



Week of April 23rd - 29th, 2018

<i>Date</i>	<i>Task/Event</i>
Monday, April 23	<ul style="list-style-type: none"> • ESP - HR District Specialist On Campus (Media Center) 10:30am - 1:30pm • Alg 1 & Geometry Tutorial 3:00 pm - Lecture Hall • SAT Test Prep (Seniors) 3:00pm Lecture Hall • Homework Help 3:00 pm - Media Center • FSA 10th Grade Test Administrators and Proctors Required Training - 3:00 pm - 5-103
Tuesday, April 24	<ul style="list-style-type: none"> • FSA Reading Session 1 10th Grade - 800 Bldg • Alg 1 & Geometry Tutorial 3:00 pm - Lecture Hall • US History Tutorials 3:00 pm - Lecture Hall • SAT Test Prep (Juniors & Seniors) 3:00pm Lecture Hall • Homework Help 3:00 pm - Media Center • Parent University (Juniors) 6:00pm
Wednesday, April 25	<ul style="list-style-type: none"> • FSA Reading Session 2 10th Grade - 800 Bldg • Johnson Scholars Meeting - During Lunches • Herff Jones - During Lunches (Gym Lobby) • Biology & US History Tutorials 3:00 pm - Lecture Hall

	<ul style="list-style-type: none"> • SAT Test Prep (Seniors & ELL) 3:00pm - Lecture Hall
Thursday, April 26	<ul style="list-style-type: none"> • Biology & US Hist Tutorials 3:00 pm - Lecture Hall • SAT Test Prep (Juniors & Seniors) 3:00pm Lecture Hall • SAC Meeting - 6:00pm
Friday, April 27	<ul style="list-style-type: none"> • Weekly grades updated due on SIS
Saturday, April 28 - Sunday, April 29	<ul style="list-style-type: none"> • 4/28 - Gradbash - Universal Studios - Seniors • PBSO Youth Summit
SAVE THE DATE	<ul style="list-style-type: none"> • 5/5 - SAT Test • 5/7 - Last Day for Voluntary Transfer Period • 5/8 - Alg 1 & Geo Test Admin Training 5-103 (3:00pm) • 5/11- Last Day for Seniors • 5/14 - Bio & US Hist Test Admin Training 5-103 (3:00pm) • 5/18 - ESP Courses Close • 5/22 - GRADUATION 8:00AM • 6/1 - Last Day for Students • 6/4 - Teacher Work Day - Last Day for Teachers

Announcements

Testing Update and Schedules:

Reminder: below are the upcoming training dates, testing assignments and schedules. If you have any questions, please

contact Mrs. Villani and Mrs. Gibson-Willis.

Test Administrator and Proctor Required Training Dates:

- *FSA 10th Grade: April 23rd – 3:00 p.m. Room 5-103*
- *EOC – Alg 1 & Geo: May 8th – 3:00 p.m. Room 5-103*
- *EOC – US History & Biology : May 14th – 3:00 p.m. Room 5-103*

FSA Reading 10th Grade 4/24 & 4/25 Test Administrator & Proctor Assignment

Testing Schedule 4/24 & 4/25

Testing Calendar

SEMESTER Attendance Calculation for SENIORS:

In order to denote whether or not a SENIOR is required to pass the semester exam for course credit, the district policy states:

"Mastery – High School Credit Course(s) – Students who are absent from class more than ten percent (10%) of a semester must pass at least one nine week marking period and the semester exam in order to demonstrate their knowledge of the subject and receive credit. This does not apply to virtual or performance-based instructional settings." Parent Handbook FY18, p 8.

*This semester FOR SENIORS consisted of 81 days (January 8th - May 11th). Therefore, a SENIOR who has a total of **9 absences or more are required to pass the semester exam/project** and either the 3rd or 4th nine weeks.*

A graduating senior who has received passing grades in each of the 3rd and 4th nine weeks and who has been in attendance for at least 90% of the semester, may, at his/her option, be exempt from the final examination. However, seniors are not exempt from any EOC Assessments. Should the graduating senior choose not to take the final examination, the semester grade will be determined by the average of the third and fourth nine week grading period.

During senior exam week (May 7th - May 10th) - there will be no

modified bell schedule. Students will test in their classrooms during their regularly scheduled period. The last day SENIORS are expected to report will be on May 11th.

Just as a reminder, as per district policy the student must be afforded the opportunity to make up work without academic penalty for excused and unexcused absences, including suspensions.

