

CISVA and the New (& not so new!)



Teacher



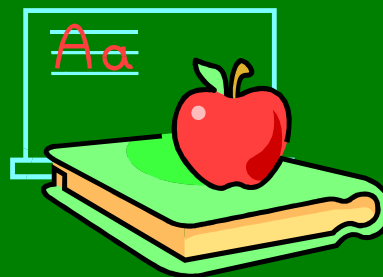
Mentoring

Spirituality

Toolbox

*Faith
Formation*

*Classroom
Management*



*Professional
Development*

Special Education

*Communication
with Parents*

Resources

Professionalism

Websites

*Implementing
Curriculum*

The Catholic Independent Schools Vancouver Archdiocese

Phone: 604-683-9331

www.cisva.bc.ca

The CISVA website is one of the most important sites for you now that you are teaching in a Catholic school in the Vancouver Archdiocese. Each drop down menu will provide you with information on a range of topics, from personal financial planning to professional development opportunities. The Calendar in the Schools menu provides a month by month overview of activities and events for the school year.

The **m-board** (message board), for teachers, is accessed as follows:

- ⇒ On the CISVA homepage click on 'm-board'
- ⇒ Click on 'Teachers'
- ⇒ Enter user id 'teachers' and password 'scienta'
- ⇒ From this page, you will be able to: contact office personnel, watch for current school vacancies and keep abreast of current news from the central office as well as access sample teacher planning and assessment tools.

The Vancouver Catholic School Teachers' Association

www.vcsta.com

The Vancouver Catholic School Teachers' Association is organized and led by teachers from schools across CISVA. It serves to strengthen the bond of unity among the teachers of the CISVA, and provides representatives who liaise with the Superintendent's Office and the CISVA Board of Directors. Membership is open to all CISVA teachers. Find out who your school representative is and talk to them about how the VCSTA can work for you.

School Courier System:

- ⇒ This is an internal communication system between the CISVA schools and the Office of the Superintendent.
- ⇒ The courier leaves the Superintendent's Office (S.O.) each week on Wednesday afternoon and is delivered to the schools on Thursday or Friday morning, depending on location
- ⇒ Items from the schools are delivered back to the S.O. on Friday afternoon. This includes resources which have been borrowed from our library



Networks:

- ⇒ Subject specialists, grade-level groups and librarians meet periodically throughout the year to discuss and share professional materials.
- ⇒ For details, please see the Professional Development Handbook in your school, check the m-board or contact one of the education consultants at the Superintendent's Office.



Resource Libraries:



- ⇒ Videos, books, films & teaching resources are signed out through Eloquent...our on-line library system
- ⇒ This system allows you to search for resources by subject, title or author and request items to be loaned to you through the school courier system.
- ⇒ Simply go to the CISVA website and follow the Eloquent prompts, using the password *staff* (see complete instructions for use below)
- ⇒ For more information, contact the Superintendent's Office at **604-683-9331** or info@cisva.bc.ca
- ⇒ For Religion resources please contact the Office of Religious Education at 604-683-0281 or www.rcav.org/ORE

Instructions for Use

Important: always use the **BACK** button to exit a window or to log out of the system. Never use the **X**

1. Go to the CISVA website: www.cisva.bc.ca; click **Eloquent** in the bottom left hand corner
2. In the first screen click **Submit**
3. The next screen is the 'User Log In' window: user name is **staff**; user password is **school**. Click the **Log In** button
4. You have now reached the **Menu** window. Click **Research** to search for resources by subject, title and/or author.
5. The procedure for **Research** is very user friendly. Click **Public Titles Search** and then follow the instructions. You need only complete **one** 'search' criterion: title words, author words, etc. Click **Search**.
6. A window will open with the results of your search. Click the resource title to view details.
7. Once you have located the title you want, scroll to the bottom of the resource details and click **Request for Item**. This will open an email screen.
8. Fill in your name, the date you require the resource and any other comments you wish to add.
9. Finally, **send** the email to reserve your resource!

Get Connected to the Net!

Did you know many companies and publishers provide helpful information, such as lesson plans and journal articles on their websites?

Check it out!



www.bcct.ca/default.aspx

The B.C. College of Teachers website features information about the college, college updates, publications and legislation. There are various links to education resource sites (<http://www.bcct.ca/resources/default.aspx#5>), you can pay college fees on-line, and learn more about College Standards.

