



William G Hibbard Elementary School (/school-plans/211) / Plan summary

2016-2018 plan summary

Team

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Team meetings

Date	Participants	Topic
01/12/2016	Scott Ahlman, Kyla Bailenson, Edgar Pineda, Barbara Karrel, Jessica Hodges, Katie Scully	Initial CIWP Meeting
01/15/2016	Kyla Bailenson, Natalia Gomez, Bernadette Payne	Network 1 CIWP Planning Session
01/28/2016	Kyla Bailenson, Edgar Pineda, Jason Major	CIWP Data Planning Session
01/28/2016	Hibbard Faculty	SEF Evidence and Scoring with whole staff

03/01/2016	Scott Ahlman, Kyla Bailenson, Edgar Pineda, Barbara Karrel, Jessica Hodges, Katie Scully	SEF Evidence and Scoring, drafting priorities
03/02/2016	Scott Ahlman, Kyla Bailenson, Natalia Gomez, Bernadette Payne	Network 1 CIWP Planning Session
03/03/2016	Kyla Bailenson, Scott Ahlman, Arlean Trujillo, Irene Mercado & PTO parents	PTO - Parent Meeting - CIWP Planning Session
04/14/2016	NCLB/PAC Parent members - Edgar Pineda & Scott Ahlman	NCLB/PAC - Parent Meeting - CIWP Planning Session- Input
04/14/2016	BAC Parent members - Edgar Pineda & Scott Ahlman	BAC - Parent Meeting - CIWP Planning Session - Input
11/23/2015	LSC Members and audience members	CIWP Planning Session - Input
01/25/2016	LSC Members and audience members	CIWP Progress - Input
02/16/2016	LSC Members and audience members	CIWP Progress - Input
03/28/2016	LSC Members and audience members	CIWP Progress - Input
04/25/2016	LSC Members and audience members	CIWP Progress - Input

School Excellence Framework

Culture of & Structure for Continuous Improvement

4 of 4 complete

Leadership & Collective Responsibility:

Score

Leadership & Collective Responsibility is characterized by an unwavering commitment to fulfilling a shared vision of success. There is a clear focus and high expectations for staff and students, motivating the entire school community to continue striving for success for every student.

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"Husky Way" and other School Climate Initiatives
 Learning Teams time provided for collaboration
 Hibbard transfer goals introduced and used this year
 More special education teachers coteaching
 All teachers included in providing feedback for CIWP
 Working towards common assessments across grade levels
 More presenters in PD that are from Hibbard
 All teachers given time to complete 5 Essentials Survey
 Teachers determined topics of PLC/book studies
 Teachers allowed to choose PD options at times
 Schoolwide behavior matrix
 Language Matters PD to prepare all teachers to work with ELs
 Staff worked together to develop mission statement

Guide for Leadership & Collective Responsibility

- **Set the direction and create a sense of purpose by building consensus on and implementing a shared vision.**
 - Consider the demographics of the school community in developing a shared vision.
 - Help stakeholders understand the relationship between the school's vision and their initiatives and priorities.
 - Consistently use informal and formal opportunities to champion and articulate the vision.
 - Act in ways that consistently reflect the school's core values, beliefs, and priorities in order to establish trust.
 - Ensure the school's identity, vision, and mission drive school decisions.
- **Inspire a culture of collective responsibility for the success of ALL students in the whole school (not solely teacher's own students).**
- **Empower others to make or influence significant decisions.**
 - Build shared leadership structures and opportunities for job-embedded leadership training and development.
 - Capitalize on the leadership skills of others.

- Constantly listen and synthesize what is heard, and learn from all sources.
- **Employ the skills to effectively manage change.**
 - Master skills associated with large-scale strategic planning processes and implementation of such plans.
 - Steer through the challenges associated with making improvements, both large and small.
- **Create and sustain a coherent instructional program (coordinated and consistent) with learning goals.**
- **Use the CPS Framework for Teaching to ground instructional guidance and coaching.**
 - Model ambitious goals for teaching and learning for all students, including priority groups.
 - Draw from the best available evidence to inform instructional improvement decisions.
- **Enable staff to focus and prioritize what matters most.**
 - Buffer staff from external distractions to the school's priorities and goals.
 - Limit school improvement goals to a few high leverage activities.
 - Prioritize teaching challenging content, engaging students in learning, rigor and ways to raise achievement.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ School's vision, beliefs, and how it is shared (e.g. presentations to community, promotional materials) ✓ Five Essentials – Program Coherence
Measures	<ul style="list-style-type: none"> ✓ Five Essentials
Five Essentials	<ul style="list-style-type: none"> Effective Leaders Collaborative Teachers
CPS Framework for Teaching	<ul style="list-style-type: none"> 4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> A1. Assesses the Current State of School Performance and Develops a CIWP A2. Implements Data Driven Decision Making and Data Driven Instruction A5. School Vision and Mission Drive Decision-Making D4. Demonstrates Change Management

Instructional Leadership Team:

Score

The ILT is characterized by having a consistent structure for teacher leadership that is focused on creating and implementing the theories of action that improve teaching and learning. ILT meetings are a productive forum to identify challenges, collect and review evidence, exchange ideas, and propose and implement solutions to challenges to school improvement.

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ILT meets regularly and uses agendas to focus meetings
 ILT sometimes looks at data and evidence (5Es, some portions of units)
 Meeting agendas and outcomes are shared with staff, meeting times are published ahead of time
 Most grade levels, content areas are represented on the team
 ILT needs to look at a variety of data points over the course of the year.

Guide for Instructional Leadership Team

- **Engage in on-going inquiry (e.g. continuous improvement cycles) as a basis for improvement.**
 - Gain productive insight and take substantial new action or adjust strategy that clearly addresses root causes.
 - Relentlessly ask, **"Is it working?"** about every program, initiative, and strategy in the school.
 - Vet Initiatives and strategies on the basis of their direct or proven impact on outcomes.
 - Monitor if previous actions were implemented (fidelity) and working as intended. Ask, **"If not, why not?"**
- **Share leadership for improving teaching and learning with representative school members.**
 - Organize the team around a common understanding of team's purpose and instructional priorities.
 - Represent all relevant specialty content areas, programs, related services, and grade bands/department teams and is an appropriate size.
 - Represent a balance of work styles (e.g. task-oriented, provides push-back, synthesizes, etc.)
- **Use protocols and ask probing questions.**
 - Ask questions focused on factors within sphere of control and avoid a focus on student factors.
 - Use appropriate protocols and level of analysis (grade, school-wide, individuals) for meeting purpose.
 - Systematically consider root cause(s) based on thorough review of evidence.
- **Use timely and relevant data/evidence sources.**
 - Gather and use current and relevant local student, school, teacher performance (e.g. attendance data, assessment results), and operational data formatively to review and revise school and classroom practices as needed.
 - Disaggregate data for priority student groups (e.g. English learners, diverse learners).
- **Schedule and structure frequent meetings.**
 - Meet regularly (2-4 times per month).
 - Use an agenda with a clear focus.
- **Collaborate effectively, value transparency, and inform and engage stakeholders.**
 - All team members have equity of voice and are actively engaged in asking questions.
 - Celebrate small wins and improvements.
 - Regularly inform and engage stakeholders of key data and work of the ILT.
- **Build the capacity of teacher teams to lead cycles of learning and problem solving focused on student learning data and student work.**

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ ILT Effectiveness Rubric Score ✓ ILT artifacts (e.g. agenda, calendar, protocols, minutes) ✓ Evidence that work of ILT has contributed to positive outcomes for students and staff ✓ Teacher team agendas/minutes reflective of ILT focus
Measures	<ul style="list-style-type: none"> ✓ Five Essentials: Instructional Leadership
Five Essentials	<ul style="list-style-type: none"> Effective Leaders Collaborative Teachers
CPS Framework for Teaching	<ul style="list-style-type: none"> 4a. Reflecting on Teaching & Learning 4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> A1. Assesses the Current State of School Performance and Develops a CIWP A2. Implements Data Driven Decision Making and Data Driven Instruction B5. Supports Teacher Teams

Professional Learning:

Score

Professional Learning includes sufficient time, support, and 'safe practice' space to internalize new knowledge to change practice and beliefs. Adults persevere in collaboration with their colleagues to innovate and improve implementation of new practices.

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PD is often led by peers.
 Surveys are given for teachers' input on PD.
 PPLC PD regarding culturally relevant texts.
 Time is given to collaborate with colleagues for planning and discussion of best practices.
 Many teachers participating in PLC book studies regarding various content areas.
 We do not assign new teachers mentors.
 We are beginning the process of peer observations.
 We have consistent time set aside for UbD development and learning.
 Specific feedback is given following teacher observations (REACH and non REACH)
 Professional learning opportunities are focused during learning teams and staff meetings.
 Professional development is provided for social emotional learning (Morning Meeting, Second Step)
 Most teachers have attended network led UbD professional development.
 Teachers have choice of how to use flex hours.
 We have a partnership with Loyola for Language Matters.
 Agendas are provided at school led PD

Guide for Professional Learning

- **Select and design professional learning (PL) to achieve school-wide improvement, including closing priority group achievement gaps.**
 - Use data to identify performance and practice gaps to inform PL plan.
 - Use research about best practices to identify potential learning and subject matter experts to support.
 - Solicit feedback from staff to inform selection of PL opportunities.
 - Provide PL relevant to the cultural and linguistic needs of students.
 - Provide both whole staff and differentiated PL to individual teacher levels.
- **Implement and sustain on-going, job-embedded professional learning (PL) (e.g. coaching, peer learning opportunities, action research)**
 - Recommend and/or provide PL opportunities directly related to individuals' specific areas of need and professional growth goals.
 - Encourage staff to broaden networks to bring new knowledge and resources to learning environment.
 - Teachers initiate opportunities for professional growth and proactively seek opportunities to enhance content knowledge and pedagogical skill.
- **Structure time for teachers to collaborate and learn together.**
 - Create schedules and systems to conduct peer observations, and coaching. Reflect on its impact.
 - Teachers provide and accept collegial support and feedback to/from colleagues.
 - Teachers participate in and facilitate professional inquiry in teams to advance student learning.
- **Make 'safe practice' an integral part of professional learning.**
 - Allow teachers ample time to try new strategies, refine skills, grapple with implementation problems, and share knowledge and experience.
 - Provide support that addresses the specific challenges of changing classroom practice. Provide coaching/mentoring support to validate continuing to work through struggles.
- **Monitor implementation to ensure staff uses new knowledge to improve practice and it is having the desired effect on practice and student outcomes.**
 - Conduct frequent non-REACH observations to provide coaching and actionable feedback.
- **Provide induction and support for new teachers.**
 - Assign each new teacher a mentor who is skilled in pedagogy and is an open, collaborative colleague.
 - Schedule a series of 'learning experiences' for new teachers that helps them navigate important initiatives (e.g. REACH) and provides information on school specific goals and resources.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ School's PD Plan – review for goal alignment – does the plan advance the school's improvement agenda? ✓ PD agendas, PD feedback surveys ✓ Teacher practice improving on the Framework for Teaching (e.g. Basic>Proficient, Proficient>Distinguished)
Measures	<ul style="list-style-type: none"> ✓ SQRP Attainment and Growth ✓ Five Essentials: Collaborative Teachers
Five Essentials	<ul style="list-style-type: none"> Effective Leaders Collaborative Teachers
CPS Framework for Teaching	<ul style="list-style-type: none"> 4a. Reflecting on Teaching & Learning 4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> B2. Observes and Evaluates Staff and Gives Feedback to Staff B6. Professional Development Provided for Staff

Aligned Resources:

Resources (e.g. time, budget, staff, and community resources) are aligned to school priorities. Improving achievement guides resource allocation. Making the most of student time and staffing is a priority. The school organizes resources school-wide through schedules and staffing plans that target additional time and individual attention to those students who need it most and to highest priority subject areas.