SENIOR End of Semester Procedures - DUE MAY 11TH:

*The Fourth Nine Weeks grading period ends for **SENIORS** on May 11th, 2018. You may begin submitting grades on Tuesday, May 7th, 2018. **Grades will be due by 12:00 PM on May 11th, 2018.** Please note there are a few Juniors who plan to graduate early, their grades should also be uploaded this week. Guidance counselors will send you a reminder about Juniors graduating early.*

The following items below need to be turned into Mr. Alfonso via Mrs. Davis. the forms are hyper linked below for you to print and use:

1. **[SENIOR Grade Analysis for any D and F Students Only](#)**
2. **[SENIOR Overall Distribution of Grades](#)**
3. **[SENIOR Phone Log](#)**
4. **[SENIOR 2 Printed Signed Copies of Grades Grade Verification Sheets from SIS Error Free](#)**
5. **[SENIOR Checkout Sheet](#)**

Here is a checklist to assist you in this process:

- *In the side navigation menu click **Grades > Post Final Grades***
- *Make sure that you check off the following boxes on the top ONLY: Q4, S2 Exam, S2 and Conduct.*
- *Before you attempt to post grades you will want to ensure all students have grades entered for all assignments in your Gradebook.*

- *If a student is not responsible for completing an assignment, enter an asterisk (*) to mark the student as exempt.*
- *Click the **Use Gradebook Grades** link to use the grades from your gradebook for the selected course.*
- *You will need to click **OK** to confirm you want to use your gradebook grades.*
- *If you need to change any students' grades, simply select the appropriate grade from the dropdown list.*
- *For each student, select the appropriate conduct option by clicking the dropdown list and making your selection.*
- *Once you have finished entering grades and conduct, click the **Save** button to submit your grades. You will then see a green check-mark to confirm your grades have been posted.*
- *If you need to make any changes or corrections while the grade posting window is open, you can simply re-post your grades. Be sure to click the **Save** button when you are done with your corrections and updates.*
- *Remember there are no Edit Sheets. All changes are made by the teacher directly on SIS by Friday, May 11th, 2018 by 12:00 pm.*
- **MISSING GRADES:** *It is important to look through all 4 of the 9 weeks to assure there are no missing grades for each student. If you find an "I" or a missing grade please make the change/update at this time by submitting a grade change request through SIS. NOTE: The only exception to this is for EOC semester exam 2 grades (See The Explanation Below).*
- **EOC COURSES:** *Teachers should leave the Semester Exam 2 column field blank for ALL EOC Courses ONLY. The EOC grade will be imported into SIS when results are received. PLEASE NOTE: Due to leaving the Semester Exam 2 field blank, those EOC courses will show up with an error in SIS. Please be sure to verify that the only error listed for the EOC courses are missing the Semester Exam 2 grades. These type of errors will not affect the upload of your grades in SIS.*
- *If you need to make changes for any missing grades or after the grade posting window has closed, you will need to submit a **Grade Change Request through SIS**.*
- *Conduct grades are entered on the term grade posting screen ONLY, not the semester exam grade posting*

screen.

- *Print **2 copies** of your grade verification sheet that show the following columns, Q4, S2, S2 Exam and Conduct. Each page must be signed and dated.*
- *The posted grade and gradebook column must show the same grade. **NOTE: THE POSTED GRADE IS WHAT WILL APPEAR ON THE REPORT CARD.***
- ***Every student must receive both a 9 week grade and an exam grade.** Any student that misses the semester exam receives an I and a copy of the exam with the student's name on it, answer sheet must be submitted to the media center. Further information is listed below.*
- *Parent contact should be made once the student is in jeopardy of failing, not at the end of the 9 weeks or semester.*
- *District policy allows students to make up work regardless if their absence is excused or unexcused. Please make sure all students receive their make up work and have an opportunity to submit for a grade without being penalized.*
- *Remember students have to the last day of the 9 weeks/semester to submit any and all pending assignments - let's make success unavoidable.*

Your promptness in submitting grades in a timely manner is extremely important for our school to be able to close out the semester and upload our grades for compliance with grade reporting procedures set by the district. If you have any questions or problems with SIS Gradebook please contact Mr. Soto, Mrs. Villani or our SIS Gradebook Facilitator - Mrs. Franco immediately.

Thank you for all your hard work!

