Richard Henry Lee Elementary School (/school-plans/262) / Plan summary

2016-2018 plan summary

Team

Name	Role	Email	Access
Lisa Epstein	Principal	laepstein@cps.edu	Has access
Alexandra Escobar	Assistant Principal	AEscobar1@cps.edu	Has access
Vanessa Diaz	DL/MTSS/Primary Coach/Prek-2	vndiaz@cps.edu	Has access
Michelle Reyes	Social Emotional/FACE	mlreyes@cps.edu	Has access
Silvia Karim	EL Liaison	skarim@cps.edu	Has access
Mary Farrell	ELA Teacher Lead	mffarrell@cps.edu	Has access
Claudia Hernandez	LSC/Parent	lutiag35@gmail.com	Has access
Christine Berglind	Math/Intermediate/LSC	clberglind@cps.edu	Has access
Katherine Bourret	Personalized Learning/ELA/Middle School	kabourret@cps.edu	Has access
Margaret O'Connor	Primary	meoconnor1@cps.edu	Has access
Stalla Carl	Math/Middle School	cgstalla@cps.edu	Has access
Guzman Marisol	Personalized Learning/ELA/Intermediate	malcala@cps.edu	Has access
Espinoza Olga	PSRP	olespinoza@cps.edu	Has access
Mulcrone Nicole	Science/Middle School	namulcrone@cps.edu	Has access
Perminas Julie	Diverse Learners	jmperminas@cps.edu	Has access

Team meetings

Date	Participants	Topic

01/12/2016	Lisa Epstein, Alexandra Escobar, & Vanessa Diaz	Accessing CIWP Tool/Share Access with Team Members
03/01/2016	CIWP Team	SEF Review
03/03/2016	CIWP GLM (Grades 3-8)	SEF Review
03/04/2016	CIWP Parents (BAC/PAC)	SEF Review
03/05/2016	CIWP Team	SEF Review & Identify Goals
03/08/2016	CIWP GLM (K-2)	Finalize SEF, Identify Goals, Parent Plan, & Fund Compliance
03/14/2016	CIWP/ILT	Goals Revisions
03/16/2016	CIWP LSC	Goals Feedback
03/21/2016	CIWP Team	Finalize Goals
03/22/2016	CIWP Parent Committees	Revisions
03/28/2016	CIWP Team	Revisions
04/08/2016	CIWP Admin	Review and Finalize
04/07/2016	Network Team	Review/Suggestions
04/11/2016	CIWP/ILT	Review and Finalize
03/07/2016	CIWP Admin	SEF Updates
03/10/2016	CIWP GLM (Grades 3-8)	SEF Review

School Excellence Framework

Culture of & Structure for Continuous Improvement	4 of 4 complete

Leadership & Collective Responsibility:

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.

Score

1 2 3 **4**

School vision is communicated in English and Spanish via school website, social media account, monthly calendar, school handbooks, student agendas, and displayed in all common areas at the school. The instructional leadership team (ILT) is composed of all areas of expertise to advocate for all students and meet bi-monthly. ILT members ensure two-way communication with staff to ensure the implementation of the school's vision and cycles of continuous improvement. Shared accountability for implementing the shared vision is delegated to schools teams (grade, vertical, special education, bilingual education, culture and climate, etc.) All teachers develop classroom and grade level goals (academic/attendance) to be met per quarter. All teachers/parents engage in quarterly data talk sessions to reflect and design action plans to improve instruction and increase student achievement. Administration supports professional growth and provides teachers opportunities to attend local and national conferences and share learning with colleagues upon their return. Teachers seek professional growth opportunities via higher degrees and NBCT. Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Effective Leaders is considered strong indicating the people, programs, and resources are focused on a vision for sustained improvement. Collaborative Teachers is considered strong indicating all teachers collaborate to promote professional growth and are active partners in school improvement.

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	✓ School's vision, beliefs, and how it is shared (e.g. presentations to community, promotional materials) ✓ Five Essentials – Program Coherence
Measures	✓ 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:

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.

Score

1 **2** 3 4

ILT represents all relevant specialty content areas, programs, related services, and grade bands/department teams and is an appropriate size. ILT engages in cycles of continuous improvement meant to improve teacher practice, student achievement, and classroom environment. Agendas, norms, and protocols have been established to keep meeting focused on school improvement and ensure shared accountability. ILT develops school-wide calendar to meet bi-weekly to assess the effectiveness of programs, initiative, and instructional priorities. ILT designs data collection tools and protocols for school-wide learning walks, peer visits, and looking at student work (LASW). Based on the 2015 middle of the year assessment, the ILT is on it's way to becoming a proficient team (2.5 rating out of 3). ILT members assessed their proficiency in the areas of Meeting Frequency, Roles & Responsibilities, Norms & Trust, Equity of Voice/Use of Protocols, Agendas & Use of Time, Data Driven Decision Making, Action Items and Monitoring Process. Areas of improvement include - Roles and Responsibilities, Equity of Voice/Use of Protocols, Action Items, and Monitoring Process. Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Effective Leaders is considered strong indicating the people, programs, and resources are focused on a vision for sustained improvement. Collaborative Teachers is considered strong indicating all teachers collaborate to promote professional growth and are active partners in school improvement.

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	✓ 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:

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.

Score

1   2   3   **4**

Administration structures time for teacher to collaborate and learn together regularly via instructional leadership team, grade level meetings, vertical collaboration, peer observations, data talks, Network Lead Teachers, school improvement days, etc. ILT design School Improvement Plan based on multiple measures (NWEA, BAS Assessment, REACH, etc.). Cycles of continuous improvement provide "safe practice" time for teachers to implement instructional strategies in a risk free environment. Teachers receive non-evaluative feedback from peers and administration via PQS Protocol to praise areas of celebration, promote reflection, and provide high leverage suggestion for improvement. Learning cycles are determine based on multiple sources of data and differentiated based on the grade clusters. Coaching is provided based on teacher performance on REACH. Professional development is offered at school, network office, and locally to support professional growth. Support for new teachers is provided by assigned mentors. Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Effective Leaders is considered strong indicating the people, programs, and resources are focused on a vision for sustained improvement. Collaborative Teachers is considered strong indicating all teachers collaborate to promote professional growth and are active partners in school improvement. We also used teacher feedback results from PD and teacher interviews to determine rating.

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	✓ 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	✓ SQRP Attainment and Growth ✓ Five Essentials: Collaborative Teachers
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	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

Administrations design schedules that meet the district's requirements to maximize instructional time. Administration ensures staff is strategically staffed based on areas of strengths and credentials. Administration design a streamline system for interviewing and selecting quality candidates. In order to engage all stakeholder in the interview and selection process the team is composed of the school principal, assistant principal, school counselor, dean of students, highly qualified teachers, and parent. Interview team follow established procedures and ensure equity to all candidates. Partnerships further support implementation of schools goals and provide outreach services to families e.g. Gear Up, Community Schools Initiative, Communities in Schools of Chicago, Urban Initiatives, Urban Gateways, Learn Storm, Daley College, St. Xavier University, South West Organizing Project (SWOP), Latino Organization of the Southwest, etc. Effectiveness of partnerships are assessed via attendance reports, pre and post assessments, NWEA, etc. Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Effective Leaders is considered strong indicating the people, programs, and resources are focused on a vision for sustained improvement. Collaborative Teachers is considered strong indicating all teachers collaborate to promote professional growth and are active partners in school improvement.

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	✓ 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	✓ Five Essentials
Five Essentials	Effective Leaders Collaborative Teachers
CPS Framework for Teaching	4a. Reflecting on Teaching & Learning 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	A3. Allocates Resources to Support Student Learning, Prioritizing Time B4. Hires and Retains Highly Effective Teachers

Curriculum:

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.

Score

1   **2**   3   4

> Based on the 2015 School Quality Rating Report (SQRP) Lee is in good standing and achieved Level 1 status. NWEA Reading Growth - 82%, NWEA Math Growth - 45%, NWEA Reading Attainment - 52%, NWEA Math Attainment - 52%. Curricular expectation are clearly communicated to all stakeholders via school handbooks. Instructional units are aligned to the Understanding by Design Framework, CPS Content Framework, and CPS Framework for Teaching (REACH). The components of instructional plans include: description of students, unit description, unit goals, pacing/structure/length, enduring understandings, essential questions, pre-requisites for learning, standards, relationship among topics and concepts, possible misconceptions, assessments (screening, diagnostic, self/peer, formative, & summative), text, resources, technology integration, vocabulary/foundational skills, learning tasks ranging in DoK, gradual release of responsibility, accommodations for ELs, accommodations and modifications for DLs,& parent/field connection. Vertical collaboration meet bi-quarterly to align instructional practices, analyze data and action plan, & visit classrooms and provide PQS feedback. Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Ambitious Instruction is considered strong indicating classes are challenging and engaging. Effective Leaders is considered strong indicating the people, programs, and resources are focused on a vision for sustained improvement. Collaborative Teachers is considered strong indicating all teachers collaborate to promote professional growth and are active partners in school improvement.

