

LDOE Weekly Newsletter



October 11, 2016

Superintendent's Message

Dear Colleagues,

I spent part of my day today at a BESE meeting listening to the stories of district leaders, school leaders, mentor teachers, and resident teachers from across our state. While the issue of teacher preparation is a complex one, I can describe what I heard from these educators in one word: inspiring.

Those in attendance at BESE heard district leaders set forth bold plans for recruiting and retaining teachers. We heard principals who have lowered teacher-to-student ratios through "partner teaching" models. We listened to veterans of 30 years describe the reinvigoration of their careers through mentoring aspiring educators. And we heard from young teachers who already have a full year under their belts and are brimming with confidence as they face the year ahead.

BESE was specifically debating a series of policies related to the multi-year expansion of the teacher residency model. Challenging as that conversation was, its subtext - the creation of professional pathways that sustain and strengthen our profession - reminded me that we need not accept the turnover or competitive disadvantage with other industries that too often prohibit effective staffing in schools. We can identify promising educators, we can train them under mentors at every level, and we can promote them to levels of increasing leadership and responsibility as their careers progress.

These professional pathways will undoubtedly be different from place to place. Today we heard from elementary and secondary educators; we heard from urban communities and rural communities. But the principle of professionalizing education, so that schools can compete for talent with other vocations and other places of work, is one we can and should embrace in every corner of our state.

As always, thank you for all you do for our children,

John

John White
Louisiana Department of Education
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In This Issue:

[Superintendent's Message](#)

[District Support](#)

[Assessment & Accountability](#)

[High School Opportunities](#)

[Data](#)

[Grants Management](#)



[Current District Support Calendar](#)

District Support

Community Eligibility Feeding Program Update

Please forward to school food supervisors, school business officials, and data coordinators

As LEAs recover from the impact of flooding, they may be considering the option to participate in (or recertify their rate for) the Community Eligibility Program (CEP). Under the CEP, LEAs are able to provide free breakfast and lunch to all students in a single school, a group of schools, or all schools within the LEA without the burden of collecting and processing school meal applications to make individual eligibility determinations.

With more students receiving Supplemental Nutrition Assistance Program (SNAP/Disaster SNAP) and qualifying as homeless or other indicators that directly certify students to receive free school meals, LEAs may now qualify for CEP or qualify at a higher meal reimbursement rate.

For more information and to determine your eligibility to participate, please see the [CEP guidance](#).

For questions, please contact [Judy Stracener](#).

District Points of Contact

Networks teams are currently working with district staff to update the [district point of contact list](#). Please review your district's contacts and work with your Network team to **make all updates by October 15**. Email your network leader or coach with questions.

Building Digital Literacy

Please share with Chief Academic Officers and principals.

Digital literacy is the ability to use technology to find, evaluate, create, and communicate information. The [Guide to Digital Literacy](#) presents guidelines for teachers as they support their students in learning to use technology.

Participants in the September supervisor collaborations were able to participate in a session that focused on building digital literacy. This [presentation](#) is now available and includes guiding questions and resources for leaders as they support their teachers in authentically incorporating technology into instruction.

Upcoming related resources include:

- Digital Literacy at a Glance for Leaders (*coming in October*)
- Example Parent Communications (*coming in November*)
- Education Technology Monthly Call (*October 27, 1:00 p.m.*)

- Education Technology Monthly Call (October 27, 1:00 p.m.)

Please email edtech@la.gov with any questions.

English Learner Program Handbook for District and Charter School Administrators Released

The new [English Learner Program Handbook](#) for district and charter school leaders has been released. The handbook provides guidance to all district and charter school administrators regarding obligations to English Language Learners and includes information on topics such as:

- Identification English Language Learners (ELs) and Assessing English proficiency;
- Providing ELs with a language assistance program and ensuring meaningful access;
- Addressing ELs with disabilities;
- Meaningful communications with EL parents; and
- Title III requirements for districts that receive this funding

For more information, please contact your POC, [Melanie Mayeux](#), or [Beverly Diaz](#).

Business English and Technical Writing Guides

Please share with Chief Academic Officers and Curriculum Supervisors.

At the request of the field, the Department developed course guides for two of the Jumpstart pathway English courses. The guidance includes an overview of the course, state course codes, suggested topics to be taught, resource links, and assessment guidance. Course guidance can be found on the [ELA Planning Resources page](#) for the following courses:

- [Business English](#)
- [Technical Writing](#)

For more information, contact us at classroomsupporttoolbox@la.gov.

Social Studies Key Themes

Please share with Chief Academic Officers and Curriculum Supervisors.

