



Ellen Mitchell Elementary School (/school-plans/298) / Plan summary

2016-2018 plan summary

Team

Name	Role	Email	Access
Griselda Salgado	Bilingual Lead	gsalgado@cps.edu	Has access
Cory Schiffern	Middle School	cschiffern@cps.edu	Has access
Katherine Arbuckle	Primary	karbuckle@cps.edu	Has access
Jesscia McLennon	Special Education	jrobrien@cps.edu	Has access
Alicia Schoenbeck	Intermediate	ampeshel@cps.edu	Has access
Mary Ann Durso	World Language	madurso@cps.edu	Has access
Patrick O'Connor	Assistant Principal	pmoconnor1@cps.edu	Has access
Nicole Milberg	Principal	nmilberg@cps.edu	Has access
Niki Buse	Parent	nikibuse@gmail.com	Has access

Team meetings

Date	Participants	Topic
02/02/2016	Teachers	SEF
02/09/2016	Local School Council	SEF
02/10/2016	Intermediate Team of Teachers	SEF
02/10/2016	Primary Team of Teachers	SEF
03/15/2016	Instructional Leadership Team	Strategies and Actions
04/12/2016	Local School Council	Strategies and Actions

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.

1 2 3 4

- Ms. Milberg has constant open communication with staff, parents, and students. She communicates with parents through Google groups, school newsletters, calendars, breakfast chats, and various after school events. This promotes a lot of positive communication with families, students, and staff. As well as giving parents a lot of opportunities to be involved, such as Friends of Mitchell, and having room parents in the classroom.
- Teachers learn from each other as they are given opportunities to lead Professional Development Days.
- Long-term strategic planning includes ILT, LSC and staff. Plans in place for future student enrollment and facility needs.
- Professional development time is built into schedule.
- ESL students and lower performing students are given individual attention to improve their academic performance.
- Special activities are planned by principals, parents, student council and teachers to reward students success. Examples of this are honor role breakfasts, Student Council winter fair, Reading Incentive, and other activities.
- Committees are teacher led to organize school initiatives to build collective responsibility (committees includes Arts, Climate and Culture, Wellness, Curriculum and more)

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	Effective Leaders Collaborative Teachers
CPS Framework for Teaching	4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	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.

1 2 **3** 4

ILT self evaluates and sets priorities
 Meets regularly
 Diverse team
 Uses data consistently
 Use an agenda with clear focus

Next Steps:

- use protocols
- monitor progress

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	✓ Five Essentials: Instructional Leadership
Five Essentials	Effective Leaders Collaborative Teachers
CPS Framework for Teaching	4a. Reflecting on Teaching & Learning 4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	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.

1 2 3 4

Professional learning community with teachers reviewing best practices, implements and monitoring progress
Learning is relevant to student population and data (EL students, WIDA standards, gender specific strategies)
Differentiated PD based on grade band, focus and after-school choices based on Reach framework feedback
Teachers conduct peer observations and provide feedback
School has year long focus to provide ample time to try new strategies, refine skills, get feedback and improve
Observations and feedback occur often, not related to Reach

Next Step: Better mentoring plan for new teachers

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

1 2 3 4

- Teachers to apply for grants that will help their personal growth and classroom instruction.
- Administration has obtained grants aligned with school focus (Advisory, Fruits and Vegetables, Arts Council)
- Budget shared on a monthly basis to LSC members. Teachers asked two times a year for feedback on instructional resources needed in classrooms to support instruction and school wide goals.
- Ms. Milberg, along with hiring team support, follow all hiring procedures and go beyond them to ensure that the candidate they are interviewing are qualified to meet our students needs.
- All students have access to highly qualified teachers, many who are accredited, /or ESL endorsed.
- Teachers are encouraged by to attend professional development trainings, and money is targeted to support professional growth aligned with school instructional focus.
- All teachers and ESP's are evaluated in a professional and timely manner.
- They display a teacher of the week and give positive messages through the intercom.
- Mitchell has ongoing partnerships with Bucktown music, Hubbard Street Dance Company, and is always open for new opportunities. Both Principals are constantly monitoring programs, as well as seeking teachers input on what is working well and what can be improved. Partner organizations meet annual to provide feedback and align with Mitchell focus. Additional corporate partners (Nestle) have been added to provide financial support.

