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2016 – 2017

Librarians meet from 8:30 A.M. to 11:00 A.M.

Technology Coordinators meet from 12:30 P.M. to 3:00

August 19, 2016 (Technology Coordinators – 8:30 – 3:00)

August 26, 2016 (Librarians – 8:30 – 3:00)

September 30, 2016

October 21, 2016

December 2, 2016

February 17, 2017

March 31, 2017

May 19, 2016

PROFESSIONAL DEVELOPMENT

In order to address the goals of both the state and parish plans, St. Martin Parish will implement a variety of strategies and participate in educational technology initiatives.
The current initiative is a 1:1 Pilot Expansion in which all 5th Grade students and teachers across St. Martin Parish will have a school board issued chromebook in which to conduct teaching and learning.

In accordance with our parish plan, we will make effective use of our technology resources by utilizing our Professional Development Center located at the St. Martin Parish School Board Department of Administration, as well as at individual school sites. Registration for technology classes is through the District Website
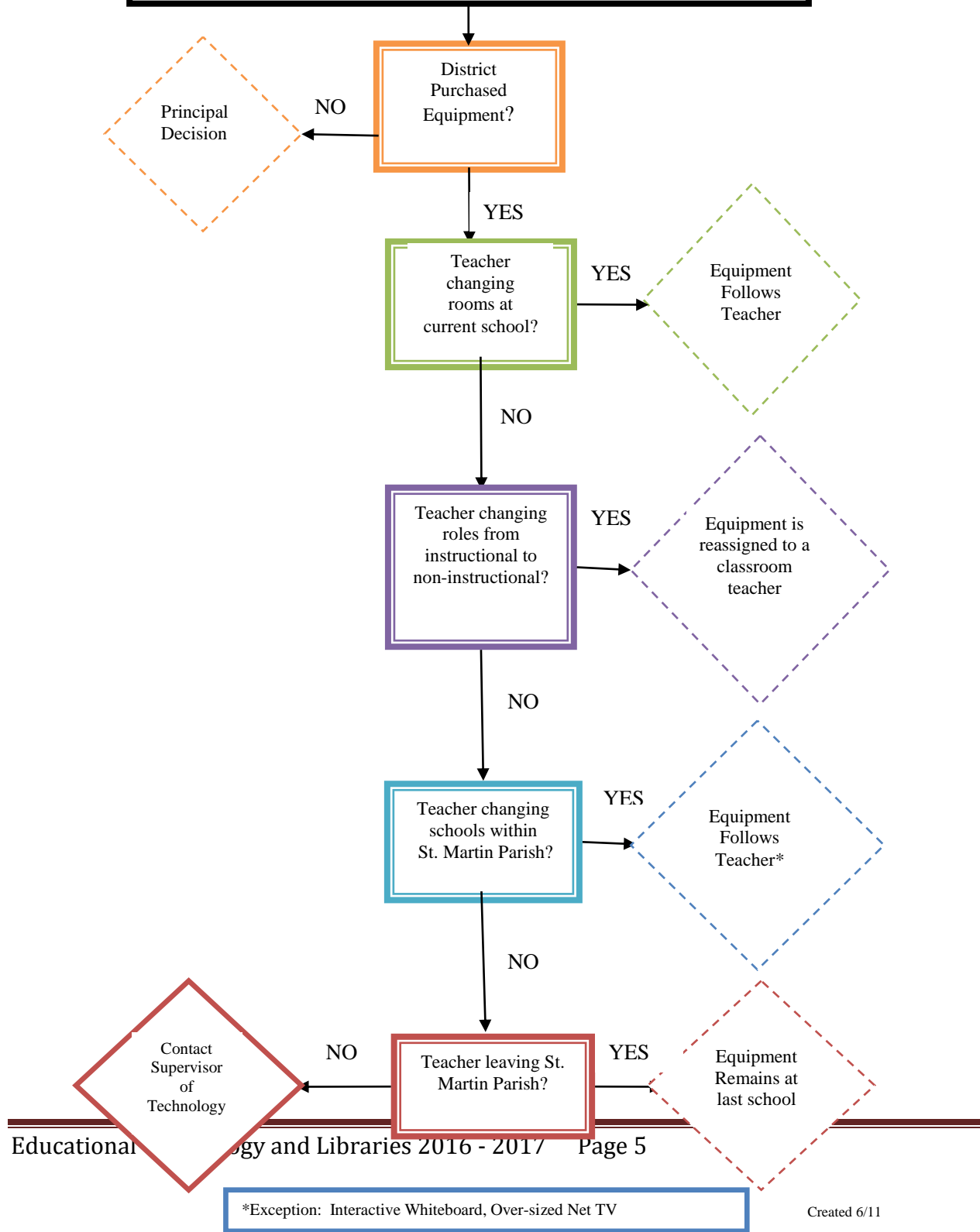
2016-2017 Classes