The goal in social studies is to create literate citizens who are critical consumers of information they read, hear, and observe. To accomplish this goal, students must:

1. use sources regularly to learn content;
2. make connections among people, events, and ideas across time and place; and
3. express informed opinions supported by evidence from sources and outside knowledge.

The Department developed and released key theme documents for grades 3-8 to show how the social studies grade level expectations are connected to help teachers prepare for the new assessments.

Access the [Social Studies Planning Resources page](#) to view the key themes for the following grades: [Grade 3](#), [Grade 4](#), [Grade 5](#), [Grade 6](#), [Grade 7](#) and [Grade 8](#).

For more information, please contact us at classroomsupporttoolbox@la.gov.

December 2016 Collaborations

To ensure district level supervisors get the information and support they need, the Department will host an in-person collaboration for supervisors in lieu of an in-person event for Teacher Leaders. The principal collaborations will take place as planned.

Dates and Locations:

- December 9: Baton Rouge
- December 12: Lafayette
- December 13: Jefferson
- December 15: North Louisiana (TBD)

December Collaboration Topics:

- 2015-2015 results & school letter grades
- 2016-2017 assessments
- Tech readiness and digital literacy
- Special populations including ELL

The Department may also host some webinars for Teacher Leaders in December and will share more information about the dates and topics for these in the November District Planning Call and through the Teacher Leader newsletter.

and topics for those in the November District Planning Call and through the Teacher Leader newsletter. Please refer to the [district support calendar](#) for a full list of training dates and locations. Email louisianateacherleaders@la.gov with questions.

Assessment & Accountability

District Test Coordinator Reminders

Please share with District Test and Technology Coordinators and Data Managers.

Assessment Support and Training:

- **Weekly Office Hours:** Tuesdays at 1:00 PM
 - Webinar Link: <https://louisianaschools.adobeconnect.com/dtc/>
 - Enter the meeting room as a guest and provide your name.
 - Call-In Information: (646) 307-1380; meeting room #951155484
 - This week's topic: Adding user and user permissions to the EOC administration
- **EAGLE and EOC Training:** The Department is hosting hands-on EAGLE and EOC training for district test and technology coordinators in October. These trainings are posted in [Coursewhere](#). Participants may sign up for either a morning or afternoon session.
 - Baton Rouge: **October 18**
 - Jefferson: **October 20**
- **ACT WorkKeys:**
 - STCs and DTCs should register for and attend the [WorkKeys Test Groups and Batch Loading Training](#) presented by ACT on October 12 and 24 and the [WorkKeys Test Administration Training for Online Testing Webinar](#) presented by ACT on October 14 and 24.

Assessment Administration:

- **Updated IAP Form:** The IAP form has been updated. ADD/ADHD has been relocated to the Social/Emotional Characteristics section. The updated form can be found [here](#) and in the [Assessment Library](#).
- **Test Monitoring:** The Department released an updated test monitoring guide for districts to use as they monitor sites during testing. The guide can be found [here](#) and in the [assessment library](#).

Please contact assessment@la.gov with any questions.

Technology Readiness Support

This section provides LEAs with reminders and updates on information related to technology.

- The **Testing Site Manager (TSM)** is required for online testing in the DRC INSIGHT system. It is available in both a 32 and 64 bit version and provides for content and response caching as well as additional diagnostic tools. The 64 bit version is required when a TSM will be serving more than 150 simultaneous testers and can serve up to 500. Both versions are now available in [eDIRECT](#). The TSM specifications are available [here](#).
- **Education Technology Calls:** The Department will begin hosting monthly education technology calls in October. The recommended audience for these calls include curriculum directors, technology directors, instructional support leaders, curriculum directors.

October Webinar Information:

- **Thursday, October 27 at 1:00 p.m.**
- **Topics:** education technology resources, upcoming education technology opportunities, and best practices for authentically incorporating technology into instruction
- Webinar Link: <https://louisianaschools.adobeconnect.com/edconnect/>
- Enter the meeting room as a guest and provide your name
- Call-In Information: (646) 307-1380; meeting room # 951155484

Additional dates have been added to the [District Planning Calendar](#).

- **E-Rate In-Person Training for FY 2016-17 Filing Window:** In order to assist and facilitate districts, charters, and schools with filing for 2017- 2018 E-Rate funding, in-person trainings will be conducted in late October and early November as noted below. District technology coordinators, E-Rate coordinators and procurement staff are invited to attend to learn more about program changes, new rule interpretations and changes in the EPC application software system.

- October 21: Baton Rouge

- October 7: Monroe

- October 28: Rapides

Register for these events on [Coursewhere](#). Please contact edtech@la.gov with any questions.

