

FSW Collegiate HS Charlotte
Faculty Meeting
November 28, 2017

- 1) Secretary of Ed. Visit – Betsy DeVos and Representative Francis Rooney visited the FSWC Lee campus Monday. Matt, Blake and some of our MUN and A-Team students met them along with Dr. Miller and Dr. Allbritten. It was a positive visit.
- 2) Attendance Issue
 - a) Code of Conduct Late Work Policy – Students/parents need to request makeup work. It would be helpful if you prompt students. Makeup of tests, exams or quizzes are at the discretion of the teacher. If a student is absent during long-term projects (7 days or more) their work is due the next day. Make sure your syllabus is in compliance.
 - i) If you feel a student is taking advantage of missing test days, please let Matt know so we can check for a pattern of non-attendance.
 - b) Tardy to class. Please stand at your door, positively encourage students to get to class.
- 3) Semester Exams
 - a) December 21 – World History, Chemistry and English Exams are on December 21
 - b) Schedule Discussion – All elective, Algebra 2 and MCR exams need to be completed before December 21. Please provide the exam schedules. Algebra I, Geometry, Biology and US History EOC exams in the spring will count as semester 1 and 2 exam grades.
- 4) Student/Parent Conference Process Change – We will be using EDIS in FOCUS to document student/parent conferences. Amber will complete a *Child – Talk Form* in EDIS for students of concern discussed at faculty meetings. Teachers will meet to discuss strategies and Amber will fill out a *Problem Solving Template*. Amber will either talk with the student or have a student/parent conference and use information from template and parent will receive the problem solving form. A *Parent Conference Form* will be completed if a meeting occurs. Teachers do not need to attend the conferences since they've already provided input. There will be an evaluation next interim time. If the student is doing well, continue with the strategies. If not, Amber will complete an *Intervention Fidelity Form* to discuss what didn't happen – did the teacher follow through – did the student & parents follow through. New strategies or placement will be discussed.
 - a) The new process will improve documentation.
 - b) It will improve accountability.
 - c) AdvancEd – It will help with documentation when AdvancEd is here next year.
- 5) Teacher Reflections
 - a) Due by December 15
- 6) Holiday Party
 - a) December 21 at FM Don's
 - b) RSVP by Thursday to Greg
- 7) We should receive A+ money and club stipends on one of our December checks.