ClassFlow - Create and Deliver Interactive Lessons, Assignments, and Real Time Assessments. Improve student engagement by facilitating the interactive and collaborative use of classroom devices, digital curriculum & assessments for learning.
Google Classroom - Create, assign, and collect student classwork and homework paperless. Integrate Google Docs, Google Drive and Gmail to create assignments and provide feedback for in progress and completed work. Learn how to communicate with students directly and with whole class announcements. Create assignments that will incorporate files, videos and links to websites.
Promethean Board for Beginners- This course is a basic introduction to the Promethean board. Participants will gain basic knowledge of the Promethean board and its uses. Topics discussed: Calibrating, Dashboard, creating a new flipchart, main toolbox and how to customize it.
Smartboard for Beginners- This course is a basic introduction to the Smart Board. Participants will gain basic knowledge of the Smartboard and its uses. Topics discussed: Calibrating, Dashboard, creating a Smart Notebooks, main toolbox and how to customize it.
Breakout EDU – Elementary: Participants will engage in immersive learning games that teach teamwork, problem solving, critical thinking, and troubleshooting by presenting students with challenges that ignite their natural drive to problem solve. Games teach core academic subjects including math, science, history, language arts.
Formative Assessment Through Technology: participants will leave with several ready to use technology-related tools and ideas to use for formal assessments in the classroom
Technical Side of the Chromebook: We will explore the basics of Chromebooks. What is a Chromebook, Chrome OS, How to use a Chromebook vs. systems that you are working with now, working offline and tips and tricks of Chromebooks.
Interactive Science: Participants will engage in activities geared toward major Science concepts. Physical Science, Life Science, and Earth Science will be addressed, as well as the necessary analysis skills needed to answer LEAP questions.

*****New classes will be available beginning Fall 2016. Refer to District Website for additional information*****

ST. MARTIN PARISH INSTRUCTIONAL TECHNOLOGY EQUIPMENT FLOWCHART

District Purchased Equipment?

- NO → **Principal Decision**
- YES ↓

Teacher changing rooms at current school?

- YES → **Equipment Follows Teacher**
- NO ↓

Teacher changing roles from instructional to non-instructional?

- YES → **Equipment is reassigned to a classroom teacher**
- NO ↓

Teacher changing schools within St. Martin Parish?

- YES → **Equipment Follows Teacher***
- NO ↓

Teacher leaving St. Martin Parish?

- NO → **Contact Supervisor of Technology**
- YES → **Equipment Remains at last school**

*Exception: Interactive Whiteboard, Over-sized Net TV

Created 6/11

St. Martin Parish Technology Plan

The St. Martin Parish Technology Plan outlines the district's vision for educational technology. The document offers guidance on how to build local capacity to support further implementation of technology in today's educational settings. The plan provides a common vision for continued technological advancement and strategic planning for future growth and needs in the area of educational technology.

Acceptable Use Policies

The St. Martin Parish School District offers all employees access to the school district's computer system, which include the district's network, the Internet, email, and other forms of electronic communication. This access is provided to assist employees in carrying out the educational business of St. Martin Parish Schools. However, **employees are required to read the Employee Acceptable Use Policy, sign the Employee User Agreement, and submit the form to their immediate supervisor.**

The St. Martin Parish School District offers Internet access for student use. Access is available for a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities. Students are required to read the Acceptable Use Policy for Students and sign the Student User Agreement. Student User Agreement is to be kept on file at the current school. The agreement must be completed **only once per level** (ex. primary, elementary, middle/jr. high, high school). A new agreement must be completed each time the student changes schools. If at any time the parent/guardian wishes to revoke permissions, it must be done so in writing.