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=Y3BzLmVkdXxrY3xneDoyYjIlNGI4MmY3YTlxYTgz), 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	✓ Curriculum maps, vertical/horizontal ✓ Sequencing and pacing guides ✓ Thematic units which cover multiple disciplines ✓ Comprehensive unit plans including assessments
Measures	✓ SQRP Attainment and Growth
Five Essentials	Ambitious Instruction Effective Leaders Collaborative Teachers
CPS Framework for Teaching	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	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

Based on the 2015 School Quality Rating Report (SQRP) Lee is in good standing and achieved Level 1 status. NWEA Reading Growth - 82%, NWEA Math Growth - 45%, NWEA Reading Attainment - 52%, NWEA Math Attainment - 52%. The components of instructional plans include: description of students, unit description, unit goals, pacing/structure/length, enduring understandings, essential questions, pre-requisites for learning, standards, relationship among topics and concepts, possible misconceptions, assessments (screening, diagnostic, self/peer, formative, & summative), text, resources, technology integration, vocabulary/foundational skills, learning tasks ranging in DoK, gradual release of responsibility, accommodations for ELs, accommodations and modifications for DLs,& parent/field connection. CPS Framework for Teaching and instructional plans require teachers to adapt objectives, tasks, and assessments for students. Instructional materials are utilized to increase access to grade level content and alternative pathways (e.g. Stride Academy, Achieve 3000, Think Through Math, etc.) On-line programs are adaptive and assists in closing the achievement gap. Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Ambitious Instruction is considered strong indicating classes are challenging and engaging. Supportive Environment is considered strong indicating the school works collaboratively to provide a safe, demanding, and supportive environment.

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	✓ 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	Ambitious instruction Supportive Environment
CPS Framework for Teaching	1a. Demonstrating Knowledge of Content and Pedagogy 1b. Demonstrating Knowledge of Students 1c. Selecting Learning Objectives 1d. Designing Coherent Instruction
CPS Performance Standards for School Leaders	A3. Allocates Resources to Support Student Learning, Prioritizing Time

Rigorous Student Tasks:

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

Score

1 **2** 3 4

Based on the 2015 School Quality Rating Report (SQRP) Lee is in good standing and achieved Level 1 status. NWEA Reading Growth - 82%, NWEA Math Growth - 45%, NWEA Reading Attainment - 52%, NWEA Math Attainment - 52%. The components of instructional plans include: description of students, unit description, unit goals, pacing/structure/length, enduring understandings, essential questions, pre-requisites for learning, standards, relationship among topics and concepts, possible misconceptions, assessments (screening, diagnostic, self/peer, formative, & summative), text, resources, technology integration, vocabulary/foundational skills, learning tasks ranging in DoK, gradual release of responsibility, accommodations for ELs, accommodations and modifications for DLs,& parent/field connection. While the CPS Framework for Teaching and instructional plans require teachers to adapt objectives, tasks, and assessments to student; few feel capable of doing so. Teacher meet regularly at ILT, GLM, & Vertically to align instructional practices, analyze data and action plan, & visit classrooms and provide PQS feedback. Teachers follows LASW Protocol to analyze student work samples. Teacher and students establish classroom norms, expectations, contracts, etc. requiring students to take ownership of their learning and responsibility for their behavior. Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Ambitious Instruction is considered strong indicating classes are challenging and engaging.

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)). 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	✓ 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	✓ SQRP Attainment and Growth
Five Essentials	Ambitious instruction
CPS Framework for Teaching	1d. Designing Coherent Instruction 2b. Establishing a Culture for Learning 3b. Using Questioning and Discussion Techniques 3c. Engaging Students in Learning
CPS Performance Standards for School Leaders	B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices

Transitions, College & Career Access & Persistence:

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)

Score

1 **2** 3 4

> Administration design College & Career Readiness Plans which outlines the roles and responsibilities of all stakeholders (admin, staff, students, and families) and promotes higher education opportunities and life-long learning. Transitions plans exists for students in need (kinder, 8th grade, PLPs, ELs, etc.) Administration design targeted after school programs based on data. Provide enrichment and intervention opportunities to assist in closing and achievement gap while challenging higher performing students. Offer an array of after school programs based on student's interests. Teachers engage parents and students in quarterly data talks to design action plans to improve instruction and increase student achievement. Partnerships further support implementation of schools goals and provide outreach services to families e.g. Gear Up, Community Schools Initiative, Communities in Schools of Chicago, Urban Initiatives, Urban Gateways, Learn Storm, Daley College, St. Xavier University, South West Organizing Project (SWOP), Latino Organization of the Southwest, etc. Effectiveness of partnerships are assessed via attendance reports, pre and post assessments, NWEA, etc.

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	✓ 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	✓ College Enrollment, Persistence, Drop Out, and Attendance Rates ✓ Early College and Career Credentials
Five Essentials	Ambitious Instruction 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 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

Based on the 2015 School Quality Rating Report (SQRP) Lee is in good standing and achieved Level 1 status. NWEA Reading Growth - 82%, NWEA Math Growth - 45%, NWEA Reading Attainment - 52%, NWEA Math Attainment - 52%. Teachers collaborate to design instructional plans. EU and EQ are posted daily along with the standard based learning objectives including the what, why, & how of learning. Daily College Conversations focus on developing vocabulary and foundational skills (Greek/Latin roots). Cycles of continuos improvement have developed teacher's capacity in Collaborative Conversations, Close Reading, Text-Dependent Questions, & Differentiation. Anchor charts to support instructional practices are displayed in the classroom. MTSS practice have been established to provide tiered instructional for all students. Push-in and pull-out services are provided for students identified in tier 2 & 3. The components of instructional plans include: description of students, unit description, unit goals, pacing/structure/length, enduring understandings, essential questions, pre-requisites for learning, standards, relationship among topics and concepts, possible misconceptions, assessments (screening, diagnostic, self/peer, formative, & summative), text, resources, technology integration, vocabulary/foundational skills, learning tasks ranging in DoK, gradual release of responsibility, accommodations for ELs, accommodations and modifications for DLs,& parent/field connection. Instructional materials are utilized to increase access to grade level content and alternative pathways (e.g. Stride Academy, Achieve 3000, Think Through Math, etc.) Data from running records and on-line programs are analyzed to inform instructional decisions. Students are offered opportunities to re-take tasks/assessments to demonstrate mastery of standards. Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Effective Leaders is considered strong indicating the people, programs, and resources are focused on a vision for sustained improvement. Ambitious Instruction is considered strong indicating classes are challenging and engaging. Supportive Environment is considered strong indicating the school works collaboratively to provide a safe, demanding, and supportive environment. Based on the 2014-2015 REACH Students Educator Evaluation 20% of teacher are developing, 60% are proficient, and 20% are excellent. Based on peer-to-peer observations teachers indicated more rigorous instruction was needed.