Score

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Partnerships with NPU and North Park Church
 WITS tutors working to read with students
 APCC provides after school care and counseling to our students
 Heartland Clinic on sight provides medical support to our students and community members
 Partnership with People's Music School to provide orchestra instruction to students in grades 2-6
 Schedule provides for MTSS time in ELA/Math blocks in 4-6
 North River Commission works with students for after school homework and arts program
 Purchases include mentor texts, culturally relevant texts, texts to support teacher created units of study
 Chromebook carts purchased to support testing and classroom access
 Spanish bookroom has been expanded to include levels A-R
 Headphones purchased for some classrooms
 Professional texts purchased to support teacher learning connected to unit design
 Hiring team is made up of teachers who teach in the same grade level or content area
 3 teachers have received CFE grant
 Multiple arts partnerships have started this year
 Schedule was done with some specialists in mind, but not everyone had input into the structure.
 Special education schedule has an increased number of minutes of inclusion support in gen ed classroom
 5 Essentials Survey taken in 2015 showed a need for increased amount of collaboration between teachers
 Purchases go through admin and clerk in a timely manner

Guide for Aligned Resources

- **Design a school day that is responsive to student needs.**
 - Use CPS Instructional Time Guidelines to maximize instructional time.
 - Use CPS Instructional Block Guidelines to maximize academic-engaged time.
- **Align the budget to the CIWP priorities and the mission of the school.**
 - Avoid overemphasis on the purchase of products/programs that are not research based or do not respond to SEF needs.
 - Leverage strategic source vendors to maximize dollars.
 - Seek and obtain grants to support articulated needs.
 - Use grant funds strategically to support areas of highest need.
 - Maximize the use of supplemental funding to close any priority group achievement gaps.
- **Streamline purchase procedures to minimize lapses between ordering and receiving materials.**
- **Evaluate, to the extent possible, the consequences for student learning of resource allocation decisions to develop an evidence base of outcomes of particular uses of resources.**
- **Have a 'hiring team' and collaborative hiring process with clear selection criteria to identify and select best available candidates.**
 - Actively work to build a pool of potential staff members, particularly difficult to fill positions (e.g. staff to serve English learners).
 - Use an interview process including a protocol for questioning and select highly qualified candidates.
 - Require a classroom lesson demonstration to assess candidate expertise, philosophy and commitment.
 - Check teachers' previous performance at CPS schools.
- **Strategically assign teachers to grade and content areas to create a balanced team with a variety of strengths.**
 - Ensure all students have fair access to high-quality teachers in the school.
- **Effectively utilize Related Service Providers at the classroom level.**

- **Use data including teacher evaluations and exit interviews to inform a retention strategy.**
 - Create a positive climate and working conditions for teaching that attracts and retains educator talent.
 - Create opportunities for growth including opportunities for staff to assume additional leadership roles or pursue personal growth goals.
 - Track retention rates over time and use this information to isolate staffing strengths and identify opportunities to improve.
 - Solicit information from staff using exit interviews/surveys to understand reasons for leaving school or district.
- **Make outreach efforts to engage community members as partners and resources.**
- **Partner with one or more organizations that share the values of the school and have a complementary mission to the school's vision.**
 - Monitor the impact of partner organizations' activity.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Schedules ✓ Teacher retention rates ✓ Staff exit interviews/surveys (data on reasons for leaving school or district) ✓ Candidate interview protocol documents ✓ List of community-based organizations that partner with the school and description of services ✓ Evidence of effectiveness of the services that community-based organizations provide ✓ Budget analysis and CIWP
Measures	<ul style="list-style-type: none"> ✓ Five Essentials
Five Essentials	<ul style="list-style-type: none"> Effective Leaders Collaborative Teachers
CPS Framework for Teaching	<ul style="list-style-type: none"> 4a. Reflecting on Teaching & Learning 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> A3. Allocates Resources to Support Student Learning, Prioritizing Time B4. Hires and Retains Highly Effective Teachers

Expectations for depth & breadth of Student Learning

4 of 4 complete

Curriculum:

Score

The curriculum – what students should know and be able to do - makes standards come alive for students. All students have access to an academically rigorous curriculum that inspires students to think and contribute high quality work to authentic audiences beyond the classroom. The curriculum fully integrates academic and social emotional learning opportunities for all students, including diverse learners, English learners, and advanced learners. The school regularly examines the curriculum to check alignment to standards and opportunities for all students to meet those standards.

1 2 3 4

Teachers have created units of study that consider language needs as well as content
 PPLC has began the process of vertical alignment
 More students are receiving inclusion support
 Teachers are provided time to create performance tasks
 Grades 1-6 have gifted class to work with accelerated learners
 Many classes are implementing morning meeting and second step for SEL
 Native language support provided in some classes
 Differentiation provided in literacy block with flexible grouping, instructional levels, etc.
 Some grades have mapped out standards by quarter

Guide for Curriculum

- **Adhere to the CPS Content Frameworks** (Math (<https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/library-science/cps-virtual-library/math-content-framework---virtual-library>), Science (<https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/science/cps-science-content-framework>), Social Science (<https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/social-science-1/social-science-content-framework-3-0>), and Literacy (<https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/literacy/cps-literacy-content-framework-2-0>)) **to ensure alignment of scope and text and task complexity.**
 - Provide a range and depth to knowledge and understanding of learning experiences that are language and content rich.
- **Align units of instruction (horizontally/vertically) to scope and sequence maps and pace units and lessons appropriately.**
 - Focus so units can be adequately addressed in the time available.
 - Examine formative data to determine mastery and pace. Discuss how much time it takes to adequately address the essential elements, and the viability of documents that articulate essential content and timing of delivery (e.g. pacing guides, curriculum maps).
- **Utilize the 'big ideas' that should be taught to determine whether students are being taught the body of knowledge, the understandings and the skills expected.**
 - Identify the essential understandings – what students should learn in greater depth. In other words, know 'covering everything but learning nothing'

- does not work.
- **Expose and extend opportunities for all students to grade appropriate levels of text complexity in all types of texts, including informational in all content areas.**
 - Articulate language goals that are separate from and support content goals. Literacy - reading, writing and speaking are essential 'learning tools' across the curriculum (disciplinary literacy).
- **Engage all learners in content areas by fully integrating opportunities for all learners, including:**
 - Diverse learners to demonstrate core knowledge and skills.
 - English Learners to develop academic language to demonstrate mastery.
 - Use English and native language development in addition to content standards to differentiate for English learners.
 - Understand research and implement programs to develop native language literacy for English learners.
 - Advanced learners to extend core knowledge and skills.
- **Distinguish qualitatively and quantitatively between 'regular courses' and 'advanced courses' (e.g. AP (<http://apcentral.collegeboard.com/home>), gifted (<https://docs.google.com/a/cps.edu/viewer?a=v&pid=sites&rcid=Y3BzLmVkdXxrY3xneDoyYjIINGI4MmY3YTixYTgz>), etc.)**
- **Integrate academic and social emotional learning.**
- **Reach outside of the classroom for real world (or simulated) application. For example,**
 - Incorporate web capabilities for interactivity and information sharing.
 - Integrate field-based learning through partnerships with city institutions (e.g. museums (<https://sites.google.com/a/cps.edu/kc/home/teachers/museum-resources>)), colleges, universities, and community based organizations.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Curriculum maps, vertical/horizontal ✓ Sequencing and pacing guides ✓ Thematic units which cover multiple disciplines ✓ Comprehensive unit plans including assessments
Measures	<ul style="list-style-type: none"> ✓ SQRP Attainment and Growth
Five Essentials	<ul style="list-style-type: none"> Ambitious Instruction Effective Leaders Collaborative Teachers
CPS Framework for Teaching	<ul style="list-style-type: none"> 3a. Communicating with Students 3c. Engaging Students in Learning 1a. Demonstrating knowledge of content and pedagogy 1d. Designing Coherent Instruction
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort

Instructional Materials:

Materials to present learning content and what the learner uses to demonstrate are characterized by variability and flexibility. Materials are identified and adapted to increase access to learning for all students. Materials include multimedia and embedded, just-in-time supports; varied tools and supports; alternative pathways, and varied levels of support and challenge. (adapted from UDL Guidelines 2.0)

Score

1 2 3 4

Students have access to a variety of technology and web based applications
 Materials are purchased as units are created, include books, manipulatives, supplies
 Learning is differentiated within teacher created units
 Culturally relevant texts purchased for all grade levels, PD provided for implementation
 Literacy is balanced lit/workshop approach which allows for student choice
 Special education teachers/Bilingual teachers have access to comparable materials or native language materials or adapt for DLs
 All classrooms have access to either ipads or chromebooks
 All students are exposed to technology through computer classes
 Book room available in English and Spanish to address differentiation within the literacy block.

Guide for Instructional Materials

Instructional materials (including technology) are.....

- **Aligned to curricular plans and expectations of the standards.**
- **Varied and flexible.**
 - Are selected and adapted based on learning objectives and learner needs.
 - Include a variety of quality media, manipulatives and supplies to achieve valued learning outcomes.
- **Intentionally planned by identifying or adapting appropriate tools (including technology) for specific instructional needs.**
 - Student outcomes and developmental appropriateness determine when and who will use the materials.
 - Materials are updated/upgraded in response to new information and understandings.
- **Equitably available and accessible to all teachers and students.**

- Teachers and students have available a variety of high quality, standards-aligned instructional materials and resources.
- Materials are in English and native language for English learners.
- Reference and resource materials are readily available and circulated throughout the school.
- **Include multimedia and embedded, just-in-time supports (e.g. hyperlinked glossaries, background information, and on-screen coaching) – for conveying conceptual knowledge.**
 - Students interact with instructional materials to engage all modalities in the learning process.
 - Technology is integral to students learning experiences.
 - Units and lessons include grade-appropriate levels of texts and other materials so every student can access the content/skills.
- **Include tools and supports needed to access, analyze, organize, synthesize, and demonstrate understanding in varied ways – for learning and expression of knowledge.**
 - The needs of the students at different performance levels are met by using a variety of instructional materials that allow students to draw on all of their learning capacities.
 - The teacher models effective use of various materials.
 - Students understand that materials are a means to acquire language, knowledge, and competencies.
 - Technology enhances students' higher order, creative thinking and problem solving.
 - Materials connect subject area content to real life applications.
- **Include alternative pathways including choice of content, varied levels of support and challenge, and options for recruiting and sustaining interest and motivation – for engaging and learning.**
 - Students make choices about instructional materials as part of learning.
 - Materials address the needs of the total child: cognitive, linguistic, social, emotional, physical, and aesthetic.
 - Consumables are often non-print supplies that promote active, hands-on learning.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Cross-section of materials from a variety of content areas and grade levels ✓ Evidence of scaffolding and differentiation for all students to access the content/skills ✓ Description of materials in curriculum and/or lesson plans ✓ Presence of varied texts, supplementary media (e.g. videos)
Measures	✓ SGRP Attainment and Growth
Five Essentials	Ambitious instruction Supportive Environment
CPS Framework for Teaching	1a. Demonstrating Knowledge of Content and Pedagogy 1b. Demonstrating Knowledge of Students 1c. Selecting Learning Objectives 1d. Designing Coherent Instruction
CPS Performance Standards for School Leaders	A3. Allocates Resources to Support Student Learning, Prioritizing Time

Rigorous Student Tasks:

The school regularly examines student work - what students are being asked to do on in their classrooms - across grades or courses in all content areas. Examining the texts and tasks students experience provides the necessary insight to gauge rigor and illuminate how the standards are actualized prompting the question whether or not approaches support the true spirit of college and career readiness. (adapted from The Education Trust – Equity in Motion Series)

Score

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Performance tasks are created within UbD to assess transfer of skills
 Math teachers are using Engage NY math teachers in grades 4-6 have created units of study
 NF texts are incorporated in science and social studies
 Math incorporates math talks, problem of the month, more conceptual math
 Teachers stress claim, evidence, reasoning across grade levels and content areas
 Students work collaboratively across content areas and grade levels

Guide for Rigorous Student Tasks

- **Begin with the belief that all students can learn. (see *Culture for Learning*)**
 - Convey high learning expectations for all students and develop structures that enable practice and perseverance for each individual student.
 - Create an environment where students assume responsibility for high-quality work by persevering, initiating improvements, addressing critiques, making revisions, adding detail and/or helping peers.
 - Communicate the necessity of attendance and engagement everyday in order to succeed.
- **Plan and assign tasks that are cognitively challenging for individual students and require students to provide evidence of their reasoning.**
 - Align tasks with standards-based learning objectives that reflect the depth of knowledge expectations.
 - Tasks are Integrative to draw on multiple standards.
 - Teach for Robust Understanding in Mathematics (TRU Math ([https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/math/tru-math-dimensions/TRU%20Math%20-%20Conversation%20Guide%20\(Short%20Version\).pdf?attredirects=0&d=1](https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/math/tru-math-dimensions/TRU%20Math%20-%20Conversation%20Guide%20(Short%20Version).pdf?attredirects=0&d=1))). Engage students with important mathematical ideas, not simply receiving knowledge, requiring students to engage in productive struggle.