High School Opportunities

2016-2017 Pupil Progression Plans Due

The Pupil Progression Plan (PPP) is the comprehensive plan developed and adopted by each LEA that establish policies and guidelines local school districts use to determine whether students will be promoted to the next grade, retained in the current grade, or advanced (or skipped) to higher grades. Pupil Progression Plans also outline the criteria for high school graduation.

All Plans must be submitted in pdf format by **October 14, 2016** to PPP@la.gov. Please contact PPP@la.gov for additional information or questions regarding the [2016-2017 Pupil Progression Plan Template](#).

Jobs for America's Graduates-Louisiana (JAG-LA)

The Department will host the JAG Student Leadership Conference at the Cajun Dome in Lafayette. Due to the large number of participants, the conference will be held for all JAG Programs in the southern part of the state on **Wednesday, November 2, 2016**. JAG-LA Programs in the northern part of the state will attend **Thursday, November 3, 2016**. Both conferences will begin promptly at 10:00 a.m and conclude by 3:00 p.m. Lunch will be included.

For more information please contact [Dianna Keller](#).

2016-2017 Individual Student Planning (Individual Graduation Plan and Diploma Pathway Selection)

The Department will host two webinars to support professional school counselors with the Individual Graduation Plan (IGP) and diploma pathway selection process. The webinar will review the [guidance document](#) released to assist professional middle and high school counselors in the annual development and review of the IGP.

- Wednesday, October 12 - 3:00 p.m. - 3:30 pm
- Thursday, October 20 - 3:00 p.m. - 3:30 pm

Webinar Login Information (**No pre-registration required*)

- Meeting Name: **2016 - 2017 Individual Graduation Plan and Diploma Pathway Selection**
- To join the meeting, click <https://louisianaschools.adobeconnect.com/igp2017/>
- Enter meeting room as a guest and provide your name

For further assistance, please contact Martha.moore@la.gov.

2016 Department Counselor Collaboratives

The 2016 Counselor Collaboratives scheduled below will focus on

- Financial aid access for all students
- Implementation of appropriate student graduation pathways

Participants are asked to register in [Coursewhere](#). For questions regarding registration, please email JumpStart@la.gov.

Date	Network	Location	Time
October 12	B	Terrebone Parish Library, 4130 West Park Avenue, Gray	9:00 a.m.
October 17	A	Bossier Instructional Center, 2719 Airline Drive, Bossier City	1:00 p.m.
October 18	A	Natchitoches Parish Media Center, 310 Royal Street, Natchitoches	1:00 p.m.
October 19	A	Ouachita Parish Student Support Services, 800 Claiborne Street, West Monroe	1:00 p.m.
October 20	A	Avoyelles Parish Media Center, 136 S. Fair Street, Marksville	1:00 p.m.

Data

Tenure Data File Available on FTP

LEA level tenure reports have been placed on the FTP. The report provides LEAs with information about teachers who **may** have acquired tenure prior to September 1, 2012.

This report should be used as a starting point for the tenure data submission in PEP. The file must be cross-checked against district tenure records.

Please email [Sara Strickland](mailto:Sara.Strickland@la.gov) with questions.

2016 ACT PLAN Letters

Please forward to all FTP Coordinators and Secondary Directors and/or Coordinators.

The Department has provided each LEA with a template and guidance for generating a set of ACT PLAN letters for dissemination to 11th grade students and parents. **These files, titled LEAcode_LEAname_2016_ACTPLANLetters, are available in the Data Management FTP through October 21.** FTP coordinators should share these files with Secondary Directors and/or Coordinators.

ACT PLAN letters highlight individual student's Advanced Placement potential and/or student's career interest aligned with Jump Start career pathways. These letters are developed based on student performance on the PLAN assessment as well as student responses to the career World of Work inventory.

For additional information, please contact CollegeReadiness@la.gov. For FTP issues, contact SystemSupport@la.gov.

Talent

2018 Teacher and Principal of the Year Nominations and Application Process Open

The 2018 Louisiana Teacher and Principal of the Year nominations and application process is now open. Information, timeline, and materials may be found on the [Department's website](#). District and charter organizations may submit up to three candidates, one per division, for both Teacher and Principal of the Year, to participate in the state-level process. State-level nominees will submit their application online. Those **applications are due by January 19, 2017.**

Part of the selection process at both the district and state-level is to include recommendations from various stakeholders. This year, teachers, principals, district employees, parents, colleagues, and community members are able to submit recommendations online. **Recommendations are due by October 31,** and will be sent to local school districts for their consideration. If you know an outstanding teacher or school leader, log into the [nominations portal](#) and select Nominations from the dropdown menu. The portal works best when Chrome is used.