Florida Educator's Professional Teaching Certificate RENEWAL SEASON:

*Please forward the following instructions on how to renew the Florida Educator's Professional Teaching certificate using our Bureau of Education New Certification Online System to all of your Educators who Professional certificate will **expire on June 30, 2018:***

*The renewal requirements are to obtain a total of **120** in-service points and **20** in-service points in teaching students with disabilities.*

In-service points or the equivalent can be earned through the following:

- Attending district professional development opportunities.*
- Completing six (6) credit hours of course work at an accredited college or university. Course work must reflect a grade of "C" or better. Submit an official college transcript when using this method for renewal.*
- Passing a Florida Subject Area Exam specific to the coverage on the certificate to be renewed is the equivalent of sixty in-service points.*
- Teaching a college level course at an acceptable institution may be accepted the same as credit earned for the course.*

A combination of the above can be used. Or you may register with our approved outside vendor BeaconEducator.com (attached) and complete modules. Please note that there are fees to complete modules via BeaconEducator.com. Please provide the Certification office a copy of your transcript of completion if you elect to complete modules through BeaconEducator.com.

Another option is if you hold a valid certificate issued by the National Board for Professional Teaching Standards specific to the coverages to be renewed will renew your entire certificate.

If you have completed an in-service module and your in-service points are not appearing on your in-service query, for further assistance relating to in-service points entry, please contact the Professional Development Department at [561.649.6839](tel:561.649.6839) or the Facilitator listed on your course.

We have launched a new Florida Educator's Certification system. Once you obtain the required 120 in-service points with the state required ESE 20 and you are ready to submit your renewal application, you are required to submit your renewal application directly to the Bureau of Education website at [Online Licensing Service](#) and you will submit your payment directly to us your hiring District.

To process your renewal application, the payment method options are payroll deduction or online payment. I have attached instructions as to how to submit your payment via cashless schools and I have also attached the payroll deduction form. Please send your payment verification either via fax at 561.434.8992 or email Ushinda Pitts - ushinda.pitts@palmbeachschools.org.

Clinical Education Summer Trainings (June & July 2018)

Any teachers that have 3 or more calendar years of successful teaching experience and attend both evenings may receive inservice credit for completion of the Clinical Education Summer Trainings. Please see the attached flyer [here](#) for further information.

For questions about the course, please contact: Nancy Cabrera-Chambers at cabreran@palmbeachstate.edu or Theresa Wilson at wilsontn@palmbeachstate.edu

For questions about inservice credit, please contact Dr. Sherry Gibson at sherry.gibson@palmbeachschools.org.

Field Trips

If your class, club, sport, activity, or field trip requires a charter bus, you will need to order it from Ms. Cornish our school treasurer. This will ensure that the funding to pay for the bus(es) is available at the time the bus(es) is ordered. Teachers are not permitted to order charter bus(es) without going through Ms. Cornish. Ms. Cornish will also handle all requests for school buses.

Reminder - All field trip request/paperwork originates with Ms.

Cornish. Out of county travel needs to be submitted at least one month in advance. We have to obtain area office approval.

Having Lunch with Students

Students are not permitted to eat their lunch with you in your classroom. If you would like to eat lunch with your student(s) (which is AWESOME!), you will need to eat with them in the courtyard or cafeteria. Unfortunately, students who are eating lunch with teachers are also opening the doors to the hallways and we have students in our building unsupervised. This is a major safety concern and the practice of eating with your students in your classroom during lunch needs to stop immediately.

Important Reminders regarding Passes

- Clip boards must have the pass completely filled out - Student's name, date, time and teacher signature. If you don't have a clipboard, please email Mrs. McCray.*
 - Only use official school passes and completely fill out the pass. No sticky notes or torn sheets.*
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FY19 Voluntary Transfer Period

The Voluntary Transfer Period began Monday, January 8th and ends on Monday, May 7th, 2018. During the Voluntary Transfer Period, only current eligible instructional employees (the teacher is within or has 3 consecutive years of regular employment as a teacher within the district, excluding interim) will be considered to fill posted vacancies for the 2018-2019 school year. Beginning February 1st, instructional vacancies for the 2018-2019 school year may be filled with either internal or external applicant, including interim and substitute teachers. If you are seeking to transfer to another school, you must complete PBSD Form 1623: Teacher Voluntary Transfer form in order for you to apply to any school. Please see the attached bulletin and 1623 form for further information.

Bulletin Form 1623

School Based Team, Truancy and School Support

The purpose of SBT is to target students who need additional support-academically, behaviorally, social/emotionally, etc. The team uses data, problem solve and collaboratively work together to address all points on the continuum of educational need and ensure all students receive assistance that is effective.