- **Tasks reflect the key shifts in literacy.**
 - **Complexity:** Tasks reward close reading of complex text; Focus on comprehension of academic language, not obscure vocabulary.
 - **Evidence:** Cite evidence from text and write to sources, not decontextualized prompts.
 - **Knowledge (non-fiction):** Tasks embed reading and writing across disciplines with a variety of literary and informational complex texts and tasks and demonstrate comprehension through speaking, listening.
- **Tasks reflect the key shifts in mathematics.**
 - **Focus:** Tasks reflect a curricular and instructional focus on the major work in (e.g. operational fluency and number sense in K-2).
 - **Coherence:** Multi-grade progressions stress key beginnings (e.g. ratios in 6th grade) and key end points (e.g. fluency with multiplication in 3rd);
 - **Rigor:** Problems require construction of mathematical reasoning and critiques of other possible solutions.
- **Provide opportunities for students to create authentic work for real audiences (beyond the teacher) to motivate them to meet standards and engage in critique and revision.**
- **Examine student work to identify and showcase the qualities of strategic thinking that are both rich in content and relevant for students.**
 - Analyze models with students to build a vision of quality.
 - Use protocols to collectively reflect regularly on the level of cognitive demand asked of students across the school, particularly priority group students, to think strategically as speakers, listeners, readers, and writers.
 - Analyze student work samples as part of professional learning to best support students' attainment of quality work and standards.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Cross-section of student work from a variety of content areas ✓ Observation of student learning (e.g. learning walks/walkthroughs) ✓ Focus group(s) and discussions with students
Measures	<ul style="list-style-type: none"> ✓ SQRP Attainment and Growth
Five Essentials	Ambitious instruction 1.d. Designing Coherent Instruction
CPS Framework for Teaching	2b. Establishing a Culture for Learning 3b. Using Questioning and Discussion Techniques 3c. Engaging Students in Learning
CPS Performance Standards for School Leaders	B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices

Transitions, College & Career Access & Persistence:

Score

The school creates pathways to success built on a vision in which all students leave secondary school with a clear plan for their initial postsecondary destination, whether in apprenticeship training, work, or college. All students have equal access to college preparatory curriculum to be successful. The school is characterized by structures for developing early postsecondary awareness and the knowledge and skills that lay the foundation for the academic rigor and social development necessary for college and career success. Students are equipped with the confidence in their ability to implement and adapt their plan throughout their lives as they and the world around them change. This vision sees students as the architects of their own lives. (adapted from Creating Pathways to Success, Ontario)

1 2 3 4

Growth mindset stressed
 APMA field trip and orientation
 Students attend trip to see North Park University
 Students and families are encouraged to apply for High Jump and SE schools
 Teachers work on developing self reflection and SEL skills

Guide for Transitions, College & Career Access & Persistence

- **TRANSITIONS - Have structures and processes in place to ensure successful transitions (e.g. into school , grade to grade, school to school, school to post-secondary).**
 - Mitigate the adverse effects experienced by some students in transition – such as arriving part-way through the school year – that can cause students to fall behind or become disengaged from school.
 - Monitor the progress of English learners after transition from services.
 - Provide programs and interventions that help students as they move from middle school through Freshmen year, including but not limited to: High School Investigation Days, Freshmen Connection program (where budget allows), and a robust Freshmen Orientation program. Implement targeted holistic student supports the entire Freshmen year.
 - Provide sustained summer learning experiences to minimize learning loss and support key transition periods (e.g. summers before Kindergarten, HS, and college).
 - Use student data and best practices research to develop focused programs.
 - Expand access beyond students who are struggling academically.
 - Provide school counseling and postsecondary advising transition support and follow-up during “Summer Melt” and the first year of college.
- **AWARENESS - Expose students early to academic/professional worlds beyond K-12.**
 - Provide students opportunities to discover personal talents and skills, identify career interests, and pursue coursework/activities necessary to reach personal, academic and career goals.
 - Expose students to a range of career paths and the educational requirements of each to improve long-term planning and goal-setting.

- Start the conversation about college in primary grades.
- Make parents aware of academic opportunities and supports for their child.
- **READINESS – Ensure equitable access to college preparatory curriculum.**
 - Provide access to 8th Grade Algebra to all eligible 8th grade students.
 - Provide access to early college and career coursework and credential opportunities while in HS (e.g. AP credit, Dual credit, industry credentials (CTE), Seal of Biliteracy)
 - Teach students to analyze their transcripts and test scores, as well as connect course selection, attendance, and grades to their continued success and access to postsecondary options, and adjust their actions and behavior to make progress toward graduation and their top postsecondary choice. Provide support and motivation to encourage B's or better and improving attendance.
 - Create opportunities for students to explore college and career knowledge, mindsets, and skills necessary for academic planning and goal setting.
 - Find opportunities to work with all students on academic and personal behaviors, including persistence, engagement, work habits/organization, communication/ collaboration, and self-regulation.
 - In Naviance, develop an Individual Learning Plan that tracks coursework, college and career assessments, goal setting, 6th-12th grade milestones completion that culminates in a concrete postsecondary plan.
- **SUCCESS - Provide direct assistance to all students and families through every stage of the college selection, application, and entry process (Transition to College (HS))** including, but not limited to academic planning/advising to assist with:
 - Selecting colleges with the best institutional graduation rates for their level of qualifications. (Students of all qualification levels are more likely to graduate from college if they attend a postsecondary institution with high graduation rates)
 - Researching/comparing options including short and long-term financial outcomes, comparing college graduation rates, and other statistics to narrow down options.
 - Researching living wage options such as an apprenticeship or certification programs for students who wish to work after high school and/or want to delay college.
 - Applying to multiple colleges—generally three or more.
 - Navigating financial aid and capitalizing on grant and scholarship opportunities.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Data on college visits and college fair information ✓ Naviance Monthly Data ✓ Scholarships earned ✓ Artifacts, plans, or timelines related to successful transitions structures ✓ To & Through data
Measures	<ul style="list-style-type: none"> ✓ College Enrollment, Persistence, Drop Out, and Attendance Rates ✓ Early College and Career Credentials
Five Essentials	<ul style="list-style-type: none"> Ambitious Instruction Supportive Environment
CPS Framework for Teaching	<ul style="list-style-type: none"> 2b. Establishing a Culture for Learning
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort C2. Builds a culture of high aspirations and achievement for every student.

Expectations for depth & breadth of Quality Teaching

3 of 3 complete

Instruction:

The teachers have finely honed instructional skills. They can shift from one approach to another as the situation demands by carefully monitoring the effect of their teaching on student learning. They seamlessly incorporate ideas and concepts from other parts of the curriculum into their explanations and activities. Their questions probe student thinking and serve to extend understanding. They promote the emergence of self-directed learners.

Score

1 2 **3** 4

All grade levels are developing UbDs for content areas.
 We are in the beginning stages of vertical alignment for literacy and math.
 All grade levels are using a form of guided reading as best practices
 Most math teachers are engaging students in learning through Math Talks.
 Essential questions, content objectives, and language objectives are communicated with students.
 Grade levels are working to create common assessments and performance tasks.
 We should have more time set aside to examine student work and data.
 Our school is proficient in co-teaching best practices.
 All classrooms have been provided with culturally relevant texts.
 All teachers use small group instruction and flexible grouping.
 BAS data drives the formation of small groups.
 Classroom furniture provided to support instructional groups.
 Many teachers are using Kahn Academy and Raz Kids for differentiation.
 All teachers are given time for collaboration of best practices.
 Most teachers monitor data through formative assessments.
 Social emotional instruction is done through Morning Meeting and Second Step in some classrooms.

Guide for Instruction

- **Plan a range of effective pedagogical approaches suitable to student learning of the content/skills taught and anticipate student misconceptions.**
- **Effectively communicate with students.**
 - Guide students to articulate the relevance of the objective(s) to learning.
 - Anticipate possible student misunderstanding.
 - Enable students to develop a conceptual understanding of content while making connections to their interests, knowledge, and experience.
 - Enable students to contribute to extending the content by explaining concepts to their classmates.
 - Build on students' language development and understanding of content.
 - Use vocabulary appropriately for students' ages and development. Students contribute to the correct use of academic vocabulary.
- **Use questioning and discussion as techniques to deepen student understanding and challenge.**
 - Use a variety of low- and high-level, open-ended, and developmentally appropriate questions to challenge students cognitively, advance high level thinking and discourse, and promote metacognition.
 - Use techniques that enable students to engage each other in authentic discussions about content. And, enable students to formulate their own questions and respectfully challenge one another using viable arguments based on evidence.
 - Encourage student responsibility for ensuring all voices are heard in the discourse and that all students are listening and responding to questions and answers from their teacher and peers.
 - Require students to cite textual evidence to support/develop a claim.
- **Engage students in learning.**
 - Scaffold instruction to ensure all students, including diverse learners and English Learners, access complex texts and engage in complex tasks.
 - Provide targeted supports to individual students or groups of students based on their identified needs.
 - Provide instruction designed to develop language domains for English learners.
- **Monitor the effect of teaching on student learning and integrate formative assessment into instruction.**
 - Monitor progress and check for understanding for individual students.
 - Change instructional practice based on analysis of current data.
 - Use universally designed assessments that allow for multiple pathways for students to demonstrate understanding of the objective(s).
 - Also see *Balanced Assessment*.
- **Persist in adjusting instruction so individual student misunderstandings or advanced needs are successfully accommodated.**
 - Intervene in a timely and effective way to help students who are struggling.
 - When formative assessments show a need for intervention or enrichment, make effective impromptu adjustments that individualize instruction.
 - Use progress monitoring data to trace effectiveness of interventions and student response to intervention.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Evidence of best practices (flexible grouping, cognitively demanding tasks, open-ended questions) ✓ Informational observations, peer observations, learning walks ✓ Lesson studies
Measures	<ul style="list-style-type: none"> ✓ SGRP Attainment and Growth ✓ REACH observation trends (de-identified)
Five Essentials	<ul style="list-style-type: none"> Ambitious Instruction Effective Leaders Supportive Environment
CPS Framework for Teaching	<ul style="list-style-type: none"> 3a. Communicating with Students 3b. Using Questioning and Discussion Techniques 3c. Engaging Students in Learning 3d. Using Assessment in Instruction 3e. Demonstrating Flexibility and Responsiveness
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices B2. Observes and Evaluates Staff and Gives Feedback to Staff

Multi-Tiered System of Support:

Score

The school is characterized by full implementation a system of academic and social emotional (SEL) supports for all students. Every day, in all classrooms, all teachers provide: Universal instruction in the core curriculum - academic & SEL (Tier 1) to all students; additional targeted academic and SEL supports (Tier 2) where needed; and deep and intense supports (Tier 3) based on individual and small group needs. The school also monitors On Track data (grades/GPA and attendance (ES), and course credits (HS)) to provide interventions/supports for students at risk for failure and/or truancy.

