Dyer	Bernard Chan	Carroll Carter	Jake Bywater
Nobert Estrella	Samantha Harris	James Cooper	Zachary Correa
Angelle Guillion	Kelsie Jones	Gina Farrugia	Carolina Figueicas
Roberto Guzman	Devin Manson	Jason Fischtzuir	Georgianna Forrest
Valerie Johnson	M.J. Pineda-Mardiaga	Roberto Furtado	Rhonda Herrmann
Omar Mendez	Brett Percle	Katie Jensen	Elizabeth Huff
Todd Olivier	Stephen Setzer	Stephanie Lacour	Claire Kaemmerling
Wade Price	Megan Spector	Jeffrey Lackey	Christian LaDu
Caroline Sayles	Clinton Stanfield	Connor Murphy	Vivian Miller
Suzan Serigny	Emma Stabbe	Nadia Oliney	Linda Monacelli
Katrina Torrado	Yousef Suliman	Daphne Poole	Alexandra Norman
Contrina Thomas	Sheng-Shou Tan	Ana Storer	Phillip Ramirez
Para-Professional	Terri Tahvildari	John Summers	Brittany Roberts
Clerical Staff	Jamin Valentine	Mary Veazey	Beverly Usher
Custodial Staff	Kai Xing	Denise Wesley	Kelly Vollmer
Cafeteria Staff	Alcides Wolhers	Jared Williams	Jasnira Zuniga

N. Estrella	V. Johnson	W. Price
Kimberly Augustine	Michelle Marquez	Tawanda Carter
Elaina Bergeron	Felecia Mouton	Katherine DaSilva
James Bouyer	Graceloudes Gaitan	Jeffrey daSilva Gonske
Maria Estevez	Blake Harwell	Michelle McCabe
Tina Herbert	Judy Jenkins	Lynette Montero
Robert Hitchins	Ashton Lebourgeois	Jarrod Odom
Madelieine Hollier	Priya Patel	Erika Russo
Bryant Holmes	Ramesh Ramamorthy	Natalie Saint Fleur
Courtney Rancatore	Catherine Wilkinson	William Kent Simmon
Cheryl Scott	Daisy Woods	Tyron Tatum
Melissa Sudbery	<b>Social Studies Vacancy</b>	Lisa Turner
		Betty Uribe

Use the following link to obtain more information about district guidelines for COMPASS

<http://jpschools.org/departement/datainstructional-performance/>

To access the COMPASS evaluation portal use

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

# Cluster Meeting Schedules – K. Torrado

During the cluster meetings, teachers should use the **Steps for Effective Learning** as a guide to complete the **Cluster Meeting Template** for your cluster meeting agenda. See documents attached to this correspondence.

## Overview

	<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesdays</b>
<b>Content Area and Planning Period</b>	Block 1: World History and English III (Spring) Block 2: English I and Civics Block 3: English III (Fall) and Chemistry Block 4: Geometry and World Geography	Block 1: Algebra II and Math Essentials Block 2: US History Block 3: English II Block 4: Biology and Physical Science	Block 1: Algebra I and Earth Science Block 2: Technical Writing Block 3: None Block 4: English IV
<b>Meeting Dates</b>	August: 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> September: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> and 24 <sup>th</sup> October: 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> November: 5 <sup>th</sup> and 12 <sup>th</sup> January: 14 <sup>th</sup> , 21 <sup>st</sup> and 28 <sup>th</sup> February: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> March: 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> April: 1 <sup>st</sup> and 8 <sup>th</sup>	August: 14 <sup>th</sup> , 12 <sup>st</sup> and 28 <sup>th</sup> September: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> October: 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> November: 7 <sup>th</sup> (Wed) and 13 <sup>th</sup> January: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> February: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> March: 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> April: 2 <sup>nd</sup> and 9 <sup>th</sup>	August: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> September: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> October: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> , 24 <sup>th</sup> and 31 <sup>st</sup> November: 7 <sup>th</sup> and 14 <sup>th</sup> January: 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> February: 6 <sup>th</sup> , 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> March: 13 <sup>th</sup> , 20 <sup>th</sup> , and 27 <sup>th</sup> April: 3 <sup>rd</sup> and 10 <sup>th</sup>

Cluster meeting schedules for elective courses are forthcoming.