Employee/Student Communications

Act 214 of the 2009 Louisiana Legislative Session places limitations on electronic communications between students and teachers. As a general rule, all school employees should limit electronic communications with students concerning official school related activities. Contacting students via social networking sites, such as Facebook, Twitter, and other social media, is not encouraged. Any employee, teacher/coach/etc. who will have reason to contact students outside of the school day via electronic communication, must complete an Employee/Student Electronic Communications Form. The form is to be maintained by the principal. Employees and students will also be required to report unwanted electronic contact from employees and students. Reporting form will be posted on the District website.

School Technology Coordinators

Each school administrator will select a teacher representative to serve as Technology Coordinator. This individual will work closely with the Supervisor of Technology and other parish technology coordinators. Responsibilities include, but are not limited to:

1) **Attend regularly scheduled technology meetings**
2) Maintain school's website
3) Disseminate information acquired from monthly meetings to principal and faculty
4) Assist with technology surveys, needs-assessments, etc. as needed
5) Assist with minor equipment and software issues

This individual should demonstrate the following capabilities:

1) Knowledge and effective use of computer equipment and software
2) Ability to develop and implement standards-based technology lessons
3) Use of effective instructional practices
5) Teacher mentor and technology instructor / role model
6) Strong communication and leadership skills

Reporting Misuse and Abuse

Users of the St. Martin Parish School District's computers, networks, and Internet are held personally responsible for actions in accessing and utilizing available resources. St. Martin School Board also reserves the right to discipline students for actions taken off-campus, if they are intended to have an effect on a student or employee or they adversely affect the safety and well-being of student/teacher while in school. (Refer to Discipline Handbook) Any suspicion of misuse, abuse or violation should be reported to the School Board. Violations of employee/student electronic communication should be reported to the Supervisor of Technology (Refer to the District website for reporting form).

E-Mail Accounts

Employees
Employee accounts are generated by the Computer Services Department.
Students
Student accounts are generated by the Computer Services Department. Students in grades 3-12 are allowed to access and use a district-approved, Gmail account.

Forum Accounts

All St. Martin Parish employees who hold a St. Martin Parish email account are able to sign up and access the Forum. Each school has a Forum set up specifically for the employees of assigned to the school. Teachers may also have access to other Forums of interest. (i.e. Librarians, Technology Coordinators, etc) Any employee wishing to sign up for the Forum must submit a request using the same convention as email, firstname_lastname and use the district issued email address as their email address.

District Software/Programs

The following can be accessed from the District Website:

• OnCourse Lesson Plan Management System is the method that teachers are required to use for the creation of weekly lesson plans. Lesson plan manager also includes teacher website with every license.
• Accelerated Reader Web-based software manages all reading activities including read to, read with, and read independently. Students have access to four types of quizzes: Reading Practice, Vocabulary Practice, Literacy Skills, and Textbook Quizzes on over 100,000 titles.
• LPB Learning Port offers video-on-demand, including United Streaming, as well as professional development webinars for teachers.
• iReady - A single K–12 adaptive Diagnostic for reading and mathematics that pinpoints student needs down to the sub-skill level, and ongoing progress monitoring shows whether students are on track to achieve end-of-year targets. It also provides personalized student instruction targeted to students' unique areas of needs and mobile apps to boost achievement.
• Skills Tutor - supplemental programs that are used to help increase proficiency in math, reading, writing, language, science, and workforce readiness. It can be used as a teacher-aided instructional tool or as a one-on-one tutoring resource with minimal guidance
• Gale Group - A comprehensive online collection of several databases for k-12 students, as well as faculty members that cover a wide range of subject areas. Databases are accessible from school and home.
• Worldbook Online - Online encyclopedia and reference center which includes hands-on learning activities correlated to curriculum standards.
• JPAMS – District Student Information System
• The Forum - phpBB is an open source bulletin board system that allows you to keep in touch with teachers, administrators, etc.
• Edgenuity – self-paced, online virtual learning environment used as full curriculum for virtual students in grades 7-12 and also used for credit recovery and grade recovery

Libraries
Supervisor of Technology & Libraries
Redell W. Louis

redell_louis@saintmartinschools.org

St. Martin Parish Libraries Guidelines

Things To Remember:

- According to Bulletin 1134, librarians must be provided with at least 20% unencumbered time in order to perform the necessary administrative, technical, and clerical tasks.

