

EDUCATIONAL PLAYBOOK 2022

Griffith Jr/Sr High School



BACKGROUND LEADING TO THE INQUIRY

- New principal to Griffith Jr/Sr High for the 2021-22 school year.
- I struggled with a consistent way to evaluate/monitor our staff.
- Each teacher had a different way they entered information into Schoology (our student management system)



MY WONDER

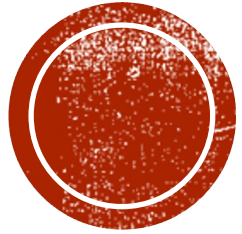
- If we set educational expectations for all teachers and staff using Schoology, can we:
 - support our students and parents in a more positive way?
 - see the required documentation to effectively evaluate our staff?
 - increase student productivity?





DATA COLLECTION

Observing all teachers and staff Schoology pages
Listening/talking to parents and students



OUR ACTIONS

CURRICULUM MAP

- Teachers should have a curriculum map for the course they are teaching. If you do not, please see your department head or principal.
- You should map out your power/high priority standards and topics covered in 9-week increments.
- This can be organized in your own way but make sure you have a plan. If the principal asks to see your 9-week layout, you should have an outline.



SCHOOLGY EXPECTATIONS (PART 1)

- Have an announcement page that contains important, semester long information.
- For Example
 - Classroom Expectations
 - Standards
 - Elearning Information
- Organize your Schoology home page to include a link for each week of school.
 - For example
 - Week of August 15-20
 - Week of August 23-27
 - August 23 - Daily lesson
 - August 24 – Daily lesson



SCHOODOLOGY EXPECTATIONS (PART 2)

- Daily School Expectations
 - Do Now
 - Objective – DOK words
 - Standards (could be on Announcement page)
 - I Do, We Do, You Do
 - Differentiation (group work)
 - Exit Ticket
- Make sure it is easy to navigate for students and parents.
 - Include quizzes, homework, video's, notes, etc.
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GRADES

- We should have a minimum of 1-2 grades per week, 12 for a quarter.
- Be very careful how you organize your points. If one assignment trumps the other in point value, students may struggle to pass if they don't complete that one assignment.
- At a minimum, you need to grade and sync students' scores by Sunday. This way every student should have an updated grade on Monday mornings.
- Chunk projects down into graded segments to support student learning and accountability.



ASSESSMENTS

- How can a student show you they know your content?
- Test/Quizzes
- Do Now/Exit Tickets
- Verbally
- Homework
- Writings
- Skills
- Labs

- How can a student show you they know your content?
- Projects
- Presentations
- Videos
- Group Work
- Support students who do not test well
- Discussions



LATE WORK

- Every teacher has their own thoughts about late work and ultimately, this is their decision.
- According to our handbook, if a student is out for 3 days with a doctor's note, they have three days to make up the work.
- We want to support our students and some of them go through rough patches in/out of school. We want to teach responsibility and promptness to all students. With that being said, I have seen educators show compassion to our students who are trying to learn. Support their education!
- A reminder that students with an IEP/504 may have extra time.



CO-TEACHING CLASSROOM

- Planning – The goal is to meet/talk on the phone to discuss the lessons. This way there will be equal responsibility in delivering the lesson.
- Communication is key!
- Non-negotiable – Teachers must create small groups during the ‘We do’ and/or ‘You do’ time.
- Co-teachers need to make weekly contact with their students’ families.
- In a perfect world, the students do not know who is the content teacher and who is the LRE teacher.



WEIGHTING GRADES AND FINALS

- Middle School
 - Quarter 1 = 50%
 - Quarter 2 = 50%
 - We would like all classes to have some type of end of the course assessment.
- High School
 - Quarter 1 = 40%
 - Quarter 2 = 40%
 - Final Exam = 20%



NWEA TESTING

- Week one = ELA (2 test)
- Week two = Math (1 test) – ELA Make-ups
- Week three = All Make-ups



DEPARTMENT HEADS

- Make sure you rely on your department heads to support your educational needs.
- Department heads will do a content review of each classroom (HRS 3)
- They have your curriculum maps and are a great source of information.
- We meet on Wednesday before an eLearning day. The department heads can be a voice for you at our meetings. Reach out to them!
- New teachers should meet monthly with the department heads



STUDY SKILLS / ADVISORY CURRICULUM

Advisory =

https://griffithpublicschools-my.sharepoint.com/:w:/g/personal/gmikulich_griffith_k12_in_us/EcMZARx48e1BsTj0ukKLeV0BBdBdjKGgdipYe9xSRapgRg?e=fVdsn9

Study Skills -

http://p8cdn4static.sharpschool.com/UserFiles/Servers/Server_99480/File/Academics/Curriculum/K12%20Curriculum%20for%20District%20Staff/Study%20Skills/Study%20Skills%20-%20Grade%206.pdf





WHERE ARE WE HEADING NEXT?

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