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 use the CPS Content Framework while planning unit plans
 Units are aligned horizontally and vertically during grade level feedback
 Big Ideas and essential questions are provided with unit plans

Next Steps: more focus on academic language

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&srcid=Y3BzLmVkdXxrY3xneDoyYjllNGI4MmY3YTlxYTgz>), 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

Resource room with resources is accessible to teachers
 Technology is used and updated and engages all modalities in the learning process
 Materials, leveled texts and manipulative to meet the needs of students at different levels
 Teachers apply for grants and connect to real life experiences to provide engaging and tiered resources
 Language arts and mathematics is taught in small groups

Next Step- More native language materials
 Student access to to library materials

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	✓ SQRP Attainment and Growth
Five Essentials	<ul style="list-style-type: none"> Ambitious instruction Supportive Environment
CPS Framework for Teaching	<ul style="list-style-type: none"> 1.a. Demonstrating Knowledge of Content and Pedagogy 1.b. Demonstrating Knowledge of Students 1.c. Selecting Learning Objectives 1.d. 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

1 2 **3** 4

Self and peer assessments are being used throughout the school.
 Students are providing evidence of their reasoning, especially in Math and Reading, throughout the school.
 Teachers conducted Depth of Knowledge walk-throughs to analyze and push rigor.
 Teachers plan multi-disciplinary units that include a variety of standards.
 Complex texts are used throughout the school.
 Students create and share authentic work (Night of the Notables, Inquiry Night, Family Reading Night, Read the Write, etc.)

Next Steps:

Increase opportunities for argumentation in Science and Social Studies.
 Work to create more authentic writing opportunities.
 Increase opportunities to examine student work.

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 2b. Establishing a Culture for Learning 3b. Using Questioning and Discussion Techniques 3c. Engaging Students in Learning
CPS Framework for Teaching	
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

Tot-time organized monthly to prepare students to transition to pre-school
 Spring meeting for parents to help prepare students for Kindergarten
 Summer play dates to prepare students to transition back to school
 Provide 8th grade algebra to all eligible students
 Students analyze gradebook in advisory and calculate GPA
 Students attend high school fairs and college tours
 Career electives and career sessions offered to middle school students
 Provide many enrichment opportunities to make help students discover personal talents and skills and identify career interests - sports, musical, cooking class, robotics class, karate, chess, tutoring, computer coding, and more

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	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

Student discussion is a strength throughout the school. Teachers use a variety of strategies, think, pair, share, turn and talk, small group, book clubs, debates, town halls, and more to encourage student to student discussion
 Targeted supports provided to students on MTSS and others showing additional needs
 A balanced assessment system is in place, including CPS benchmarks and teacher made assessments
 Texts are aligned to standards and students cite evidence when responding to text
 Progress monitoring data is used to track student progress

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:

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.

Score

1 2 **3** 4

- Teachers use progress monitoring data & occurs on a scheduled basis
- Current data is used for instructional purposes and to differentiate instruction for the students
- Interventions in place for MTSS
- Teachers work in teams and discuss
- All teachers implement instruction based on assessment of students to determine that their instructional needs are met and the struggling students area of needs are addressed
- Teachers use formative assessments to make informative decisions based on information they receive on formative assessments
- Learning environment is well managed by teachers as they provide effective and efficient instruction to students based on need
- Flexibility is present to address the constant change of growing students.

Next steps:

- Student Intervention Plan name should be changed to Personal Learning Plans (PLP)
- Move MTSS meeting time from every 8 weeks to every 5 weeks during grade level
- Identify students off-track due to low attendance and poor course performance & provide supports to address why students have low grades and poor attendance.

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

- Use multiple measures including district assessments, formative assessments provided in unit plans, and end of unit performance tasks. All assessments reflect Common Core standards, and rubrics relate to standards.
 - Provide accommodations for diverse learners during assessments through push-in and pull-out support
 - Professional development, grade level, ILT, MTSS time for data analysis by all teachers
 - Gradebook consistency across grade levels to reflect focus on mastery vs completion
 - Professional Development focus for the year is on assessment
- Next Steps:
- Measure academic language strategically and track progress
 - Use student work and other data to analyze instructional practices and guide future 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
	✓ Grade distribution reports (course success rates)
Measures	✓ SQRP Attainment and Growth
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
	4b. Maintaining Accurate Records
CPS Performance Standards for School Leaders	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

Staff provide input and take ownership in many ways, leading committees, study groups, PLCs, and more to improve student outcomes.
 High expectations are set at each grade level
 Students self-assess in a variety of ways using rubrics, checklists and more
 Honor roll breakfast to celebrate high achievement for students and families with 50-70 students attending
 Students have opportunities to share their work and be proud- including inquiry night, the 7th Grade Night of the Notables, and more

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:

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.

