James Ward Elementary School / Plan summary

2018-2020 plan summary

Team

Name	Role	Email	Access
Karen Anderson	Principal	kdanderson@cps.edu	Has access
Maria Norville	Assistant Principal/ILT	mlnorville@cps.edu	Has access
Susan Healy	ILT-Special Education Teacher/ILT	smhealy@cps.du	Has access
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Jing Jian	ILT-Bilingual Lead Teacher	jjian@cps.edu	Has access
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Team meetings

Date	Participants	Topic

Date	Participants	Topic
03/13/2018	Karen Anderson, Maria Norville, Susan Healy, Lauren Czochara, Denise Rewers, Patrick Danaher, Jing Jian, Hannah Weil, Chihyun Hung, Catherine Wilkie, Michael Orosa	ILT determines priority goals-3
03/19/2018	Raquel Don, Will Weng, Xuexia Li, Lakita Chandler, Feifan Liang, Karen Anderson	Parent/Staff/Student/Community input
03/20/2018	John Walker, Raquel Don, Rosalba Martinez, Iyesha Ollie, Jing Cheng Li, Jiemin Mei, Ocean Wang, Felicia Granger, Stephanie Lin, Federico Almaraz, Gui Ping Chen, Jackie Valencia, Caili i, Candice Newson, Christina Hernandaz, Anita Lewis, Julie Kee	PAC/BAC
03/20/2018	Karen Anderson, Jessica Horning, Raquel Don, Jiemin Mei, Lakita Chander, YuPing, Chen, Candice Newson	Parent/Staff/Student/Community input
03/21/2018	Karen Anderson, Tiffany Orosa, Michael Orosa, Susan Healy, Raquel Don, YuFeng Zhao, Caili Li, Jenny Croitoru, Maria Norville	Parent/Staff/Student/Community input
03/22/2018	Karen Anderson, Michael Orosa, Patrick Danaher, Jenny Croitoru, Kirsten Goetz, Tiffany Orosa, Catherine Moy, Catherine Wilkie, Raquel Don, Ocean Wang, K. Talley	Parent/Staff/Student/Community input
04/03/2018	Karen Anderson, Maria Norville, Susan Healy, Lauren Czochara, Denise Rewers, Patrick Danaher, Jing Jian, Hannah Weil, Chihyun Hung, Catherine Wilkie, Michael Orosa	ILT finalizes priority areas, determines strategies
04/18/2018	Karen Anderson, Maria Norville, Susan Healy, Denise Rewers	Steering Committee begin writing goals and action steps

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**

> Administration consistently shares data for use in unit planning in ILT meetings and weekly principal-driven team meetings.
> Administration has access to all team meetings notes through Google drive.
> Administration conducts open meetings with all stakeholders, parents, staff, students to gather input into current and previous CIWP.
> Effective Leaders score on most recent MVMS Survey measured Very Strong (81)

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.

- Use the Multi-Tiered System of Support framework as a standard for how to distribute leadership and make significant decisions both academically and social-emotionally.
  - **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 is reflective of school community, with representation across all levels.
> ILT is using Theory of Action with Innovare to improve functioning for benefit of school.
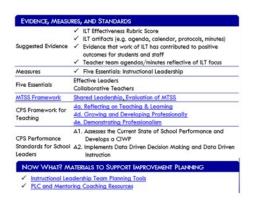> ILT agendas and minutes are shared via google drive with all ILT members each week.
> ILT members take information from ILT meetings to team meetings to share information with full school community.

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
MTSS Framework	Shared Leadership, Evaluation of MTSS
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

NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING
- ✓ Instructional Leadership Team Planning Tools
- ✓ PLC and Mentoring Coaching Resources

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

> Classroom management PLC offered in school to support teachers in the building. This PLC is led by a James Ward teacher with 9 teachers attending weekly sessions.
> Administration encourages teachers to seek opportunities outside the school.
> Administration approves professional development requests from teachers, with expectation that sharing will occur at next SIP day.

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
MTSS Framework	Shared Leadership, Curriculum & Instruction
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

NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING

✓ Teaching the Teachers
✓ Making Better Use of Research
✓ Upcoming Professional Learning Opportunities
✓ Framework for Teaching PD Modules

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

Administration allocates financial resources as far as they can go to support school needs.
School schedule allows literacy block for all students K-4 to maximize learning time.
Administration using specialist teachers to support guided reading in the primary classrooms (rather than as additional recess support) so that the impact is in the classroom and on the students.
Administration continually evaluates teacher strengths and content knowledge to create optimal teams/pods for student success.
There is one teacher dedicated to MTSS for Q3-4 to support Tier 2 and Tier 3 students. Literacy pull out during the school day takes place for identified 3rd-8th grade students 2x/week. Read Naturally is the curriculum being used.

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
MTSS Framework	Shared Leadership, Curriculum & Instruction, Family & Community Engagment
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

NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING
- ✓ Aligning Resources with Priorities: Focusing on What Matters Most
- ✓ Instructional Supports
- ✓ Strategic Source Vendor List
- ✓ CPS Instructional Time Guidelines: Elementary School Overview
- ✓ CPS Instructional Time Guidelines: High School Overview
- ✓ CPS Instructional Block Guidance: K-2 Literacy
- ✓ CPS Instructional Block Toolkits: Math

Expectations for depth & breadth of Student Learning   4 of 4 complete

Curriculum:

Score

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

1 **2** 3 4

> Horizontal unit planning time during monthly team meetings and vertical planning time during professional development days, time permitting.
> Leadership support for additional planning after PD.
> Unit plans include standards (CCSS or NGSS), essential questions, enduring understanding statements, and rigorous tasks to support high quality curriculum in each classroom.
> The whole staff is exposed to and supported with best EL practices, including WIDA 101, 102, 103, and 104 professional development.
> Unit plans include differentiated learning tasks for diverse learners, English learners and advanced learners.

Guide for Curriculum

- ○ ▪ **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 standards in addition to content standards to differentiate instruction and assessments for English learners, to ensure meaningful access to content, regardless of English language proficiency.
    - ▪ Understand research and implement programs to develop native language literacy for English learners.
  - ▪ Advanced learners to extend core knowledge and skills.
- ○ **Integrate academic and social emotional learning.**
- ○ **Connection to real world, authentic application of learning. For example,**
  - ▪ Provide opportunities for meaningful project-based learning.
  - ▪ Integrate field-based learning through partnerships with city institutions (e.g. museums), colleges, universities, and community based organizations.
- ○ ▪ Curriculum is culturally relevant/sustaining and provides opportunities to explore and celebrate students' communities, culture, history, and language.
  - ▪ Curriculum is tailored to the strengths, needs, and interests of each student.