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	✓ Evidence of best practices (flexible grouping, cognitively demanding tasks, open-ended questions) ✓ Informational observations, peer observations, learning walks ✓ Lesson studies
Measures	✓ SQRP Attainment and Growth ✓ REACH observation trends (de-identified)
Five Essentials	Ambitious Instruction Effective Leaders Supportive Environment
CPS Framework for Teaching	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	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

School is in the initial stages of full implementation of MTSS. The MTSS Coach, Dean of Students, and Literacy Coach support classroom teachers in providing tiered instructions for all students both academically and socially. Teachers conduct surveys at the beginning of year to identify student's preferred learning styles. Data is meant to be used to inform instructional plans and adapt instruction to include student choice and interests. Teachers are shifting instruction to provide personalized learning opportunities and differentiated learning centers/stations. Attendance plan, goals, and incentives have been established. Students of the month are celebrated for their academics, attendance, and behavior. Home visits are done for those with low attendance rate by security and administration. Staff collaborates with MTSS Coach to design Personal Learning Plans (PLP) to address attendance and academic concerns using 5-week data to inform action plans. At risk students are identified and provided intervention opportunities after-school. Students identified as needing Tier 2 & 3 instructional services are identified using problem-solving process and provided supplemental instruction and progress monitored by interventionists. Parents and/or guardians are kept informed of their child's progress or lack there of via off-track notices, progress reports, data/parent-teacher conferences and report cards. Based on the 2015 School Quality Rating Report (SQRP) Lee is in good standing and achieved Level 1 status. NWEA Reading Growth - 82%, NWEA Math Growth - 45%, NWEA Reading Attainment - 52%, NWEA Math Attainment - 52%, Attendance Rate - 95.3%

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 ✓ Evidence of On Track monitoring and supports
Measures	✓ SQRP Attainment and Growth ✓ Attendance Rates ✓ Course success rates (e.g. grade distributions, pass/failure rates)
Five Essentials	Ambitious Instruction Collaborative Teachers Supportive Environment
CPS Framework for Teaching	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 3e. Demonstrating Flexibility and Responsiveness 4b. Maintaining Accurate Records
CPS Performance Standards for School Leaders	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

Based on the 2015 School Quality Rating Report (SQRP) Lee is in good standing and achieved Level 1 status. NWEA Reading Growth - 82%, NWEA Math Growth - 45%, NWEA Reading Attainment - 52%, NWEA Math Attainment - 52%. The components of instructional plans include: description of students, unit description, unit goals, pacing/structure/length, enduring understandings, essential questions, pre-requisites for learning, standards, relationship among topics and concepts, possible misconceptions, assessments (screening, diagnostic, self/peer, formative, & summative), text, resources, technology integration, vocabulary/foundational skills, learning tasks ranging in DoK, gradual release of responsibility, accommodations for ELs, accommodations and modifications for DLs,& parent/field connection. Multiple measure include: running records, sight word assessments, Stride Academy, Achieve 3000, Think Through Math (TTM), CPS Benchmark assessments, NWEA, & end unit performance assessments. DL testing accommodations/modifications are provided according to IEP's and are included in unit plans. Key Shifts include Collaborative Conversations, Close Reading, Text-Dependent Questions, and Depths of Knowledge. Looking at student work protocol has been implemented to identify students meeting standards with a minimum proficiency level of 75%. If students do not demonstrate proficiency re-take opportunities are provided to students after re-teaching skills/content/standards. Vertical collaborations (grades 4-8) occurs for literacy, science, math, and special education to align instruction and assessments. Shifts are being made to ensure accuracy of grades via standards-based grading. Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Ambitious Instruction is considered strong indicating classes are challenging and engaging.

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

Culture for Learning:

Score

1   2   **3**   4

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.

Based on the 2015 School Quality Rating Report (SQRP) Lee is in good standing and achieved Level 1 status. NWEA Reading Growth - 82%, NWEA Math Growth - 45%, NWEA Reading Attainment - 52%, NWEA Math Attainment - 52%. All teachers/parents/students engage in quarterly data talk sessions to reflect and design action plans to improve instruction and increase student achievement. Teachers collaborate to design instructional plans. EU and EQ are posted daily along with the standard based learning objectives including the what, why, & how of learning. School recognizes students academics, attendance, and behavior at monthly and quarterly celebrations. School establishes incentive programs for growth and attainment on NWEA, Achieve 3000, Stride Academy, & Running Records. Students are required to take responsibility for their learning via peer and self- assessment. If students do not demonstrate proficiency (75%) re-take opportunities are provided to students after re-teaching skills/content/standards. Student council is composed of students in grades 3-8 and are determined to helps encourage and build school community. Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Effective Leaders is considered strong indicating the people, programs, and resources are focused on a vision for sustained improvement. Supportive Environment is considered strong indicating the school works collaboratively to provide a safe, demanding, and supportive environment. Ambitious Instruction is considered strong indicating classes are challenging and engaging.

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

Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Supportive Environment is considered strong indicating the school works collaboratively to provide a safe, demanding, and supportive environment. Collaborative Teachers is considered strong indicating all teachers collaborate to promote professional growth and are active partners in school improvement. Check-in system exists for PLP students and Tier 2 & Tier 3 SEL students. Positive behaviors expectations are posted in all common areas of the school. Teacher and students develop annual contract to communicate the expectations of the year and consequences for failing to meet standards. All teachers implement Being Uniquely Great (B.U.G.) school-wide incentive system. SEL curriculum (PATHS), reading buddies, 8th grade community service, character trait of the month have been established to promote positive behaviors. Hispanic Heritage, Black History Month, and units are focused on social studies topics and are culturally relevant. ILT, GLM, and vertical collaboration meetings are lead by teachers and respectful discussions occur. Mentors are provided for new teachers, teachers who switch grade/content areas, and teachers who need additional support. Teacher leaders deliver profession development to colleagues.

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	✓ Five Essentials/My Voice, My School Survey ✓ School Climate Standards Self-Assessment
Measures	✓ Five Essentials
Five Essentials	Collaborative Teachers Supportive Environment
CPS Framework for Teaching	1b. Demonstrating Knowledge of Students 2a. Creating an Environment of Respect and Rapport
CPS Performance Standards for School Leaders	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

> Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Supportive Environment is considered strong indicating the school works collaboratively to provide a safe, demanding, and supportive environment. Current and controversial topics are addressed in curricular units ELA/Social Studies in grades 5-8. A select group of middle school teachers have participated in a Personalized Learning pilot to increase student voice and engagement. Teachers in grades 5-8 participate in quarterly Personalized Learning days to increase the cognitive demand on students, engagement, and motivation. School administer interest surveys to inform the planning and preparation of each Personalized Learning Day. After school enrichment and intervention opportunities are offered via CSI Programs, Urban Initiatives, Urban Gateways, etc. Student council is composed of students in grades 3-8 and are determined to helps encourage and build school community, ensure equity of voice, and inform school improvement efforts. Positive contributions to the community include: St. Baldrick's, JDRF, Flint Water Drive, Misericordia, etc.

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	✓ 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

Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Supportive Environment is considered strong indicating the school works collaboratively to provide a safe, demanding, and supportive environment. However, the areas growth include Academic Personalism and Safety. Social Emotional Learning (SEL) curriculum is implemented in grades K-6 (PATHS). A bully box is utilized to allow students to report incidents anonymously. The school's Dean of Students is the contact person which is responsible for streamlining discipline practices. Dean of students is accessible and has established respectful relationships with staff, students, and families. School-wide behavioral expectations are posted in common areas. Staff members support restorative practices and a positive approach to discipline is implemented. The school counselor provided push-in and pull-out SEL service via peace circle. Supervision of students at arrival, dismissal, and during lunch and recess is a priority. The CPS Framework for Teaching require all teacher to manage student behavior in a way that is respectful and reinforce positive behaviors.

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	✓ 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	✓ 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

1 2 **3** 4

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.

Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Supportive Environment is considered strong indicating the school works collaboratively to provide a safe, demanding, and supportive environment. However, the areas growth include Academic Personalism and Safety. The school's Dean of Students is responsible for streamlining discipline practices and ensure clear lines of communication with administration, staff, students, and families. The has established a Culture & Climate committee who meets quarterly to address the SEL needs of staff, students, and families. The committee is responsible for the successful implementation of school-wide incentives that reinforce positive behaviors e.g. B.U.G. School-wide behavioral expectations are posted in common areas. Staff members support restorative practices and a positive approach to discipline is implemented. Social Emotional Learning (SEL) curriculum is implemented in grades K-6 (PATHS). Staff uses de-escalation approaches & least restrictive responses when addressing behavioral and social-emotional challenges. A bully box is utilized to allow students to report incidents anonymously. The school counselor provided push-in and pull-out SEL service via peace circle. Students are required to complete self-reflections when addressing behaviors/SEL concerns. Parent conferences are held as needed to address concerns and include them as partners in the decision making process. Misconduct data is analyzed to inform school improvement efforts.

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:

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

Score

1   2   3   **4**

Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Supportive Environment is considered strong indicating the school works collaboratively to provide a safe, demanding, and supportive environment. Involved Families is considered strong indicating the staff builds strong external relationships. Staff sees parents as partners in helping students learn, values parent input and participation in advancing the school's mission, and supports efforts to strengthen community resources. School's Moto "LEE is the place to be." Our parent engagement center is readily available to all parents which promotes life-long learning. Parent committees/organizations meet regularly via Monthly Socials, Parent Advisory Committee (PAC), Bilingual Advisory Committee (BAC), Local School Council (LSC), and SWOP Mentors, Parent Volunteers, and Lunch/Recess Monitors.