## English and ESL Departments

Content Area(s)	English I/ESL II	Technical Writing/ESL I	English II/Creative Writing/ESL 3 and 4	English III/ESL 5	English IV
<b>Meeting Day</b>	Monday	Wednesday	Tuesday	Monday	Wednesday
<b>Meeting Location</b>	Cluster Room	Cluster Room	Cluster Room	Cluster Room	Cluster Room
<b>Make Up Meeting Day</b>	Tuesday in room 201	Friday in room 202	Wednesday in room 218	Tuesday in room 217	Friday in room 238
<b>Meeting Times</b>	<b>9:15-10:15 AM – Regular Schedule</b> 8:40-9:10 AM – Early Release Schedule 9:45-10:45 AM – Advisory Schedule 10:25-11:15 AM – AM Activity Schedule 8:50-9:40 AM – PM Activity Schedule	<b>9:15-10:15 AM – Regular Schedule</b> 8:40-9:10 AM – Early Release Schedule 9:45-10:45 AM – Advisory Schedule 10:25-11:15 AM – AM Activity Schedule 8:50-9:40 AM – PM Activity Schedule	<b>11:20-12:20 – Regular Schedule</b> 9:50-10:20 AM – Early Release Schedule 11:30-12:30 PM – Advisory Schedule 11:55-12:45 PM – AM Activity Schedule 11:30-12:20 PM – PM Activity Schedule	<b>11:20-12:20 – Regular Schedule</b> 9:50-10:20 AM – Early Release Schedule 11:30-12:30 PM – Advisory Schedule 11:55-12:45 PM – AM Activity Schedule 11:30-12:20 PM – PM Activity Schedule	<b>1:20-2:20 PM – Regular Schedule</b> 11:30-12:00 PM – Early Release Schedule 1:30-2:30 PM – Advisory Schedule 1:40-2:30 – AM Activity Schedule 10:10 – 11:00 AM – PM Activity Schedule
<b>Meeting Dates</b>	August: 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> September: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> and 24 <sup>th</sup> October: 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> November: 5 <sup>th</sup> and 12 <sup>th</sup> January: 14 <sup>th</sup> , 21 <sup>st</sup> and 28 <sup>th</sup> February: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> March: 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> April: 1 <sup>st</sup> and 8 <sup>th</sup>	August: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> September: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> October: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> , 24 <sup>th</sup> and 31 <sup>st</sup> November: 7 <sup>th</sup> and 14 <sup>th</sup> January: 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> February: 6 <sup>th</sup> , 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> March: 13 <sup>th</sup> , 20 <sup>th</sup> , and 27 <sup>th</sup> April: 3 <sup>rd</sup> and 10 <sup>th</sup>	August: 14 <sup>th</sup> , 12 <sup>st</sup> and 28 <sup>th</sup> September: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> October: 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> November: 7 <sup>th</sup> (Wed) and 13 <sup>th</sup> January: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> February: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> March: 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> April: 2 <sup>nd</sup> and 9 <sup>th</sup>	August: 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> September: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> and 24 <sup>th</sup> October: 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> November: 5 <sup>th</sup> and 12 <sup>th</sup> January: 14 <sup>th</sup> , 21 <sup>st</sup> and 28 <sup>th</sup> February: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> March: 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> April: 1 <sup>st</sup> and 8 <sup>th</sup>	August: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> September: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> October: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> , 24 <sup>th</sup> and 31 <sup>st</sup> November: 7 <sup>th</sup> and 14 <sup>th</sup> January: 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> February: 6 <sup>th</sup> , 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> March: 13 <sup>th</sup> , 20 <sup>th</sup> , and 27 <sup>th</sup> April: 3 <sup>rd</sup> and 10 <sup>th</sup>
<b>Participating Teachers</b>	Dyer, Zuniga, Mouton, Usher, Figueiras (Spring), Miller (Spring), Norman (Spring), and Huff (Spring)	Usher, Figueiras, Monacelli (Fall), Huff (Fall), Miller (Fall), and Norman (Fall)	Dyer, Herrmann, Stabbe, Roberts, Anding and Ramirez	Correa, Bywater, and Monacelli (Spring)	Kaemmerling and LaDu



# Math Department

Content Area(s)	Algebra I/Language of Math Part 2	Math Essentials/Lang of Math Part 1	Algebra II	Geometry
<b>Meeting Day</b>	Wednesday	Tuesday	Tuesday	Monday
<b>Location</b>	Cluster Room	Cluster Room	Room 302	Cluster Room
<b>Make Up Meeting Day*</b>	Friday in room 208	Wednesday in room 207	Wednesday in room 302	Tuesday in room 303
<b>Meeting Times</b>	<b>7:40-8:40 AM – Regular Schedule</b> 7:40-8:10 AM – Early Release Schedule 7:30-8:30 AM – Advisory Schedule 7:30-8:20 AM – AM Activity Schedule 7:30-8:20 PM – PM Activity Schedule	<b>7:40-8:40 AM – Regular Schedule</b> 7:40-8:10 AM – Early Release Schedule 7:30-8:30 AM – Advisory Schedule 7:30-8:20 AM – AM Activity Schedule 7:30-8:20 PM – PM Activity Schedule	<b>7:40-8:40 AM – Regular Schedule</b> 7:40-8:10 AM – Early Release Schedule 7:30-8:30 AM – Advisory Schedule 7:30-8:20 AM – AM Activity Schedule 7:30-8:20 PM – PM Activity Schedule	<b>1:20-2:20 PM – Regular Schedule</b> 11:30-12:00 PM – Early Release Schedule 1:30-2:30 PM – Advisory Schedule 1:40-2:30 PM – AM Activity Schedule 10:10 – 11:00 AM – PM Activity Schedule
<b>Meeting Dates</b>	August: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> September: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> October: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> , 24 <sup>th</sup> and 31 <sup>st</sup> November: 7 <sup>th</sup> and 14 <sup>th</sup> January: 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> February: 6 <sup>th</sup> , 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> March: 13 <sup>th</sup> , 20 <sup>th</sup> , and 27 <sup>th</sup> April: 3 <sup>rd</sup> and 10 <sup>th</sup>	August: 14 <sup>th</sup> , 12 <sup>st</sup> and 28 <sup>th</sup> September: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> October: 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> November: 7 <sup>th</sup> (Wed) and 13 <sup>th</sup> January: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> February: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> March: 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> April: 2 <sup>nd</sup> and 9 <sup>th</sup>	August: 14 <sup>th</sup> , 12 <sup>st</sup> and 28 <sup>th</sup> September: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> October: 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> November: 7 <sup>th</sup> (Wed) and 13 <sup>th</sup> January: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> February: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> March: 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> April: 2 <sup>nd</sup> and 9 <sup>th</sup>	August: 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> September: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> and 24 <sup>th</sup> October: 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> November: 5 <sup>th</sup> and 12 <sup>th</sup> January: 14 <sup>th</sup> , 21 <sup>st</sup> and 28 <sup>th</sup> February: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> March: 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> April: 1 <sup>st</sup> and 8 <sup>th</sup>
<b>Participating Teachers</b>	Mendez, Harris, Jones, Jenkins (Fall), Percle (Fall), and Wolhers	Setzer, Stanfield, and Wolhers (Fall)	Manson, Jenkins (Spring), and Percle	Mendez, Tahvildari, and Chan