1 2 3 4

Balanced Literacy
UbD
Flexible grouping in math and reading
Guided reading
Common rubrics to assess progress
Teachers are using a variety of assessments
CICO (some)
Morning meeting and second step (some)
PLP (created and then ignored)
Groupings based on ACCESS data
Language Matters strategies for ELs
WIDA standards
Math Language PD
Tier 3 supports and systems
Focus is mostly on "not on track" data for attendance
Awards assembly acknowledges perfect attendance
RSP specialists works closely with teachers and RTI team
RSP specialists are very responsive and available for teacher concerns
Some teachers communicate available resources to parents
Some teachers communicate with parents about interventions taking place
Referral process is organized and efficient

Guide for Multi-Tiered System of Support

- **TIER 1 - Persist in adjusting instruction so individual student misunderstandings or advanced needs are successfully accommodated. (3e)**
 - Intervene in a timely and effective way to help students who are struggling.
 - When formative assessments show a need for intervention or enrichment, teachers make effective impromptu adjustments that individualize instruction for students.
 - Use progress monitoring data to trace effectiveness of interventions and student response to intervention.
- **TIER 1 - Customize the learning environment, pace, and approach of teaching and curriculum in order to meet each learners' individual needs ('Personalized Learning').**
 - Empower student to advance their learning.
 - Use up-to-date individual student profiles that include strengths, needs, motivations, and outlines an individualized path to reach his/her goals.
 - Classrooms are student-centered with student agency.
 - Each student has the opportunity to advance upon demonstrating mastery.
- **ON TRACK - Provide universal supports to prevent failing and absenteeism and targeted interventions for grades below "C" or chronic absenteeism. (On Track)**
 - Identify students off track due to low attendance and poor course performance and provide intensive supports to address root causes of why students have low grades and poor attendance.
- **TIER 2 & 3 - Collaborate and work as teams of teachers and Related Service Providers (RSP) to plan and monitor targeted student support with varied instructional strategies and SEL support of varying degrees of intensity for all students.**
 - Monitor students requiring and receiving targeted and intensive instruction/interventions.
 - Use the Problem Solving Process to plan Tier 2 and 3 instruction/interventions.
 - Determine appropriate interventions for students or groups of students not making adequate progress.
 - Use progress monitoring data to track effectiveness of interventions and student response to intervention.
- **TIER 2 & 3 – Implement Personal Learning Plans (PLP (<https://sites.google.com/a/cps.edu/kc/curriculum/instructional-supports/school-year-supports---personal-learning-plans>)) goals and intervention strategies for students requiring school year supports as described in Elementary School Promotion Policy (Board Report 09-1028-PO2).**
 - Ensure implementation of these plans, review subsequent 5 week data, determine the effectiveness of the strategies and adjust plans as needed.
- **Communicate to parents/guardians the additional supports and/or interventions provided for their child to better align school and home environments.**

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ Evidence of multi-tiered system of supports (e.g. progress monitoring data, menu of available interventions in use, teacher team protocols in use)
	✓ Evidence of Personal Learning Plan (PLP) implementation
	✓ Integrated data system that informs instructional choices
	✓ Flexible learning environments
	✓ Use of student learning plans
	✓ Use of competency-based assessments
	✓ Use of personalized learning rubric
Measures	✓ Evidence of On Track monitoring and supports
	✓ SQRP Attainment and Growth
	✓ Attendance Rates
Five Essentials	✓ Course success rates (e.g. grade distributions, pass/failure rates)
	Ambitious Instruction
	Collaborative Teachers
CPS Framework for Teaching	Supportive Environment
	1a. Demonstrating knowledge of content and pedagogy
	1b. Demonstrating Knowledge of Students
	1d. Designing Coherent Instruction
	2d. Managing Student Behavior
	3d. Using Assessment in Instruction
CPS Performance Standards for School Leaders	3e. Demonstrating Flexibility and Responsiveness
	4b. Maintaining Accurate Records
	B3. MTSS Implemented Effectively in School

Balanced Assessment & Grading:

A balanced assessment system effectively measures the depth and breadth of student learning and monitors student progress towards college and career readiness. It also produces actionable data to inform planning for instruction, academic supports, and resource allocation. To meet these goals, a balanced assessment system must include multiple measures and be responsive to the needs of all students, including diverse learners and English learners.

Score

1 2 **3** 4

We use a school wide grading policy and grade weights to standardize grades
 In addition to following CPS Assessment plan, students are assessed through units of study as well as formatively
 Some assessments are differentiated through either process or product
 Special education teachers and ESL/Bilingual teachers differentiate assessments
 Wide range of assessments used (exit tickets, summative, performance tasks, MARS tasks, tests, quizzes)
 Teachers need more time to look at assessments as a regular part of planning

Guide for Balanced Assessment & Grading

- **Use multiple measures (i.e. a range of assessment types and at multiple points in time) to supplement district-centralized assessments with other formative assessments to provide a more comprehensive picture of student learning.**
- **Use screening, diagnostic, and progress monitoring assessment to correctly identify specific gaps and monitor improvement, especially for students receiving Tier 2 and 3 services, in addition to Tier 1 core instruction. (also see MTSS and Instruction)**
- **Make assessments accessible to students, including diverse learners and English Learners through employing features of universal design (<http://www.udlcenter.org/aboutudl/udlcurriculum>) and use of accommodations and, where needed, modifications.**
 - Provide accommodations in presentation (i.e. how assessment text and tasks are presented to students), response (i.e. how students provide their answers), and/or setting/timing (i.e. scheduling/location of assessment).
- **Utilize assessments that reflect the key shifts in literacy and mathematics in teacher created or selected assessments.** (see Rigorous Student Tasks)
- **Utilize assessments that measure the development of academic language for English learners.**
- **Have access to and analyze school-wide, teacher team, and classroom assessment data to determine instructional effectiveness and subsequent learning needs**
- **Improve and promote assessment literacy.**
 - Work together on building common assessments within a department, course, or grade level team.
 - Invest resources in helping teachers evaluate and improve the quality of formative assessments. For example, use the Assessment Design Toolkit (<http://www.csai-online.org/spotlight/assessment-design-toolkit>).
 - Use common protocols and calibrate on scoring and grading in teacher teams.
 - Analyze quality and alignment of assessments and tasks to ensure they meet the expectations of the standards and embed various levels of complexity.
- **Have a grading system that clearly, accurately, consistently, and fairly communicates learning progress and achievement to students, families, postsecondary institutions, and prospective employers.**
 - Ensure that students, families, teachers, counselors, advisors, and support specialists have the detailed information they need to make important decisions about a student's education.
 - Measure, report, and document student progress and proficiency:
 - Against a set of clearly defined cross-curricular and content-area standards and learning objectives collaboratively developed with staff.
 - Separately from work habits, character traits, and behaviors, so that educators, counselors, advisors, and support specialists can accurately determine the difference between learning needs and behavioral or work-habit needs. academic mindsets and behaviors (CCSR).

- Ensure consistency and fairness in the assessment of learning, and assignment of scores and proficiency levels against the same learning standards, across students, teachers, assessments, learning experiences, content areas, and time.
- Ensure grades are not used as a form of punishment, control, or compliance.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ Examples of a variety of teacher created and teacher selected assessments
	✓ Units and lesson plans with formative and summative assessments embedded in a long term plan
	✓ Evidence of assessment data analysis for the purpose of planning
	✓ Assessment calendar
	✓ Examples of gradebooks
	✓ School's grading policy
Measures	✓ SQRP Attainment and Growth
	Grade distribution reports (course success rates)
Five Essentials	Ambitious Instruction
CPS Framework for Teaching	1c. Selecting Learning Objectives
	1e. Designing Student Assessment
	3d. Using Assessment in Instruction
	4a. Reflecting on Teaching & Learning
CPS Performance Standards for School Leaders	4b. Maintaining Accurate Records
	B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices

Expectations for Quality & Character of School Life

6 of 6 complete

Culture for Learning:

Score

A culture for learning is characterized by a school atmosphere that reflects the educational importance of the work undertaken by both students and staff. It describes the norms that govern the interactions among individuals about the mindsets (e.g. ability/confidence to grow with effort), academic behaviors (e.g. attending classes, completing assignments), the learning strategies and skills, the value of perseverance despite challenges and obstacles, and the general tone of the school. The classroom is characterized by high cognitive energy, by a sense that what is happening there is important, and that it is essential to "get it right." There are high expectations for all students. The classroom is a place where teachers and students value learning and hard work, and students take visible delight in accomplishing their work. Staff believe they can make a difference, that their hard work is the fundamental cause of student achievement, and are invested in student outcomes.

1 2 3 4

Most improved party
 School Climate Committee
 Hibbard transfer goals
 Essential Questions
 Husky of the month
 Sixth grade teaches growth mind set
 Some teachers use student goal setting
 CICO
 Morning meetings
 Awards for perfect attendance, good citizen, A and B honor roll
 Behavior matrix
 Positive framing in classrooms and hallways
 Growth mindset through math book club for 5th and 6th

Guide for Culture for Learning

- **Create a culture that reflects a shared belief in the importance of learning and hard work.**
 - Use strategies to reinforce and cultivate student curiosity.
 - Make learning goals relevant to students, and inspire students to stay committed to their learning goals.
 - Consistently communicate the expectation that all students can achieve at high levels.
 - Utilize strategies to encourage daily and timely attendance.
- **Convey high learning expectations for all students and develop structures that enable practice and perseverance for each individual student.**
 - Clearly display school-wide expectations for academic and personal success throughout the building.
 - Set high expectations according to grade-appropriate learning objectives.
 - Differentiate expectations so all students stretch to not only meet but exceed personal learning goals.
 - Recognize high levels of student achievement. All students receive recognition.

- Encourage student resilience and hard work.
- Ensure students feel safe to share misunderstandings and struggles.
- **Encourage students to take ownership and pride in their work where students assume responsibility for high-quality work by persevering, initiating improvements, addressing critiques, making revisions, adding detail and/or helping peers.**
 - Students self-assess (e.g. checking own work before giving to teacher) to develop a reflective habit of mind essential for improvement. This ensures students take responsibility for their own learning, focuses attention on criteria for success, and increases effort and persistence.
- **Provide students frequent, informative feedback.**
 - Tell/show students what they have done well (through positive reinforcement) and what they need to do to improve, including clarifying criteria and goals.
 - Give feedback on the task, the processes used to complete the task, and on the student's ability to self-regulate their own learning.
- **Develop academic mindsets and behaviors.**
 - Teach a growth mindset that over time with effort and practice, students can learn and succeed.
 - Encourage students' sense of belonging to the school and classroom community (see Relational Trust).
 - Employ strategies including ongoing monitoring and support of students' academic behaviors.
 - Praise effort and process. For example, "Good job, that must have taken a lot of effort" instead of, "Good job. You must be really smart."

Evidence, Measures, and Standards

Evidence, Measures, and Standards	
Suggested Evidence	✓ Sample of individual student learning goals from a cross-section of teachers
	✓ Also review student work evidence from Rigorous Student Tasks
Measures	✓ Five Essentials – Ambitious Instruction
	✓ SQRP Attainment and Growth
Five Essentials	Ambitious Instruction Collaborative Teachers Supportive Environment
CPS Framework for Teaching	2b. Establishing a Culture for Learning
CPS Performance Standards for School Leaders	C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort

Relational Trust:

Score

The school is characterized by high levels of relational trust between all school participants - the "glue" or the essential element that coordinates and supports the processes essential to effective school improvement. Interactions, both between the teacher and students and among students, are highly respectful, reflecting genuine warmth and caring. Students contribute to high levels of civility. Interactions are sensitive to students as individuals, appropriate to the ages and development of individual students, and to the context of the class. The net result of interactions is that of academic and personal connections among students and adults.