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 ⊘= Not of focus
1	Expectations for depth & breadth of Quality Teaching: Multi-Tiered System of Support	[1] 2 3 4 5 ⊘
2	Culture of & Structure for Continuous Improvement: Instructional Leadership Team	1 2 3 4 5 [⊘]
2	Expectations for depth & breadth of Quality Teaching: Balanced Assessment & Grading	1 [2] 3 4 5 ⊘
2	Expectations for depth & breadth of Quality Teaching: Instruction	1 2 [3] 4 5 ⊘
2	Expectations for depth & breadth of Student Learning: Curriculum	1 2 3 4 5 [⊘]
2	Expectations for depth & breadth of Student Learning: Instructional Materials	1 2 3 4 5 [⊘]
2	Expectations for depth & breadth of Student Learning: Rigorous Student Tasks	1 2 3 4 5 [⊘]
2	Expectations for depth & breadth of Student Learning: Transitions, College & Career Access & Persistence	1 2 3 4 5 [⊘]
3	Culture of & Structure for Continuous Improvement: Aligned Resources	1 2 3 4 5 [⊘]
3	Expectations for Quality & Character of School Life: Culture for Learning	1 2 3 4 5 [⊘]
3	Expectations for Quality & Character of School Life: Relational Trust	1 2 3 4 5 [⊘]
3	Expectations for Quality & Character of School Life: Restorative Approaches to Discipline	1 2 3 4 5 [⊘]
3	Expectations for Quality & Character of School Life: Safety & Order	1 2 3 4 5 [⊘]
3	Expectations for Quality & Character of School Life: Student Voice, Engagement, & Civic Life	1 2 3 4 5 [⊘]

| 4 | Culture of & Structure for Continuous Improvement: Leadership & Collective Responsibility | 1 | 2 | 3 | 4 | 5 | ⊘ |

| 4 | Culture of & Structure for Continuous Improvement: Professional Learning | 1 | 2 | 3 | 4 | 5 | ⊘ |

| 4 | Expectations for Quality & Character of School Life: Parent Partnership | 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				
Based on historical trends at Lee there has been on an upward trend and therefore we anticipate a 2% growth in Reading. Lee has implemented Common Core instructional shifts in Literacy; established quarterly peer observations; collaborated with literacy consultants; implemented bi-quarterly vertical collaboration meetings; established weekly common planning time for all teachers; increased instructional block; purchased on-line academic supplemental programs e.g. Razz Kids, Stride Academy, Achieve 3000, etc.); instituted quarterly teacher, student, and parent goal setting; provided professional to "pilot team" on personalized learning; attend local and national conferences; implement a standard based grading policy; and provide interventions/enrichment opportunities.	83.00	82.00	84.00	86.00
National School Growth Percentile - Math				
Prior to this year, our priority was been Reading therefore we plan to make up for last years loss. This year we have an additional 30 minuted added to the mathematics block in grades 4-8. Additionally, we have begun to supplement instructional units with GoMath, Stride Academy, & Think Through Math (TTM). Teachers work collaboratively to plan for instruction and learn from one another during weekly grade level meeting, bi-quarterly vertical collaboration meetings, Network 10 meetings, and local and national conferences. Furthermore we have implemented a standard based grading policy and provide interventions/enrichment opportunities.	55.00	45.00	60.00	65.00
% of Students Meeting/Exceeding National Ave Growth Norms				
Based on historical trends at Lee there has been on an upward trend and therefore we anticipate a 2% growth in Reading. Lee has implemented Common Core instructional shifts in Literacy; established quarterly peer observations; collaborated with literacy consultants; implemented bi-quarterly vertical collaboration meetings; established weekly common planning time for all teachers; increased instructional block; purchased on-line academic supplemental programs e.g. Razz Kids, Stride Academy, Achieve 3000, etc.); instituted quarterly teacher, student, and parent goal setting; provided professional to "pilot team" on personalized learning; attend local and national conferences; implement a standard based grading policy; and provide interventions/enrichment opportunities.

Prior to this year, our priority was been Reading therefore we plan to make up for last years loss. This year we have an additional 30 minuted added to the mathematics block in grades 4-8. Additionally, we have begun to supplement instructional units with GoMath, Stride Academy, & Think Through Math (TTM). Teachers work collaboratively to plan for instruction and learn from one another during weekly grade level meeting, bi-quarterly vertical collaboration meetings, Network 10 meetings, and local and national conferences. Furthermore we have implemented a standard based grading policy and provide interventions/enrichment opportunities. | 59.20 | *(Blank)* | 63.00 | 67.00 |
African-American Growth Percentile - Reading				
N/A	*(Blank)*	*(Blank)*	0.00	0.00
Hispanic Growth Percentile - Reading				

Based on historical trends at Lee has been on an upward trend and therefore we anticipate a 2% growth in Reading. Lee has implemented Common Core instructional shifts in Literacy; established quarterly peer observations; collaborated with literacy consultants; implemented bi-quarterly vertical collaboration meetings; established weekly common planning time for all teachers; increased instructional block; purchased on-line academic supplemental programs e.g. Razz Kids, Stride Academy, Achieve 3000, etc.); instituted quarterly teacher, student, and parent goal setting; provided professional to "pilot team" on personalized learning; attend local and national conferences; implement a standard based grading policy; and provide interventions/enrichment opportunities.

83.00	80.00	84.00	86.00

English Learner Growth Percentile - Reading

Based on historical trends at Lee has been on an upward trend and therefore we anticipate a 2% growth in Reading. Lee has implemented Common Core instructional shifts in Literacy; established quarterly peer observations; collaborated with literacy consultants; implemented bi-quarterly vertical collaboration meetings; established weekly common planning time for all teachers; increased instructional block; purchased on-line academic supplemental programs e.g. Razz Kids, Stride Academy, Achieve 3000, etc.); instituted quarterly teacher, student, and parent goal setting; provided professional to "pilot team" on personalized learning; attend local and national conferences; implement a standard based grading policy; and provide interventions/enrichment opportunities.

(Blank)	60.00	65.00	70.00

Diverse Learner Growth Percentile - Reading

After school program for diverse learners, greater focus on test accommadations, adaptable computer programs, vertical collaborations, local and national conferences

34.00	13.00	25.00	35.00

African-American Growth Percentile - Math

N/A

(Blank)	*(Blank)*	0.00	0.00

Hispanic Growth Percentile - Math

Prior to this year, our priority was been Reading therefore we plan to make up for last years loss. This year we have an additional 30 minuted added to the mathematics block in grades 4-8. Additionally, we have begun to supplement instructional units with GoMath, Stride Academy, & Think Through Math (TTM). Teachers work collaboratively to plan for instruction and learn from one another during weekly grade level meeting, bi-quarterly vertical collaboration meetings, Network 10 meetings, and local and national conferences. Furthermore we have implemented a standard based grading policy and provide interventions/enrichment opportunities.

53.00	45.00	55.00	60.00

English Learner Growth Percentile - Math

Prior to this year, our priority was been Reading therefore we plan to make up for last years loss. This year we have an additional 30 minuted added to the mathematics block in grades 4-8. Additionally, we have begun to supplement instructional units with GoMath, Stride Academy, & Think Through Math (TTM). Teachers work collaboratively to plan for instruction and learn from one another during weekly grade level meeting, bi-quarterly vertical collaboration meetings, Network 10 meetings, and local and national conferences. Furthermore we have implemented a standard based grading policy and provide interventions/enrichment opportunities.

(Blank)	39.00	44.00	49.00

Diverse Learner Growth Percentile - Math

Prior to this year, our priority was been Reading therefore we plan to make up for last years loss. This year we have an additional 30 minuted added to the mathematics block in grades 4-8. Additionally, we have begun to supplement instructional units with GoMath, Stride Academy, & Think Through Math (TTM). Teachers work collaboratively to plan for instruction and learn from one another during weekly grade level meeting, bi-quarterly vertical collaboration meetings, Network 10 meetings, and local and national conferences. Furthermore we have implemented a standard based grading policy and provide interventions/enrichment opportunities.