\*Teams will meet on this day and location in the event that their regular meeting day falls on a holiday or during another special event that would prevent the regular meeting.

# Science Department

Content Area	Chemistry	Biology	Earth Science	Physical Science
Meeting Days	Monday	Tuesday	Wednesday	Tuesday
Location	Room 231	Cluster Room	Room 221	Room 214
Make Up Meeting Day*	Tuesday in room 231	Wednesday in room 235	Friday in room 221	Wednesday in room 214
Meeting Times	<b>11:20-12:20 – Regular Schedule</b> 9:50-10:20 AM – Early Release Schedule 11:30-12:30 PM – Advisory Schedule 11:55-12:45 PM – AM Activity Schedule 11:30-12:20 PM – PM Activity Schedule	<b>1:20-2:20 PM – Regular Schedule</b> 11:30-12:00 PM – Early Release Schedule 1:30-2:30 PM – Advisory Schedule 1:40-2:30 PM – AM Activity Schedule 10:10 – 11:00 AM – PM Activity Schedule	<b>7:40-8:40 AM – Regular Schedule</b> 7:40-8:10 AM – Early Release Schedule 7:30-8:30 AM – Advisory Schedule 7:30-8:20 AM – AM Activity Schedule 7:30-8:20 PM – PM Activity Schedule	<b>1:20-2:20 PM – Regular Schedule</b> 11:30-12:00 PM – Early Release Schedule 1:30-2:30 PM – Advisory Schedule 1:40-2:30 PM – AM Activity Schedule 10:10 – 11:00 AM – PM Activity Schedule
Meeting Dates	August: 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> September: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> and 24 <sup>th</sup> October: 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> November: 5 <sup>th</sup> and 12 <sup>th</sup> January: 14 <sup>th</sup> , 21 <sup>st</sup> and 28 <sup>th</sup> February: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> March: 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> April: 1 <sup>st</sup> and 8 <sup>th</sup>	August: 14 <sup>th</sup> , 12 <sup>st</sup> and 28 <sup>th</sup> September: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> October: 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> November: 7 <sup>th</sup> (Wed) and 13 <sup>th</sup> January: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> February: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> March: 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> April: 2 <sup>nd</sup> and 9 <sup>th</sup>	August: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> September: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> October: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> , 24 <sup>th</sup> and 31 <sup>st</sup> November: 7 <sup>th</sup> and 14 <sup>th</sup> January: 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> February: 6 <sup>th</sup> , 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> March: 13 <sup>th</sup> , 20 <sup>th</sup> , and 27 <sup>th</sup> April: 3 <sup>rd</sup> and 10 <sup>th</sup>	August: 14 <sup>th</sup> , 12 <sup>st</sup> and 28 <sup>th</sup> September: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> October: 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> November: 7 <sup>th</sup> (Wed) and 13 <sup>th</sup> January: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> February: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> March: 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> April: 2 <sup>nd</sup> and 9 <sup>th</sup>
Participating Teachers	Harwell and Ramamoorthy	Valentine and Tan	Gaitan and Brown	Wilkinson and Woods

\*Teams will meet on this day and location in the event that their regular meeting day falls on a holiday or during another special event that would prevent the regular meeting.