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
MTSS Framework	Curriculum & Instruction
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

NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING

✓ CPS Content Frameworks: Math, Science, Social Science, and Literacy
✓ CPS Literacy Scope and Sequence
✓ CPS Math Scope and Sequence Guidance
✓ Digital Citizenship Curriculum
✓ K-12 Financial Literacy Guide
✓ Personal Finance 3.0 Course
✓ Physical Education Scope & Sequence
✓ Health Education Scope & Sequence
✓ Interdisciplinary African & African American Studies Curriculum
✓ Interdisciplinary Latino and Latin American Studies Curriculum

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**

> 1:1 technology and smart board integration (all homerooms have class sets of iPads, laptops or Chrome Book and all classrooms have smart boards).
> Technology is used across disciplines.
> Everyday Math curriculum provided with instructional materials.
> Accelerated Reader, Khan Academy, IXL, Compass Learning and Razkids are online resources used to supplement and extend Tier 1 instruction.
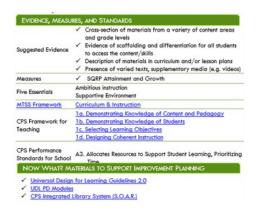> Balanced literacy materials complete, varied and flexible providing opportunities for varied levels of support and challenges in reading instruction.

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
MTSS Framework	Curriculum & Instruction
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	A3. Allocates Resources to Support Student Learning, Prioritizing Time

NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING
- ✓ Universal Design for Learning Guidelines 2.0
- ✓ UDL PD Modules
- ✓ CPS Integrated Library System (S.O.A.R.)

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

> During monthly student work team meetings lead by administration, all teachers complete a "Student Work Protocol" and teams evaluate student tasks and provide feedback to drive instruction.
> ILT member-led team meetings in reviewing and creating rigorous tasks with horizontal alignment.
> ILT members monitor and identify presence of unit plan, including rigorous tasks, on school Google Drive and provided spreadsheet to administration.
> Administration reviews all unit plans for rigorous task descriptions which are required to be present.

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). 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

Transitions, College & Career Access & Persistence:

Score

1   2   **3**   4

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)

> Annual high school fair with a neighboring elementary school. Counselors work together to bring at least 30 high schools, the most recent on 10/19/17 at Mark Sheridan Elementary School.
> High school visit field trip to Kelly high school.
> Dean is implementing the Naviance program for the 6-8th grade students to support college and career readiness, including setting personal SMART goals.
> We Are Ready (WAR) after school program meets every Monday with 6-8th graders to help prepare for successful life transitions.
> Annual Junior Achievement visit, the most recently on 4/20/18.
> School hosts an Alumni High School Fair each fall inviting back James Ward alumni to share their high school information and experiences with 7th and 8th grade students, the most recent on 11/16/17.

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, CTE recruitment fairs, 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 CTE Pathways around career options
  - 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.
- Provide opportunities for Dual Credit/Dual Enrollment
- **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.
    - Equipping students and families with persistence strategies. (College Persistence Toolkit)
    - Help families learn about existing CTE career pathways, apprenticeships/pre-apprenticeship programs

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
MTSS Framework	Curriculum & Instruction, Family & Community Engagement
CPS Framework for Teaching	2b. Establishing a Culture for Learning
CPS Performance Standards for	C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort

NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING

- ✓ Everything College
- ✓ CPS Advisory Framework
- ✓ Preventing college plans from melting away
- ✓ To & Through Project
- ✓ Redefining College & Career Readiness
- ✓ College Scorecard

- ✓ CPS College Persistence Toolkit
- ✓ Meaningful Linkages Between Summer Programs, Schools, and Community
- ✓ From HS to the Future (CCSR, 2006)

CPS SCHOOL EXCELLENCE FRAMEWORK   17

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

> Weekly team/pod meetings to analyze student work and identify best practices of rigor in the classroom.
> Guided reading program in the primary team.
> Focus on questioning and discussion in unit planning.
> Literature circles, for example, are student directed.
> Grouping in classrooms to address student ability levels.
> NWEA Reading Attainment for 3-8 grade: 86%
> NWEA Math Attainment for 3-8 grade: 97%
> NWEA Reading Growth for 3-8 grade: 75%
> NWEA Math Growth for 3-8 grade: 89%
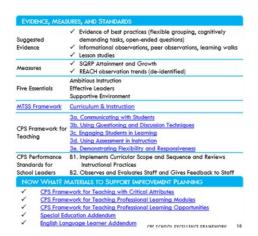
Guide for Instruction

- **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.
- **Foster student ownership.** Create opportunities for students to have voice and choice in instructional tasks.

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
MTSS Framework	Curriculum & Instruction
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
NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING	
✓ CPS Framework for Teaching with Critical Attributes ✓ CPS Framework for Teaching Professional Learning Modules ✓ CPS Framework for Teaching Professional Learning Opportunities ✓ Special Education Addendum ✓ English Language Learner Addendum	

CPS SCHOOL EXCELLENCE FRAMEWORK   10

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

> School wide grading breakdown that emphasizes formative rather than summative assessments (55% formative, 35% summative, 10% homework).
> 5 week progress monitoring with remediation plans for struggling students.
> Guidelines for numbers of formative and summative assessments per quarter.
> NWEA Reading Attainment for 3-8 grade: 86%
> NWEA Math Attainment for 3-8 grade: 97%
> NWEA Reading Growth for 3-8 grade: 75%
> NWEA Math Growth for 3-8 grade: 89%

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 **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.
  - 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
MTSS Framework	Curriculum & 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
Now What? Materials to Support Improvement Planning	
	✓ CPS Balanced Assessment Framework & Assessment Models ✓ Assessment Design Toolkit ✓ Teacher Made Assessment Basics ✓ Grading principals and guidelines ✓ Great Schools Partnership --Grading + Reporting

Multi-Tiered System of Supports:

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

MTSS team and BHT committee monitors Tier 2 and 3 interventions and student monitoring. Progress reports monitor student performance as on/off track.
Remediation plans are provided to parents every 5 weeks for students who have a D or F in core classes.
In 2017-18 school year, there is one teacher dedicated to MTSS for Q3-4 to support Tier 2 and Tier 3 students. Literacy pull out during the school day takes place for identified 3rd-8th grade students 2x/week. Read Naturally is the curriculum being used.

Guide for Multi-Tiered System of Supports

- 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) 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

Expectations for Quality & Character of School Life

Culture for Learning:

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.

Score

1 **2** 3 4

In the most recent MVMS Survey, overall Supportive Environment is rated Neutral (57):
* Safety (49)
* Student-Teacher Trust (46)
* Peer Support for Academic Work (72)
* Academic Personalism (62)
Collaborative Teachers (78) and Ambitious Instruction (70) are rated Strong.