21.00	14.00	25.00	30.00

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

Based on historical trends at Lee has been on an upward trend and therefore we anticipate a 2% growth in Reading. Lee has implemented Common Core instructional shifts in Literacy; established quarterly peer observations; collaborated with literacy consultants; implemented bi-quarterly vertical collaboration meetings; established weekly common planning time for all teachers; increased instructional block; purchased on-line academic supplemental programs e.g. Razz Kids, Stride Academy, Achieve 3000, etc.); instituted quarterly teacher, student, and parent goal setting; provided professional to "pilot team" on personalized learning; attend local and national conferences; implement a standard based grading policy; and provide interventions/enrichment opportunities.	48.00	52.00	57.00	62.00

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

Prior to this year, our priority was been Reading therefore we plan to make up for last years loss. This year we have an additional 30 minuted added to the mathematics block in grades 4-8. Additionally, we have begun to supplement instructional units with GoMath, Stride Academy, & Think Through Math (TTM). Teachers work collaboratively to plan for instruction and learn from one another during weekly grade level meeting, bi-quarterly vertical collaboration meetings, Network 10 meetings, and local and national conferences. Furthermore we have implemented a standard based grading policy and provide interventions/enrichment opportunities.	63.00	52.00	65.00	70.00

National School Attainment Percentile - Reading (Grade 2)

Based on historical trends at Lee has been on an upward trend and therefore we anticipate a 5% growth in Reading. Lee has implemented Common Core instructional shifts in Literacy; established quarterly peer observations; collaborated with literacy consultants; implemented bi-quarterly vertical collaboration meetings; established weekly common planning time for all teachers; increased instructional block; purchased on-line academic supplemental programs e.g. Razz Kids, Stride Academy, Achieve 3000, etc.); instituted quarterly teacher, student, and parent goal setting; provided professional to "pilot team" on personalized learning; attend local and national conferences; implement a standard based grading policy; and provide interventions/enrichment opportunities.	24.00	43.00	50.00	55.00

National School Attainment Percentile - Math (Grade 2)

Prior to this year, our priority was been Reading therefore we plan to make up for last years loss. This year we have an additional 30 minuted added to the mathematics block in grades 4-8. Additionally, we have begun to supplement instructional units with GoMath, Stride Academy, & Think Through Math (TTM). Teachers work collaboratively to plan for instruction and learn from one another during weekly grade level meeting, bi-quarterly vertical collaboration meetings, Network 10 meetings, and local and national conferences. Furthermore we have implemented a standard based grading policy and provide interventions/enrichment opportunities.	26.00	51.00	56.00	61.00

% of Students Making Sufficient Annual Progress on ACCESS

Based on historical data, we have seen a 4% growth from year to year and we expect similar growth in coming years.	47.70	51.70	55.00	60.00

Average Daily Attendance Rate

Based on historical trend data over the past for years, we have gone up and down .5%. To break the trend we have implemented a month incentive to boost student attendance. As a school we have incorporated attendance meetings, done consecutive home visits, one on one parent meetings and spoken to students who are off track. We have also assigned mentee's to students whose attendance is off track.	95.80	95.30	96.00	96.50

My Voice, My School 5 Essentials Survey

Based on the 2015 Five Essential Report Lee Elementary is considered well-organized. Effective Leaders is considered strong indicating the people, programs, and resources are focused on a vision for sustained improvement. Collaborative Teachers is considered strong indicating all teachers collaborate to promote professional growth and are active partners in school improvement.	(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...

If we develop school-wide student profiles for all students (including subgroups ELs and DLs) inclusive of students strengths, needs, and motivations and provide all teachers with monthly professional development focused on Social-Emotional Learning (SEL) Standards, Curriculum & Instruction

...then we see...

then we will develop individualized paths for learning and we will see all teachers provide daily SEL instruction based on best practices

...which leads to...

which will lead to students reaching their individual academic and social-emotional goals in all core areas in order to prepare students to be college and career ready. Based on trend data we expect to see the following during the 2017-2018 school year.
K - 65% of K students meeting/exceeding reading level expectations
1 - 75% of first grade students meeting/exceeding reading level expectations
2 - 75% of second grade meeting/exceeding reading level expectations; 50% of students meeting/exceeding growth targets on NWEA MAP - Reading
3 - 8th - 84% of 3-8 students meeting/exceeding growth targets on NWEA MAP - Reading
3-8th - 60% of 3-8 students meeting/exceeding growth targets on NWEA MAP - Math
Additionally, we expect to see a 5% increase annually in the percentage of students meeting/exceeding on NWEA Reading & Math, 3% reduction of misconducts according to Dashboard Metrics, and an overall increase in attendance during the 2016-2017 and 2017-2018 school years.

Tags:
MTSS, Core Instruction, Assessment, Climate and Culture, SEL, Personalized Learning, Trust, Data, Academic gain, Professional development

Area(s) of focus:
1, 2, 3

Action step ❓	Responsible ❓	Timeframe ❓	Evidence for status ❓	Status
During the summer of 2016 Lee will develop student profiles and personal learning charts (academic performance, social-emotional needs, behavioral concerns, cultural connections, learning styles, other, etc.) to be used minimally once per quarter to inform instructional decisions and update curricular plans and assessments	ILT	Jul 1, 2016 to Jun 30, 2017	Completion of Google Doc. Quarterly review for update and review of units/assessment aligned to standard	On-Track

Core Instruction, Assessment, Curriculum Design, Personalized Learning, Data

Provide teacher training/professional development at the opening PD of the 2016-2017 school year to communicate the purpose and intended outcomes for Student Profile as it pertains to instructional best practices	ILT	Aug 22, 2016 to Sep 2, 2016	Professional Development; Evaluation of Professional Development	Completed

Core Instruction, Personalized Learning, Data, Professional development

Quarterly during the 2016-2017 school year revise and/or adjust instructional plans, tiered supports, assessments, and student goals during vertical articulation/grade level planning	Teachers	Aug 29, 2016 to Jun 30, 2017	Quarterly Review of Instructional Plans	On-Track

MTSS, Literacy/Reading, Math, Science, Core Instruction, Diverse Learners, SEL, Social studies, Data, Academic gain, EI

Hold bi-quarterly administrative meetings to analyze data (Misconducts & Referrals) and support teachers in developing 5-10 week action plans with teachers at GLM	Administrative Team & Teachers	Aug 29, 2016 to Jun 30, 2017	Bi-quarterly Data Analysis & Action Plans	Postponed

MTSS, Diverse Learners, Attendance, Behavior and Safety, Climate and Culture, Data, Interventions, Academics, EI

Provide monthly professional development aligned to MTSS (SEL/Academic) standards to all teachers at GLM to address the areas identified from the root cause analysis session of Misconducts & Referrals in order to provide daily instruction to all students (including DL and EL subgroups)	Dean of Students, MTSS coach/team, counselor, admin	Sep 5, 2016 to Jun 30, 2017	Professional Development; Evaluation of Professional Development Walk through data monthly misconduct reports	On-Track

MTSS, Attendance, Climate and Culture, Interventions, Academics, Professional development

Teachers will attend local and national conferences aligned to, SEL, CCSS, WIDA, SLA, NGSS, etc. and REACH to engage in learning with educators across the country.	Admin	Sep 5, 2016 to Jun 30, 2017	Providing professional development of newly learned skills at GLM or PD days. Evidence of newly learned skills in teaching practice/units	On-Track

MTSS, Core Instruction, SEL, Professional development, Ccss

Students will receive daily SEL instruction	Staff	Jul 1, 2016 to Aug 28, 2016	Schedules Learning Walks Peer-Visits	On-Track

Core Instruction, SEL

Strategy 2

If we do...	...then we see...	...which leads to...
If we identify students in need of supports based on failing grades in core subjects, low attendance, and student misconducts using the 5-week Off-Track report	then we will see staff providing intensive tiered supports that will lead all students (including EL and DL) to mastery of standards	which will lead to a 5% quarterly increase over the course of the 2016-2017 and 2017-2018 school year of students On-Track according to the CPS Dashboard metric (failing grades in core subject, low attendance, and student misconducts).