Three informational webinars are scheduled for Teacher and Principal of the Year coordinators and charter team members. Participants should plan to join one of the following webinars.

Webinar Login Information: (**No pre-registration required*)

- Meeting Name: **2018 Teacher and Principal of the Year- Coordinator's Training Webinar**
- To join the meeting on:
 - Thursday, October 13 from 9:30 - 10:30 a.m., click <https://louisianaschools.adobeconnect.com/tpoy2/>
 - Thursday, October 13 from 2:30 - 3:30 p.m., click <https://louisianaschools.adobeconnect.com/tpoy/>
 - Tuesday, October 18 from 11:30 a.m. - 12:30 p.m., click <https://louisianaschools.adobeconnect.com/tpoy3/>
- Once you enter the site, click guest and type your name in the signature box
- Select the default "Dial-out" option (1) to hear the call over your phone.
- Select the "Using microphone" (Computer device- option 3) option if you'd like to view and listen via your computer.

For questions, please email excellenteducators@la.gov.

Believe and Prepare Workshop Opportunities

Louisiana is committed to prepare every educator under a mentor educator through a professional residency, and the Believe and Prepare Community has been paving the way since 2014. New for 2016-2017, the Department will host a series of meetings that

will feature leading experts in the field of teacher preparation.

- **Monday, October 31**
- **Monday, February 13**
- **Monday, May 1**

During the fall meeting, preparation provider leaders and their district partners should attend together to learn about the funding opportunities and understand the tools and resources available to support application development. All meetings will be held at the Claiborne Building in Baton Rouge.

The deadline to RSVP is Friday, October 22. Click [here](#) to reserve your seat today!

For more information please contact BelieveandPrepare@la.gov.

Statewide Monitoring

2016-2017 Coordinated Monitoring Schedule for School Districts and Charter Schools

The Division of Statewide Monitoring conducts annual monitoring activities of local education agencies (LEAs) to ensure compliance with federal and state requirements. To assist our school districts and charter schools in thoughtful planning and preparation for the upcoming school year, we have provided the annual, [consolidated monitoring schedule](#) for the 2016-2017 school year. The schedule is tentative and the agency reserves the right to make adjustments as necessary. The second quarter schedule can be viewed [here](#).

If you have any questions about the monitoring schedule or program monitoring related to the Every Student Succeeds Act (ESSA), please contact [Linda Tindall](#) or [Dr. Chauncey McElwee](#) for monitoring related to the Individuals with Disabilities Education Act (IDEA). Questions related to Early Childhood monitoring may be directed to [Terry Simoneaux](#).

Policy

Guidance for Implementing Act 303: Diplomas for Former Students with Disabilities

Act 303 (2016) allows certain former students with disabilities to petition their local school board to determine if they are eligible to receive high school diplomas. A [guide](#) has been developed to support administrators of Local Education Agencies (LEAs) with developing procedures to effectively implement this law and includes information related to appropriate deadlines and procedures outlined in the law. You may contact [Rebecca Hanberry](#) with questions about implementation of Act 303 (2016).

Student Fee Survey

During the 2016 Regular Session, the Louisiana Legislature passed [House Concurrent Resolution 137](#) regarding fees charged to students attending Louisiana public schools. In this resolution the legislature requested that the State Board of Elementary and Secondary Education conduct a thorough study of the prevalence and use of student fees and to submit a written report of its findings and recommendations to the legislature by March 1, 2017.

In order to gather the information needed to respond to this request, the Department is requesting that each local education agency (LEA) complete this [survey](#) no later than **October 14, 2016**. Please ensure that only one response is submitted for each LEA.

Questions may be directed to [Erin Bendily](#), Assistant Superintendent for Policy and Governmental Affairs.

Other

2017 U.S. Senate Youth Program Application

Please share with principals.

The Louisiana Department of Education and the William Randolph Hearst Foundation are pleased to announce the launch of the 2017 United States Senate Youth Program. Two outstanding students from Louisiana will be selected to spend a week in Washington, D.C. in March of 2017 and will each receive a \$10,000 scholarship from the Hearst Foundation.

The Department encourages principals to distribute [national program brochure](#) and the [logistics memo](#) which includes the application and selection procedures to juniors or seniors who hold elected or appointed offices in school or community groups. View the [Hearst Foundation news release](#) for more information.

The names of the students selected and their application portfolios must be submitted to [Marian Johnson](#) no later than October 7, 2017. Finalists will be notified by October 24.

Please contact [Marian Johnson](#), Program Coordinator, with questions.

LDOE Contacts

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