1 2 3 4

Teachers serve as mentors for Check In/Check Out.
 We have a "Memo from Scott" consistently.
 We have a Most Improved celebration and Awards Assembly.
 We are beginning the process of peer observations.
 The cultural assembly allows students to build positive relationships with each other.
 The parents and teachers collaborate through PTO.
 Husky of the Month
 Family Reading Night
 Students build relationships through Second Step and Morning Meeting
 We have to find ways to improve teacher trust in the 5 Essentials Survey.
 Students are learning empathy through culturally relevant texts.
 Protocols are often used when discussing opinions or suggestions.
 Everyone is able to give opinion for CIWP this year.

Guide for Relational Trust

- **Develop trusting relationships with students so each student has at least one trusted adult in the school.**
 - Adults are responsible for occasional check-ins or serve as mentors.
- **Adult-student interactions are positive, caring, and respectful.**
 - Ensure a greater proportion of interactions are positive (as opposed to corrective) between staff and student consistently school-wide.
- **Student interactions are mutually supportive and respectful, with strong norms for positive behavior.**
 - Create opportunities for students to build positive relationships with peers.
 - Create opportunities for older students to mentor younger students.
- **Understand diversity and its impact on student learning; recognize and integrate the learning opportunities that come from a diverse community.**
 - Create opportunities for students to learn about the community they serve (e.g. culture and neighborhoods).
 - Have mutual respect for individual differences (e.g. gender, race, culture, etc.) at all levels of the school—student-student; adult-student; adult-adult and overall norms for tolerance.
 - Provide training to engage diverse families and communities.

- **Support and respect one another, personally and professionally (Teacher-Teacher Trust, Teacher-Principal Trust)**
 - Respect other teachers who take the lead in school improvement efforts.
 - Respect colleagues who are experts at their craft.
 - Exchanges are marked by genuinely listening to what each person has to say and by taking these views into account in subsequent actions. Even when people disagree, individuals can still feel valued if others respect their opinions.
 - Personal regard springs from a collective willingness to extend beyond the formal requirements of a job definition or a union contract (e.g. openness or reaching out to others).
- **Utilize relationships as a means of deterring truant behavior brought on by unspoken hurdles a child may be facing.**

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Five Essentials/My Voice, My School Survey ✓ School Climate Standards Self-Assessment
Measures	<ul style="list-style-type: none"> ✓ Five Essentials
Five Essentials	<ul style="list-style-type: none"> Collaborative Teachers Supportive Environment
CPS Framework for Teaching	<ul style="list-style-type: none"> 1b. Demonstrating Knowledge of Students 2a. Creating an Environment of Respect and Rapport
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> D2. Creates, develops and sustains relationships that result in active student engagement in the learning process E1. Creates a Culturally Responsiveness Climate

Student Voice, Engagement, & Civic Life:

Score

Students are interested and engaged in learning, invested in their school, and contributing to their community. The school provides early and ongoing exposure to a wide range of extracurricular activities and rigorous courses and programming.

1 2 3 4

6th grade has High Jump
 Availability to look at high schools in 6th grade
 Everyone has access to gifted program
 Need more support for bilingual students interested in gifted
 UbD provides opportunities for inquiry and choice
 Students voted on mascot, movie nights, etc.
 Some classrooms are voting on Husky of the Month
 Basketball, soccer teams
 Drama and dance programs
 After School program has been dropped for the most part
 Orchestra
 CICO
 Starting to get students interested in community (inviting alderman, writing letters)
 Students are writing letters to admin voicing opinions (indoor recess)
 Need more service learning discussions and tasks
 Could we implement volunteer hours as a service to the school and/or community?
 Need to provide more opportunities for students to "give back"
 Students voting for good citizenship/good Huskies
 Students leading the Pledge
 Student monitors
 Inquiry circles are beginning in some classrooms providing more choice for the students
 Need to begin to implement Restorative Justice
 Many classrooms are beginning to implement Second Step and Morning Meeting
 Culturally relevant texts are connecting to the students' needs and interests
 Student self-assessments
 Classroom helpers in most classrooms

Students are writing letters to authors and alderman (not school wide though, could use more of this)
 Administrators address the concerns that the students bring up
 Some classrooms write thank you letters after field trips
 Students come together to express themselves during tough times throughout the school

Guide for Student Voice, Engagement, & Civic Life

Students...

- **Have equitable access to a wide range of extracurricular and enrichment opportunities that build leadership, nurture talents and interests, and increase attendance and engagement with the school.**
 - Student needs, interest, and input are solicited for student programming.
 - Impact and quality of extracurricular and enrichment activities are measured regularly.

- **Have equitable access to rigorous courses/programming (e.g. AP, IB, magnet, dual credit, CTE).**
 - Student needs, interest, and input are solicited for student programming.
- **Have a choice.**
 - Respectful student questioning and inquiry is embraced. Students choose issues of concern, research topics relevant to their lives, and develop their own plans to address them.
 - Learning activities are personalized to match students' needs and interests, and students are involved in decisions that affect their learning.
- **Have a voice and take informed action.**
 - Students are included in key conversations about their learning experience and work with the principal and staff to identify issues and implement solutions. (e.g. student voice committee).
 - Students initiate and lead some school improvement initiatives.
 - Students participate in democratic decision-making at the school level.
 - Students identify and research issues of relevance and work together to propose/advocate for solutions.
- **Connect to decision-makers.**
 - Students learn about the structures and roles of government and civil society. They learn how to engage with elected officials and decision makers, and learn they have power and practice using it.
 - Students learn about issues and candidates, prepare voter education materials and get involved.
 - All eligible students are asked to register to vote.
- **Make positive contributions to the school and community.**
 - Civic engagement is the project of entire school. Teachers and school staff collaborate across disciplines and grade levels to align and embed civic skills and content in curriculum.
 - Curriculum based projects, including service learning experiences, are present in various disciplines, and link students to community resources and partners.
 - Incorporate writing for audience beyond the teacher (presentation based learning).
- **Learn to evaluate and consider multiple viewpoints by discussing current and controversial topics.**
- **Consider how people in a democratic society effect change.**
- **Consider their roles and responsibilities as a member of the community.**
- **In high school, students are enrolled in Civics courses.**

Evidence, Measures, and Standards

Evidence, Measures, and Standards	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Extracurricular offering info (e.g. descriptions of sports and clubs, list of partner organizations, participation data) ✓ Student interest surveys (and/or other avenue for student input) ✓ Policies regarding student engagement in decision making ✓ Student government or committee charter and responsibilities ✓ MVMS Student Survey completion rates and results
Measures	✓ Five Essentials – Supportive Environment
Five Essentials	Supportive Environment
CPS Framework for Teaching	1b. Demonstrating Knowledge of Students 2a. Creating an Environment of Respect and Rapport 3c. Engaging Students in Learning
CPS Performance Standards for School Leaders	D3. Utilizes Feedback from Multiple Stakeholders for School Improvement
Content Standards	Social Science 3.0 Social Emotional Learning Standards

Safety & Order:

The school is characterized by high levels of safety and order. Students feel physically and emotionally safe from harm, and adults work to actively maintain a safe, orderly school environment.

Score

1 2 **3** 4

Students in 4th-6th grade were surveyed. About 50% of students said that teacher expectations are always clear and about 50% said that expectations are sometimes clear. Some evidence listed in the survey included:

Watching a "Hibbard Husky" video at the beginning of the year to show behavior expectations
 Teachers model behavior and expectations
 Classrooms have posters that they made about the behaviors
 Students know that other teachers are watching them in the halls so they do what they are supposed to.

Guide for Safety & Order

- **Ensure students and adults feel physically, socially, intellectually, and emotionally safe throughout the school.**
- **Provide clear procedures for reporting and responding to safety concerns.**
- **Manage efficient and orderly transitions between activities.**
 - Manage classroom routines and procedures to maximize instructional time.
 - Orchestrate the environment so students contribute to the management of classroom routines (e.g. transitions) without disruption of learning).
 - Arrival, dismissal, and other school-wide transitions are safe, efficient, and orderly.

- Provide a framework for positive behavior throughout the school based on shared values and expectations.
 - Have shared expectations for positive behavior. (See Restorative Approaches to Discipline)
- Teach, model, and reinforce (by all staff members) clear behavior expectations for all areas of the school.
 - All adults use active supervision (move, scan, and interact) in all settings.
- Emphasize proactive, instructive, and restorative approaches to student behavior and minimize punitive consequences through policies and procedures. (See Restorative Approaches to Discipline)
 - Adults correct misbehavior in ways that reinforce established expectations and cause minimal disruption to learning.
- Clarify criteria for office referrals versus classroom managed behavior.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ MVMS score – “Safety” ✓ % of teachers proficient or distinguished in 2c (Management of Transitions) on the Framework for Teaching? ✓ Examples of teacher practice improving in Domain 2 of the Framework for Teaching. ✓ School Climate Standards Rubric/Assessment
Measures	<ul style="list-style-type: none"> ✓ Five Essentials – Supportive Environment score ✓ My Voice, My School Survey “Safety” score
Five Essentials	Supportive Environment
CPS Framework for Teaching	2a. Creating an Environment of Respect and Rapport 2c. Managing Classroom Procedures 2d. Managing Student Behavior
CPS Performance Standards for School Leaders	A4. Creates a Safe, Clean and Orderly Learning Environment

Restorative Approaches to Discipline:

The school is characterized by having and implementing policies and procedures that emphasize proactive, instructive, and restorative approaches minimizing punitive consequences. Discipline practices primarily focus on shaping behavior as opposed to punishing behavior. The school only uses out-of-school suspension as a last resort and utilizes a systems-change approach to bring about a more restorative culture. The school is also characterized by strong and consistent school and classroom climates. The school reinforces positive behaviors and responds to misbehaviors in calm, respectful, and thoughtful ways, teaching students important social and emotional skills that enable them to get along with others, make responsible decisions, and focus on learning. When misbehavior occurs, the school seeks to understand the underlying reasons (root cause) in order to design a response that effectively changes student behavior using a menu of instructive, corrective and restorative responses.

Score

1 2 3 4

Teacher and student created video of student expectations
 Reward student behaviors
 School Climate Committee
 Letter home of Husky of the Month
 Daily announcements of Husky of the Month
 Husky of the Month bulletin board
 Some students vote for Husky of the Month
 Referral form
 CICO
 Albany Park
 School Social Worker
 Teachers manage behaviors in the classroom to minimize loss of classroom instruction
 Teachers redirects students privately
 Behavior logs/reflections
 Low suspension
 Supported and responsive behavioral health team that works closely with parents, teachers and families
 Some teachers use Second Step
 Refer to outside agencies when needed
 Need more work on intentionally teaching SEL standards
 MTSS/CICO/Husky Behavior coordinator

Guide for Restorative Approaches to Discipline

- **PROACTIVE - Reinforce positive student behavior with clear expectations, routines, and procedures.**
 - A team meets regularly to organize systems that support a restorative environment.
 - Post and refer to clear, positively stated expectations and model expected behaviors.
 - Create routines and procedures central to the learning environment.
 - Engage families as partners.
 - Contact families frequently to inform them of positive student behavior and progress.
 - Vary acknowledgements and provide both short and long term opportunities for reinforcement for all students.

