**HOPKINSVILLE HIGH SCHOOL 30+ PLAN 2015-2016**



***Principal: Curtis Higgins***

***School: Hopkinsville High School***

***Implementation Team:***

1. ***Claudell Robertson–*** *Assistant Principal*
2. ***Nathan Howton –*** *Assistant Principal*
3. ***Megan Kem -***  *Assistant Principal*
4. ***Dawn Stalker –*** *IBC*

 ***Three large rocks that will be addressed for growth throughout the 2015-1016 school year:***

1. ***Communication (Student, Parent/Community, Teacher)***
2. ***College & Career Readiness***
3. ***Professional Learning Community Work***

***August, 2015***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
|  | 3District Leadership Retreat 8:00 | 4District Leadership Retreat 8:00Principal mtg 4:00 | 5Registration 10-12 12:00-6:00 | 6Registration Freshman Orient. | 7District PD Certified StaffDeadline for Sept ACTPBIS Meeting |  |
| * HHS COMPASS Summer Intersession: Approximately 70 incoming seniors were invited / encouraged to participate in college readiness classes offered at HHS. Each session is four days. Students will receive remediation in any area that they did not meet the benchmark on the ACT.
 | * PLC expectations for the 2015-16 school year will be released during the HHS Faculty Retreat
 |
|  | 10District PD Certified StaffHHS PD non-negotiable training | 11New Teacher Training | 12 | 13HHS Faculty Retreat | 14HHS Faculty Retreat |  |
| * Junior / Senior Transcript Audit: All junior and senior transcripts will be pulled to ensure that students are enrolled in classes for their career pathway. This audit will be completed by M. Kem & D. Stalker.
 | * Start Guided PLC meetings in the library conference room.
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|  | 17Teacher Opening DayChamber Breakfast 8:30am | 18First Day of Students | 19 | 20Leadership Team Meeting 7:00 amPD POWER HOUR(ELEOT) | 21Dept meeting during planningIBC Meeting |  |
| * Updated CCR Listing for Class of 2016: The updated CCR listing for the Class of 2016 will be updated. Students that are not CCR will be flagged and a plan will be developed to help those individuals.
 | * Post Learning Maps on back of all doors before September 30th.
 |
|  | 24 | 25Social Media Presentation to English ClassesAdmin team meeting | 26PLC Meeting during planningPBIS Meeting 3:30pm | 27Leadership Meeting 7:00Suicide Prevention Training 5th Per.AP Conversations / Contracts | 28HHS Customer Service visitDept meeting - planningNew Teacher Mentor BreakfastTPGES Self Reflections Due |  |
| * Create Class of 2016 CCR power point to display in the cafeteria (before students arrive on August 18th). Update bulletin boards around the building so that everyone speaks the language of CCR.
 |  |
|  | 31Suicide Prevention Training for All Students 5th Period |  |  |  |  |  |
| * HHS CCR Pathway Posters
* CCR Audit for Math and Reading Classes
* Algebra 3 Audit for CCR Math Benchmark
 |  |
| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
| * Advanced Placement Class Conversations about grading scale / expectations. Contracts due back to Ms. Kem by Friday, August 28th.
* First Days Power Point about School-wide Expectations and Common Area Expectations.
* Admin Team to each English class to review Code of Conduct and School-wide Expectations
* New Student Orientation August 6th
 | * All teachers will gain access to their Teacher Website. Teachers will use a checklist to create / update their webpages. All webpages should be updated by September 30th. Teachers should update webpages monthly. The administrative team will monitor the updates.
* WHOP Radio Weekly Interview begins on Thursday, August 13th.
* Distribution of Code of Conduct
* New electronic marquee installed
* New Student Orientation August 6th
 | * TPGES Self Reflections will be completed by August 30th (pages 14-15 in CEP).
* Set up a Remind text messaging service for all faculty and staff.
* Notify certified employees that are in their Summative Evaluation Year (first 30 days).