Score

1 2 3 4

Middle School Advisory to build relationship with staff member with each student.
 Electives provide opportunities for students to select areas that they are interested in and build positive relationships.
 High School mentor program
 Reading Buddies provides opportunities for older students to mentor younger students.
 Family Reading Night engaged families to share diversity of cultures of our families.
 After-school programming provides cultural experiences and ways to engage diverse students and parents.
 Class compact to provide consistent, shared expectations for students.
 Teachers lead professional development and grade level teams.
 Teachers respect colleagues who are expert in crafts through school-wide committees and teacher led professional development.
 Parents involved in Chinese program and learn with students.

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:

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.

Score

1 2 **3** 4

There is a wide range of extracurricular activities - chess, cooking, spring musical, rock band, violin, band, karate, tutoring, and more

There is a student council with elected students in grades 5-8. They do service projects and take on leadership roles around the school. All 8th graders are also asked to complete 30 hours of service before graduation.

Students are involved and invested in decision making through student council, peer mediation, conflict managers and classrooms jobs.

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

- Weekly emails provide updates including subs
- Buddy system for all students, with hallway procedures provided to each student
- Classroom routines for transition in hallways
- School-wide schedule is posted in each room
- Kiss N' Go and hand to hand dismissal for grades 3 and younger
- Classroom compacts for behaviors and peer mediators
- Conflict managers in grades 3-5 provides student ownership for behavior expectations
- Pink slip provides reflective, conference based restorative practices that reinforce classroom compacts

Next Step:
More written reminders of expectations

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:

Score

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.

1 2 **3** 4

- Implementation of Second Step Tier 2 Social/Emotional program
 - Peer conferencing for Middle School students
 - Administration-led restorative conversations
 - Student reflection component to discipline referrals
 - Creation of classroom compacts, staff compact, and parent compact to outline expectations
 - Peer conflict managers in grades 3-5
 - Clear school-wide routines and schedules
 - Quarterly discipline analysis
 - Positive calls home for students following rules and exceeding expectations
 - MTSS
 - Gender specific professional development (strategies to engage boys)
- Next Steps:
 Administrative lunch group with students referred frequently for discipline issues

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) ✓ 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:

Score

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.

1 2 3 4

New family buddy system put in place this past year to welcome new families to Mitchell and give them a buddy. Workshops provided in internet safety, executive functioning, common core standards, assessment, neighborhood safety, dance programs and more to support enrichment and instructional program at school. Communicate with families through monthly newsletter, updated website, daily announcements, marquee, office sign with weekly events, a google email group and text messages via twitter. Family Reading Night instituted this year to celebrate the diversity of all family and cultures in the school. Over 200 people participated.

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
	✓ Fundraising activities and amounts (if applicable)
	✓ How does the school honor and reflect the diversity of families including language and culture?
Measures	✓ Five Essentials Score – Involved Families
	✓ My Voice, My School Survey scores – outreach to parents; parent-teacher trust
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
3	Culture of & Structure for Continuous Improvement: Instructional Leadership Team	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: Multi-Tiered System of Support	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 Quality & Character of School Life: Restorative Approaches to Discipline	1 2 3 4 5 \emptyset
3	Expectations for Quality & Character of School Life: Student Voice, Engagement, & Civic Life	1 2 3 4 5 \emptyset
4	Culture of & Structure for Continuous Improvement: Aligned Resources	1 2 3 4 5 \emptyset
4	Culture of & Structure for Continuous Improvement: Leadership & Collective Responsibility	1 2 3 4 5 \emptyset
4	Culture of & Structure for Continuous Improvement: Professional Learning	1 2 3 4 5 \emptyset
4	Expectations for depth & breadth of Quality Teaching: Instruction	1 2 3 4 5 \emptyset
4	Expectations for depth & breadth of Student Learning: Curriculum	1 2 3 4 5 \emptyset
4	Expectations for depth & breadth of Student Learning: Instructional Materials	1 2 3 4 5 \emptyset
4	Expectations for depth & breadth of Student Learning: Transitions, College & Career Access & Persistence	1 2 3 4 5 \emptyset
4	Expectations for Quality & Character of School Life: Culture for Learning	1 2 3 4 5 \emptyset
4	Expectations for Quality & Character of School Life: Parent Partnership	1 2 3 4 5 \emptyset