- **INSTRUCTIVE - Integrate universal SEL skills instruction and core content.**
 - Intentionally teach competencies outlined in SEL Standards. Use discipline as opportunity to teach these skills.
 - Use a Multi-tiered System of Supports (MTSS) for social, emotional, and behavioral growth.
 - Use data to determine which behaviors should be retaught or more heavily reinforced.
 - Explicitly teach expected behavior and positively reinforce consistently school-wide.
 - Avoid power struggles with students by offering choices. Redirect students privately and respectfully.
- **RESTORATIVE - Employ a continuum of responses to behavior to effectively change student behavior.**
 - Ensure classroom instruction continues when problem behavior occurs.
 - Prefer responses that do not remove students from regular instructional setting or after school activities.
 - Respond to behavior to address the cause, reteach expectations, build social emotional skills, and repair relationships with staff or peers.
 - Designate an administrator, such as a dean or restorative practices coordinator, responsible for leading centrally-managed response to behaviors using consistent, restorative procedures.
 - Support teachers to engage in restorative conversations or respond to behavior incidents.
 - Provide opportunities for students to take responsibility for repairing harm caused by their actions.
 - Assign detention and ISS only for students who have a pattern of misbehavior and have not responded to non-exclusionary interventions, or when separation is a logical response to the behavior.
 - Include specific interventions to address social and emotional skill development, communicate with teachers to repair relationships, maintain classroom work, and connect to behavioral intervention services as necessary.
 - Establish a clear procedure for obtaining assignments from teachers to mitigate the impact of lost instruction for students assigned to ISS.
 - Designate space and consistent staff to support implementation of ISS.
 - (Optional) Develop a Behavioral Health Team to coordinate appropriate behavioral interventions.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ Misconduct data (Dashboard)
Evidence	✓ My Voice, My School survey responses
Measures	✓ Five Essentials – Supportive Environment
Five Essentials	Supportive Environment
CPS Framework for Teaching	2a. Creating an Environment of Respect and Rapport 2d. Managing Student Behavior 4c. Communicating with Families
CPS Performance Standards for School Leaders	C3. Staff/Student Behavior Aligned to Mission and Vision of School
Content Standards	Social Emotional Learning Standards

Parent Partnership:

The school develops strong parent partnerships characterized by involving parents in the instructional program, messaging expectations, fostering a better connection between the school and home, and inspiring participation and high levels of collaboration with families. The school provides opportunities for families to volunteer, build its parent community, and support the school's operations through activities including but not limited to participation on parent councils (e.g. PACs, BACs and PLNs). There are high levels of communication between schools and families is mutual and two-way. Families have a way to voice concerns and schools address and respond to input.

Score

1 2 3 4

Banners that welcome people
 Cultural banners
 Performances (talent show, orchestra)
 Newsletter
 Holiday table in front of the office
 NCLB
 BAC
 Rosetta Stone computer programs
 Inspirational speakers
 Choice in how to spend NCLB/BAC money
 Parents comfortable voicing opinions during committee meetings
 PTO
 Cultural event (lots of parental support)
 Counseling services for families (Heartland, Albany Park)
 Parental communication in homework agenda
 ROBERTO
 Family Reading Night
 Need more academic learning nights (literacy, math)
 Science night (partnership with Adler)
 Calls for absences/tardies
 Parent portal (report card pick-up)
 Need more communication with parents on how/when to use Parent Portal
 Need to find a way to ensure more parents are using Parent Portal
 Open door policy with administration and teachers
 Issues are dealt with in a timely manner
 Some language barriers
 Changing Worlds
 BINGO night
 Need for more parental technology support
 Teachers are using texting/Google translate
 Class Dojo
 Home visits and support (Luis, AP, Heartland)
 Newsletters and information translated in Spanish and Arabic
 Parent meetings scheduled with interpreters
 Need more parent volunteers, especially in upper grades
 Newsletter home letting parents know how they can help in the classroom?
 Need a Career Day
 Robo calls
 Need more community open houses (enrollment is dropping)
 Need a monthly parent time for socializing
 Green Space
 Orchestra

Guide for Parent Partnership

- **Establish a non-threatening, welcoming environment that is warm, inviting, and helpful.**
- **Provide frequent, high quality, well publicized opportunities for families and community to participate in authentic and engaging activities in the school community (e.g. student performances/ exhibitions, literacy or math events).**
- **Provide multiple opportunities for parents to ask questions, raise concerns, and give feedback.**
 - Respond to families' concerns and requests for information professionally and in a timely manner, providing resources and solutions to address the concerns.
- **Solicit the support and engagement of families as partners in the instructional program (e.g. volunteering, working at home with their child, involvement in class and school projects in and out of school, and parent workshops).**
 - Host events for parents to share with other parents how home and school complement each other.
 - Share best practices around learning and development with parents to support students at home.
 - Inform parents of grade level standards and expectations and grading policies with a clear description of what meeting the standard looks like.
 - Inform parents of attendance expectations and the impact of attendance on a student's trajectory.
 - Assist parents to volunteer in the school and/or participate on teams/committees.
 - Promote the use of **Parent Portal** and **Parent University** to connect and engage parents with school.
- **Frequently communicate with families about class and individual activities and individual student's progress.**
 - Regularly inform parents of their child's progress across all relevant measures: attendance, discipline, academics, social-emotional learning, and health and wellness.
 - Send regular, positive, personalized communication from a staff member.
 - Use a variety of consistent communication methods (e.g. calls, text, newsletter, website, face to face) sensitive to cultural norms and needs.
- **Conduct intensive outreach to families in need of specialized support through home visits and collaboration with social services agencies.**
 - School responses to student excessive absences and/or tardiness includes outreach to families.
- **Provide proactive communication (e.g. parent handbook and resources).**
- **Partner equitably with parents speaking languages other than English.**
 - Information is provided to parents in their native language.
 - Parent meetings scheduled with interpreters present to facilitate participation.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ Examples of communication methods and content
	✓ Participation rates for Parent University, events, parent council(s), report card pick-up, survey completion, Parent Portal, etc.
	✓ Outreach efforts
	✓ Documentation of responsiveness to Parent Support Center concerns raised
	✓ Event agendas, flyers
Measures	✓ Fundraising activities and amounts (if applicable)
	✓ How does the school honor and reflect the diversity of families including language and culture?
	✓ Five Essentials Score – Involved Families
Five Essentials	Involved Families
CPS Framework for Teaching	2c. Managing Classroom Procedures 4c. Communicating with Families
CPS Performance Standards for School Leaders	D1. Engages Families

School Excellence Framework Priorities

Score	Framework dimension and category	Area of focus \emptyset = Not of focus
2	Expectations for Quality & Character of School Life: Student Voice, Engagement, & Civic Life	1 2 3 4 5 \emptyset
3	Culture of & Structure for Continuous Improvement: Instructional Leadership Team	1 2 3 4 5 \emptyset
3	Culture of & Structure for Continuous Improvement: Leadership & Collective Responsibility	1 2 3 4 5 \emptyset
3	Culture of & Structure for Continuous Improvement: Professional Learning	1 2 3 4 5 \emptyset
3	Expectations for depth & breadth of Quality Teaching: Balanced Assessment & Grading	1 2 3 4 5 \emptyset
3	Expectations for depth & breadth of Quality Teaching: Instruction	1 2 3 4 5 \emptyset
3	Expectations for depth & breadth of Quality Teaching: Multi-Tiered System of Support	1 2 3 4 5 \emptyset
3	Expectations for depth & breadth of Student Learning: Curriculum	1 2 3 4 5 \emptyset
3	Expectations for depth & breadth of Student Learning: Instructional Materials	1 2 3 4 5 \emptyset
3	Expectations for depth & breadth of Student Learning: Rigorous Student Tasks	1 2 3 4 5 \emptyset
3	Expectations for depth & breadth of Student Learning: Transitions, College & Career Access & Persistence	1 2 3 4 5 \emptyset
3	Expectations for Quality & Character of School Life: Culture for Learning	1 2 3 4 5 \emptyset
3	Expectations for Quality & Character of School Life: Safety & Order	1 2 3 4 5 \emptyset
4	Culture of & Structure for Continuous Improvement: Aligned Resources	1 2 3 4 5 \emptyset

4	Expectations for Quality & Character of School Life: Parent Partnership	1	2	3	4	5	⊖
4	Expectations for Quality & Character of School Life: Relational Trust	1	2	3	4	5	⊖
4	Expectations for Quality & Character of School Life: Restorative Approaches to Discipline	1	2	3	4	5	⊖

Goals

Required metrics (Elementary)

18 of 18 complete

	2014-2015 Actual	2015-2016 Actual	2016-2017 Goal	2017-2018 Goal
National School Growth Percentile - Reading				
Hibbard has worked on the creation of units of study with a diverse range of text levels and genres.	52.00	50.00	55.00	60.00
National School Growth Percentile - Math				
This will be our second year using a new curriculum. Teachers are more familiar with the materials, pacing, and performance tasks.	72.00	37.00	40.00	45.00
% of Students Meeting/Exceeding National Ave Growth Norms				
We have examined our winter data in order to target instruction for more students to meet and exceed.	55.30	(Blank)	55.00	68.00
African-American Growth Percentile - Reading				
N/A	(Blank)	(Blank)	0.00	0.00
Hispanic Growth Percentile - Reading				
We have increased the diversity of our texts and materials to further engage all subgroups.	48.00	38.00	55.00	60.00
English Learner Growth Percentile - Reading				
We have increased the diversity of our texts and materials to further engage all subgroups.	(Blank)	6.00	30.00	35.00
Diverse Learner Growth Percentile - Reading				
We have increased the diversity of our texts and materials to further engage all subgroups.	1.00	2.00	30.00	35.00
African-American Growth Percentile - Math				
N/A	(Blank)	(Blank)	0.00	0.00
Hispanic Growth Percentile - Math				
This will be our second year using a new curriculum. Teachers are more familiar with the materials, pacing, and performance tasks. Teachers are better equipped to modify and scaffold materials for all subgroups.	73.00	37.00	40.00	45.00
English Learner Growth Percentile - Math				
This will be our second year using a new curriculum. Teachers are more familiar with the materials, pacing, and performance tasks. Teachers are better equipped to modify and scaffold materials for all subgroups.	(Blank)	55.00	60.00	65.00
Diverse Learner Growth Percentile - Math				

This will be our second year using a new curriculum. Teachers are more familiar with the materials, pacing, and performance tasks. Teachers are better equipped to modify and scaffold materials for all subgroups.

11.00	22.00	30.00	35.00
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National School Attainment Percentile - Reading (Grades 3-8)

We have increased the diversity of our texts and materials to further engage all subgroups. We have also been working to explicitly teach academic language within our units of study.

40.00	42.00	45.00	50.00
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National School Attainment Percentile - Math (Grades 3-8)

This will be our second year using a new curriculum. Teachers are more familiar with the materials, pacing, and performance tasks. Teachers are better equipped to modify and scaffold materials for all subgroups.

49.00	45.00	50.00	55.00
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National School Attainment Percentile - Reading (Grade 2)

Hibbard has worked on the creation of units of study with a diverse range of text levels and genres.

68.00	52.00	55.00	60.00
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National School Attainment Percentile - Math (Grade 2)

This will be our second year using a new curriculum. Teachers are more familiar with the materials, pacing, and performance tasks. Teachers are better equipped to modify and scaffold materials for all subgroups.

43.00	48.00	55.00	60.00
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% of Students Making Sufficient Annual Progress on ACCESS

We have increased the diversity of our texts and materials to further engage all subgroups. We have also been working to explicitly teach academic language within our units of study.

48.20	44.80	55.00	60.00
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Average Daily Attendance Rate

We have developed an attendance plan to address the issue of chronically absent students.

96.60	96.50	96.50	96.50
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My Voice, My School 5 Essentials Survey

Our goal is to score in the partially organized category. In last year's 5 Essentials, we scored very low in the area of teacher collaboration. We have addressed this by providing opportunities to collaboration, setting up a peer observation system, and providing support to for our teachers to increase collaboration.

(Blank)	(Blank)	(Blank)	(Blank)
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Custom metrics

0 of 0 complete

2014-2015 Actual	2015-2016 Actual	2016-2017 Goal	2017-2018 Goal
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Strategies

Strategy 1

If we do...

...then we see...

...which leads to...

If we begin to implement peer observations by developing protocol and school-wide structures that support peer observations...

then we will see more teachers participating in peer observations and sharing best practices...

which leads to increased collaboration and professional learning and growth along with an increase in teacher trust as measured by survey data and 5 Essentials data.