* PD Power Hour to discuss new ELEOT walk-through document.
* PGES Self-Reflections are due by September 1st.
 |
| **Department Meetings** | * First Department Meetings Held on Friday, August 28th.
* Department Meetings weekly during planning period on Fridays.
 |
| **Teacher Leadership Meetings** | * First Leadership Meeting Held on Thursday, August 27th.
* Leadership Meetings Weekly Thursday mornings at 7:00 a.m.
 |
| **Other Meetings** | Orientation, HHS Retreat, Opening Day, PBIS Team Meeting, SBDM Meeting, Monthly Faculty Meeting, Weekly Administrative Team Meetings |
| **Pluses:** | **Deltas:** | **Next Steps:** |
| * CCR Data thru August (53 Srs. College Ready, 4 Srs. Career Ready, 16 Srs. College & Career Ready, 48 Srs. 1 Benchmark Away from College Ready, 39 Srs. 2 Benchmarks Away)
* Sr./Jr. Transcript Audit in Progress
* All Student Communication met.
* All Parent/Community Communication met.
* All teacher Communication met.
* All PLC expectations met.
 | * CCR Power Point for display in cafeteria not completed.
* HHS Career Pathway Posters not Completed
* CCR Bulletin Boards??
* Transcript Audit Incomplete
* ELEOT Observations / Google Doc not Completed
 | * Complete CCR Power Point and display in cafeteria
* Create HHS Career Pathway Posters
* Update CCR Bulletin Boards
* Complete Transcript Audit
* Administrative Meeting Template
* Webpage Scheduled for Faculty Meeting
* Continue to Highlight Teacher
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***September, 2015***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
|  |  | 1Adm. Team Meeting | 2PLC Meetings during planningSenior CCR Individual Conferences | 3Leadership Team meeting 7:00 amALICE Training - Safety ProceduresSenior CCR Individual Conferences | 4Dept meeting during planningSenior CCR Individual Conferences |  |
| * Complete transcript audit for seniors; start transcript audit for juniors
 | * GradeCam Training for Step 4 in PLC Process - Analyzing Data; Purchase Document Cameras
 |
|  | 7Holiday  | 8Princ mtg 4:30Adm Team MeetingStudent Log-on to Computer & Email via Math ClassCOMPASS TESTING | 9PLC Meeting During PlanningStudent Log-on to Computer & Email via Math ClassDog Search of Building (K Stevenson) | 10Leadership Team meeting 7:00 amStudent Log-on to Computer & Email via Math ClassUnderclassmen PicturesCOMPASS TESTING | 11Department meeting during planningStudent Log-on to Computer & Email via Math Class |  |
| * Begin COMPASS testing - only students one point away
 | * Continue Guided PLC Process in library conference room
 |
|  | 14SBDM & Faculty MeetingDISCOVERY ED TESTING | 15Student Computer Log-on & Email DeadlineAP Academy at CCDB 8-11 and 12-3Admin Team MeetingPPGES Self-Reflection | 16PLC meeting during planningDevin Hargrove visitSenior College Fair 1 - 3pm Gym | 17Leadership Team meeting 7:00 amPD POWER HOUR | 18Department meeting during planningDeadline for Oct ACT IBC meeting |  |
| * Register students for the Oct.24th nation-wide ACT; Deadline Sept. 14th
 | * Register EOC Tested Area Teachers on the New Quality Core / Vantage Website
 |
|  | 21DISCOVERY ED TESTING | 22Adm Team MeetingVoluntary Benefits Meeting for All Staff 3:30pm in Cafeteria | 23PLC meeting during planning | 24Curriculum Leadership 8:30-12Leadership Team 7:00 amJeffers Bend Trip | 25Department meeting during planningNew Teacher Mentor Breakfast |  |
| * Pull 3rd & 4th year JROTC Students to register for October 20th ASVAB; create intervention for those students
 | * Learning Maps must be posted on the back of all doors by Sept. 30th
 |
|  | 28DISCOVERY ED WINDOW | 29Adm Team Meeting | 30PLC Meeting during planningPBIS Meeting 3:30Collaborate for PGP ApprovalLearning Maps in All Classrooms |  |  |  |
| * Update Cafeteria Power Point and Student Display
 |  |
| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
| * Infinite Campus and Email Sign-in per the district by September 15th - to be completed in math classes
* Set-up Remind account for HCC and MSU seniors
 | * Open House Plan using Title 1 Parent Incentives
* Devise a plan to share Discovery Ed Scores with parents (via progress reports)
 | * Peer Mini-Observations for TPGES will take place this month.