<http://pw.vsb.bc.ca/library/>

Don't know how to focus your students' research? Try this link to the Vancouver Public Library, created by an incredibly innovative teacher from Prince of Wales school. Now your kids will find what they are looking for!

www.schoolnet.ca/home/e

The Federal Government website provides a wealth of information and teacher connections in many areas that can be linked with aspects of the curriculum. You'll be amazed!

www.mathforum.org

The *Math Forum* is a leading centre for mathematics and mathematics education on the Internet. Their mission is to provide math resources, materials, activities, person-to-person interactions, and educational products and services that enrich and support teaching and learning in an increasingly technological world. *Ask Dr. Math* is a forum for your math questions.

www.on.ec.gc.ca/kids_e.html

The environment Canada Kids pages offer regional and environmental information for students and teachers. Topics included on the site: Wildspace, climate change, maps, project atmosphere, weather and pollution. A variety of quizzes, clubs, contests, experiments, and links are interactive and promote environmental issues.

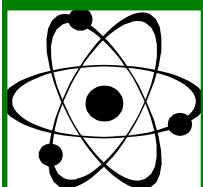
www.bced.gov.bc.ca/irp

This is *the* site for all your information needs related to B.C. IRPs and Performance Standards!



www.starfall.com

This is a learn-to-read website. Teachers are using Starfall materials as an inexpensive way to make the classroom more fun and to inspire a love of reading and writing. Primarily designed for first grade, Starfall.com is also useful for pre-kindergarten, kindergarten and second grade.



<http://homeschooling.gomilpitas.com/explore/physics.htm>

This is a very comprehensive Catholic homeschool website and this link to the physics section is wonderful—online games, animated demonstrations, experiments, interactive questions and answers, units and lessons on simple machines, nuclear science and many other topics.

www.scienceworld.bc.ca/general_information/about_science_world/links.htm

Vancouver Science World on-line has an impressive collection of teacher and student resources and activities, with several links to other valuable sites. The Teachers & Outreach menu allows you to access games such as 'Art and Spleen's Bodyworks' with live footage of an active intestine! Your students will love it!



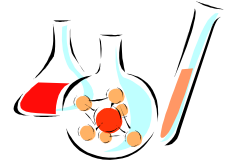
www.eduscapes.com

WOW!! This is unbelievable! A true labour of love from its authors, Annette Lamb and Larry Johnson. They continue to work with educators, parents and children around the world to affectively integrate technology into learning environments. You will find teacher materials that can be adapted for the B.C. curriculum. The focus is cross-curricular and by grade and subject.



www.amasci.com/scied.html

This website, which is based in Seattle, was designed by physics teachers and professors specifically for people who teach Physics at all levels. It is an eclectic guide to Physics resources on the web including experiments, science projects, FAQs and links to other, reviewed and recommended science sites.



www.sfu.ca/archaeology/museum/teachers/sections/index.html

The website of the SFU museum of archaeology and ethnology has an extensive educational component created for teachers. It is designed so you can quickly and easily navigate many free educational materials. A special added feature is the website links that can be found throughout the site. The resources are partnered with the sub-organizers and prescribed learning outcomes for Social Studies 4, 5, 6 and 7, provided by the BC Ministry of Education website.



Websites Related to Special Education

www.ndss.org

The National Down Syndrome Society website is a resource for families, professionals, affiliates and others. Updated daily, it is one of the largest single sources of dependable information about Down syndrome available to the public. This site is a valuable tool for public education and information sharing and contains answers to commonly asked questions about Down syndrome; in-depth articles on health, development, education and other critical topics; research and advocacy news; NDSS event and program updates; a searchable database of Down syndrome organizations and other resources; and much more.

www.ldonline.org

LD Online.org is the world's leading website on learning disabilities and ADHD serving parents and professionals. It seeks to help children and adults reach their full potential by providing accurate and up-to-date information and advice about learning disabilities and ADHD. The site features hundreds of articles, monthly columns by noted experts, first person essays, children's writing and artwork, a comprehensive resource guide, a set of very active bulletin boards, and a Yellow Pages directory of professionals, schools and products.

www.ldresources.com

LD Resources is a well-organized collection of resources about learning disabilities. It has provided information to individuals with learning disabilities and the people who work with them.

Finding the Professional Development You Need

The Teacher Professional Growth Plan

"The teacher, in the most profound sense, is a "reflective practitioner" who continually strives to develop his or her spiritual, religious, and professional self, while promoting the spiritual, religious, and human development of the students."

Gini Shimabukuro,

1998

A Call to Reflection

The CISVA **Teacher Professional Growth Planning process** is one of the most significant and **empowering** tools, for us as educators and learners, which the CISVA has developed in recent years. The Catholic School, as a faith community, is committed to **excellence in Catholicity** and in all areas that promote **the development of the whole child** to his or her full potential. To do this well, teachers and administrators need to model the **lifelong learning** that we are encouraging our students to become engaged in.