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
MTSS Framework	Curriculum & Instruction
CPS Performance Standards for School Leaders	C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort

Now What? Materials to Support Improvement Planning
✓ Teaching Adolescents: The Role of Non-cognitive Factors in Shaping School Performance
✓ Framework for Teaching Companion Guide p. 50
✓ Social Emotional Learning Supports (cps.edu/sel)
✓ ASCA Mindsets & Behaviors

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

> In the most recent MVMS Survey, Student-Teacher Trust (46) is rated neutral.
> In a student survey conducted internally, while the overall culture of the school is very positive, there are some concerns from individual students and parents that need to be addressed so that those individual concerns do not grow to negatively impact the greater school community.
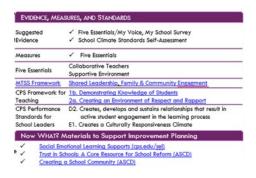
Guide for Relational Trust

- **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

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

School established a Student Voice Committee in 2017-18 school year composed of 7th and 8th grade students with an interest in discussing and impacting school programs.
School provides after-school academic support and enrichment programming through OST (Out of School Time).
Partnerships with Kim Baker Dance, Looking Glass Theater, Merit School of Music, Chicago Run, Urban Initiatives to bring fine arts and sports programs to students both during and after the school day.
4th through 8th grade classrooms participated in community service projects/programs of their own design during 2017-18 school year. Programs include school beautification, singing at local Senior centers and raising awareness and money for childhood cancer.

Guide for Student Voice, Engagement, & Civic Life

Study politics

- Teachers teach about the structure and function of government as well as local, national, and international political structures and power dynamics.
- Teachers invite students to reflect on their own role in the political landscape, engage in analyses of power, and identify strategies they can use to utilize civic power as an individual and as a member of a community.
  - **Become informed voters and participants in the electoral process**
    - Students learn about the history and structures of the local and national voting process and ballot issues and candidates.
    - The school supports non-partisan engagement in all parts of the electoral process, including voter education, voter mobilization and registration.
    - There are a variety of school/classroom activities or simulations that support student voter preparation and participation in the electoral process.
  - **Engage in discussions about current and controversial issues**.
    - Students prepare for discussions, learn about issues that matter to them through deliberation, evaluate evidence from a range of sources, consider competing views, develop arguments, and deepen their viewpoints.
    - With teachers' support, students learn how to engage in and lead respectful and productive democratic discussions where everyone expresses their viewpoints, shares evidence, and listens to one another.
    - Teachers teach how to find different points of view online and instruct how to engage in respectful, informed, and productive online dialogue.
  - **Explore their identities and beliefs**
    - Teachers design learning experiences that enable students to explore how their identities influence their lived experiences and their perspectives.
    - Students are encouraged to learn about and understand the perspectives of those who have different identities and beliefs.
    - School staff reflect on their own identities and consider how that impacts their role and support of teaching and learning with youth.
  - **Exercise student voice**
    - Students can participate on multiple decision/policy making bodies and their perspectives are regularly included in decisions at their school.
    - Student Voice Committee represents the diversity of the school, addresses school-based issues, and regularly gathers input from their peers to inform and impact school policy and decisions.
    - Teachers respond to and integrate students' lived experiences, perspectives, and interests in class.

- Authentically **interact with civics leaders**
- Students learn about community, city, state, and national civic leaders and their roles in civil society.
- School staff support engagement with civic leaders by inviting them into classrooms/the school and identifying face-to-face or online avenues for students to share their feedback and perspectives with civic leaders.

- **Engage with their community**
  - Students complete at least 2 service learning projects before graduation in which they gain exposure to civic organizations, leaders, and careers. Students gain tools to work cooperatively in partnership with peers, community members, and organizations to advance a specific cause

- **Take informed action** where they work together to propose and advocate for solutions.
  - Students research and analyze issues that matter to them, identify root causes, develop a theory of action, determine relevant audiences, outline specific goals, implement a response, and reflect before, during and after experiences.
  - Students use social and digital platforms to raise awareness about issues, produce and circulate multimedia content, and mobilize involvement.

- Experience a **Schoolwide civics cultur**
  - School leaders articulate a commitment to and vision for the importance of civic learning; students are civic leaders in the school.
  - Schools integrate civic learning across the curriculum, including projects that address relevant issues in their schools and communities.
  - School staff have professional development, collaboration time, and curriculum resources to infuse civic learning across disciplines.

  - Systems and structures exist where students are invited to participate in shaping school's policies, goals, instruction, and climate.

Evidence, Measures, and Standards

Evidence, Measures, and Standards	
Suggested Evidence	• MVMS Student Survey completion rates and results • Artifacts from student-run organizations and events (including SVCs) • Meeting minutes/agendas that include student participation • Policies regarding student engagement in decision making • Service learning reports and/or reflections of SL projects • Unit and curriculum maps, rubrics, assessment artifacts • Evidence of student work • Democracy School recognition
Measures	✓ Five Essentials – Supportive Environment
Five Essentials	Supportive Environment
MTSS Framework	Curriculum & Instruction, Family & Community Engagement
CPS Framework for Teaching	2a. Creating an Environment of Respect and Rapport 3c. Engaging Students in Learning
CPS Performance Standards for School Leaders	D3. Utilize Feedback from Multiple Stakeholders for School Improvement
Content Standards	Illinois Social Science Standards, Illinois Social Emotional Learning Standards, CCSS ELA/HST 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

In most recent MVMS survey, Safety (49) is rated Neutral.
Foundations policies are in place to provide a common set of expectations for order within the school.
91.7% of teachers are proficient or distinguished in 2c (Management of Transitions) on the Framework for Teaching as of 4/20/18 for the 2017-18 school year.
Grades 5-8 have established a discipline policy to monitor and enforce targeted behaviors from Foundations and Student Code of Conduct that inhibit classroom learning. All staff need to support policies and protocols with fidelity.
Safety plans are in place to provide a common set of expectations for safety within the school.
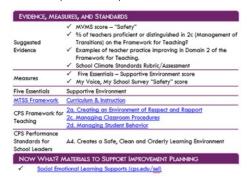
Guide for Safety & Order
- **Ensure students and adults feel physically, socially, intellectually, and emotionally safe throughout the school.**
- **Provide clear procedures for reporting and responding to safety concerns.**
- **Manage efficient and orderly transitions between activities.**
  - Manage 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.
- **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.
- **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
MTSS Framework	Curriculum & Instruction
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
NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING	
✓ Social Emotional Learning Supports (cps.edu/sel)	

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.