4 Expectations for Quality & Character of School Life: Relational Trust

1 2 3 4 5

4 Expectations for Quality & Character of School Life: Safety & Order

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				
Our goal is to remain a level 1 plus school, with attainment scores above the 90th percentile. In order to do this, we need to continue to have high growth rates.	91.00	95.00	90.00	90.00
National School Growth Percentile - Math				
Our goal is to remain a level 1 plus school, with attainment scores above the 90th percentile. In order to do this, we need to continue to have high growth rates. As students become more accustomed to the Common Core Math curriculum, we plan to see student growth continue to increase.	37.00	87.00	90.00	90.00
% of Students Meeting/Exceeding National Ave Growth Norms				
As our instructional strategies become more targeted, we will see more students meeting their growth targets.	55.70	(Blank)	65.00	70.00
African-American Growth Percentile - Reading				
Sample size is too small	(Blank)	(Blank)	0.00	0.00
Hispanic Growth Percentile - Reading				
Our goal is to remain a level 1 plus school, with attainment scores above the 90th percentile. In order to do this, we need to continue to have high growth rates. Since Hispanic students make up the majority of our students, these scores reflect our overall school goals.	93.00	96.00	90.00	90.00
English Learner Growth Percentile - Reading				
Sample size is too small	(Blank)	(Blank)	0.00	0.00
Diverse Learner Growth Percentile - Reading				
We will continue to provide inclusion support whenever possible with appropriate modifications to push diverse learner growth in reading.	(Blank)	71.00	75.00	80.00
African-American Growth Percentile - Math				
Sample size is too small	(Blank)	(Blank)	0.00	0.00
Hispanic Growth Percentile - Math				
Our goal is to remain a level 1 plus school, with attainment scores above the 90th percentile. In order to do this, we need to continue to have high growth rates. Since Hispanic students make up the majority of our students, these scores reflect our overall school goals. As students become more accustomed to the Common Core Math curriculum, we plan to see student growth continue to increase.	36.00	84.00	90.00	90.00
English Learner Growth Percentile - Math				
Sample size is too small	(Blank)	(Blank)	0.00	0.00

Diverse Learner Growth Percentile - Math

As students become more accustomed to the Common Core Math curriculum, we plan to see student growth continue to increase and as our instruction becomes more personalized and targeted, we plan to see more increases with our diverse learners.	(Blank)	69.00	75.00	80.00
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------	-------	-------	-------

National School Attainment Percentile - Reading (Grades 3-8)

In order to maintain a level 1 plus status, our attainment scores must remain at the 90th percentile or above.	79.00	95.00	90.00	90.00
----------------------------------------------------------------------------------------------------------------	-------	-------	-------	-------

National School Attainment Percentile - Math (Grades 3-8)

In order to maintain a level 1 plus status, our attainment scores must remain at the 90th percentile or above.	83.00	95.00	90.00	90.00
----------------------------------------------------------------------------------------------------------------	-------	-------	-------	-------

National School Attainment Percentile - Reading (Grade 2)

In order to maintain a level 1 plus status, our attainment scores must remain at the 90th percentile or above.	98.00	98.00	90.00	90.00
----------------------------------------------------------------------------------------------------------------	-------	-------	-------	-------

National School Attainment Percentile - Math (Grade 2)

In order to maintain a level 1 plus status, our attainment scores must remain at the 90th percentile or above.	93.00	85.00	90.00	90.00
----------------------------------------------------------------------------------------------------------------	-------	-------	-------	-------

% of Students Making Sufficient Annual Progress on ACCESS

We have more teachers certified in ESL, using instructional best practices for our EL learners and have utilized WIDA standards in our instructional planning to better target the needs of EL students.	43.10	34.50	50.00	60.00
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------	-------	-------	-------

Average Daily Attendance Rate

We will continue to build on the successful strategies in place resulting in high attendance rates.	95.90	96.60	97.00	97.00
-----------------------------------------------------------------------------------------------------	-------	-------	-------	-------

My Voice, My School 5 Essentials Survey

Well Organized - With our continued focus on Culture and Climate, we continue to build a safe, responsive, professional and open community for all.	(Blank)	(Blank)	(Blank)	(Blank)
-----------------------------------------------------------------------------------------------------------------------------------------------------	---------	---------	---------	---------

Custom metrics

0 of 0 complete

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

Strategies

Strategy 1

If we do...