SBT Process- *To refer a student to SBT- There are four documents needed. All documents must be successfully completed. Please see attachments*

- **SBT Mandatory Referrals**
- **SY18 PBLCHS SBT Process**

*Students referred for attendance alone- please see **SY18 Truancy Process doc.***

SBT Icons- *Students who have SBT icons indicated on SIS may or may not reflect **current/active SBT file**. All information from former system (TERMS) crossed over to SIS. **Therefore, any student who was referred at any time throughout the years, will indicate as SBT.** If you would like more information on a student/ SBT file, email Mrs. Arielle Jackson our Single School Culture Coordinator.*

Support- *We have school support for students who need immediate assistance. Support staff- located in Student Services are listed below.*

- Al Shipman- Safe Schools- Bullying/School Safety
- Vincent Osborne/Lesha Blount/Gretchen Raring- MCUSA (Motivational Coaches) Student behavior, social development, peer mentorship, etc.
- Jodie Edwards- DATA- Substance abuse/Family Counseling
- Kellie Kuzniar- Safe Schools- McKinney-Vento Program- Homelessness- Enrolling, attending, and succeeding in school.
- JPO Steven Miller- DJJ- School Justice Leader- 100 bldg.

If you have any additional questions or concerns regarding SBT/SBT Process, Truancy, Support staff and how our team can be of further assistance, please contact Mrs. Jackson.

ESE Consult Form

Please utilize the attached ESE consultation form to provide your input for the ESE teachers who are acting as Case Managers. A copy is also located on our PBLHS (I:) drive in the ESE information folder.

This is a legal document that goes into the student's file. We appreciate your efforts in keeping us in federal compliance and helping us with our challenged learners!

The ESE office is located next to the main entrance in the 100 bldg. If you have any questions, please email Mrs. Russo.

Consult Form

ESE/504 Resource Room

*Linked below is the flyer for our ESE/504 Resource Room (a hard copy was also placed in your mailbox). The resource room is located in the Media Center (or accessible from the 100 hallway by the main entrance - Rm. 1-136). **This resource room is open for students with an active IEP or 504 plan only!***

*Students must report to use the resource room with a **signed pass (see attached)** from their teacher. Ms. Jacques Cave is the para-professional who monitors and assists the students using the Resource Room. Please communicate with her via email if you are sending a student or need to give specific directions regarding the work a student is to complete.*

If you have any questions, please see Mrs. Russo.

[Resource Room Pass](#)
[Resource Room Flyer](#)

Club Sponsors, Coaches and Teachers Mandatory Internal Accounts Training

All teacher/sponsors who collect money must view the appropriate district presentations prior to beginning of the specific activity.

For training information click [HERE](#)

Resources:

[Click Here for Palm Beach Lakes Account Tracker Excel Sheet](#)

[Fundraiser Pre-Approval Form](#)

[Pre-Approval Other Form](#)

[Field Trip Information - Out of County or State](#)

[Creating a Credit Card Fee in School Cash](#)

PBL School News

Teachers and Staff, feel free to follow the instructions below to view the announcements.

Step 1: Click the SDPBC Live Video desktop icon* OR open <https://video.palmbeachschools.org> in Internet Explorer.

Step 2: Enter your District username and password and then click "Login."

Step 3: On the Home screen, select "All Videos" from the top row of choices.

Step 4: On the "All Videos" screen, select the "Live Video" tab.

Step 5: Palm Beach Lakes High school will appear as the first choice of channels to view. Click the school to watch live video from your studio. If the school studio is not broadcasting, you will see a blue screen. If you are not assigned to a school, your first channel will be The Education Network.

Lesson Plans and Substitute Plans:

Just a reminder, lesson plans are due each pay day (every other Friday).

If you are going to be out, it is your professional responsibility to leave adequate plans for your substitute teacher to carry out with your students. This includes having enough copies and materials needed to complete the activities listed on your plans. Lastly, please make sure to have emergency sub plans with your PLC leader in the event of an unforeseen absence.

Clinic Passes:

Teachers for your convenience, linked [HERE](#) is a copy of the clinic passes. Please make sure students have a pass when sending them to the clinic.

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Tera L. Hands, M.S., NBCT

Choice & CTE Coordinator
Volunteer & Business Partner Coordinator
Awards Coordinator
Palm Beach Lakes Community
[3505 Shiloh Drive, WPB 33407](#)
(561) 640-5014 / PX 2-5014
Fax (561) 688-5377

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