Tags:

Professional Learning, Climate and Culture, Teacher Teams/Collaboration

Area(s) of focus:

3

Action step ⓘ

Responsible ⓘ

Timeframe ⓘ

Evidence for status ⓘ

Status

Create and update ongoing database of peer observation interests.	PPLC	Mar 1, 2016 to Jun 1, 2018	Created database updated 1st and 3rd quarter with all new teachers added.	On-Track
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Teacher Teams/Collaboration

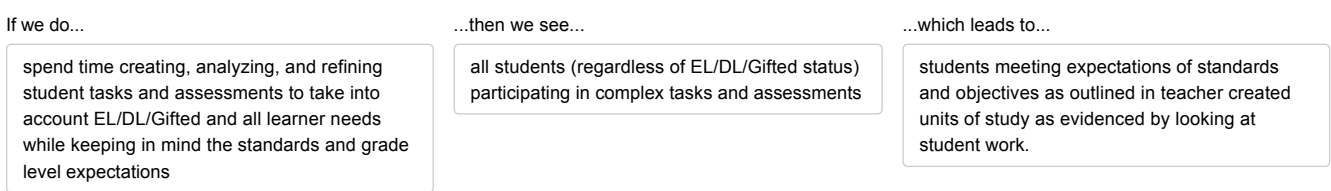
PPLC will implement protocol and review with the teachers throughout 2016-2018.	PPLC	Mar 1, 2016 to May 31, 2018	Agenda shared with whole staff, protocol reviewed	On-Track
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Teacher Teams/Collaboration, Teacher-teacher trust & support

Teachers will sign up for peer observations and administration will provide coverage for time of observation. Teacher teams will meet before and after peer observation as outlined in protocol.	Administration and teachers	Apr 1, 2016 to Jun 1, 2018	Track number of peer observations taking place on a quarterly basis. We will look at 5 Essentials data related to Teacher Collaboration.	On-Track
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Teacher Teams/Collaboration, Teacher-teacher trust & support

Strategy 2



Tags: Core Instruction, Diverse Learners, English Learners, Assessment, Curriculum Design, Gifted

Area(s) of focus: 2

Action step ?	Responsible ?	Timeframe ?	Evidence for status ?	Status
Teacher teams will use designated time to collaborate on authentic, multi-disciplinary (including the arts, technology, and PE) performance tasks connected to units of study and will differentiate based on student needs (specifically EL/DL/Gifted needs).	Administrators and teacher teams	Aug 29, 2016 to Jun 1, 2018	Examine performance tasks and compare completed unit review rubrics	Not started

Core Instruction, Arts, Diverse Learners, English Learners, Assessment, Curriculum Design

Teachers will implement formative assessment to adjust instruction (STAGE 3) based on student needs. Teachers will work on alignment of formative assessment to summative assessments and performance tasks (STAGE 2) to standards, transfer goals, and content and language objectives. (STAGE 1)	Administrators and teacher teams	Aug 29, 2016 to Jun 1, 2018	Examine performance tasks and compare completed unit review rubrics	Not started
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Assessment, Formative assessment, Alignment

Resources/professional development will provide strategies for implementation.

ILT

Jan 1, 2017 to Jun 30, 2017

Formative assessment bank of strategies

Not started

Professional development

Strategy 3

If we do...

analyze samples of student work using a checklist or rubrics and then adjusting instruction (STAGE 3) to reflect the understandings gained

...then we see...

gaps in achievement and planning towards standards

...which leads to...

units better designed including complexity and scaffolding to meet grade level standards along with the needs of ELs and DLs and challenging our gifted students in order to see higher rates of mastery as evidenced by looking at student work.

Tags:

Assessment, EI, Gifted, Student work, DI

Area(s) of focus:

1

Action step ⓘ

Teacher teams will use protocol to analyze student work. (formative, summative, performance tasks). Teachers will note gaps in achievement towards standards as well as grade level trends.

Responsible ⓘ

Teacher teams

Timeframe ⓘ

Sep 1, 2016 to Jun 1, 2018

Evidence for status ⓘ

Evidence of protocol responses

Status

Not started

Professional Learning

Plan your next steps based on student outcomes (revise units/reteach)

Teacher teams

Sep 1, 2016 to Jun 30, 2018

Revised units of study

Behind

Ubd

Strategy 4

If we do...

Provide students with opportunities to have a voice within the school community

...then we see...

increased student ownership

...which leads to...

students making positive contributions to the school and community as evidenced by authentic performance tasks.

Tags:

Family and Community Engagement, Student engagement, Safety and order

Area(s) of focus:

4

Action step ⓘ

School Climate Committee and ILT will look for ways for students to contribute to the school community.

Responsible ⓘ

ILT, School Climate Committee

Timeframe ⓘ

Jul 1, 2016 to Jun 1, 2018

Evidence for status ⓘ

student surveys, performance tasks

Status

Not started

Student engagement

Hibbard will start a Student Council to identify ways to get Hibbard students more involved in the Albany Park community as well as building school culture within Hibbard.

Admin Team

Sep 1, 2016 to Jun 30, 2017

Student council being formed and team agendas

Not started

Student engagement, Student council

Strategy 5

If we do...

If we implement social emotional learning in our daily schedule and school wide practices

...then we see...

students utilizing social emotional strategies and skills

...which leads to...

Decreased negative interactions with in the school community along with better problem solving skills and student to student communication as reported by teachers and the 5 Essentials Survey.

Tags:
Behavior and Safety, Climate and Culture

Area(s) of focus:
5

Action step	Responsible	Timeframe	Evidence for status	Status
Meet with teachers in grades 4-6 to discuss ways to create time in schedule and create K-6 grade schedule.	Admin	Apr 1, 2016 to Jun 1, 2016	Agenda for meeting	On-Track

Behavior and Safety, Climate and Culture

Morning Meeting Training	School Climate Committee	Jun 1, 2016 to Oct 1, 2016	Agenda for meeting Professional Development Materials	On-Track
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Behavior and Safety, Climate and Culture

Teacher training of SEL curriculum and distribution of materials.	School Climate Committee	May 1, 2017 to Oct 1, 2017	Agenda for meeting Professional Development Materials	On-Track
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Behavior and Safety, Climate and Culture

School Climate Committee meeting to determine data measurement tools to more effectively measure climate and culture within the school	School Climate Committee	Jun 1, 2016 to Jul 1, 2018	Data measures	On-Track
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Data

Action Plan

District priority and action step **Responsible Start End Status**

<p>✦ Create and update ongoing database of peer observation interests. Tags: Professional Learning, Climate and Culture, Teacher Teams/Collaboration, Teacher Teams/Collaboration</p>	PPLC	Mar 1, 2016	Jun 1, 2018	On-Track
<p>✦ PPLC will implement protocol and review with the teachers throughout 2016-2018. Tags: Professional Learning, Climate and Culture, Teacher Teams/Collaboration, Teacher Teams/Collaboration, Teacher-teacher trust & support</p>	PPLC	Mar 1, 2016	May 31, 2018	On-Track
<p>✦ Teachers will sign up for peer observations and administration will provide coverage for time of observation. Teacher teams will meet before and after peer observation as outlined in protocol. Tags: Professional Learning, Climate and Culture, Teacher Teams/Collaboration, Teacher Teams/Collaboration, Teacher-teacher trust & support</p>	Administration and teachers	Apr 1, 2016	Jun 1, 2018	On-Track
<p>✦ Teacher teams will use designated time to collaborate on authentic, multi-disciplinary (including the arts, technology, and PE) performance tasks connected to units of study and will differentiate based on student needs (specifically EL/DL/Gifted needs). Tags: Core Instruction, Diverse Learners, English Learners, Assessment, Curriculum Design, Gifted, Core Instruction, Arts, Diverse Learners, English Learners, Assessment, Curriculum Design</p>	Administrators and teacher teams	Aug 29, 2016	Jun 1, 2018	Not started
<p>✦ Teachers will implement formative assessment to adjust instruction (STAGE 3) based on student needs. Teachers will work on alignment of formative assessment to summative assessments and performance tasks (STAGE 2) to standards, transfer goals, and content and language objectives. (STAGE 1) Tags: Core Instruction, Diverse Learners, English Learners, Assessment, Curriculum Design, Gifted, Assessment, Formative assessment, Alignment</p>	Administrators and teacher teams	Aug 29, 2016	Jun 1, 2018	Not started
<p>✦ Resources/professional development will provide strategies for implementation. Tags: Core Instruction, Diverse Learners, English Learners, Assessment, Curriculum Design, Gifted, Professional development</p>	ILT	Jan 1, 2017	Jun 30, 2017	Not started
<p>✦ Teacher teams will use protocol to analyze student work. (formative, summative, performance tasks). Teachers will note gaps in achievement towards standards as well as grade level trends. Tags: Assessment, EI, Gifted, Student work, DI, Professional Learning</p>	Teacher teams	Sep 1, 2016	Jun 1, 2018	Not started
<p>✦ Plan your next steps based on student outcomes (revise units/reteach) Tags: Assessment, EI, Gifted, Student work, DI, Ubd</p>	Teacher teams	Sep 1, 2016	Jun 30, 2018	Behind
<p>✦ School Climate Committee and ILT will look for ways for students to contribute to the school community. Tags: Family and Community Engagement, Student engagement, Safety and order, Student engagement</p>	ILT, School Climate Committee	Jul 1, 2016	Jun 1, 2018	Not started
<p>✦ Hibbard will start a Student Council to identify ways to get Hibbard students more involved in the Albany Park community as well as building school culture within Hibbard. Tags: Family and Community Engagement, Student engagement, Safety and order, Student engagement, Student council</p>	Admin Team	Sep 1, 2016	Jun 30, 2017	Not started
<p>✦ Meet with teachers in grades 4-6 to discuss ways to create time in schedule and create K-6 grade schedule. Tags: Behavior and Safety, Climate and Culture, Behavior and Safety, Climate and Culture</p>	Admin	Apr 1, 2016	Jun 1, 2016	On-Track
<p>✦ Morning Meeting Training Tags: Behavior and Safety, Climate and Culture, Behavior and Safety, Climate and Culture</p>	School Climate Committee	Jun 1, 2016	Oct 1, 2016	On-Track
<p>✦ Teacher training of SEL curriculum and distribution of materials. Tags: Behavior and Safety, Climate and Culture, Behavior and Safety, Climate and Culture</p>	School Climate Committee	May 1, 2017	Oct 1, 2017	On-Track
<p>✦ School Climate Committee meeting to determine data measurement tools to more effectively measure climate and culture within the school Tags: Behavior and Safety, Climate and Culture, Data</p>	School Climate Committee	Jun 1, 2016	Jul 1, 2018	On-Track

Fund Compliance

Supplemental General State Aid(SGSA)

My school receives SGSA funds

By checking the above box, the school is verifying that the attendance center complies with the statement regarding the use of SGSA funds:

1. The attendance center allocation is correctly based on the number of students eligible to receive free and reduced lunch and breakfast.
2. The attendance center has an approved plan, developed in consultation with teachers, administrators, and other appropriate personnel, and parents of the students attending the attendance center.
3. The attendance center's plan is approved by the LSC and CPS.
4. SGSA funded activities fall within the allowable program categories: early childhood education, reduced class size, enrichment programs, remedial assistance, attendance improvement, and other educationally beneficial expenditures which supplement the regular programs as determined by the Illinois state board of education.
5. SGSA Funds supplement and do not supplant non-categorical and other categorical funds allocated to the attendance center.
6. SGSA funds are supporting only those activities specified in the school's approved plan/amendment.
7. SGSA funds are not used for capital expenditures. 8. SGSA funds are not used for any political or lobbying activities by the attendance center.

NCLB Program

NCLB Schoolwide Program

(Not available to schools receiving NCLB funds for the first time) [Title 1/SW].

The school annually reviews the schoolwide plan/program. The schoolwide program plan is available to CPS, parents, and the public, and the information in the plan is in an understandable and uniform format, and to the extent practicable in a language the parents can understand.

NCLB Targeted Assistance Program Title I funded staff participate in the school's general professional development and school planning activities. Title I funded staff assume limited duties that are assigned to similar personnel including duties beyond the classroom, or that do not benefit Title I students, as long as the amount of time spent on such duties is the same proportion of the total work time with respect to similar staff.