Tags: Area(s) of focus:

MTSS, Attendance, Intervention, Climate and Culture, SEL, Data, Academics   1, 2, 3

Action step ❓	Responsible ❓	Timeframe ❓	Evidence for status ❓	Status
During the 2016-2017 school year the Admin, ILT and Teachers will review end of school NWEA and analyze 5-week data sources to identify at risk students who are in need of tier 2 and 3 supports	Admin, ILT, & Teachers	Aug 29, 2016 to Jun 29, 2018	Attendance & Minutes from Meetings	On-Track

MTSS, Attendance, Climate and Culture, Leadership, Data, Academics

| Every 5 weeks Off-Track Letters will be sent home to Families in K-8 to indicate in what area their child is off-track | Admin, Teachers | Aug 29, 2016 to Jun 30, 2018 | Copies of letters sent to parents | On-Track |

Attendance, Climate and Culture, SEL, Data Use, Academics, Parent

| Quarterly there will be GL and/or One-on-One Parent Meetings linked to off track data. | Admin, Teachers, parents | Aug 29, 2016 to Jun 29, 2018 | Agenda, Minutes, Sign-in Sheets | On-Track |

Attendance, College Access and Persistence, Climate and Culture, Teacher Teams/Collaboration, Instruction, Academics, Parent

| Every 5-weeks mentors will be assigned to at-risk students to develop individual action plan with the student/parent. Mentors will do daily check-ins with assigned students and provide interventions based on individual student need. | Staff | Aug 29, 2016 to Jun 30, 2018 | Mentor Logs | On-Track |

Literacy/Reading, Math, Attendance, College Access and Persistence, Intervention, SEL, Teacher Teams/Collaboration, Trust, Academics

| At minimum every five weeks students will be Progress monitor standards using Stride Academy, Achieve 3000, Fountas and Pinnell, TTM, etc | Admin, Teacher, ILT, Dean, MTSS Coach | Sep 9, 2016 to Jun 9, 2017 | progress monitoring data | On-Track |

MTSS, Attendance, SEL, Data, Interventions, Progress moniorting, Acdemics

| Weekly, monthly and quarterly students (including subgroups DL and EL) will be recognized/celebrated for student achievement via incentives. | Admin | Sep 9, 2016 to Jun 9, 2017 | quarterly celebrations | On-Track |

Attendance, College Access and Persistence, SEL, Academic gain, Parental involvement

Strategy 3

If we do...	...then we see...	...which leads to...
If we design instructional units aligned to CPS Framework for Teaching and National Standards (SEL,CCSS, NGSS, WIDA, SLA7, etc) in core subject areas that accurately measure students mastery of standards and provide differentiated instruction through integrated personalized learning opportunities	then we will see students and staff take ownership of their learning and establish attainable goals that will allow them to reach mastery of standards	which will lead to an overall 5% percent increase in both Reading and Math student growth and attainment as measured by NWEA MAP. This will also lead to a 0.5% increase in attendance and a 3% yearly decrease in misconducts. Based on trend data we expect to see the following during the 2017-2018 school year. K - 65% of K students meeting/exceeding reading level expectations 1 - 75% of first grade students meeting/exceeding reading level expectations 2 - 75% of second grade meeting/exceeding reading level expectations; 50% of students meeting/exceeding growth targets on NWEA MAP - Reading 3 - 8th - 84% of 3-8 students meeting/exceeding growth targets on NWEA MAP - Reading 3-8th - 60% of 3-8 students meeting/exceeding growth targets on NWEA MAP - Math

Tags:

Literacy/Reading, Math, Science, Core Instruction, Arts, Diverse Learners, Assessment, Curriculum Design, Instructional Coaching, College Access and Persistence, Family and Community Engagement, Social studies, Cycles of professional learning, Instructional practices, Academic gain, Academic, Professional development, Differentiatied instruction, Aligned resources, Common core, Instructional materials, Partnerships, EI

Area(s) of focus:
1, 2, 3

Action step ❓	Responsible ❓	Timeframe ❓	Evidence for status ❓	Status
During the opening PD as well as on an on needed basis provide professional development on standards-based curriculum design that incorporates SEL, CCSS, WIDA, SLA, NGSS, etc.	Admin, ILT	Aug 29, 2016 to Sep 5, 2016	Professional Development; Evaluation of Professional Development agenda, sign-in	Completed

Curriculum Design, Professional Learning, Cycles of professional learning, Data

Every 10 weeks teachers will participate in vertical all-day articulations to: participate in peer observations, provide feedback to colleagues aligned to REACH, review student data, design differentiated curriculum and assessment aligned to student data	admin, consultant, teachers	Oct 3, 2016 to Jun 23, 2017	Agenda, Minutes, Sign-in, Evaluations	On-Track

Literacy/Reading, Math, Science, Core Instruction, Diverse Learners, Curriculum Design, Professional Learning, Data Use, Teacher Teams/Collaboration, Cycles of professional learning, Differentiated instruction, EI, Reach, Ccss

Monthly during GLM and/or vertical articulations teachers will use a common protocol to Analyze Student Work, formative/summative assessment, and ensure asssessments clearly assess mastery of standards at given grade level	Teachers, admin	Sep 12, 2016 to Jun 23, 2017	Student Work samples, Gradebook, Review of Assessments	Behind

Assessment, Curriculum, Academics, Ccss

Quarterly teachers, students and parents will engage in Data-Talk Sessions to create, monitor and align targeted student outcome goals to advance student achievement.	Teacher, Parent, Student, Admin	Sep 5, 2016 to Jun 23, 2017	Goal Sheets	On-Track

College Access and Persistence, Data Use, Teacher Teams/Collaboration, Data, Parental involvement, Ccss

Quarterly curricular units will be monitored and teachers will be provided feedback aligned to the REACH framework, various data points (NWEA, Benchmarks, adaptive data, etc), tiered instruction, native language instruction, cultural relevance	Admin Team, ILT	Sep 5, 2016 to Jun 23, 2017	Feedback Sheets	Behind

Curriculum Design, Data, Reach, Ccss, Feedback

ELA Departmental teacher, ELA/Tech, & Lead Literacy Teacher will participate in 18-month professional development pilot with Leap Innovations to design and implement personalized learning opportunities for top quartile students according to NWEA	ELA Departmental teacher, ELA/Tech, & Lead Literacy Teacher, Admin	Apr 1, 2016 to Jun 30, 2017	Student personalized work-assignments, student individual goal sheets	On-Track

Literacy/Reading, Curriculum Design, College Access and Persistence, Teacher Teams/Collaboration, Personalized Learning

Teachers will attend local and national conferences aligned to SEL, WIDA, SLA, CCSS, & NGSS and REACH to engage in learning with educators from across the country.	Admin/Teachers	Aug 29, 2016 to Jun 30, 2017	PD Evaluations Teach Back	On-Track

Curriculum Design, Professional development

8th Grade Team (ELA/Soc. Sci., Math, Science, Bilingual Lead, Diverse Learner Teacher) will participate in Summer Basecamp Summit to design curriculum and provided all students with Personalized Learning opportunities.	Admin/Teachers	Jul 1, 2016 to Aug 1, 2016	Curricular Units	Completed

Math, Science, Diverse Learners, English Learners, Curriculum Design, SEL, Social studies, Personalized

Learning, Professional development, Ela, Standards-based instruction, Collaboration

4th and 5th grade teams will participate in a 18-month professional development pilot with Institute of Personalized Learning to design and implement personalized learning opportunities for all students in Math, science, Literacy, and social studies	4th and 5th grade departmental teachers, lead literacy, tech teacher, admin	Feb 1, 2017 to May 26, 2017	personalized learning goal sheets, work assignments, goal sheets	On-Track

Diverse Learners, English Learners, Personalized Learning, Professional development, Standards-based instruction, Collaboration