...then we see...

...which leads to...

a personalized learning approach across subject areas with small group instruction and student driven learning that is incorporated into our unit planning process

more individualized and engaging instruction with increased rigor for each student

Increase in students meeting/exceeding national average growth norms from 55.7% to 65%

Tags: Technology, Curriculum Design, Personalized Learning

Area(s) of focus: 1

Action step ⓘ

Responsible ⓘ

Timeframe ⓘ

Evidence for status ⓘ

Status

Teachers will receive professional development on implementing different technology tools	All teachers (led by 3rd grade team and administration)	Mar 1, 2016 to Sep 2, 2016	Professional development agendas and exit slip	On-Track
-------------------------------------------------------------------------------------------	---------------------------------------------------------	----------------------------	------------------------------------------------	----------

Technology, Professional Learning

Teachers will include new technology strategies in lessons to increase student driven learning, project-based learning and differentiated instruction	All teachers	Sep 1, 2016 to Jan 6, 2017	Unit plan review and classroom observation evidence and student work analysis	Not started
-------------------------------------------------------------------------------------------------------------------------------------------------------	--------------	----------------------------	-------------------------------------------------------------------------------	-------------

Technology, Project-based learning, Instruction

Teachers will lead Technology Slams to expose staff to new technology and concrete uses in the classroom	All teachers	Apr 8, 2016 to Dec 16, 2016	Professional development agendas and exit slips	On-Track
----------------------------------------------------------------------------------------------------------	--------------	-----------------------------	-------------------------------------------------	----------

Technology, Professional Learning

Strategy 2

If we do...	...then we see...	...which leads to...
Collaborative instructional planning process aligned to Common Core Standards using Backwards Design	Purposeful instruction, assessment and feedback mechanisms to advance student learning	Attainment percentiles in reading and math at or above the 90th percentile

Tags:
Core Instruction, Curriculum Design

Area(s) of focus:
1

Action step ?	Responsible ?	Timeframe ?	Evidence for status ?	Status
Teachers will continue to evaluate lessons and student work using Webb's Depth of Knowledge	All teachers	Nov 6, 2015 to Apr 28, 2017	Grade Level team agendas, ILT classroom observations	On-Track

Curriculum Design, Teacher Teams/Collaboration

Create pre and post assessments, and plan formative and summative assessments aligned to standards	All teachers	Sep 1, 2016 to Jun 22, 2017	Assessments submitted, Administrative feedback, colleague feedback during grade level and student work evidence	On-Track
----------------------------------------------------------------------------------------------------	--------------	-----------------------------	-----------------------------------------------------------------------------------------------------------------	----------

Assessment, Curriculum Design, Teacher Teams/Collaboration

Teachers will observe colleagues to provide feedback on the rigor of the lessons by using the Depth of Knowledge and Common Core Standards	All Teachers	Nov 7, 2016 to Jan 20, 2017	Observation feedback template	On-Track
--------------------------------------------------------------------------------------------------------------------------------------------	--------------	-----------------------------	-------------------------------	----------

Instructional Coaching, Teacher Teams/Collaboration, Instruction

Strategy 3

If we do...	...then we see...	...which leads to...
-------------	-------------------	----------------------

Work as a team to plan and monitor targeted interventions for tier 2 and tier 3

A variety of instruction/interventions and monitoring tools that can be implemented with fidelity for tier 2 and tier 3 students

Increase in scores for all students, including an increase in students making sufficient annual progress on Access from 34% to 50%, and increase in diverse learner growth scores in reading and math from 71% to 75% and 69% to 75% respectively, and an increase overall growth percentiles in reading and math at 90 percent or above

