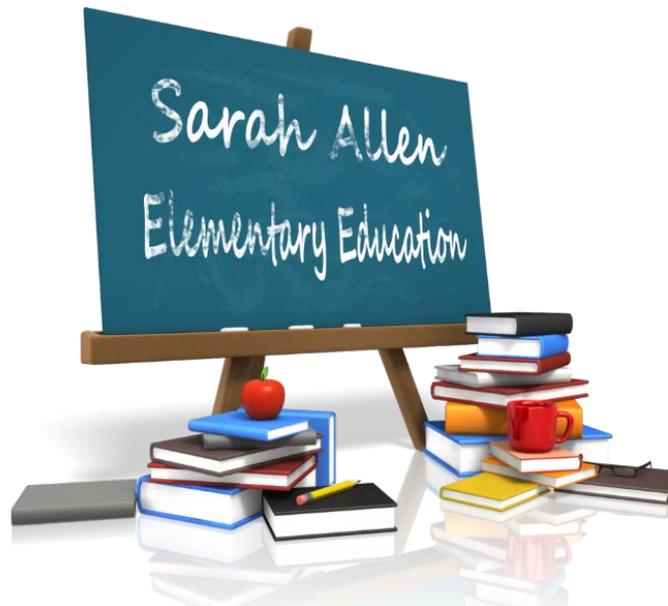


ST. MARTIN PARISH

ELEMENTARY CURRICULUM DEPARTMENT

SUPERVISOR:
SARAH ALLEN



ELEMENTARY CURRICULUM (K-5)
(FIELD TRIPS, ELEMENTARY CURRICULUM UPDATES, BENCHMARK ASSESSMENTS, ETC.)

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CURRICULUM UPDATES:

- ✓ Louisiana State Standards will continue to guide instruction and instructional practices in the classroom.
- ✓ Talk Moves, Close Reading Practices, Hands On-Minds On learning, Depth of Knowledge, Larry Bell strategies and other effective practices will continue to be emphasized in order to demand more critical thinking from our students.
- ✓ The schools will ensure that all LA State Standards are addressed in ELA and Math. Adopted textbooks as well as Eureka Math, LA Guidebooks, ARC Core, IRLA, Journeys and Success for All, should be used to ensure that standards are addressed in all classes.
- ✓ The use of school data should be the evident when instructional decisions are made. PLC meetings should focus on improving instructional practices for the purpose of improving student performance on weekly and state assessments.
- ✓ School Data Action Plans should be discussed, implemented and reviewed with faculty members throughout the year.
- ✓ Resources:
 - Textbooks must be aligned to the Louisiana State Standards and instructional shifts/instructional practices. Use PLC's to discuss alignment.
 - Teacher Toolbox
 - ELA Guidebooks
 - Eureka Math
 - iReady Toolbox
 - iReady Resources
- ✓ Weekly assessments should be formatted similar to the state assessment regardless of content area. Remember to include opportunities for technology practice as well.
 - Administrators should review weekly assessments to ensure alignment and formatting.

FIELD TRIPS:

✓ Out of Parish Field Trips:

- 1) Request for Out of Parish Travel for Field Trip Form (on parish site - “Staff Resources ~~Forms”)
 - a. <https://www.saintmartinschools.org/administration/forms>
 - b. All trip information must be completed
 - c. Purpose for Travel - must provide an academic purpose for the trip and connect to the state standards
 - d. Teachers/chaperons - must be complete and signatures from each person responsible for this duty
 - e. Signatures – Principal, Grade Level Supervisor, Director, and Supervisor
- 2) Request for Extra Bus Trip/Field Trip (on parish site - “Staff Resources ~~Forms”)
 - a. <https://www.saintmartinschools.org/administration/forms>
 - b. Complete all sections above the “OFFICE USE ONLY” line - The information should match what was written on the “Request for Out of Parish Travel.”
 - c. If you need a bus driver or multiple drivers, please indicate that need on the form.
 - d. Mileage (Round Trip) = to and from mileage.
- 3) Attachments needed:
 - a. Detailed lesson plan that explains how the field trip fits into current classroom unit. Must also detail a follow up activity which will occur upon return.
 - b. MapQuest directions that indicate mileage.
 - c. Event flyer, agenda, etc. if available

Note: This information is needed for all bus trips including clubs events, sport events, etc. (NOT just for field trips)

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Note: This information is needed for all bus trips including clubs events, sport events, etc. (NOT just for field trips)

✓ Additional Information:

- Send forms to Liz Berard in the Curriculum Department
- Field trip/trips **CAN NOT** occur without proper approval of all forms (liability issue).
- Forms must be received **3 weeks before trip date** – otherwise approval is not guaranteed
- Follow up after the trip with form found on website for driver payment “After Trip Bus Form” (on parish site – “Staff Resources ~~Forms.”
- <https://www.saintmartinschools.org/administration/forms>
- Trip request may be denied if paperwork is not completed correctly; not submitted in a timely manner; attachments are missing; trip is not related to academic growth or school sports, clubs, etc.

KINDERGARTEN PORTFOLIOS:

✓ Important Key Concepts:

- According to St. Martin Parish Pupil Progression Plan, the portfolio is the **official form of documentation** for student progress toward the mastery of the Birth to Five Standards and the Common Core Standards. The portfolio is similar to a grade book at other grade levels.
- All activities in a kindergarten class must be in-line with state requirements of **developmentally appropriate practices**. Students should be engaged in hands-on learning and NOT paper-pencil activities. Paper-pencil activities **MUST** be kept to a minimal. Assessments should not be paper-pencil in nature. Students should physically demonstrate their understanding of concepts.
- The portfolio must contain evidence in a **variety of formats**. A **minimum of four portfolio entries** must be collected/written **per nine weeks period**. Formats that must be included are as follows:
 - Story conference form of student's retell (1 per quarter per child)
 - Photographs of students at work (social skill, science experiments, center activities, etc.)
 - Audio or written scribe of student responses or explanations
 - Anecdotal notes of observations in reference to student's mastery of various concepts – notes must be specific to student's abilities; stickers can be used and placed on cardstock dividers;
 - Teacher checklist of performance task activities that allow the students to demonstrate an understanding of the concepts
 - Student's work that demonstrates the student's conceptual understanding and growth of concepts (journal writings, paintings, creative activities, hands-on creations, graphs, etc.)
 - Student worksheets should not dominate the portfolio.
- Portfolio **entries must:** (like a roll book)
 - Aligned to the standards on the Kindergarten Skills Checklist.

- Identify the Common Core standard it is addressing. The standard can be written or typed on each entry.
- Be dated using a date stamp or hand written.
- Filed behind the appropriate section in the student's portfolio.
- Filed weekly in order for the portfolio to be up to date.
- **Portfolio Domains and Required Sections:**
 - Cognitive:
 - Language --- Yellow Section
 - Mathematics ---Pink Section
 - Social Living/Socio Emotional (not all behavior) ---Green Section
 - Science ---Blue Section
 - Creative
 - Miscellaneous/Gross and Fine Motor ---any color
- A Portfolio Assessment Checklist must accompany all portfolios. This can be completed per student or as a class list. The checklist must reflect the number of entries placed in each portfolio.
- Portfolios must be housed in the classroom and accessible to the principal or supervisor upon request. Should you take them home to work on, you must bring them back the following day.