Action Plan

District priority and action step	Responsible	Start	End	Status
✚ During the summer of 2016 Lee will develop student profiles and personal learning charts (academic performance, social-emotional needs, behavioral concerns, cultural connections, learning styles, other, etc.) to be used minimally once per quarter to inform instructional decisions and update curricular plans and assessments Tags: MTSS, Core Instruction, Assessment, Climate and Culture, SEL, Personalized Learning, Trust, Data, Academic gain, Professional development, Core Instruction, Assessment, Curriculum Design, Personalized Learning, Data	ILT	Jul 1, 2016	Jun 30, 2017	On-Track
✚ Provide teacher training/professional development at the opening PD of the 2016-2017 school year to communicate the purpose and intended outcomes for Student Profile as it pertains to instructional best practices Tags: MTSS, Core Instruction, Assessment, Climate and Culture, SEL, Personalized Learning, Trust, Data, Academic gain, Professional development, Core Instruction, Personalized Learning, Data, Professional development	ILT	Aug 22, 2016	Sep 2, 2016	Completed
✚ Quarterly during the 2016-2017 school year revise and/or adjust instructional plans, tiered supports, assessments, and student goals during vertical articulation/grade level planning Tags: MTSS, Core Instruction, Assessment, Climate and Culture, SEL, Personalized Learning, Trust, Data, Academic gain, Professional development, MTSS, Literacy/Reading, Math, Science, Core Instruction, Diverse Learners, SEL, Social studies, Data, Academic gain, El	Teachers	Aug 29, 2016	Jun 30, 2017	On-Track
✚ Hold bi-quarterly administrative meetings to analyze data (Misconducts & Referrals) and support teachers in developing 5-10 week action plans with teachers at GLM Tags: MTSS, Core Instruction, Assessment, Climate and Culture, SEL, Personalized Learning, Trust, Data, Academic gain, Professional development, MTSS, Diverse Learners, Attendance, Behavior and Safety, Climate and Culture, Data, Interventions, Academics, El	Administrative Team & Teachers	Aug 29, 2016	Jun 30, 2017	Postponed
✚ Provide monthly professional development aligned to MTSS (SEL/Academic) standards to all teachers at GLM to address the areas identified from the root cause analysis session of Misconducts & Referrals in order to provide daily instruction to all students (including DL and EL subgroups) Tags: MTSS, Core Instruction, Assessment, Climate and Culture, SEL, Personalized Learning, Trust, Data, Academic gain, Professional development, MTSS, Attendance, Climate and Culture, Interventions, Academics, Professional development	Dean of Students, MTSS coach/team, counselor, admin	Sep 5, 2016	Jun 30, 2017	On-Track
✚ Teachers will attend local and national conferences aligned to, SEL, CCSS, WIDA, SLA, NGSS, etc. and REACH to engage in learning with educators across the country. Tags: MTSS, Core Instruction, Assessment, Climate and Culture, SEL, Personalized Learning, Trust, Data, Academic gain, Professional development, MTSS, Core Instruction, SEL, Professional development, Ccss	Admin	Sep 5, 2016	Jun 30, 2017	On-Track

District priority and action step	Responsible	Start	End	Status
✚ Students will receive daily SEL instruction Tags: MTSS, Core Instruction, Assessment, Climate and Culture, SEL, Personalized Learning, Trust, Data, Academic gain, Professional development, Core Instruction, SEL	Staff	Jul 1, 2016	Aug 28, 2016	On-Track
✚ During the 2016-2017 school year the Admin, ILT and Teachers will review end of school NWEA and analyze 5-week data sources to identify at risk students who are in need of tier 2 and 3 supports Tags: MTSS, Attendance, Intervention, Climate and Culture, SEL, Data, Academics, MTSS, Attendance, Climate and Culture, Leadership, Data, Academics	Admin, ILT, & Teachers	Aug 29, 2016	Jun 29, 2018	On-Track
✚ Every 5 weeks Off-Track Letters will be sent home to Families in K-8 to indicate in what area their child is off-track Tags: MTSS, Attendance, Intervention, Climate and Culture, SEL, Data, Academics, Attendance, Climate and Culture, SEL, Data Use, Academics, Parent	Admin, Teachers	Aug 29, 2016	Jun 30, 2018	On-Track
✚ Quarterly there will be GL and/or One-on-One Parent Meetings linked to off track data. Tags: MTSS, Attendance, Intervention, Climate and Culture, SEL, Data, Academics, Attendance, College Access and Persistence, Climate and Culture, Teacher Teams/Collaboration, Instruction, Academics, Parent	Admin, Teachers, parents	Aug 29, 2016	Jun 29, 2018	On-Track
✚ Every 5-weeks mentors will be assigned to at-risk students to develop individual action plan with the student/parent. Mentors will do daily check-ins with assigned students and provide interventions based on individual student need. Tags: MTSS, Attendance, Intervention, Climate and Culture, SEL, Data, Academics, Literacy/Reading, Math, Attendance, College Access and Persistence, Intervention, SEL, Teacher Teams/Collaboration, Trust, Academics	Staff	Aug 29, 2016	Jun 30, 2018	On-Track
✚ At minimum every five weeks students will be Progress monitor standards using Stride Academy, Achieve 3000, Fountas and Pinnell, TTM, etc Tags: MTSS, Attendance, Intervention, Climate and Culture, SEL, Data, Academics, MTSS, Attendance, SEL, Data, Interventions, Progress moniorting, Acdemics	Admin, Teacher, ILT, Dean, MTSS Coach	Sep 9, 2016	Jun 9, 2017	On-Track
✚ Weekly, monthly and quarterly students (including subgroups DL and EL) will be recognized/celebrated for student achievement via incentives. Tags: MTSS, Attendance, Intervention, Climate and Culture, SEL, Data, Academics, Attendance, College Access and Persistence, SEL, Academic gain, Parental involvement	Admin	Sep 9, 2016	Jun 9, 2017	On-Track
✚ During the opening PD as well as on an on needed basis provide professional development on standards-based curriculum design that incorporates SEL, CCSS, WIDA, SLA, NGSS, etc. Tags: Literacy/Reading, Math, Science, Core Instruction, Arts, Diverse Learners, Assessment, Curriculum Design, Instructional Coaching, College Access and Persistence, Family and Community Engagement, Social studies, Cycles of professional learning, Instructional practices, Academic gain, Academic, Professional development, Differentatied instruction, Aligned resources, Common core, Instructional materials, Partnerships, EI, Curriculum Design, Professional Learning, Cycles of professional learning, Data	Admin, ILT	Aug 29, 2016	Sep 5, 2016	Completed
✚ Every 10 weeks teachers will participate in vertical all-day articulations to: participate in peer observations, provide feedback to colleagues aligned to REACH, review student data, design differentiated curriculum and assessment aligned to student data Tags: Literacy/Reading, Math, Science, Core Instruction, Arts, Diverse Learners, Assessment, Curriculum Design, Instructional Coaching, College Access and Persistence, Family and Community Engagement, Social studies, Cycles of professional learning, Instructional practices, Academic gain, Academic, Professional development, Differentatied instruction, Aligned resources, Common core, Instructional materials, Partnerships, EI, Literacy/Reading, Math, Science, Core Instruction, Diverse Learners, Curriculum Design, Professional Learning, Data Use, Teacher Teams/Collaboration, Cycles of professional learning, Differentiated instruction, EI, Reach, Ccss	admin, consultant, teachers	Oct 3, 2016	Jun 23, 2017	On-Track
✚ Monthly during GLM and/or vertical articulations teachers will use a common protocol to Analyze Student Work, formative/summative assessment, and ensure asssessments clearly assess mastery of standards at given grade level Tags: Literacy/Reading, Math, Science, Core Instruction, Arts, Diverse Learners, Assessment, Curriculum Design, Instructional Coaching, College Access and Persistence, Family and Community Engagement, Social studies, Cycles of professional learning, Instructional practices, Academic gain, Academic, Professional development, Differentatied instruction, Aligned resources, Common core, Instructional materials, Partnerships, EI, Assessment, Curriculum, Academics, Ccss	Teachers, admin	Sep 12, 2016	Jun 23, 2017	Behind