Tags:
MTSS, Intervention, Teacher Teams/Collaboration, Tier 2 & 3

Area(s) of focus:
2

Action step	Responsible	Timeframe	Evidence for status	Status
Create a menu of instructional/intervention monitoring tools	MTSS team and related service providers	select	Google doc with a list of research based academic and behavioral interventions	Not started

MTSS, Interventions

Provide teacher professional development on research based interventions	MTSS team and related service providers	Aug 30, 2016 to Sep 30, 2016	Professional development agenda and exit slips	Not started
--------------------------------------------------------------------------	-----------------------------------------	------------------------------	------------------------------------------------	-------------

Professional development

Make a template to send home with students going through MTSS that explains the process, interventions, and supports to provide students at home to make a stronger home-school connection and consistent student practice and behavior aligned to individual student needs	MTSS team	Jun 1, 2016 to Aug 26, 2016	Template provided to teachers at professional development	Not started
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------	-----------------------------	-----------------------------------------------------------	-------------

Strategy 4

If we do...	...then we see...	...which leads to...
If we solicit information about students needs and interests and empower student leadership	Increased student participation, engagement and ownership in all areas of school	An improved school culture (maintaining a Well-organized rating on 5 essentials), a decrease in discipline referrals to below 20 per quarter, on-track rates of 70% or higher and overall attainment scores at the 90th percentile or above

Tags:
Arts, Social emotional, Music, Student enrichment, On track, Physical education

Area(s) of focus:
3

Action step	Responsible	Timeframe	Evidence for status	Status
Provide a student survey at the beginning of the year to inform programming (class focus, after-school, sports, electives, and more)	Teachers and students	Sep 6, 2016 to Sep 30, 2016	Survey results	Not started

Arts, Music, Student enrichment, Physical education, After-school

Embed student based inquiry projects into units	Teachers	Aug 1, 2016 to Dec 16, 2016	Unit Plans and Inquiry Night	On-Track
-------------------------------------------------	----------	-----------------------------	------------------------------	----------

Project-based learning, 21st century skills

Analyze data from after-school programming to determine which programs are the most popular and which groups are not participating	after-school coordinator	May 30, 2016 to Jun 20, 2016	After-School data in City Span	Not started
------------------------------------------------------------------------------------------------------------------------------------	--------------------------	------------------------------	--------------------------------	-------------

After-school

Set-up monthly meetings with Student Council Leadership and Administration	Administration	Sep 15, 2016 to May 31, 2017	Student Council notes	Behind
----------------------------------------------------------------------------	----------------	------------------------------	-----------------------	--------

Leadership

Action Plan

District priority and action step	Responsible	Start	End	Status
<p>✚ Teachers will receive professional development on implementing different technology tools</p> <p>Tags: Technology, Curriculum Design, Personalized Learning, Technology, Professional Learning</p>	All teachers (led by 3rd grade team and administration)	Mar 1, 2016	Sep 2, 2016	On-Track
<p>✚ Teachers will include new technology strategies in lessons to increase student driven learning, project-based learning and differentiated instruction</p> <p>Tags: Technology, Curriculum Design, Personalized Learning, Technology, Project-based learning, Instruction</p>	All teachers	Sep 1, 2016	Jan 6, 2017	Not started
<p>✚ Teachers will lead Technology Slams to expose staff to new technology and concrete uses in the classroom</p> <p>Tags: Technology, Curriculum Design, Personalized Learning, Technology, Professional Learning</p>	All teachers	Apr 8, 2016	Dec 16, 2016	On-Track
<p>✚ Teachers will continue to evaluate lessons and student work using Webb's Depth of Knowledge</p> <p>Tags: Core Instruction, Curriculum Design, Curriculum Design, Teacher Teams/Collaboration</p>	All teachers	Nov 6, 2015	Apr 28, 2017	On-Track
<p>✚ Create pre and post assessments, and plan formative and summative assessments aligned to standards</p> <p>Tags: Core Instruction, Curriculum Design, Assessment, Curriculum Design, Teacher Teams/Collaboration</p>	All teachers	Sep 1, 2016	Jun 22, 2017	On-Track
<p>✚ Teachers will observe colleagues to provide feedback on the rigor of the lessons by using the Depth of Knowledge and Common Core Standards</p> <p>Tags: Core Instruction, Curriculum Design, Instructional Coaching, Teacher Teams/Collaboration, Instruction</p>	All Teachers	Nov 7, 2016	Jan 20, 2017	On-Track
<p>✚ Create a menu of instructional/intervention monitoring tools</p> <p>Tags: MTSS, Intervention, Teacher Teams/Collaboration, Tier 2 & 3, MTSS, Interventions</p>	MTSS team and related service providers			Not started
<p>✚ Provide teacher professional development on research based interventions</p> <p>Tags: MTSS, Intervention, Teacher Teams/Collaboration, Tier 2 & 3, Professional development</p>	MTSS team and related service providers	Aug 30, 2016	Sep 30, 2016	Not started
<p>✚ Make a template to send home with students going through MTSS that explains the process, interventions, and supports to provide students at home to make a stronger home-school connection and consistent student practice and behavior aligned to individual student needs</p> <p>Tags: MTSS, Intervention, Teacher Teams/Collaboration, Tier 2 & 3</p>	MTSS team	Jun 1, 2016	Aug 26, 2016	Not started