* Discovery Ed Testing Window open this month. Ms. Wooten will be sending out dates. Please plan accordingly.
* ELEOT Observations and Feedback Discussions with Admin Team

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| **Department Meetings** | * Discuss requirements of the PGP
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| **Teacher Leadership Meetings** |  |
| **Other Meetings** | * PD Power Hour - GradeCam with Mr. P from HMS; Collaborative Teaching Meeting
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| **Pluses:** | **Deltas:** | **Next Steps:** |
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***October, 2015***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
|  |  |  |  | 1Leadership Team Meeting | 2Dept meeting during planning |  |
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|  | 5DISCOVERY ED WINDOW | 6ASVAB Intervention w/ HaasAdm Team MeetingON-Demand Learning Check (Situational) | 7HHS Instructional Round 8-11:30PLC during planning | 8Leadership Team 7:00 amThe BIG READ TKAM ViewingASVAB Intervention w/ Haas | 9Growth DayALICE / Safety Procedures |  |
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|  | 12SBDM meetingFaculty Meeting | 13Princ mtg 4:30Adm Team MeetingASVAB Intervention w/ HaasCOMPASS TESTING | 14PLC during planningCCHS Inst RoundPSAT | 15Leadership Team Meeting 7:00 amASVAB Intervention w/ HaasTeacher PGP's due to Admin TeamPD POWER HOURCOMPASS TESTING | 16Dept Meeting during planningIBC MeetingCollege 101 Day for Seniors |  |
| * First CCR Trip for Seniors that have met the College and/or Career Readiness Benchmarks.
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|  | 19On-Demand Feedback | 20ASVABAdm Team MeetingOn-Demand Feedback | 21PLC - planningOn-Demand Feedback | 22Leadership Team Meeting 7:00 amOn-Demand Feedback | 23Dept meeting during planningILP Monitoring CheckOn-Demand Feedback |  |
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|  | 26CCR Trip for Seniors | 27English II DiagnosticAdmin Team Meeting | 28U.S. History DiagnosticPLC meeting during planningDevin Hargrove visit | 29Algebra II DiagnosticLeadership Team Meeting 7:00 amUK Trip with Latham | 30Biology DiagnosticDepartment meeting during planning PGP Due to DistrictNew Teacher Mentor Breakfast |  |
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| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
|  |  | * Peer Mini-Observations for TPGES should take place this month.