- The librarian/pupil ratio follows the same guidelines set for classroom teachers as stated in Bulletin 741.

- Pre-K students should be accompanied by classroom aides when attending the library in order to adhere to the 10 to 1 ratio set by the program.

- When assigning librarians duty, please consider the fact that they open before school, recesses, and at lunch time.

- Librarians should not be required to double-up classes or make-up classes due to monthly librarian meetings, professional development activities, class field trips, teacher absences, or holidays.

- Please encourage teachers to plan collaboratively with the librarian in order to maximize use of the library and improve student achievement.

- All libraries use an automated check- out system that requires that each student have an identification card equipped with an encrypted barcode.

- All library classes should begin on Monday, August 29, 2016.

- All libraries will close on Monday, May 9, 2017.

Library Schedule
Unencumbered Time

LIBRARIAN: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Monday % =	**Tuesday % =**	**Wednesday % =**	**Thursday % =**	Friday % =
DAILY FORMULA: Total minutes (unencumbered-OFF) / Total minutes of class-teaching = daily % of downtime **WEEKLY FORMULA: Add all daily percents together and / by 5 = weekly % of downtime**				Weekly % =

Social Studies Fair

Social Studies Fair

1. Secure judges for your school fair early. It is best to ask members of the community, central office, or other schools to judge your students. It is best to refrain from having employees from your campus judge their own students.

2. Use guidelines disseminated to the school Social Studies Fair Coordinators to structure your fair. Using the guidelines will help your students adequately prepare for what they should expect when presenting at the parish, regional and state levels.

3. In keeping with the regional and state guidelines, students are asked not to wear spirit shirts or any other clothing, etc. depicting the name of your school to the parish fair.

4. The testing portion of the Social Studies Fair will take place at your individual school site. Make sure all students testing are notified ahead of time. **Students will be allowed to take only one test.**

5. High Schools: students do not have to be currently enrolled in a class in order to take the rally test for a particular subject.

6. Deadlines are crucial. Make sure all forms are received by Ms. Bernice Darby on the due date.

Social Studies Fair

IMPORTANT DATES!

CHAIRPERSONS MEETING
AUGUST 25, 2016 – 2:30 - SMPSBDOA

LAST DAY FOR SCHOOL FAIRS
OCTOBER 31, 2016

ALL OFFICIAL ENTRY FORMS MUST BE
RECEIVED BY BERNICE DARBY
NO LATER THAN NOVEMBER 2, 2016

TESTING WILL BE HELD AT YOUR SCHOOL
DECEMBER 13, 2016

PARISH FAIR - CECILIA HIGH
DECEMBER 16, 2016

REGIONAL FAIR
ULL STUDENT UNION
FEBRUARY 11, 2017

STATE FAIR
Lake Charles Coliseum
TBD

"REMEMBER: Parish participants who place must pay $10 regional registration fee at the Parish Fair"

STUDENT OF THE YEAR AWARDS PROGRAM

- Every public and approved nonpublic school with students enrolled in grades 5, 8 or 12 may choose to recognize and nominate one student from these grade levels to participate in the District Competition.
- Applicants must be:
    - Enrolled in Grades 5, 8, or 12
    - Maintain a cumulative grade point average of 3.5
- Each school nominee will complete a district level portfolio and submit to the district committee.
- One student will be selected from the nominees for each of the grade levels to compete at the regional level

DATES TO REMEMBER

- **November 16, 2016** – Name of School Level Student of the Year for grades 5, 8, and 12 due to Redell Louis (Supervisor of Technology)
- **December 5, 2016** – School Level Student of the Year Portfolios due to Redell Louis (Supervisor of Technology)
- **December 19, 2016** – Interviews for the selection of the Parish Student of the Year for grades 5, 8, and 12.