Details of the materials and the process can be found in your school's **Professional Learning Communities** binder. For further information, speak to your Mentor or Principal or contact the Superintendent's Office.

Professional Development Handbook

Each school has received a copy of this book which outlines all the services that the Superintendent's office can offer to individual teachers and schools. In addition, there are outlines of all Professional Development opportunities which will be offered throughout the year, targeting many curriculum areas and grade levels. Registration fliers will be sent in advance of each workshop via the school courier. For new teachers, there is a comprehensive mentoring program of events throughout the year. For further information regarding professional development opportunities, please contact Sandra Marshall, Associate Superintendent at the Superintendent's Office.

Mentoring Activities:

August Jump Start to Teaching CISVA Orientation, Lunch and Behaviour Management	Spring Term Optional Meetings with Mentor
November Communicating with Parents	May Assessment and Planning Cycle

Catholic Educators' Conference:

- ⇒ This annual two-day conference is held (usually) in February
- ⇒ The theme is based on the current school year theme
- ⇒ A member of your staff will sit on the Conference Representatives' Committee and will keep you informed about Conference events.



Other Avenues for Professional Development

- ⇒ Find out who the in-service representative is at your school. They are usually a great source of knowledge!
- ⇒ Many District School Boards offer Professional learning, especially on Provincial professional development days - usually a Friday in October. Please see your school's copy of the Professional Development Handbook for school district websites
- ⇒ Provincial Associations and organizations can be a great source of ideas
- ⇒ Find out who the Special Education Department Head/Learning Assistance Teacher is at your school. This person will be aware of a variety of Special Education opportunities, both external and internal to the CISVA.

Steps to Planning

Use the following tools to assist you!

The m-board - sample plans from various grades, curriculum organizers, and a planning template for your use www.cisva.bc.ca

Ministry IRPs for your subject and grade level.
<http://www.bced.gov.bc.ca/irp/>



The Toolbox for Teachers: a binder of CISVA planning advice and samples, for Elementary teachers (available in your school)

Implementing Curriculum: a binder of CISVA planning advice and samples, for High School teachers (available in your school)

The Teacher Professional Growth Plan: accessible on the teacher' m-board.

PLANNING REQUIREMENTS

Long-Term plans are concise, overall plans for the year. They are primarily designed to provide an overview of prescribed goals, learning outcomes and content to be taught over the course of a school year.

Short-Term plans reflect the planning for a specific unit, theme, period of time or section of curriculum. They are the combination of prescribed learning outcomes (PLOs), assessment opportunities, learning activities and resources. They transform the PLOs into an action plan and provide a clear picture of the desired learning destination, written in terms of what the student will be doing.

Daily plans outline the details for day-to-day instruction, and should be found in a daybook on every teacher's desk, accessible to substitute teachers and other staff working with students in your class. Daily plans enhance short-term plans by fleshing out details required for the day's lessons.

Individual Educational Plan (IEP) is a written educational plan, developed for a specific student, that describes the program adaptations and/or modifications and services that are to be provided above and beyond regular classroom instruction. It acknowledges the student's strengths, identifies the student's needs, serves as a tool for collaborative planning and the implementation of the instructional program.

REMEMBER

STEP 1

Identify the learning outcomes - consider *"What do I want the students to learn?"*



STEP 2

Plan for **Assessment** - consider *"What will the students be doing to demonstrate their learning?"*

STEP 3

Plan the **Learning Opportunities** - consider *"What will the students actually be doing to work towards the goals and learning outcomes?"*

Ask your mentor for advice or contact the CISVA office to speak with an Education Consultant.

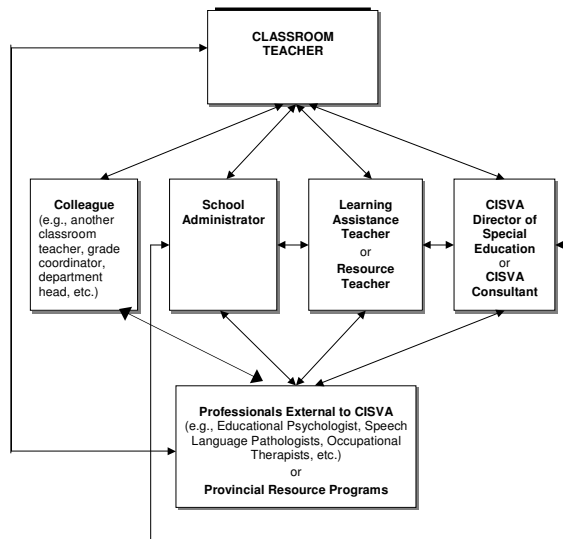
Special Education Support for the Classroom Teacher