 |
| **Department Meetings** |  |
| **Teacher Leadership Meetings** |  |
| **Other Meetings** | * Collaborative Teaching Fidelity Observations
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| **Pluses:** | **Deltas:** | **Next Steps:** |
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***November, 2015***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
|  | 2Election Day  | 3Growth Day | 4Adm meeting 7:00PLC during planningWork Keys InterventionFinish On-Demand Feedback | 5Gateway Inst round 8-11:30Leadership team 7:00 am | 6Dept meeting during planningWork Keys Intervention |  |
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|  | 9SBDMFaculty Meeting | 10Princ mtg 7:15 amDevin Hargrove visitAdm Team MeetingCOMPASS TESTING | 11Flex PD | 12Leadership team 7:00 amCOMPASS TESTING | 13Dept meeting during planningWork Keys Intervention |  |
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|  | 16WORK KEYS TESTING THIS WEEKStart EOC Diagnostic Feedback | 17AP Acad at CCOBE 8-11 & 12-3Adm Team Meeting | 18Adm team meetingPLC Meeting during planningPembroke Ins. RoundPBIS Meeting 3:30 | 19Leadership Team 7:00 amPD POWER HOUR | 20Dept meeting during planningIBC MeetingNew Teacher Mentor Breakfast  |  |
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|  | 23Thanksgiving | 24Holiday | 25No  | 26School | 27All week |  |
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|  | 30Finish EOC Diagnostic Feedback |  |  |  |  |  |
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| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
| * EOC Diagnostic Feedback - Individual Conferences
 |  |  |
| **Department Meetings** |  |
| **Teacher Leadership Meetings** |  |
| **Other Meetings** |  |
| **Pluses:** | **Deltas:** | **Next Steps:** |
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***December, 2015***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
|  |  | 1Adm Team Meeting | 2PLC Meeting during planning | 3Leadership Team Meeting 7:00 am | 4Dept Meeting during planningCollege 101 Day for Seniors |  |
| * All students in CCR Math or Reading Development will take their first (if applicable) COMPASS or KYOTE. \*Note: The KYOTE test can only be taken once a semester.
 |  |
|  | 7KYOTE TESTING | 8Princ mtg 4:30Adm Team MeetingUK Survey for all Seniors (3rd Year)KYOTE TESTINGCOMPASS TESTING | 9PLC MeetingPBIS Meeting 3:30Devin Hargrove visitKYOTE TESTING | 10Leadership Team 7:00amPD POWER HOURKYOTE TESTINGCOMPASS TESTING | 11Dept Meeting during planningIBC MeetingNew Teacher Mentor BreakfastKYOTE TESTING |  |
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|  | 14SBDM & Faculty meeting | 15A&H, Social Studies FinalsAdm Team Meeting | 16Business, Science FinalsPLC meeting during planning | 17Ag, Health, FCS, English FinalsLeadership Team meeting 7:00 am | 18Spanish, Math FinalsDept meeting during planning |  |
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|  | 21Christmas  | 22Holiday | 23No  | 24School | 25Holiday |  |
|  |  |
|  | 28Christmas  | 28Holiday | 30No  | 31School |  |  |
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| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
| * EOC Diagnostic Feedback Continues this month
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| **Department Meetings** |  |
| **Teacher Leadership Meetings** |  |
| **Other Meetings** |  |
| **Pluses:** | **Deltas:** | **Next Steps:** |
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***January, 2016***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
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|  | 4 | 5Adm Team Meeting | 6PLC meeting during planning | 7Leadership team meeting 7:00 am | 8Dept meeting during planningILP Monitoring CheckDeadline for Feb 6th ACT |  |
|  |  |
|  | 11SBDM & Faculty meetings | 12Princ mtg 4:30Adm Team MeetingCOMPASS TESTING | 13PLC meeting during planning | 14Leadership Team meeting 7:00 amCOMPASS TESTING | 15Dept meeting during planning |  |