District priority and action step	Responsible	Start	End	Status
✚ Quarterly teachers, students and parents will engage in Data-Talk Sessions to create, monitor and align targeted student outcome goals to advance student achievement. Tags: Literacy/Reading, Math, Science, Core Instruction, Arts, Diverse Learners, Assessment, Curriculum Design, Instructional Coaching, College Access and Persistence, Family and Community Engagement, Social studies, Cycles of professional learning, Instructional practices, Academic gain, Academic, Professional development, Differentatied instruction, Aligned resources, Common core, Instructional materials, Partnerships, El, College Access and Persistence, Data Use, Teacher Teams/Collaboration, Data, Parental involvement, Ccss	Teacher, Parent, Student, Admin	Sep 5, 2016	Jun 23, 2017	On-Track
✚ Quarterly curricular units will be monitored and teachers will be provided feedback aligned to the REACH framework, various data points (NWEA, Benchmarks, adaptive data, etc), tiered instruction, native language instruction, cultural relevance Tags: Literacy/Reading, Math, Science, Core Instruction, Arts, Diverse Learners, Assessment, Curriculum Design, Instructional Coaching, College Access and Persistence, Family and Community Engagement, Social studies, Cycles of professional learning, Instructional practices, Academic gain, Academic, Professional development, Differentatied instruction, Aligned resources, Common core, Instructional materials, Partnerships, El, Curriculum Design, Data, Reach, Ccss, Feedback	Admin Team, ILT	Sep 5, 2016	Jun 23, 2017	Behind
✚ ELA Departmental teacher, ELA/Tech, & Lead Literacy Teacher will participate in 18-month professional development pilot with Leap Innovations to design and implement personalized learning opportunities for top quartile students according to NWEA Tags: Literacy/Reading, Math, Science, Core Instruction, Arts, Diverse Learners, Assessment, Curriculum Design, Instructional Coaching, College Access and Persistence, Family and Community Engagement, Social studies, Cycles of professional learning, Instructional practices, Academic gain, Academic, Professional development, Differentatied instruction, Aligned resources, Common core, Instructional materials, Partnerships, El, Literacy/Reading, Curriculum Design, College Access and Persistence, Teacher Teams/Collaboration, Personalized Learning	ELA Departmental teacher, ELA/Tech, & Lead Literacy Teacher, Admin	Apr 1, 2016	Jun 30, 2017	On-Track
✚ Teachers will attend local and national conferences aligned to SEL, WIDA, SLA, CCSS, & NGSS and REACH to engage in learning with educators from across the country. Tags: Literacy/Reading, Math, Science, Core Instruction, Arts, Diverse Learners, Assessment, Curriculum Design, Instructional Coaching, College Access and Persistence, Family and Community Engagement, Social studies, Cycles of professional learning, Instructional practices, Academic gain, Academic, Professional development, Differentatied instruction, Aligned resources, Common core, Instructional materials, Partnerships, El, Curriculum Design, Professional development	Admin/Teachers	Aug 29, 2016	Jun 30, 2017	On-Track
✚ 8th Grade Team (ELA/Soc. Sci., Math, Science, Bilingual Lead, Diverse Learner Teacher) will participate in Summer Basecamp Summit to design curriculum and provided all students with Personalized Learning opportunities. Tags: Literacy/Reading, Math, Science, Core Instruction, Arts, Diverse Learners, Assessment, Curriculum Design, Instructional Coaching, College Access and Persistence, Family and Community Engagement, Social studies, Cycles of professional learning, Instructional practices, Academic gain, Academic, Professional development, Differentatied instruction, Aligned resources, Common core, Instructional materials, Partnerships, El, Math, Science, Diverse Learners, English Learners, Curriculum Design, SEL, Social studies, Personalized Learning, Professional development, Ela, Standards-based instruction, Collaboration	Admin/Teachers	Jul 1, 2016	Aug 1, 2016	Completed
✚ 4th and 5th grade teams will participate in a 18-month professional development pilot with Institute of Personalized Learning to design and implement personalized learning opportunities for all students in Math, science, Literacy, and social studies Tags: Literacy/Reading, Math, Science, Core Instruction, Arts, Diverse Learners, Assessment, Curriculum Design, Instructional Coaching, College Access and Persistence, Family and Community Engagement, Social studies, Cycles of professional learning, Instructional practices, Academic gain, Academic, Professional development, Differentatied instruction, Aligned resources, Common core, Instructional materials, Partnerships, El, Diverse Learners, English Learners, Personalized Learning, Professional development, Standards-based instruction, Collaboration	4th and 5th grade departmental teachers, lead literacy, tech teacher, admin	Feb 1, 2017	May 26, 2017	On-Track

Fund Compliance

Supplemental General State Aid(SGSA)

☑ My school receives SGSA funds

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

1. The attendance center allocation is correctly based on the number of students eligible to receive free and reduced lunch and breakfast.
2. The attendance center has an approced plan, developed in consultation with teachers, administrators, and other appropriate personnel, and parents of thes tudents 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 suppland 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.

> At monthly NCLB parent PAC meetings and LSC Meetings parents will provide input and help with the development of programs aligned to meeting their needs. Parents will meet periodically with administration to discuss such goals.

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 an open house meeting at the start of the school year to inform all stakeholders of the NCLB title 1 scheduled meetings for the 2016-2017 school year. The meeting was held on September 29, 2016 first the informational meeting and then the organization.

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 inform parents about NCLB curriculum and academics used to measure student progress at the school wide open house in September. This information will be included in our parent and student handbooks. Student progress will be sent home via teachers progress reports/report cards. This information can be accessible via the parent portal.

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.

> NCLB parent PAC chair will document meetings via minutes and notes. These minutes and notes will be shared with administration monthly.

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.

> Lee will distribute assessment data to all parents as soon as its made available by the district. It will be distributed in appropriate languages to meet the diverse needs at Lee School

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.

> Lee administration will inform parents via written communication if their child is being taught by a "non highly qualified teacher for a least our consecutive weeks".

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.

> Workshops and parent meetings will be held to educate parents on how to understand their childs academic progress and how to assist their children with their academic goals and progress: such meetings will be held monthly.

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.

> In conjunction with NCLB, the parent PAC and the school will be offering educational support classes to assist parents with such skills as: literacy, math, science, bilingual education, technology, health and SEL.

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.

> Lee will survey parents for baseline data at the start of the school year to learn how they can increase partnerships and offer more opportunities for parent involvement.

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.

> Lee school will send communication home regarding all parent activities in the appropriate language in a timely manner.

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.

> Information will be sent home in multiple languages to inform parents about school related activities and times in order to inform parent about school related activities and times. The information will be posted on the school website, Facebook page, newsletter, blackboard and calendar.

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)

> All boxes are checked

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 Lee school is that the Lee School community is committed to establishing an environment that promotes students who are respectful, responsible, and ready to become productive members of society. By providing a rigorous curriculum aligned to CCSS, we will prepare our students to achieve academic success through staff and parent collaboration, high expectation and hard work, will help our student become college and career ready.

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.

> According to the CPS 2016-2017 school academic calendar Lee will hold parent-teacher conferences in which parents will be able to engage in conversations with their childs teacher regarding academics and SEL.

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

> According to the CPS 2016-2017 academic calendar Lee school will send home 5 week progress reports to inform parents of their childs academic needs.

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

> Lee school will ensure that teachers are available by appointment to meet with their childs teacher during preparation time.

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.

> Lee has an open door policy. All parents are welcome to volunteer in the school as long as they have been approved through CPS. Teacher and administration will pre-approve times. Parent must sign-in and out as well as wear a visitors pass.

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

> Parents will be responsible for enduring their children are presenting school daily and that all homework is signed.

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 have the opportunity to participate in decision making via the LSC meetings, bilingual and NCLB meetings as the school suggestion box.

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 make sure that they come to school with a positive attitude and prepared to learn each and everyday

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 increast student academic achievement through parental involvement; specify your goals.

> Goals: Overarching goal is to increase
> student academic achievement through
> parental involvement; specify your goals
>
> -By keeping parents informed of the standards and educational programs implemented at school (CCSS, NWEA, etc.) parents will be able to support their children's learning at home.
>
> -By encouraging parents to increase their involvement in the school, parents will become more active participants in educational decision making.
>
> -By raising parent awareness on issues in school and the community which affect the health and social emotional learning of students, parents will learn how to create and support safe environments which foster student learning.
>
> September 23, 2016 – 8:30 am Annual Title I Parents Meeting
>
> September 23, 2016 – 9:00 am Organizational Meeting
>
> November 4, 2016 – 8:30 am Monthly PAC Meeting and Workshop on Gradebook and Report Cards
>
> January 6, 2017 – 8:30 am Monthly PAC Meeting and Workshop on Literacy Strategies
>
> February 3, 2017 – 8:30 am Monthly PAC Meeting and Workshop on Math Strategies
>
> March 3, 2017 – 8:30 am Monthly PAC Meeting and Workshop on Science Strategies
>
> May 5, 2017 – 8:30 am Monthly PAC Meeting and Workshop on Strategies to Support English Learners
>
> June 2, 2017 – 8:30 am Monthly PAC Meeting and Workshop on Social and Emotional Learning

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.	$ [Amount] .00
53205	**Refreshments** Allocation CAN NOT EXCEED 25% of the Parent Budget. Refreshments must be used for Title 1 PAC meetings, trainings and workshops.	$ [Amount] .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- schoolsmust follow the CPS Tracel 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