> Restorative practices are implemented first, followed by discipline policy.
> Provide staff with continuing professional development to support and administer restorative practices and discipline policies with consistency and fidelity.
> In the most recent MVMS Survey, overall Supportive Environment is rated Neutral (57):
> * Safety (49)
> * Student-Teacher Trust (46)
> MTSS for SEL provided through referrals to Behavior Health Team (BHT). BHT makes recommendations for appropriate supports including Check In\Check Out, in and out of school counseling with community partners (MAHA, Asian Human Services, Bridgeport Counseling).

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.
  - Develop, reinforce, and model shared agreements and clear, positively stated expectations.
  - Well-managed routines and transitions maximize instructional time.
  - 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 discipline system that guides students to take ownership, resolve conflict, and learn from their actions.**
  - Support all staff to engage in restorative conversations and respond to behavior incidents in ways that de-escalate conflict, reteach expectations, build social & emotional skills, repair relationships, and cause minimal disruption to learning.
  - Support staff in understanding the impact of trauma on student behaviors and using trauma-sensitive approaches to discipline.
  - Identify clear disciplinary procedures for classroom-managed behaviors and office-managed behaviors.Develop a continuum of interventions and logical consequences that address the root cause of behavior and align to MTSS processes.
  - Ensure discipline systems minimize the use of punitive responses, including removing students from the classroom or school community.
  - Respond equitably to students in all subgroups. Implement processes that address and meet the needs of students who are impacted by behavior incidents.
  - Designate an administrator, such as a dean or restorative practices coordinator, responsible for leading centrally-managed response to behaviors using consistent, restorative processes.
  - Provide opportunities for students to take responsibility for repairing harm caused by their actions, generate solutions, and resolve conflicts with peers or staff.

Evidence, Measures, and Standards

Parent and Family Partnership:

Score

1   2   **3**   4

All schools have authentic partnerships with parents or family members that lead to a sense of shared responsibility for the academic, physical, and social emotional development of their students. Through meaningful consultation with parents, these partnerships include creating an intentional process to foster and sustain school-wide procedures, programs, and activities which involve and empower parents or family members and are responsive to student and family's needs. Schools provide a variety of parent volunteer opportunities (both in and out of school) and leadership opportunities (ie - PACs, BACs and PLNs), which support school operations, instructional programs and community partnerships. Research shows that when families, schools and communities partner in promoting learning and healthy development for all students schools thrive and student outcomes increase. The development and implementation of effective outreach and communication strategies will be inclusive of all families and school staff, creating a two-way feedback loop process which will lead to an increase in the home-school connection to identify, problem-solve and design actions which target instructional and student programs.

> For the past two years, the school has hosted a parent room providing a space dedicated to parents with access to computers, a printer, lounge space and a meeting area.
> Parent Advisory Committee (PAC) and Bilingual Advisory Committee (BAC) meet in separate monthly meetings as well as one combined meeting each month to discuss and plan programming for the benefit of the whole school community.
> Our parents planned and executed the annual Black History Month assembly in 2018.
> Our BAC plans and executes the annual Chinese New Year luncheon and participation in the community parade, which were held on the same day in 2018.
> Consistent effort to reach all parent populations with translated materials, support, invitations, newsletters and weekly robocalls.
> Administration conducts meetings and forums to collect parents' opinions, questions, or concerns in the school's decision making process, specifically the CIWP.

Guide for Parent and Family 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
MTSS Framework	Family & Community Engagement
CPS Framework for Teaching	2c. Managing Classroom Procedures 4c. Communicating with Families
CPS Performance Standards for School Leaders	D1. Engages Families

NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING
- Parent Support Centers
- Parent University
- Parent Portal

CPS SCHOOL EXCELLENCE FRAMEWORK

School Excellence Framework Priorities

Score	Framework dimension and category	Area of focus ⊘= Not of focus
2	Culture of & Structure for Continuous Improvement: Professional Learning	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: Multi-Tiered System of Supports	1 2 3 4 5 **⊘**
2	Expectations for depth & breadth of Student Learning: Curriculum	**1** 2 3 4 5 ⊘
2	Expectations for Quality & Character of School Life: Culture for Learning	1 2 3 4 5 **⊘**
2	Expectations for Quality & Character of School Life: Relational Trust	1 2 **3** 4 5 ⊘
3	Culture of & Structure for Continuous Improvement: Aligned Resources	1 2 3 4 5 **⊘**
3	Culture of & Structure for Continuous Improvement: Instructional Leadership Team	1 2 3 4 5 **⊘**
3	Expectations for depth & breadth of Quality Teaching: Instruction	1 2 3 4 5 **⊘**
3	Expectations for depth & breadth of Student Learning: Rigorous Student Tasks	1 2 3 4 5 **⊘**
3	Expectations for depth & breadth of Student Learning: Transitions, College & Career Access & Persistence	1 2 3 4 5 **⊘**
3	Expectations for Quality & Character of School Life: Parent and Family Partnership	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 **⊘**

Goals

Required metrics (Elementary)   18 of 18 complete

	2016-2017 Actual	2017-2018 Actual	2017-2018 SQRP Goal	2018-2019 SQRP Goal	2019-2020 SQRP Goal
National School Growth Percentile - Reading					
Goal will result in a score of 5 on SQRP.	71.00	76.00	90.00	90.00	90.00
National School Growth Percentile - Math					
Goal will result in a score of 5 on SQRP.	73.00	89.00	95.00	90.00	90.00
% of Students Meeting/Exceeding National Ave Growth Norms					
Goal will result in an increased score to maintain Level 1+ SQRP Rating.	62.30	67.40	65.00	70.00	70.00
African-American Growth Percentile - Reading					
Goal will result in a score of 5 on SQRP.	48.00	62.00	70.00	70.00	70.00
Hispanic Growth Percentile - Reading					
Goal will result in a score of 5 on SQRP.	86.00	30.00	0.00	70.00	70.00
English Learner Growth Percentile - Reading					
Goal will result in maintaining a score of 5 on SQRP.	70.00	88.00	31.00	70.00	70.00
Diverse Learner Growth Percentile - Reading					
Priority group is not large enough to measure.	*(Blank)*	*(Blank)*	0.00	0.00	0.00
African-American Growth Percentile - Math					
Goal will result in a score of 5 on SQRP.	53.00	63.00	71.00	80.00	80.00
Hispanic Growth Percentile - Math					
Goal will result in maintaining a score of 5 on SQRP.	72.00	84.00	0.00	80.00	80.00
English Learner Growth Percentile - Math					
Goal will result in maintaining a score of 5 on SQRP.	72.00	99.00	99.00	80.00	80.00
Diverse Learner Growth Percentile - Math					
Priority group is not large enough to measure.	*(Blank)*	*(Blank)*	0.00	0.00	0.00
National School Attainment Percentile - Reading (Grades 3-8)					
Goal will result in a score of 5 on SQRP.	81.00	86.00	90.00	92.00	94.00
National School Attainment Percentile - Math (Grades 3-8)					