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|  | 18MLK Holiday | 19Adm Team MeetingSenior CCR Conferences / KOSSA Notice | 20PLC Meeting during planningSenior CCR Conferences / KOSSA NoticeDevin Hargrove | 21Leadership Team meeting 7:00 amPD POWER HOUR | 22Dept meetingDuring planning Senior CCR Conferences / KOSSA NoticesIBC Meeting |  |
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|  | 25 | 26Adm Team Meeting | 27 PLC meeting - planningPBIS Meeting 3:30 | 28Leadership team 7:00 am | 29Dept meeting - planningNew Teacher Mentor Breakfast |  |
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| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
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| **Department Meetings** |  |
| **Teacher Leadership Meetings** |  |
| **Other Meetings** |  |
| **Pluses:** | **Deltas:** | **Next Steps:** |
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***February, 2016***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
|  | 1AP Registration ConversationsDISCOVERY ED TESTING Window | 2Adm Team Meeting | 3PLC - planning | 4Leadership Team 7:00 am | 5Dept mtg - planningCollege 101 Day for Seniors |  |
| * Tentative KOSSA Testing Window Feb. 1st - 20th
 |  |
|  | 8SBDM/FacultymeetingsDISCOVERY ED TESTING Window | 9Princ mtg 4:30Adm Team MeetingASVAB - 2nd Admin.COMPASS TESTING | 10PLC - planning  | 11Leadership 7:00 amCOMPASS TESTING | 12Flex PD |  |
|  |  |
|  | 15Flex PDDISCOVERY ED TESTING Window | 16AP Academy 8-11&12-3Adm Team Meeting | 17PLC - planningDevin Hargrove | 18Leadership 7:00PD POWER HOURJunior ACT Luncheon | 19Dept meeting - planningIBC MeetingJunior ACT Luncheon |  |
|  |  |
|  | 22ACT BlitzDISCOVERY ED TESTING Window | 23ACT BlitzAdm Team MeetingWork Keys Informational Conferences | 24ACT BlitzPLC - planning | 25ACT BlitzLeadership 7:00Work Keys Informational Conferences | 26ACT BlitzDept mtg - planningNew Teacher Mentor Breakfast |  |
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|  | 29ACT BlitzWork Keys Testing All WeekDISCOVERY ED TESTING Window |  |  |  |  |  |
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| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
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| **Department Meetings** |  |
| **Teacher Leadership Meetings** |  |
| **Other Meetings** |  |
| **Pluses:** | **Deltas:** | **Next Steps:** |
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***March, 2016***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
|  |  | 1Act test - juniorsAdm Team Meeting | 2PLC - planning | 3Leadership mtg 7:00 | 4Dept mtg - planningILP Monitoring CheckAP Money DueDeadline for April 9th ACT |  |
|  |  |
|  | 7Faculty MeetingEOC Diagnostic TestingBiology | 8Princ mtg 4:30Adm Team MeetingEOC Diagnostic Testing Algebra ICOMPASS TESTING | 9PLC - planningEOC Diagnostic Testing U.S. HistoryPBIS Meeting 3:30 | 10Leadership – 7:00EOC Diagnostic Testing English IICOMPASS TESTING | 11Dept mtg - planning |  |
|  |  |
|  | 14Data Analysis of EOC Diagnostic Results | 15Adm Team Meeting | 16PLC mtg - planningDevin Hargrove | 17Leadership – 7:00 PD POWER HOUR | 18Dept mtg - planningIBC MeetingOn-Demand SeminarsNew Teacher Mentor Breakfast |  |
|  |  |
|  | 21On-Demand Seminars | 22Adm Team MeetingOn-Demand Seminars | 23PLC mtg - planningOn-Demand Seminars | 24Leadership – 7:00On-Demand Learning Check - Passage-based | 25FLEX PD |  |
|  |  |
|  | 28SPRING BREAKNO SCHOOL  | 29NO SCHOOL  | 30NO SCHOOL | 31NO SCHOOL |  |  |
|  |  |
| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
|  |  | * Student Voice Surveys will be administered this month.
 |
| **Department Meetings** |  |
| **Teacher Leadership Meetings** |  |
| **Other Meetings** |  |
| **Pluses:** | **Deltas:** | **Next Steps:** |
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***April, 2016***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
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| * Administer the KYOTE test for the second semester. Students can only take this test once a semester. All students that have not yet met the College Readiness Benchmarks will be given the opportunity to take this assessment.