# Social Studies Department

Content Area	Civics	US History	World Geography	World History
Meeting Days	Monday	Tuesday	Monday	Monday
Location	Room 227	Cluster Room	Room 212	Room 226
Make Up Meeting Day*	Tuesday in room 227	Wednesday in room 225	Tuesday in Room 212	Monday in room 226
Meeting Times	<b>9:15-10:15 AM – Regular Schedule</b> 8:40-9:10 AM – Early Release Schedule 9:45-10:45 AM – Advisory Schedule 10:25-11:15 AM – AM Activity Schedule 8:50-9:40 AM – PM Activity Schedule	<b>9:15-10:15 AM – Regular Schedule</b> 8:40-9:10 AM – Early Release Schedule 9:45-10:45 AM – Advisory Schedule 10:25-11:15 AM – AM Activity Schedule 8:50-9:40 AM – PM Activity Schedule	<b>1:20-2:20 PM – Regular Schedule</b> 11:30-12:00 PM – Early Release Schedule 1:30-2:30 PM – Advisory Schedule 1:40-2:30 PM – AM Activity Schedule 10:10 – 11:00 AM – PM Activity Schedule	<b>7:40-8:40 AM – Regular Schedule</b> 7:40-8:10 AM – Early Release Schedule 7:30-8:30 AM – Advisory Schedule 7:30-8:20 AM – AM Activity Schedule 7:30-8:20 PM – PM Activity Schedule
Meeting Dates	August: 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> September: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> and 24 <sup>th</sup> October: 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> November: 5 <sup>th</sup> and 12 <sup>th</sup> January: 14 <sup>th</sup> , 21 <sup>st</sup> and 28 <sup>th</sup> February: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> March: 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> April: 1 <sup>st</sup> and 8 <sup>th</sup>	August: 14 <sup>th</sup> , 12 <sup>st</sup> and 28 <sup>th</sup> September: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> October: 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup> November: 7 <sup>th</sup> (Wed) and 13 <sup>th</sup> January: 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> February: 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> March: 12 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> April: 2 <sup>nd</sup> and 9 <sup>th</sup>	August: 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> September: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> and 24 <sup>th</sup> October: 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> November: 5 <sup>th</sup> and 12 <sup>th</sup> January: 14 <sup>th</sup> , 21 <sup>st</sup> and 28 <sup>th</sup> February: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> March: 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> April: 1 <sup>st</sup> and 8 <sup>th</sup>	August: 13 <sup>th</sup> , 20 <sup>th</sup> and 27 <sup>th</sup> September: 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> and 24 <sup>th</sup> October: 1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> November: 5 <sup>th</sup> and 12 <sup>th</sup> January: 14 <sup>th</sup> , 21 <sup>st</sup> and 28 <sup>th</sup> February: 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> March: 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> April: 1 <sup>st</sup> and 8 <sup>th</sup>
Participating Teachers	DaSilva and Simmons	Tatum and Turner	da Silva Gonske and Odom	Russo and Saint Fleur

\*Teams will meet on this day and location in the event that their regular meeting day falls on a holiday or during another special event that would prevent the regular meeting.

## INSTRUCTIONAL TECHNOLOGY- M. McCabe

**JPPSS has approved the use of Google Classroom. Since permissions for electronic communications between students and teachers must be monitored through approved source, teachers and students will be provided user names and passwords. The use of school owned Chromebooks are mandatory.**

# Walkthroughs with Feedback

Feedback regarding teacher effectiveness of instructional practices is essential to student and teacher growth. The following district feedback form will be utilized when observing classrooms.

## Jefferson Parish Public Schools Feedback Form

Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_ Date: \_\_\_\_\_ Observer: \_\_\_\_\_

Instructional Shift	Compass Outcome	TAP Indicator	Evidence <i>What is the teacher saying and doing? What are students saying and doing?</i>
Are <u>materials</u> being utilized in a timely manner, aligned to the grade-level standards, and do they sustain students' attention?	2c: Managing Classroom Procedures	Activities & Materials	
What <u>skills</u> are students being asked to demonstrate during the lesson and are they aligned to the standards of that grade level?	1c: Setting Instructional Outcomes	Standards & Objectives	
How are students <u>developing</u> their understanding of the skill(s)?	3c: Engaging Students in Learning	Thinking Problem Solving	
At what level are students <u>individually</u> expressing their understanding of the skill(s)?	3c: Engaging Students in Learning	Thinking Problem Solving	
What <u>questions</u> are being asked and answered to <u>deepen</u> the level of students' understanding?	3b: Using Discussion & Questioning	Questioning	
How do teachers know the level of <u>individual student mastery</u> of skill(s)?	3d: Using Assessment & Instruction	Standards & Objectives	

Reinforcement: \_\_\_\_\_  
\_\_\_\_\_

Refinement: \_\_\_\_\_  
\_\_\_\_\_

Reflections: \_\_\_\_\_  
\_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

**Grace King High School**  
**Classroom Informal Observation**  
**Weekly Schedule Monday, August 13<sup>th</sup>- Friday, August 17<sup>th</sup>**  
**Focus Area: Classroom Management**