Goal will result in maintaining a score of 5 on SQRP.	95.00	97.00	99.00	99.00	99.00

National School Attainment Percentile - Reading (Grade 2)

Goal will result in a score of 5 on SQRP.	80.00	86.00	93.00	90.00	90.00

National School Attainment Percentile - Math (Grade 2)

Goal will result in maintaining a score of 5 on SQRP.	94.00	99.00	99.00	95.00	95.00

% of Students Making Sufficient Annual Progress on ACCESS

No longer measured in SQRP	53.40	(Blank)	63.00	0.00	0.00

Average Daily Attendance Rate

Goal will result in maintaining a score of 5 on SQRP.	98.40	98.30	98.00	98.00	98.00

My Voice, My School 5 Essentials Survey

Achieve Well-organized score in focus areas of Supportive environment - Safety & Teacher-Student Trust.	(Blank)	(Blank)	(Blank)	(Blank)	(Blank)

Custom metrics

0 of 0 complete

	2016-2017 Actual	2017-2018 Actual	2017-2018 SQRP Goal	2018-2019 SQRP Goal	2019-2020 SQRP Goal

Strategies

Strategy 1

If we do...	...then we see...	...which leads to...
If our ILT ensures the identification of differentiated professional development and its implementation in the classroom with a focus on literacy and the ability to progress monitor and engage stakeholders...	...then we will see our highly effective ILT actualize an improvement in literacy instructional practices, more effective use of data in decision making, and a higher level of stakeholder engagement...	...so that by the end of school year 2020, we will achieve a National School Attainment Percentile in Reading (Grades 3-8) of the 94th percentile.

Tags:
Professional development, Reading, Attainment

Area(s) of focus:
2

Action step	Responsible	Timeframe	Status
By June 20, 2018, teachers will analyze and provide evidence of SY18 EOY NWEA and TRC data using Data Analysis Protocol by grade level to identify specific areas of need and identify students at or below 60th percentile (near or below grade level) for targeted differentiated support of instruction in Q1SY19.	Grade level teachers	Jun 1, 2018 to Jun 20, 2018	Not started

Nwea, Data analysis protocol

Prior to SY19 Teacher Institute Days, ILT will structure a bi-annual cycle for professional development and communicate to all staff during those Institute Days.	ILT	Jun 1, 2018 to Aug 31, 2018	Not started

Action step	Responsible	Timeframe	Status
On a bi-annual basis, the ILT, in tandem with teacher teams (pre-survey), will identify and ensure the implementation of the PD of the identified focus area for the next semester.	ILT Teacher Teams	Jun 1, 2018 to Feb 1, 2019	Not started
At the start of each PD cycle, identify peer support partners who will meet monthly (prior to principal directed meeting) to review implementation of current PD.	Teacher Teams Administration	Aug 27, 2018 to Feb 1, 2019	Not started
On a monthly basis, at principal directed teacher team meetings, teachers will discuss, support and provide feedback on the implementation of expected outcomes of the current semester PD.	Teacher teams	Sep 4, 2018 to Feb 1, 2019	Not started
On a quarterly basis, ILT will assess the implementation and outcomes of the current semester PD, measure progress, and identify specific actions or adjustments for the duration of PD implementation.	ILT	Sep 4, 2018 to Feb 1, 2019	Not started
At the end of each semester, ILT will collect feedback (post-survey) from teachers and will share the impact and results of current PD with all stakeholders and announce topic of the next PD cycle.	ILT Teacher Teams	Sep 4, 2018 to Feb 1, 2019	Not started

Strategy 2

If we do...	...then we see...	...which leads to...
If our ILT identifies and ensures the implementation of a culturally responsive, content-specific curriculum with common assessment measures in the core subject areas with differentiated supports and clear expectations for all stakeholders...	...then we will see an increase in teacher collaboration, a more horizontally and vertically aligned curriculum system, and the implementation of balanced assessments that drive differentiated instruction and targeted supports for our identified priority groups...	... so that annually, we will see a minimum of the 70th percentile growth nationally in math and reading in our priority groups (English Learners, African-American Students, Hispanic Students, Diverse Learners)

Tags:
Curriculum, Growth, Balanced assessment and grading

Area(s) of focus:
1, 4

Action step	Responsible	Timeframe	Status
Before the end of SY18, during principal directed team meetings, all teachers will do a curriculum inventory to identify materials currently used and/or available at each grade level.	Teachers	Jun 1, 2018 to Jun 20, 2018	Not started
Prior to SY19, Administration will identify and establish Bilingual Teacher Team to lead bilingual program initiatives.	Administration	Jun 1, 2018 to Aug 31, 2018	Not started
Prior to SY19, Administration will work with Bilingual Teacher Team to establish EL Newcomer Program Curriculum to be administered to all qualified EL newcomers with less than 3 years in US schools.	Administration Bilingual Lead Teacher Bilingual Lead Team	Jun 1, 2018 to Aug 31, 2018	Not started

Action step	Responsible	Timeframe	Status
Prior to SY19 Teacher Institute Days, ILT will structure a bi-annual cycle to evaluate and adjust curricula that supports math and reading growth in our priority groups and communicate that cycle to all staff during those Institute Days.	ILT	Jun 1, 2018 to Aug 31, 2018	Not started
On a bi-annual basis, the ILT, in tandem with content area vertical teams (pre-survey), will identify and ensure implementation of curriculum focus area for the semester.	ILT Teacher Teams	Jun 1, 2018 to Aug 31, 2018	Not started
At the start of each PD cycle, identify vertical content area peer support partners who will meet monthly (prior to principal directed meeting) to review implementation of current curriculum focus area.	Teacher Teams	Aug 27, 2018 to Aug 31, 2018	Not started
On a monthly basis, at monthly principal directed vertical content area team meetings, teachers will discuss, support and provide feedback on the implementation of expected outcomes of the current semester curriculum focus.	Teacher Teams	Sep 4, 2018 to Feb 1, 2019	Not started
On a quarterly basis, ILT will assess the implementation and outcomes of the current semester curriculum focus area, measure progress, and identify any needed specific actions or adjustments.	ILT	Sep 4, 2018 to Feb 1, 2019	Not started
At the end of each semester, ILT will collect feedback (post-survey) from teachers and will share the impact and results of current focus area work with all stakeholders and announce topic of the next semester cycle.	ILT Teacher Teams	Sep 4, 2018 to Feb 1, 2019	Not started

Strategy 3

If we do...	...then we see...	...which leads to...
If we provide ongoing professional development that focuses on cultural sensitivity and awareness while ensuring the implementation of routines & procedures with an equitable discipline policy...	...then we will see a school environment that cultivates a positive stakeholder mindset, an increase in student-teacher trust, and improved student safety...	...so that by the end of school year 2020, we will increase our Supportive Environment score on the 5-Essentials survey from 57 (Neutral) to 80 (Very Strong).