Non-title school that does not receive any Title funds

Parent Involvement in Targeted Assistance and Schoolwide Programs

I verify that the statement below is correct

No Child Left Behind (NCLB), the reauthorization of the Elementary and Secondary Act of 1965 continues a legislative commitment to parental involvement. Central features of prior reauthorizations, such as school-parent compacts, parent involvement policies, and the parent involvement funding formula remain unaltered. However, the NCLB reauthorization represents a notable shift in the role of parental involvement in the schools. It includes new provisions increasing parental notification requirements, parental selection of educational options, and parental involvement in governance. It envisions parents as informed and empowered decision makers in their children's education.

Parent Plan

Parent Involvement Policy

Complete

Schools must involve parents in the joint development and periodic review and revision of the NCLB, Title I school parental involvement plan and policy, and in the process of school review and improvement. Please describe how this will be accomplished.

The school will distribute and review the current policy to all Title I parents at the beginning of the school year at the Annual NCLB Title I, Part A Meeting of Parents. Hibbard will receive input, suggestions and feedback from parents for the development and review of the Title I school parental involvement plan and policy through parent surveys, PAC meetings, BAC meetings and Local School Council meetings.

The school will hold an annual meeting at a time convenient to parents during the first month of school to inform them of the school's participation in NCLB, Title I programs and to explain the Title I requirements and their right to be involved in the Title I programs. The school will also offer a number of additional parental involvement meetings, including school PAC meetings, at different times and will invite all parents of children participating in the NCLB, Title I program to these meetings, and encourage them to attend. Please describe how this will be accomplished. Please list the projected date of your Title I Annual Meeting and your Title I PAC Organizational Meeting

The school will hold the Annual NCLB Title I Part A meeting and monthly PAC meetings. To inform parents of the Title I, Part A annual meeting and all PAC meetings the school will: send home a school calendar with all meeting days for the year, send home monthly updated calendars with all meeting days, post a Notice and Agenda for each meeting in the school's main lobby by at least the required time in advance, announce meeting dates at LSC meetings, and send a reminder notice of meeting home via students at least two days prior to the meeting.

Schools will provide parents information in a timely manner about its Title I program, including a description and explanation of the curriculum, the academic assessment tools used to measure children's progress, and the proficiency levels students are expected to meet. Please describe how this will be accomplished.

Hibbard will continue helping parents understand their active role in suggesting programs and opportunities that benefit their children. Part of the foundation for such understanding comes from their gaining knowledge of how to help their children learn through home involvement in homework, active reading and discussion, and involvement in Family Nights and other programs offered at or through Hibbard School.

At the request of parents, schools will provide opportunities for regular meetings, including the School Parent Advisory Council meetings, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. Please describe how the school will immediately respond to any such suggestions.

Hibbard will continue helping parents understand their active role in suggesting programs and opportunities that benefit their children. Part of the foundation for such understanding comes from their gaining knowledge of how to help their children learn through home involvement in homework, active reading and discussion, and involvement in Family Nights and other programs offered at or through Hibbard School.

Schools will provide parents a report of their child's performance on the State assessment in at least math, language arts and reading. Please describe how this will be accomplished.

Hibbard will distribute and explain to each parent a report provided by the State of Illinois of their child's individual performance on the State Assessments during the fall report card pick-up conferences.

Schools will provide parents timely notice when their child has been assigned to, or taught by, a teacher who is not "highly qualified," as defined in the Title I Final Regulations, for at least four (4) consecutive weeks. Please describe how this will be accomplished.

Hibbard will send a notice letter to each parent home with the student and by regular and/or certified U.S. Mail to the parent's address of record with the school at the end of the fourth week.

Schools will assist parents of participating NCLB Title I children in understanding: the state's academic content standards; the state's student academic achievement standards; the state and local academic assessments including alternate assessments; the requirements of Title I, Part A; how to monitor their child's progress; and how to work with educators. Please describe how this will be accomplished.

Hibbard will employ existing strategies and develop new ones to increase parental involvement in supporting their children's academic progress. Provide information on the school website and in parent packets, newsletters, and informational handouts distributed at PAC meetings, LSC meetings, open houses and parent-teacher conferences.

Schools will provide information, resources, materials and training, including literacy training and technology, as appropriate, to assist parents in working with their children to improve their academic achievement, and to encourage increased parental involvement. Please describe how this will be accomplished.

Hibbard sends parents to parent conferences sponsored by CPS in order to learn how to help their children with reading and math. Parents assist with the ROBERTO daily reading program. Parents attend Family Night activities to learn to help their children with reading, math, and other academic areas. Classroom teachers will provide parents with information on classroom curriculum and content for parent support at home. Parents will participate in parent workshops offered through NCLB funding. These workshops will give parents ideas on how to help their students at home as well as giving them other skills to help their students such as learning English or learning how to use the computer.

Schools will educate all staff in the value and utility of contributions by parents and in how to reach out to, communicate and work with, parents as equal partners in the education of their children and in how to implement and coordinate parent programs and build ties with parents. Please describe how this will be accomplished.

To the extent available, the school will offer professional staff development opportunities that focus on such education.

Schools will, to the extent feasible and appropriate, coordinate and integrate parent programs and activities with Head Start, Reading First, Early Reading First involvement, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs, to further encourage and support parents in more fully participating in their children's education. Please describe how this will be accomplished.

Hibbard will establish and support a Parent Advisory Committee, a Bilingual Advisory Committee and a Local School Council. Hibbard will offer parents the opportunity to volunteer at school, conduct workshops and classes, including, but not limited to, literacy classes and providing the necessary material for parents.

Schools will ensure that information related to the school and parent programs, meetings, and other activities is sent to parents in understandable and uniform formats, including language. Please describe how this will be accomplished.

The school will post a Notice and Agenda for the Annual Meeting and all PAC meetings in the school's main lobby at least 48 hours in advance. To inform parents of the Title I, Part A annual meeting and all PAC meetings the school will: Send home a school calendar with all meeting days for the year, send home monthly updated calendars with all meeting days, post a Notice and Agenda for each meeting in the school's main lobby by at least the required time in advance, announce meeting dates at LSC meetings, and send a reminder notice of meeting home via students at least two days prior to the meeting. When possible, these notices will be provided in the home language of the parents.

Policy Implementation Activities

The LSC will approve the school improvement plan and monitor the CIWP.

In the CIWP, the school identifies current parental involvement practices and outlines activities related to expanding parent partnership programs.

The school will coordinate the parent involvement programs identified in the CIWP.

The school will evaluate the parent involvement policy for effectiveness and make improvements as necessary.

Explain why any of the boxes above are unchecked: (type "n/a" if all are checked)

NA

Parent Compact

Complete

The school will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating student to meet the State's student academic achievement standards. Describe how the school will provide high-quality curriculum and instruction in a supportive environment. (Restate the school mission.)

Hibbard will be a community that prepares all students to be independent, critical thinking, life-long learners. Hibbard will be a place where all languages and cultures are welcomed, respected, and celebrated, and will teach students to value their own cultural heritage. The Hibbard School community will be committed to working together, achieving academic and social success by meeting our students' individual needs.

The school will hold parent-teacher conferences. Describe the kinds of parent-teacher conferences that will be held and the dates on which they are scheduled.

The school will hold report card pick-up parent-teacher conferences per CPS School Calendar on November 9, 2016 and April 19, 2017. Parent-teacher conferences will also be scheduled throughout the year per individual student/parent/teacher concerns. Any parent or teacher can schedule an individual conference before school.

The school will provide parents with frequent reports on their children's progress. Describe when and how the school will provide reports to parents.

We will hold parent-teacher conferences in November and April at the end of the 1st and 3rd quarters to give every family the opportunity to meet with their children's teachers for individual conferences. In addition, any parent or teacher can schedule an individual conference at any time during the year by calling the school or coming to the office. Most conferences can be held before school. We also send home progress reports in October, February, and May.

The school will provide parents access to staff. Describe when, where and how staff will be available for consultations with parents.

Parents come for report card pick-up on one day in November and one day in April to meet with teachers. Parents go to teachers' rooms for these conferences. Parents can meet with teachers before school between. Parents and teachers can schedule meeting times individually as well in teachers' rooms or in the main office.

The school will provide parents opportunities to volunteer and participate in their children's classes. Describe how and when parents may volunteer, participate, and observe classroom activities.

Parents may volunteer or visit in classrooms any time. They need to coordinate volunteer times with the teachers. Parents may volunteer for field trips. Parents come for Family Nights, for special classroom programs and performances, for assemblies, for Award Assemblies, and for other assemblies.

The parents will support their children's learning. Describe how the parents will assist learning (i.e. monitoring attendance, homework completion).

Monitoring on-time attendance, ensuring that homework is completed, including daily monitoring of ROBERTO and the assignment notebooks. Monitoring amount of television children watch. Attending Family Nights throughout the year and learning to support their children academically through playing educational games, learning reading techniques, and engaging in special projects. These activities are alternatives to watching TV. Volunteering in child's classroom. Participating, as appropriate, in decisions relating to child's education. Promoting positive use of child's extracurricular time. Staying informed about child's education and communicating with the school by promptly reading all notices from the school or the school district either received by child or by mail and responding, as appropriate. Serving, to the extent possible, on policy advisory groups, such as the PAC, BAC, PTO, LSC or other school advisory or policy groups.

The parents will participate in decisions relating to the education of their children. Describe when, where and how parents will consult with the school.

Parents are welcome to give suggestions and comments at all LSC meetings, PAC meetings and BAC meetings. Parents vote on how the parent involvement money is spent. We have an open door policy for all parents to talk about the education of their children. Individual meetings are convened for parents who want to talk about the needs and education of their children.

The students will share the responsibility for improved student academic achievement. Describe how the students will assure academic achievement (i.e. good attendance, positive attitude, class preparation).

Students can share in the responsibility for academic achievement in many ways. They can read nightly through the ROBERTO program. They can go to bed on time and ensure that they are ready for school on time. Students can be prepared for class by completing all homework and when applicable, can complete student agendas and share with parents on a nightly basis.

Parent Budget

Complete

Goals: Indicate goals, timeline of activities and training topics that are designed to assist Parents with increasing their students' academic achievement. The overarching goal is to increase student academic achievement through parental involvement; specify your goals.

A consultant will provide seminars for parents on how to support their children's success in school. Another consultant will provide computer classes for parents so they can support their children. Rosetta Stone subscriptions will be purchased for parents to help them learn English so they can support their children's academic growth.

Allocate your Mandated Title 1 Parent Involvement Funds to support your Parent Involvement Program.

Account(s)	Description	Allocation	
51130, 52130	Teacher Presenter/ESP Extended Day For Teacher presenter, ESP Extended Day, please remember to put money on the benefits line. Non-Instructional pay rate applies.	\$ 0	.00
53405	Supplies In addition to supplies for parent program, please use this account to also purchase books for parents only. Use this account for equipment with a per unit cost of less than \$500.	\$ 500	.00
53205	Refreshments Allocation CAN NOT EXCEED 25% of the Parent Budget. Refreshments must be used for Title 1 PAC meetings, trainings and workshops.	\$ 1409	.00
54125	Consultants For Parent Training Only. Consultant must have a CPS vendor number and paid with a Purchase Order after service is rendered (NO CHECKS ARE ALLOWED)	\$ 2950	.00
54505	Admission and Registration Fees, Subscriptions and memberships For Parents use only.	\$ Amount	.00
54205	Travel Buses for Parents use. Overnight Conference travel- schools must follow the CPS Travel Policy. The CPS Parent Overnight Travel Approval Form and Conference Travel Form must be completed.	\$ Amount	.00
54565	Reimbursements Allocation CAN NOT EXCEED 25% OF THE Parent Budget. All Parent Reimbursements related to Title 1 Parent Involvement must be paid from this account. Receipts must be clear unaltered and itemized. School must keep all receipts.	\$ Amount	.00
53510	Postage Must be used for parent involvement programs only.	\$ Amount	.00
53306	Software Must be educational and for parent use only.	\$ 2370	.00
55005	Furniture and Equipment Must have a parent room or a secure place to keep furniture/equipment. Cannot be placed in the main office or where staff and students have access too. To be used only by parents.	\$ Amount	.00