District priority and action step	Responsible	Start	End	Status
<p>✦ Provide a student survey at the beginning of the year to inform programming (class focus, after-school, sports, electives, and more)</p> <p>Tags: Arts, Social emotional, Music, Student enrichment, On track, Physical education, Arts, Music, Student enrichment, Physical education, After-school</p>	Teachers and students	Sep 6, 2016	Sep 30, 2016	Not started
<p>✦ Embed student based inquiry projects into units</p> <p>Tags: Arts, Social emotional, Music, Student enrichment, On track, Physical education, Project-based learning, 21st century skills</p>	Teachers	Aug 1, 2016	Dec 16, 2016	On-Track
<p>✦ Analyze data from after-school programming to determine which programs are the most popular and which groups are not participating</p> <p>Tags: Arts, Social emotional, Music, Student enrichment, On track, Physical education, After-school</p>	after-school coordinator	May 30, 2016	Jun 20, 2016	Not started
<p>✦ Set-up monthly meetings with Student Council Leadership and Administration</p> <p>Tags: Arts, Social emotional, Music, Student enrichment, On track, Physical education, Leadership</p>	Administration	Sep 15, 2016	May 31, 2017	Behind

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.

Parents are involved in the school review and improvement planning process through monthly parent meetings, LSC meetings, and monthly NCLB meetings. Parents revisit the NCLB, Title I school parental involvement plan throughout the year.

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 Meeting at 8:30am on Friday, September 23 and the Title 1 PAC Organizational meeting was held at 9:30am on Friday, September 23, 2016. Notices will be posted outside the school, on the marquee, in the monthly newsletter distributed to all students, emailed to all families via the google group and on the school website. This meeting will review the Title I requirements and the parents right to be involved in the Title I programs. Additional PAC meetings will be held monthly, in addition to other parent involvement meetings. The school will reach out to parents of children participating in NCLB, Title I programs to attend these meetings.

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.

The school will provide parents with information about the curriculum, academic assessment tools, and proficiency levels students are expected to meet on an on-going basis. This information will be distributed at the Open House in the beginning of the school year, at report-card pick-up day, monthly PAC and LSC meetings, at the State of the School address, and at specific curriculum events. Information is also communicated on our school website, classroom newsletters, google emails, twitter messages and monthly newsletter.

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.

The school will provide regular meetings, including the PAC, for suggestions, feedback and opportunities to participate. The school will listen to the parent feedback and respond to the suggestions either with administrative support or through the help of our community resource coordinator. In the past, the school has responded to the suggestions of the PAC and provided additional resources to support the suggestions and the school will continue to foster the partnership. The principal also hosts monthly Coffee Chats for ongoing communication and feedback.

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.

Report Cards will be distributed 4 times a year. During at least two of those times, teachers will conduct one-on-one conferences with all parents. At these times, information regarding student performance on state assessments and interim assessments are communicated to the parents. Interim assessment data is also sent home and parents are asked to provide feedback on student action plans.

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.

If a teacher is not "highly qualified" the school will send home the required notification with all students in the classroom to notify parents of the situation.

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.

The school will work with each parent of participating NCLB Title I children to ensure they have access to parent portal to monitor their child's progress. At Open House, parents will get information on the academic content standards, the academic achievement standards; the state and local academic assessments and the requirements of Title I. In addition, teachers hold meetings after interim assessments to provide parents data on the student progress towards content and state standards, as well as tools to support the work at home.