Tags:
Relational trust, Cultural awareness, Cultural sensitivity, Routines & procedures

Area(s) of focus:
3

Action step	Responsible	Timeframe	Status
Prior to SY19, Administration will identify and establish an SEL Team to assist in developing programming and support for SEL initiatives.	Administration	Jun 1, 2018 to Aug 31, 2018	Not started
Prior to SY19 Teacher Institute Days, Administration, ILT, and SEL Team will identify SEL focus area for SY19 and communicate the support program.	Administration ILT SEL Team	Jun 1, 2018 to Aug 31, 2018	Not started
During Teacher Institute Days, SEL Team will deliver PD, work with teacher teams to develop survey to gather students feedback, and establish expectations for implementation of PD focus in the classroom	SEL Team Teacher Teams	Aug 27, 2018 to Aug 31, 2018	Not started

On a bi-annual basis, teachers will conduct student survey created during Institute Days to collect data to measure effectiveness of implementation of PD focus in the classroom.	(Blank)	Sep 4, 2018 to Feb 1, 2019	Not started
After each survey session, SEL Team will collect and analyze student survey data to share with teacher teams at one principal directed meeting to conduct basic data analysis protocol and establish adjustments in classroom as needed.	SEL Team Teacher Teams	Sep 4, 2018 to Feb 1, 2019	Not started
SEL Team will meet with ILT to share schoolwide data and present teacher team action plans as established in team meetings.	SEL Team ILT	Sep 4, 2018 to Feb 1, 2019	Not started
On a quarterly basis, SEL Team will assess implementation of teacher team action plans via google document to determine effectiveness and identify supports needed in specific classrooms.	SEL Team Teacher Teams	Sep 4, 2018 to Feb 1, 2019	Not started
During year end data review, MVMS annual results will provide data to measure success of SY19 focus. Administration and ILT will use data to identify SY20 focus area.	Administration ILT	Jun 3, 2019 to Jun 19, 2019	Not started

Action Plan

Strategy 1

NOT STARTED

Prior to SY19 Teacher Institute Days, ILT will structure a bi-annual cycle for professional development and communicate to all staff during those Institute Days."

Jun 01, 2018 to Aug 31, 2018 - ILT

Status history

May 18

NOT STARTED | May 18, 2018
Evidence
S1SY19 PD Topic: Progress Monitoring students so that measurement of classroom growth aligns with NWEA growth

NOT STARTED

On a monthly basis, at principal directed teacher team meetings, teachers will discuss, support and provide feedback on the implementation of expected outcomes of the current semester PD."

Sep 04, 2018 to Feb 01, 2019 - Teacher teams

Status history

May 18

NOT STARTED | May 18, 2018
Evidence

NOT STARTED

On a quarterly basis, ILT will assess the implementation and outcomes of the current semester PD, measure progress, and identify specific actions or adjustments for the duration of PD implementation."

Sep 04, 2018 to Feb 01, 2019 - ILT

Status history

May 18

NOT STARTED | May 18, 2018
Evidence

NOT STARTED

At the end of each semester, ILT will collect feedback (post-survey) from teachers and will share the impact and results of current PD with all stakeholders and announce topic of the next PD cycle."

Sep 04, 2018 to Feb 01, 2019 - ILT Teacher Teams

Status history

May 18

NOT STARTED | May 18, 2018
Evidence

NOT STARTED

At the start of each PD cycle, identify peer support partners who will meet monthly (prior to principal directed meeting) to review implementation of current PD."

Aug 27, 2018 to Feb 01, 2019 - Teacher Teams Administration

Status history

May 18

NOT STARTED | May 18, 2018
Evidence

NOT STARTED

By June 20, 2018, teachers will analyze and provide evidence of SY18 EOY NWEA and TRC data using Data Analysis Protocol by grade level to identify specific areas of need and identify students at or below 60th percentile (near or below grade level) for targeted differentiated support of instruction in Q1SY19."

Jun 01, 2018 to Jun 20, 2018 - Grade level teachers

Status history

May 18

NOT STARTED | May 18, 2018
Evidence
Completed google spreadsheet

NOT STARTED

On a bi-annual basis, the ILT, in tandem with teacher teams (pre-survey), will identify and ensure the implementation of the PD of the identified focus area for the next semester."

Jun 01, 2018 to Feb 01, 2019 - ILT Teacher Teams

Status history

May 18

NOT STARTED   May 18, 2018
Evidence

Strategy 2

NOT STARTED

Prior to SY19 Teacher Institute Days, ILT will structure a bi-annual cycle to evaluate and adjust curricula that supports math and reading growth in our priority groups and communicate that cycle to all staff during those Institute Days."

Jun 01, 2018 to Aug 31, 2018 - ILT

Status history

May 18

NOT STARTED   May 18, 2018
Evidence

NOT STARTED

Prior to SY19, Administration will work with Bilingual Teacher Team to establish EL Newcomer Program Curriculum to be administered to all qualified EL newcomers with less than 3 years in US schools."

Jun 01, 2018 to Aug 31, 2018 - Administration Bilingual Lead Teacher Bilingual Lead Team

Status history

May 18

NOT STARTED   May 18, 2018
Evidence

NOT STARTED

Before the end of SY18, during principal directed team meetings, all teachers will do a curriculum inventory to identify materials currently used and/or available at each grade level."

Jun 01, 2018 to Jun 20, 2018 - Teachers

Status history

May 18

NOT STARTED   May 18, 2018
Evidence

NOT STARTED

On a bi-annual basis, the ILT, in tandem with content area vertical teams (pre-survey), will identify and ensure implementation of curriculum focus area for the semester."

Jun 01, 2018 to Aug 31, 2018 - ILT Teacher Teams

Status history

May 18

NOT STARTED   May 18, 2018
Evidence

NOT STARTED

At the start of each PD cycle, identify vertical content area peer support partners who will meet monthly (prior to principal directed meeting) to review implementation of current curriculum focus area."

Aug 27, 2018 to Aug 31, 2018 - Teacher Teams

Status history

May 18

NOT STARTED May 18, 2018
Evidence

NOT STARTED

On a monthly basis, at monthly principal directed vertical content area team meetings, teachers will discuss, support and provide feedback on the implementation of expected outcomes of the current semester curriculum focus."