	<b>Meggs-Hamilton</b>	<b>Butler</b>	<b>Serigny</b>	<b>Torrado</b>	<b>Estrella</b>	<b>Johnson</b>	<b>Price</b>
<b>Monday, August 13<sup>th</sup></b>	Clinton Stanfield Emma Stabbe	Bernard Chan Samantha Harris Judy Jenkins	Elaina Bergeron Jorge Castaneda Carroll Carter James Cooper	William Anding Jake Bywater	Kimberly Augustine James Bouyer	Shanethia Cox Monica Dyer	Katherine DaSilva Jeffrey daSilva Gonske
<b>Tuesday, August 14<sup>th</sup></b>	Yousef Suliman Sheng-Shou Tan Terri Tahvildari	Kelsie Jones Devin Manson	Gina Farrugia Jason Fischtzuir Roberto Furtado Katie Jensen	Zachary Correa Carolina Figueicas	Maria Estevez Tina Herbert	Felecia Mouton Graceloudes Gaitan	Lynette Monerro Erika Russo
<b>Wednesday, August 15<sup>th</sup></b>	Jamin Valentine Kai Xing	Omar Mendez M.J. Pineda-Mardiaga	Stephanie Lacour Jeffrey Lackey Connor Murphy Nadia Oliney	Georgianna Forrest Rhonda Herrmann Elizabeth Huff	Robert Hitchins Madelieine Hollier	Blake Harwell Ashton Lebourgeois Priya Patel	Natalie Saint Fleur Jarrod Odom
<b>Thursday, August 16<sup>th</sup></b>	Alcides Wolhers Linda Monacelli	Brett Percle Stephen Setzer	Daphne Poole Marie Smith-Williams John Summers	Claire Kaemmerling Christian LaDu	Bryant Holmes Michelle Marquez Karen Panks	Ramesh Ramamorthy Geeta Ramesh	William Kent Simmon Tyron Tatum
<b>Friday, August 17<sup>th</sup></b>	Alexandra Norman Brittany Roberts	Megan Spector Phillip Ramirez	Mary Veazey Denise Wesley Jared Williams	Vivian Miller Beverly Usher	Melissa Sudbery Betty Uribe	Catherine Wilkinson Kelly Vollmer	Lisa Turner Daisy Woods Jasnira Zuniga

Look for:

- Blackboard Configuration (Louisiana Student Standards and objectives are clearly written or displayed, and the daily agenda includes various timed activities from bell-to-bell.)
- Student behavior
- Student initiated routines and procedures
- Accessibility of materials and resources
- Organization and control of the classroom environment
- Any loss of Instructional Time

Reminders:

- Administrators/Observers will utilize the official teacher observation feedback form when conducting informal observations during instructional time.
- Observations must be at least 15 minutes.
- Teachers must receive same-day written feedback on the observation with an option to hold a face-to-face meeting with the administrator/observer within 48 hours.
- Teacher feedback must include recommendations for improvement and shall be accompanied by an instructional support, coaching and/or professional development plan.

Copies of all observations must be submitted to me no later than the following Monday along with your current week's observation schedule.

# School Operations Department

## **\*\*Policy\*\***

### **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
  - i. greeted by the principal, asst. principals and teachers
  - ii. checked for adherence to the uniform policy
  - iii. required to have their ID's worn on a identifiable grade-level lanyard around their necks
  - iv. 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 Ms. Lakeshia Bradley (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.

### **Social Media**

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 sites 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) to create an affiliated webpage. Ms. Carter also manages the GK Twitter, Instagram and Facebook accounts.

### **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 Zachary Butler, Asst. Principal.

### **School Calendar and Use of Facility**

The official school calendar shall be managed by Zachary Butler (Assistant Principal) and Tawanda Carter (Librarian) while the Use of Facility is managed by and Lakeshia Bradley (Secretary). All events must be approved with the facility approved before they are placed on the calendar. Any event that is not on the calendar, will not take place.

### **Cell Phone/Head Phone Use**

Grace King is a no cell phone zone. All employees shall refrain from the use of cell phones and head phones while in on 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).

### **School Safety**

Everyone is responsible for maintaining a safe and orderly campus. Please adhere to all rules and policies.

## Student Identification Photos – W. Price

Tuesday, August 14th, the photographer will be in the library to take photos for both ID Cards and Yearbook. Teachers and staff who have not taken an ID photo should report during their planning or at lunch to get this done, as well.

It is our hope to get everyone photographed, and only have to deal with few students and staff at the next opportunity (tentatively August 21, at this time).

**Student are to report to the LIBRARY, and enter from the SCIENCE HALL. The courtyard doors will be the exit.**

- **In an effort to minimize distractions, we will not be making announcements for this process.**
- Remind students that if they took a photo at orientation on August 2nd, they are to remain in class.
- At the appropriate time, please send students to the library whose last names are listed below and **only those who have not already taken a photo**. Remind them to enter from the hallway.
- Teachers in Special Needs classes may bring students at one time, regardless of grade classification. Step to the front of the photography line, please.

Time	Classification	Last Names
7:30 AM	Seniors	A - C
7:50 AM		D - H
8:10 AM		I - M
8:30 AM		N - S
8:50 AM		T - Z
9:10 AM	Juniors	A - B
9:30 AM		C - F
9:50 AM		G - K
10:10 AM		L - N
10:30 AM		O - S
10:50 AM	Sophomores	T - Z
11:10 AM		A
11:30 AM		B - D
11:50 AM		E - J
12:10 PM		K - M
12:30 PM	Freshmen	N - R
12:50 PM		S - Z
1:10 PM		A - C
1:30 PM		D - F
1:50 PM		G - I
2:10 PM		J - L
		M - P
		Q - Z

Please inform students that any student caught loitering in the hallways and courtyard during lunch or instructional time will be issued a Saturday detention. Again teachers, do not allow students out of class unless it is their time to report. If you are a student misses their scheduled time, then the student will have to wait until “last calls” are announcement. “Last calls” will be made at the end of the day.