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.

The school provides workshops on parent portal so all families can access this information. After-school homework help is offered for spanish speaking families and a writer's workshop for spanish speaking families to better support their children academically. The parent resource room is also used to provide parents with additional resources and supports to work with their children to improve academic achievement and increase parental involvement. The PAC also hosts various events to include parents in the school, including pot-lucks, fairs and more.

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.

All teachers are required to reach out to parents in a number of ways throughout the year. Teachers reach out to parents via email on an on-going basis. Teachers also call parents, meet with them before and after school and invite them into the classroom for various events. Teachers coordinate parent events including informational meetings and workshops to support student achievement. Every classroom has a room parents to help coordinate communication between the teacher and the families.

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.

The school hosts a monthly tot-time to incorporate parents and students interested in early childhood into the overall school. Parent programs and activities are available to all members of the community via newsletters, website, and our marquee. Open meetings are held with Friends of Mitchell, LSC and NCLB groups so that all parents can participate in their children's education.

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 monthly newsletter and other forms of communication are sent home in english and spanish. The agenda and postings for meetings are listed on the outside of the building in both english and spanish.

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)

n/a

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.)

The mission of Mitchell is to educate the whole child by focusing on the intellectual, physical and social-emotional growth of each student. Staff, parents and community partners work collaboratively to provide high-quality academics, civic awareness and enrichment opportunities. We model the work ethic, commitment to learning and commitment to each other that we expect from our students. Teachers design a cohesive curriculum, rooted in literacy, to provide engaging learning opportunities. We adapt instruction to meet each child's needs and learning styles with the ultimate goal of preparing students for college and career success.

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.

Parent-teacher conferences will be held on November 9, 2016. The conferences held on April 19, 2017 will be student led. Each family is assigned a specific time to come meet. Teachers will provide comments and request conferences on an as-needed schedule during other report card and progress report times.

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

The school will provide progress reports on October 7, 2016, January 9, 2017, March 10, 2017 and May 19, 2017. Report cards will be distributed on November 9, 2016, February 10, 2017, April 19, 2017 and June 20, 2017. All information will be printed and distributed in the home language. All interim assessment data will be sent home to parents with parent reports to explain the scores.

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

All staff members are listed on the school website and available via email. Staff are also available for consultations in the morning, during lunch, during prep periods and after school. Staff members stay and are accessible during many after-school and evening events as well.

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.

All parents are welcome in the classroom. The teacher will provide a list of volunteer options, after-school and during learning excursions at the beginning of the school year. Each classroom has at least 2 room parents to support family involvement in the room. Parents also complete an interest survey to assist in the classroom and school-wide as needed. Parents also participate in career days and other special occasions in the classroom. Classrooms have school presentations and evening events in which parents are invited to observe students performing.

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

Parents will support their children's learning by being involved in their child's education. Each child receives an agenda book where they write down their daily assignments. Parents review the homework and sign the agenda book. Parents are called if students do not complete their homework or are absent from school. After-school activities are also provided for students and parents to do together so parents can better understand how to support students at home. Parents create a parent compact at the beginning of the year outlining the roles and expectations for parental involvement. At report card conferences, parents meet with the students afterwards to create a plan for support at home. Workshops are held during the year to support parents with assisting in the learning process.

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 will participate in decisions relating to the education of their children through LSC meetings, PAC meetings, Friends of Mitchell and monthly coffee chats with the principal. The principal has an open door policy and will meet with parents anytime to consult about the 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 will share responsibility for improved student academic achievement. All students create specific learning goals based on their interim assessment data. Students are rewarded in various ways for good attendance, positive attitude and class preparation (honor roll breakfast, reading incentives, perfect attendance awards, and more). Students create student learning plans, track their progress and report on the progress to their parents on an on-going 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.

Increase student growth on NWEA test by involving parents in students learning via Math Night (October 26), Reading Night (January 25), monthly parent workshops, after-school tutoring and a parent room with supplies to support instruction at home.

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.	\$ Amount .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.	\$ 957 .00
53205	Refreshments Allocation CAN NOT EXCEED 25% of the Parent Budget. Refreshments must be used for Title 1 PAC meetings, trainings and workshops.	\$ 170 .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)	\$ Amount .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.

\$	Amount	.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 by used only by parents.

\$	Amount	.00
----	--------	-----