Sep 04, 2018 to Feb 01, 2019 - Teacher Teams

Status history

May 18

NOT STARTED May 18, 2018
Evidence

NOT STARTED

On a quarterly basis, ILT will assess the implementation and outcomes of the current semester curriculum focus area, measure progress, and identify any needed specific actions or adjustments."

Sep 04, 2018 to Feb 01, 2019 - ILT

Status history

May 18

NOT STARTED May 18, 2018
Evidence

NOT STARTED

At the end of each semester, ILT will collect feedback (post-survey) from teachers and will share the impact and results of current focus area work with all stakeholders and announce topic of the next semester cycle."

Sep 04, 2018 to Feb 01, 2019 - ILT Teacher Teams

Status history

May 18

NOT STARTED May 18, 2018
Evidence

NOT STARTED Prior to SY19, Administration will identify and establish Bilingual Teacher Team to lead bilingual program initiatives."

Jun 01, 2018 to Aug 31, 2018 - Administration

Status history

May 18

NOT STARTED May 18, 2018
Evidence

Strategy 3

NOT STARTED

Prior to SY19 Teacher Institute Days, Administration, ILT, and SEL Team will identify SEL focus area for SY19 and communicate the support program."

Jun 01, 2018 to Aug 31, 2018 - Administration ILT SEL Team

Status history

May 18

NOT STARTED   May 18, 2018
Evidence

NOT STARTED

On a bi-annual basis, teachers will conduct student survey created during Institute Days to collect data to measure effectiveness of implementation of PD focus in the classroom."

Sep 04, 2018 to Feb 01, 2019 -

Status history

May 18

NOT STARTED   May 18, 2018
Evidence

NOT STARTED

After each survey session, SEL Team will collect and analyze student survey data to share with teacher teams at one principal directed meeting to conduct basic data analysis protocol and establish adjustments in classroom as needed."

Sep 04, 2018 to Feb 01, 2019 - SEL Team Teacher Teams

Status history

May 18

NOT STARTED   May 18, 2018
Evidence

NOT STARTED

During year end data review, MVMS annual results will provide data to measure success of SY19 focus. Administration and ILT will use data to identify SY20 focus area."

Jun 03, 2019 to Jun 19, 2019 - Administration ILT

Status history

May 18

NOT STARTED   May 18, 2018
Evidence

NOT STARTED

Prior to SY19, Administration will identify and establish an SEL Team to assist in developing programming and support for SEL initiatives."

Jun 01, 2018 to Aug 31, 2018 - Administration

Status history
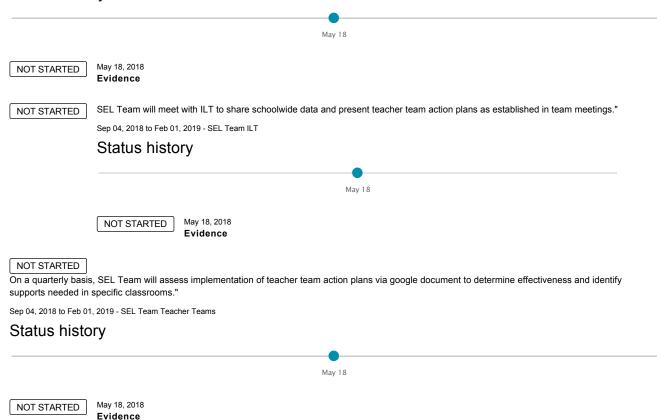
May 18

NOT STARTED   May 18, 2018
Evidence

NOT STARTED

During Teacher Institute Days, SEL Team will deliver PD, work with teacher teams to develop survey to gather students feedback, and establish expectations

for implementation of PD focus in the classroom"

Aug 27, 2018 to Aug 31, 2018 - SEL Team Teacher Teams

Status history

May 18

| NOT STARTED | May 18, 2018
Evidence

| NOT STARTED | SEL Team will meet with ILT to share schoolwide data and present teacher team action plans as established in team meetings."

Sep 04, 2018 to Feb 01, 2019 - SEL Team ILT

Status history

May 18

| NOT STARTED | May 18, 2018
Evidence

| NOT STARTED |

On a quarterly basis, SEL Team will assess implementation of teacher team action plans via google document to determine effectiveness and identify supports needed in specific classrooms."

Sep 04, 2018 to Feb 01, 2019 - SEL Team Teacher Teams

Status history

May 18

| NOT STARTED | May 18, 2018
Evidence

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.

ESSA Program

◉ ESSA 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.

○ ESSA 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

Every Student Succeeds Act (ESSA), 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 ESSA 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 and Family Plan

Parent and Family Engagement Policy   Complete

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

> Our annual NCLB Title 1 parent meeting will be held in October 2018. Periodically, evening meetings are held to solicit input from all of our parents and school community members in the revision process of our school improvement plan and NCLB parent involvement policy. Parents are formally invited to the meeting via our newsletter/flier and during the monthly LSC meeting. These sessions are held at convenient times to encourage full participation from all stakeholders.

The school will hold an annual meeting at a time convenient to parents and families during the first month of school to inform them of the school's participation in ESSA, 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 and family engagement meetings, including school PAC meetings, at different times and will invite all parents and key family members of children participating in the ESSA, 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

> Parents are invited to attend Meet the Teachers Night at the start of the school as well as quarterly workshops to inform them about our school wide curriculum as well as the tools used to measure the academic progress of their children. The workshops are held at convenient times for our working parents during the morning hours from 8-10 am and evening hours from 4-6 pm. Parents have access to email of all teachers through the school website and are encouraged to contact teachers directly with any questions or concerns.

At the request of parents and family members, schools will provide opportunities for regular meetings, including the School Parent Advisory Council meetings, for parents and family members 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.

> Parents are encouraged to participate in the planning of school wide events and parent meetings. In addition, parents may request a special meeting to discuss topics which are pertinent to our educational program by submitting a formal request in writing to our principal. Upon approval from the principal and local school council members, a special meeting will be called to address any parental concerns relating to the education of their children.

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.

> Standardized and formative test results which include NWEA, PARCC, Dibels, TRC, and ACCESS assessments are distributed and explained to each parent during our scheduled teacher parent conferences on Report Card Pickup Day to provide prompt and accurate feedback on each child's academic progress. Teachers conduct additional workshops to explain the language and score reports of specific tests (TRC and Dibels with Kindergarten teacher).

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.

> Currently, all members of our instructional staff are highly qualified to teach in their respective programs as defined in the Title 1 Final Regulations. However, if any future assignment is afforded to a teacher who is not highly qualified to teach a particular group of students, a letter of notification issued by the Chicago Board of Education will be distributed immediately to the appropriate parents to inform them of this temporary decision.