## Operation S.T.A.R.T (SWEEP)

# Safe Transitions and Reduced Tardiness — N. Estrella

Beginning Monday, August 13, 2018, we will begin Operation START and SWEEP Protocol. Everyone is asked to adhere to the directives below to ensure a safe and orderly campus that is productive for bell to bell instruction.

### Teachers who have class

1. Be in the hallway welcoming their students and encouraging other students to move quickly and orderly to class.
2. At the conclusion of the tardy bell, close your doors (doors should already be and locked) and immediately begin your instructional activities
3. As students arrive late to class, ensure that they have a tardy pass and document their tardy using the tardy log that was provided to you during staff development training.
4. Post student attendance within the first 15 minutes of class. For accountability, both excused and unexcused tardies must be recorded in JCampus.
5. Issue the student appropriate consequence **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 on JCAMPUS.**
  - **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 and 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. Copies of the detention forms are in the Office of Operations. (Students must sign detention forms.)
    - **If you have not attempted to hold a parent conference, you may not issue a detention. (Save copies of the conference form w/ student signature.)**
  - **6th Tardy:** Detention – Follow the same procedures listed for the 5th tardy.
  - **7th Tardy:** Saturday Detention – Use the regular detention form. Fill in the student’s name and offense. Bring the form to Ms. Cruz in 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!!!!**



## Teachers on SWEEP

1. Escort tardy students without a signed pass to the courtyard.
  - b. If a student is uncooperative, ask the student to please report to an administrator.
    - i. Mr. Butler will be outside of the **Boy's Restroom**.
    - ii. Mr. Price 200 bldg. Library
    - iii. Mr. Estrella 200 bldg. Freshman Academy
    - iv. Ms. Serigny and Mrs. Johnson will be outside of the **Girl's Restroom**.
    - v. Ms. Torrado 300 bldg
  - c. If you notice a student not cooperating with a colleague, assist our colleague & help the student behave in a safe, respectful, and cooperative manner.
    - i. Send an email to the appropriate Dean of Students to report behavior that requires a conversation and/or reminder of our expectations.
      1. Mr. Price 9th
      2. Mr. Estrella 10th
      3. Mrs. Johnson 11th and 12th
2. If your name is in bold, report to the courtyard restrooms post haste.
  - a. Ask students for her/his pass before they enter the restroom.
    - i. Students in line **before the tardy bell** will have her/his pass signed in the **excused** cell.
    - ii. Students in line **after the tardy bell** will have her/his pass signed in the **unexcused** cell. Follow the progression in the consequences chart for unexcused tardies.
    - iii. Include the time the student is leaving the area on the pass.
    - iv. The goal is to get students in class expeditiously.
3. At the conclusion of SWEEP, teachers should initial the SWEEP roster which will be located in Operations.

Initial in the cell to the right of your name after all students are in class.							
1st		2nd		3rd		4th	
Bergeron		Castaneda		Anding		Augustine	
Brown		Cooper		Bouyer		C. Carter	
Bywater (S)		Da Silva		Bywater (F)		Chan	
Fischtziur		Dyer (F/S)		<b>Correa</b>		Da Silva Gonske	
Furtado		<b>Figueiras</b>		Dyer (F/S)		Hitchins (S)	
Gaitan		Forrest		Estevez		Jensen	
Harris		Herbert		Farrugia		Kaemmerling	
Jenkins		<b>Huff</b>		Harwell		Lackey	
Jones		LeBourgeois (S)		<b>Herrmann</b>		Ladu	
LeBourgeois (F)		Miller		Hitchins (F)		<b>Mendez (F/S)</b>	
Marquez (F)		Mouton		Holmes		Montero (S)	
Mendez (F/S)		Monacelli (F)		Lacour		<b>Odom</b>	
Percle		Montero (F)		Monacelli (S)		Scott (F)	
Pineda		<b>Norman</b>		Murphy		Storer	
Rancatore (F)		Oliney		Rancatore (S)		Tahvildari	
Russo		<b>Simmons</b>		Patel		Tan	
Saint Fleur		Sudbery		Poole		<b>Valentine</b>	
Sbisa (S)		Tatum		<b>Ramamoorthy</b>		Vollmer	

Scott (S)		Turner		<b>Ramirez</b>		<b>Wilkinson</b>	
Setzer		Usher		Sbisa (F)		Woods (S)	
Spector (S)		Veazey		Scott (F/S)			
Stanfield		Westley		Spector (F)			
Suliman		<b>Xing</b>		<b>Stabbe</b>			
Summers		Zuniga		Uribe			
Wohlers				Marquez (S)			
				Williams			
				Woods (F)			

Students are expected to remain in class for the duration of the instructional time. Should an emergency arises, calls for restroom escorts. Restroom escorts will not be available until 30 minutes after the tardy bell or 30 minutes before class dismissal. Students should not be given a pass out of class unless they have a Nurse's PASS. In that case, you should call the office to inform them that the student is reporting to Operations.