 |  |
|  | 4Feedback on EOC Diagnostic ResultsDiscovery Ed Testing Window for Non-EOC Areas | 5Feedback on EOC Diagnostic ResultsAdm Team Meeting | 6Feedback on EOC Diagnostic ResultsPLC - planning | 7Feedback on EOC Diagnostic ResultsLeadership 7:00 | 8Feedback on EOC Diagnostic ResultsDept mtg - planning |  |
|  |  |
|  | 11SBDM/Faculty MeetingsFeedback on On-Demand Learning CheckDiscovery Ed Testing Window for Non-EOC Areas | 12Princ mtg 4:30Adm Team MeetingFeedback on On-Demand Learning CheckWork Keys Informational ConferencesCOMPASS TESTING | 13PLC - planningFeedback on On-Demand Learning Check | 14Leadership 7:00Feedback on On-Demand Learning CheckWork Keys Informational ConferencesCOMPASS TESTING | 15Dept mtg - planningFeedback on On-Demand Learning CheckTPGES Final Self Reflections due  |  |
|  |  |
|  | 18Conference with Seniors that are not CCR | 19AP Academy 8-11& 12-3Adm Team MeetingWork Keys Testing | 20PLC - planningWork Keys Testing | 21Leadership 7:00PD POWER HOUR | 22Dept mtg - planningIBC MeetingCollege 101 Day for Seniors |  |
|  |  |
|  | 25KYOTE TESTING | 26Adm Team MeetingKYOTE TESTINGCOMPASS TESTING | 27PLC - planningDevin HargrovePBIS Meeting 3:30KYOTE TESTING | 28Leadership 7:00KYOTE TESTING | 29Dept mtg - planningNew Teacher Mentor BreakfastKYOTE TESTING |  |
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| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
| * Students will receive feedback on the EOC Diagnostic results from the March learning checks.
* Students will receive feedback on the EOC Diagnostic results from the March learning check.
 |  | * All full observations pre- and post- conferences / summative observations to be complete by April 15th.
 |
| **Department Meetings** |  |
| **Teacher Leadership Meetings** |  |
| **Other Meetings** |  |
| **Pluses:** | **Deltas:** | **Next Steps:** |
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***May, 2016***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
|  | 2AP Chemistry - 8amAP Psychology - 12pm | 3Adm Team Meeting | 4AP Language - 8amPLC mtg - planning | 5AP Calculus - 8amLeadership – 7:00 | 6AP US History - 8amAP European - 12pmDept mtg - planningDeadline forJune 11th ACT |  |
|  |  |
|  | 9AP Biology- 8amSBDM/FacultyMeetingsTentative EOC & On-demand Testing Window Opens | 10AP Gov't - 8amPrinc mtg 4:30Adm Team MeetingCOMPASS TESTING | 11AP Literature - 8amPLC mtg - planning | 12AP Stats - 12pmLeadership – 7:00COMPASS TESTING | 13Dept mtg - planning |  |
|  |  |
|  | 16Senior Finals | 17Senior FinalsAdm Team MeetingCOMPASS TESTING | 18PLC mtg - planningPBIS Meeting 3:30 | 19Leadership – 7:00COMPASS TESTING | 20Dept mtg - planningIBC MeetingNew Teacher Mentor Breakfast |  |
|  |  |
|  | 23Spanish, Math Finals | 24English, Ag, Heath, FCS FinalsAdm Team MeetingCOMPASS TESTING | 25Science, Business Finals | 26Last Day of School for StudentsSocial Studies, A&H FinalsCOMPASS TESTING | 27Closing Day |  |
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|  | 30 | 31 |  |  |  |  |
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| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
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| **Department Meetings** |  |
| **Teacher Leadership Meetings** |  |
| **Other Meetings** |  |
| **Pluses:** | **Deltas:** | **Next Steps:** |
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***June, 2016***

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| ***College & Career Readiness*** | **M** | **T** | **W** | **T** | **F** | ***PLC Work*** |
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| ***Student Communication*** | ***Parent/Community Communication*** | ***Teacher Communication*** |
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| **Department Meetings** |  |
| **Teacher Leadership Meetings** |  |
| **Other Meetings** |  |
| **Pluses:** | **Deltas:** | **Next Steps:** |
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