Schools will assist parents of participating ESSA 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.

> Quarterly parent workshops are held which provide parents with effective learning strategies to assist their children in school and ensure academic success for all of our students . The workshops are aligned to support our school curriculum as well as all district/state mandates for assessments and academic achievement.

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

Quarterly parent workshops are held which provide parents with effective learning strategies to assist their children in school and ensure academic success for all of our students . The workshops are aligned to support our school curriculum as well as all district/state mandates for assessments and academic achievement.

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

All members of our staff participate in monthly professional development activities which equip them to work effectively with parents and foster ongoing collaboration through weekly newsletters, emails, phone contacts and parent-teacher conferences. Our administrative team, which includes the principal, assistant principal , counselor, and Dean is available during parent-teacher conferences to assist the teacher in strengthening the home-school connection. In addition, teachers are encouraged to provide numerous opportunities for parents to volunteer in their classrooms as well as assist during class field trip and special school events.

Schools will, to the extent feasible and appropriate, coordinate and integrate parent and family 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 and families in more fully participating in their children's education. Please describe how this will be accomplished.

Quarterly parent meetings are held for our preschool parents to assist them with preparing their children for Kindergarten. The workshops address pertinent issues such as proper immunization/nutrition, and early literacy acquisition, which allows them to become more knowledgeable and involved in ensuring their child's academic success. These workshops are primarily geared for our preschool parents and usually solicit the assistance of several community based organizations to provide the necessary resources.

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

All information pertaining to our school and parent involvement programs are translated into Chinese and Spanish to accommodate our non-English speaking parent population. Also, Chinese and Spanish translators attend each meeting to provide additional assistance and support to these parents. A weekly robo call is placed to all school households in English and Chinese mentioning the activities and meetings that are scheduled for the upcoming week.

Policy Implementation Activities

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

☑

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

☑

The school will coordinate the parent and family engagement programs identified in the CIWP.

☑

The school will evaluate the Parent and Family Engagement Policy for effectiveness and make improvements as necessary.

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

n/a

School-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.)

Mission: JAMES WARD ELEMENTARY SCHOOL provides a high quality instructional program that includes a comprehensive, standards/research -based curriculum, which challenges students, utilizes effective literacy strategies and embrace cultural diversity. These best practices, coupled with the use of differentiated instruction, aim to increase the achievement level of all students, including students with disabilities and English Language Learners(ELL) in order to promote continuous progress in an inclusive, least restrictive, and safe environment. We maintain our efforts to develop and address the social and emotional needs of our students through various school wide initiatives and special opportunities for growth. We also strive to maintain a strong school-home -community partnership. Vision: James Ward School believes that all children are entitled to the best possible education. We are committed to ensuring an educationally enriched environment. As a Multicultural School, we respect and embrace diversity and cultural understanding through foreign language education. All children, including students with diverse learning needs, deserve to develop their unique interests, assume responsibility for their learning, and work cooperatively to reach their fullest potential and their life goals.

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.

Parents will be invited to attend the following parent -teacher conferences: Meet The Teacher's Night; 1st quarter Report Card Pickup; and 3rd Quarter Report Card Pickup.

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

Progress report and/or report cards will be distributed to students or picked up by parents every five/ten weeks as follows: 1st Quarter Progress Report in September; 1st Quarter Report Card Pickup in November; 2nd Quarter Progress Report in December; 2nd Quarter Report Card Distribution in January; 3rd Quarter Progress Report in February; 3rd Quarter Report Card Pickup in April; 4th Quarter Progress Report in May and 4th Quarter Report Card Distribution in June.

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

Teachers are available to meet with parents each morning, Monday-Friday from 7:00-7:45 am. Parents can also make appointments to meet with their child's teacher during teacher's preparation periods and after school when necessary. In addition, our principal and assistant principal are available to consult with parents and discuss school related issues to support their child's academic progress, Monday-Friday from 7:30-4:30 pm. Parents can call the school during these hours and receive support and clarity from our clerks, teachers and principals. Also, there are several events held throughout the school year to encourage parents to consult with their child's teacher such as Meet The Teacher's Night, and Report Card Pickup days. Finally, when students return from a suspension as a result of a disciplinary action, parents are required to attend a conference with the child's teacher to discuss suggestions for improvements.

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

Parents may volunteer in their child's classroom on a daily basis to assist in tutoring children who need additional academic support as well as to provide support and assistance to the teachers during any of their culminating activities. Also, parents can volunteer to attend any of their child's scheduled field trips by stating his/her intentions on a release form prior to the specific date of the trip. There are several school wide events held where parents are needed to assist the teachers with classroom displays; student supervision and literacy support such as We Are Great Day, Sports Day, and Multicultural Day. Finally , parents can join our nonfunctional parent patrol and commit to walking neighboring children to and from school to ensure their continued safety.

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

Parents will assist in their children's learning by assisting them with their daily assignments and ensuring that they attend school daily. If students are absent, parents are required to call the office as well as send a note explaining their absence when they return to school. Parents are also encouraged to sign their child's homework assignment book and weekly parent folder to ensure that they are aware of their child's daily learning requirements.

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

Parents are encouraged to attend quarterly parent advisory meetings as well as the monthly local school council sessions to provide input and discuss pertinent educational issues relating to their children. Also, parents can call the school office from 7 am-5 pm or send emails to their child's teachers or administration team to inquire about school policies and tate their concerns relating to the education of their child. Parents can also request conferences with teachers, school counselor, social worker, etc to initiate in-depth evaluations related to their child's academic achievement.

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).

All students will be expected to attend school daily, turn in all homework and class assignments and demonstrate good citizenship. Students who fail to meet these requirements will be required to get additional assistance from the teacher, parent and administrative team. These students may be required to remain after school for tutoring or counseling to ensure their future academic success. Our monthly incentive programs which include perfect attendance and student of the month awards will recognize individuals who attend school daily and display exemplary qualities as well as social and academic achievement.

Parent Budget   Complete

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

Beginning in October 2018, parents will attend monthly PAC meetings to plan parent support activities/ workshops to ensure student growth and academic achievement as well SEL and ELL improvements.

Allocate your Mandated Title 1 Parent and Family Engagement Funds to support your Parent and Family Engagement 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.	$ 750	.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.	$ 2249	.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- schools must follow the CPS Travel Policy. The CPS Parent Overnight Travel Approval Form and Conference Travel Form must be completed.	$ Amount	.00
54565 **Reimbursements**	Allocation CAN NOT EXCEED 25% OF THE Parent Budget. All Parent Reimbursements related to Title 1 parent and family engagement 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 and family engagement 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