**\*\*\*\*\*Anytime a student leaves your class with or without permission, you should contact the office immediately.\*\*\*\*\***

## Grade Level Meetings

Beginning, Monday, August 13th through Thursday, August 16th, we will be conducting grade-level meetings during homeroom in the school cafeteria. When announced, teachers will escort their students to the cafeteria and sit in the area designated for that class. During the meetings, students are expected to be Attentive while presenters are speaking. The schedule is as follows:

Monday - Seniors

Tuesday - Juniors

Wednesday - Sophomores

Thursday- Freshman

Teachers with in mixed homerooms should release students of the appropriate grade level to report to the cafeteria.

As a reminder, homerooms that are not scheduled for meetings will complete the daily PBIS lessons. You should review these lessons and activities prior to the start of homeroom as to ensure there is no difficulty with implementation. Please contact Mr. Butler or Ms. Turner should you have questions regarding PBIS matters. PBIS activities are attached to this newsletter.

**Friday, August 10<sup>th</sup> – Friday, August 17<sup>th</sup>**

### Anticipated 1<sup>st</sup> Week of School Bell Schedule - ADJUSTED

7:15 AM	First Bell Rings
7:20 AM – 8:00 AM	Homeroom
8:03 AM – 9:30 AM	1 <sup>st</sup> Period
9:33 AM – 11:00 AM	2 <sup>nd</sup> Period
11:00 AM – 11:40 AM	1 <sup>st</sup> Lunch (9 <sup>th</sup> Grade Only)

11:43 AM – 1:10 PM  
 11:03 AM – 12:30 PM  
 12:30 PM – 1:10 PM  
 1:13 PM – 2:40 PM

3<sup>rd</sup> Period (9<sup>th</sup> Grade Only)  
 3<sup>rd</sup> Period (Grades 10, 11, 12)  
 2<sup>nd</sup> Lunch (Grades 10, 11,12)  
 4<sup>th</sup> Period

<b>Homeroom Topics – First Week</b>	
<b>Date</b>	<b>Topics to be Covered</b>
Friday, August 10 <sup>th</sup>	<ul style="list-style-type: none"> <li>• 4 A's – Attendance, Attentiveness, Attitude, and Accountability (Class discussion: How are the 4As critical for success at Grace King?)</li> <li>• Re-iterate school rules, procedures, and expectations</li> </ul>
Monday, August 13 <sup>th</sup>	<ul style="list-style-type: none"> <li>• PBIS Activity #1 – Grades 9-11</li> <li>• Senior Class Meeting – Report to cafeteria when called</li> </ul>
Tuesday, August 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>• PBIS Activity #2 - Grades 9-10</li> <li>• PBIS Activity #1 – Grade 12</li> <li>• Junior Class Meeting – Report to cafeteria when called</li> </ul>
Wednesday, August 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>• PBIS Activity #2 – 11<sup>th</sup> and 12<sup>th</sup> Grades</li> <li>• PBIS Activity #3 – 9<sup>th</sup> Grade</li> <li>• Sophomore Class Meeting – Report to the cafeteria when called</li> </ul>
Thursday, August 16 <sup>th</sup>	<ul style="list-style-type: none"> <li>• PBIS Activity #3 – 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Grades</li> <li>• Freshman Class Meeting – Report to the cafeteria when called</li> </ul>
Friday, August 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>• PBIS Activity #4 – All grades</li> </ul>

**\*Reminder: Review policies, rules, and procedures during each class period, each day during the first week.**

## **School Calendar and Copy Codes – T. Carter**

On Wednesday, August 21<sup>st</sup> at 3:00 pm, there will be a final calendar meeting for all those who wish to get an event scheduled during the 18-19 school year. The meeting will be held in the Library Conference Room. Once the calendar is completed, there will not be opportunity to add events to the calendar. This includes fundraising events.

Copier accounts are being updated, and should be finished by Monday. Please see me if you have not received your employee ID number.

## Grace King Faculty and Staff Directory

2018-2019 TEACHERS	ROOM NUMBER	EXTENSION	PLAN
ANDING, WILLIAM	504	#504	3
AUGUSTINE, KIMBERLY	322	#322	4
BERGERON, ELAINA	600, 602	#600, #602	1
BROWN, CHARLESE	213		
BOUYER, JAMES	509	#509	3
BYWATER, JAKE	217	#159	1
CARTER, CARROLL	308B	#338	4
CASTANEDA, JORGE	401	#401	2
CHAN, BERNARD	301	#301	4
COOPER, JAMES	313B	#353	2
CORREA, ZACHARY	215	#215	1
VACANCY- 1ST RESPONDER	502B	#512	1
DA SILVA GONSKE, JEFFREY	212	#212	4
DA SILVA, KATHERINE	227	#227	2
DYER, MONICA	315	#315	2,3
ESTEVEZ, MARIA	501A	#501	4
FARRUGIA, GINA	325	#325	3
FIGUEIRAS, CAROLINA	313A	#313	2
FISCHTZIUR, JASON	518	#518	1
FORREST, GEORGIANNA	202	#202	2
FURTADO, ROBERTO	311A	#311	1
GAITAN, GRACELOURDES	221	#221	1
HARRIS, SAMANTHA	211	#211	1
HARWELL, BLAKE	233	#233	3
HERBERT, TINA	323	#323	2
HERRMANN, RHONDA	216	#216	3