Information and/or help is available for issues dealing with students who are having difficulty coping in the classroom. Please contact the Director of Special Education at the Superintendent's Office. Some of the topics that may come up are:

- * **Assessment and Evaluation**
 - assessing a student's level of functioning
 - assessing a student's strengths and weaknesses
 - adapting and/or modifying tests and other evaluation tools
- * **Instruction**
 - adapting and/or modifying materials, assignments, projects, etc.
 - selecting appropriate teaching strategies
 - determining appropriate organizational and motivational strategies
 - implementing recommendations from formal assessments (e.g., psycho-educational assessments, speech/language assessments, etc.)
- * **Behaviour**
 - selecting appropriate classroom management strategies
 - dealing with "problem behaviour"
 - conducting functional assessments
- * **Documentation**
 - writing individual educational plans (IEP's) and case management plans (CMP's)
 - keeping records and confidential documents
 - communicating with parents - formal reports and meetings
- * **Resources and Information**
 - accessing information on specific topics, disabilities, etc.
 - selecting books, videos, software for students
 - creating adapted and modified materials
 - the Learning Assistance teacher / Special Education department head will be kept abreast of any professional development opportunities relating to Special Education.

Be brave enough to accept the help of others.

Special Education Support Structure for Classroom Teachers



Religious Education Support for the Classroom Teacher

For further information, please contact the Religious Education Consultant at the Superintendent's Office

Leading Prayer in the Classroom



A. Daily Prayer:

- ♦ 5-10 minutes at the beginning of the day
- ♦ establish a routine for creating sacred space for prayer
- ♦ model, then involve students - age appropriate
- ♦ connect prayer to your lesson
- ♦ incorporate a variety of elements and prayer forms

B. Preparation for Sunday:

- ♦ purpose: to connect school to Sunday worship
- ♦ sometimes done with whole school
- ♦ prepare to hear Sunday gospel
- ♦ Children's Liturgy of the Word resources are valuable

C. Special Celebrations:

- ♦ at end of units to celebrate the learning that has taken place
- ♦ special liturgical seasonal celebrations i.e. Advent may be longer than regular daily prayer
- ♦ a key time to incorporate symbols, sacramentals, processions, etc.
- ♦ important to involve students in the preparation

D. Other Times for Prayer:

- ♦ before lunch - grace before meals
- ♦ at the end of the day
- ♦ can be short and simple but should not be "rote"

Tips for a Successful Prayer Corner

1. Make it attractive
2. Choose the quietest place
3. No more than two at a time
4. Ensure every child visits
5. Model all activities presented
6. Change the activities often
7. Display children's work
8. Open-ended and non-competitive
9. Ask for children's input
10. Follow the Liturgical year
11. Sitting quietly and thinking is okay
12. Let them see you visit, too



Prayer Centres and the Liturgical Seasons

Advent

Begins: 4th Sunday before Christmas
Ends: Christmas Vigil (Dec 24)
Colour: Violet
Symbols: Advent Wreath, Jesse Tree
Focus: preparing for the second coming of Christ; preparing to celebrate the feast of the incarnation
Themes: vigilant waiting; preparing the way of the Lord; waiting in hope and joy
Key Figures: John the Baptist, Mary, The Prophet Isaiah

Christmas

Begins: Evening of December 24 with the Christmas Vigil Mass
Ends: Feast of the Baptism of Our Lord
Colour: White
Symbols: Christ candle (white), Manger scene, Epiphany star
Focus: celebrating the feast of the Birth of Our Lord; The Feast of the Epiphany celebrating three wonders: the Magi offering gifts, the Baptism of Our Lord, the miracle at Cana
Themes: Jesus the Light of the World; Jesus the Incarnate Word of God; Jesus the universal Saviour
Key Figures: the Child Jesus; Mary & Joseph (Holy Family), the shepherds (poor), the 3 Kings (the Gentiles)

Ordinary Time

Two seasons: Monday following the Baptism of Our Lord to Tuesday before Ash Wednesday and Monday following Pentecost to Saturday before the first Sunday of Advent
Colour: Green
Symbols: Cross, Jesus icons, candle, plants/flowers, symbols from Scripture i.e. mustard seeds, small bags of salt, etc.
Focus: the life, teachings, parables and miracles of Jesus
Themes: vary according to the Sunday readings
Key Figures: vary according to the Sunday readings