2018-2019 TEACHERS	ROOM NUMBER	EXTENSION	PLAN
LEBOURGEOIS, ASHTON	232	#232	2
MANSON, DEVIN	304	#304	1
MENDEZ, OMAR	310	#310	1,4
MILLER, VIVIAN	LIB 3	#253	2
MONACELLI, LINDA	204	#204	2F,3S
MONTERO, LYNETTE	316	#316	4
MOUTON, FELICIA	203	#203	2
MURPHY, CONNOR	517	#517	3
NORMAN, ALEXANDRA	LIB 1	#251	2
ODOM, JARROD	206	#206	4
OLINEY, NADIA	314	#314	2
RANCATORE, COURTNEY	329	#329	3
PATEL, PRIYA	236	#236	3
PERCLE, BRETT	306	#306	1
PINEDA, JAN	330	#330	1
POOLE, DAPHANNE	308A	#308	3
SCIENCE VACANCY	233	#233	1
RAMESH, RAMAMORTHY	231	#231	3
RAMIEREZ, PHILIP	321	#321	3
ROBERTS, BRITTNEY	220	#220	3
RUSSO, ERIKA	226	#226	1
SAINT FLEUR, NATALIE	225	#225	1
SCOTT, CHERLYN	GYM	X	1S,3,4F
SETZER, STEPHEN	207	#207	1
SIMMONS, WILLIAM KENT	223	#223	2
STORER, ANA	404	#404	4

HITCHINS, ROBERT	GYM	X	3F,4S
HOLLIER, MADELEINE	502A	#502	2
HOLMES, BRYANT	GYM	X	3
HUFF, KATELYN	LIB 2	#252	2
JENKINS, JUDY	302	#302	1
JENSEN, KATIE	402	#402	4
JONES, KELSIE	208	#208	1
KAEMMERLING, CLAIRE	238	#238	4
LACKEY, JEFFERY	601	#601	4
LACOUR, STEPHANIE	210	#210	3
LADU, CHRISTIAN	228	#160	4

#### ADMINISTRATION

MEGGS-HAMILTON	PRINCIPAL	3301
BUTLER, ZACHARY	ASSISTANT PRINCIPAL	3303
ESTRELLA, NOBERT	DEAN OF STUDENTS	3342
JOHNSON, VALERIE	DEAN OF STUDENTS	3324
PRICE, WADE	DEAN OF STUDENTS	3343
SERIGNY, SUZAN	ASSISTANT PRINCIPAL	3312
TORRADO, KATRINA	ASSISTANT PRINCIPAL	3302

#### CLERICAL

BRADLEY, LEKESHIA	PRINCIPAL SECRETARY	3304
CHICAS, KERSY	CLERK	3307
CRUZ, DILICA	CLERK	3306
HAUER, JOYCE	BOOKKEEPER	3313
NASH, IVY	ASSISTANT SECRETARY	3309

#### LIBRARY

MCCABE, MICHELLE	LIBRARIAN	3321
CARTER, TAWANDA	LIBRARIAN	3320

SPECTOR, MEGAN	327	#327	1
STABBE, EMMA	218	#218	3
STANFIELD, CLINTON	209	#209	1
SUDBERY, MELISSA	501B	#511	2
SULIMAN, YOUSEF	307	#307	1
SUMMERS, JOHN	609	#609	1
TAHVILDARI, TERRI	303	#303	4
TAN, SHENG-ZHOU	234	#234	4
TATUM, TYRON	224	#224	2
TURNER, LISA	222	#222	2
URIBE, BETTY	331	#331	3
USHER, BEVERLY	205	#205	2
VALENTINE, JAMIN	235	#235	4
VEAZEY, MARY	312	#312	2
VOLLMER, KELLY	237	#237	4
WESTLEY, DENISE	516	#516	2
WILKINSON, CATHERINE	214	#214	4
MARQUEZ, MICHELLE	309	#309	3
WILLIAMS, JARED	519	#351	3
WOLHERS, ALCIDES	311-B	#311-B	1
WOODS, DAISY	230	#230	4
XING, KAI	305	#305	2
ZUNIGA, JASNIRA	201	#201	2

#### COUNSELORS

GUILLION, ANGELLE	SENIOR COUNSELOR	3317
GUZMAN, ROBERTO	JUNIOR COUNSELOR	3305
OLIVIER, TODD	SOPHOMORE COUNSELOR	3316
SAYLES, CAROLINE	FRESHMEN COUNSELOR	3314
THOMAS, CONTRINA	GRADUATION COUNSELOR	3339

# Useful Links

**Grace King High School**

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

**Jefferson Parish Public School System**

<http://jpschools.org/>

**Employee Resources**

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

**Teaching and Learning**

<http://jpschools.org/department/teaching-and-learning/>

**Instructional Performance Support**

<http://jpschools.org/department/teaching-and-learning/datainstructional-performance/>

**Support Performance Support**

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

**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>