



Mary E Courtenay Elementary Language Arts Center / Plan summary

## 2018-2020 plan summary

### Team

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Team meetings

Date	Participants	Topic
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01/25/2018	Kathleen Adler, Nicole Kasserman, Brad Worrell, Jessica Eaton, David Lee, Allison Cuyun	Planning dates and focus of CIWP
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School Excellence Framework

Culture of & Structure for Continuous Improvement

4 of 4 complete

#### Leadership & Collective Responsibility:

Score

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

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The leadership team sets the direction and implements the school vision. Every year, the ILT has a summer data retreat to look at school data, taking into consideration the demographics of the school. Courtenay has a very diverse population and therefore each category is provided time to ensure our vision is incorporated in each group. For example, for our diverse learner students in the cluster program, cluster teachers have their own separate grade level meetings weekly to ensure that IEP's are implemented, that LRE is achieved, and to co-plan with other staff members. Our ELL teacher sends out pertinent information on a consistent basis to ensure that we are in compliance, as well as provide accommodations and strategies to consider while planning for our ELL population. Our MTSS plan is led by the ILT team and provides support and structures such as intervention times during the day to help meet the students' needs where they are. Our BHT team also meets bi-weekly to address any referrals from the teachers for students who need social-emotional support. We also have an active BAC, PAC, and LSC where our administration, ELL teacher, and LSC council helps set the vision and share information that is related to the vision on a monthly basis. We keep stakeholders and the community up to date through report card pick up conferences, flyers home, community events (Courtenay Fest, Career Day, etc...), social media such as Facebook and Twitter, and a Courtenay e-newsletter.

Our school inspires a culture of collective responsibility throughout the school. All staff members are encouraged to join committees that are designed to work on a specific area of the school ranging from school events, parent events, and staff related events. There are several teacher leaders that take an active role in helping lead the school (i.e. Mr. Lee leads the ILT team, Ms. Eaton leads the weekly grade level meetings). Teachers are provided common unit planning times to provide a coherent instructional program both within the same grade level and vertically as well. The school has employed WAITT (We're All In This Together) time where specials teachers are pushed in to gen. ed classrooms to provide extra intervention support on a daily basis.

According to the 5Essentials survey, although the effective leadership category is rated as neutral, there was growth in the 2016-17 school years as compared to the 2014-2015 school years where the rating was poor. Program coherence is considered strong. 78% of the staff agreed/strongly agreed that there was follow-up to all the initiatives occurring in the school. 73% of the staff also agreed/strongly agreed that curriculum, instruction, and learning materials are well coordinated across the different grade levels at school.

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

### Instructional Leadership Team:

Score

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

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The ILT meets bi-weekly and shares leadership responsibilities during the meetings. Teachers usually meet in smaller groups to tackle various changes that need to be addressed throughout the school year. The ILT team has a member from each grade level cluster or special program. The team schedules quarterly data analysis meetings to analyze school data from current resources (NWEA data, REACH, common unit assessments). According to the 5essentials survey, 91% of the staff agreed/strongly agreed that the ILT communicated a clear vision for the school and 96% of the staff agreed/strongly agreed that the ILT makes it clear what the expectations for meeting instructional goals were. 93% of the staff agreed/strongly agreed that the ILT provided useful feedback to improve their teaching. 83% of the staff agreed/strongly agreed that the ILT knew what was going on in their classroom. 94% of the staff agreed/strongly agreed that the ILT encourages teachers to implement what they have learned at professional development trainings.

The ILT would benefit using more protocols and cycles of learning to help address problems. The ILT would benefit using a rubric or system that allows the ILT to rate if the initiatives are "really working" or not.

## Guide for Instructional Leadership Team

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

- Meet regularly (2-4 times per month).
- Use an agenda with a clear focus.
- **Collaborate effectively, value transparency, and inform and engage stakeholders.**
  - All team members have equity of voice and are actively engaged in asking questions.
  - Celebrate small wins and improvements.
  - Regularly inform and engage stakeholders of key data and work of the ILT.
- **Build the capacity of teacher teams to lead cycles of learning and problem solving focused on student learning data and student work.**

## Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> <li>✓ ILT Effectiveness Rubric Score</li> <li>✓ ILT artifacts (e.g. agenda, calendar, protocols, minutes)</li> <li>✓ Evidence that work of ILT has contributed to positive outcomes for students and staff</li> <li>✓ Teacher team agendas/minutes reflective of ILT focus</li> </ul>
Measures	<ul style="list-style-type: none"> <li>✓ Five Essentials: Instructional Leadership</li> </ul>
Five Essentials	<ul style="list-style-type: none"> <li>Effective Leaders</li> <li>Collaborative Teachers</li> </ul>
MTSS Framework	<a href="#">Shared Leadership, Evaluation of MTSS</a>
CPS Framework for Teaching	<ul style="list-style-type: none"> <li><a href="#">4a. Reflecting on Teaching &amp; Learning</a></li> <li><a href="#">4d. Growing and Developing Professionally</a></li> <li><a href="#">4e. Demonstrating Professionalism</a></li> </ul>
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> <li>A1. Assesses the Current State of School Performance and Develops a CIWP</li> <li>A2. Implements Data Driven Decision Making and Data Driven Instruction</li> </ul>
NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING	
	<ul style="list-style-type: none"> <li>✓ <a href="#">Instructional Leadership Team Planning Tools</a></li> <li>✓ <a href="#">PLC and Mentoring Coaching Resources</a></li> </ul>

### Professional Learning:

Score

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

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The CIWP sets all the professional development for the upcoming school years. The professional development offerings have been coherent and builds on previous PD's. Teachers are provided common quarterly unit planning days to collaborate, refine, and build on their unit plans. The ILT schedules peer observations, admin is always sending PD offerings that would benefit teachers, admin conducts "teacher touches" regularly to provide insight and feedback in the classroom, and there is a new teacher cohort where new teachers are provided support from veteran teachers on a yearly basis. According to the 5Essentials survey, the staff felt the quality of professional development is very strong. 91% of the staff agreed/strongly agreed that PD included enough time to think carefully about, try, and evaluate new ideas. 91% of the staff agreed/strongly agreed that the PD was sustained, and coherently focused, rather than short-term and unrelated. 93% of the staff agreed/strongly agreed that the PDs included opportunities to work productively with colleagues in the school.

## Guide for Professional Learning

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

## Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> <li>✓ School's PD Plan – review for goal alignment – does the plan advance the school's improvement agenda?</li> <li>✓ PD agendas, PD feedback surveys</li> <li>✓ Teacher practice improving on the Framework for Teaching (e.g. Basic&gt;Proficient, Proficient&gt;Distinguished)</li> </ul>
Measures	<ul style="list-style-type: none"> <li>✓ SQRP Attainment and Growth</li> <li>✓ Five Essentials: Collaborative Teachers</li> </ul>
Five Essentials	Effective Leaders Collaborative Teachers
MTSS Framework	<a href="#">Shared Leadership, Curriculum &amp; Instruction</a>
CPS Framework for Teaching	<a href="#">4a. Reflecting on Teaching &amp; Learning</a> <a href="#">4d. Growing and Developing Professionally</a> <a href="#">4e. Demonstrating Professionalism</a>
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	
	<ul style="list-style-type: none"> <li>✓ <a href="#">Teaching the Teachers</a></li> <li>✓ <a href="#">Making Better Use of Research</a></li> <li>✓ <a href="#">Upcoming Professional Learning Opportunities</a></li> <li>✓ <a href="#">Framework for Teaching PD Modules</a></li> </ul>

### Aligned Resources:

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

Score

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Professional development was provided for teachers throughout the school year to plan around rigor and assessment outside of the classroom.

Hired staff to support teachers in the development of instructional planning. The support staff provided co-teaching, modeling, etc. to support instruction in the classroom.

Purchased supplies for assessments (Easy CBM, Compass Learning, Razkids, etc...) to support MTSS progress monitoring.

School allocated funds to support school wide attendance.

Funding was supplied to support the arts and projects that expanded on learning.

Funding was provided for the comprehensive gifted program.

### 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	
	<ul style="list-style-type: none"> <li>✓ Schedules</li> <li>✓ Teacher retention rates</li> <li>✓ Staff exit interviews/surveys (data on reasons for leaving school or district)</li> </ul>
Suggested Evidence	<ul style="list-style-type: none"> <li>✓ Candidate interview protocol documents</li> <li>✓ List of community-based organizations that partner with the school and description of services</li> <li>✓ Evidence of effectiveness of the services that community-based organizations provide</li> <li>✓ Budget analysis and CIWP</li> </ul>
Measures	<ul style="list-style-type: none"> <li>✓ Five Essentials</li> </ul>
Five Essentials	Effective Leaders, Collaborative Teachers
MTSS Framework	<a href="#">Shared Leadership, Curriculum &amp; Instruction, Family &amp; Community Engagement</a>
CPS Framework for Teaching	<a href="#">4a. Reflecting on Teaching &amp; Learning</a> <a href="#">4e. Demonstrating Professionalism</a>
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	
	<ul style="list-style-type: none"> <li>✓ <a href="#">Aligning Resources with Priorities: Focusing on What Matters Most</a></li> <li>✓ <a href="#">Instructional Supports</a></li> <li>✓ <a href="#">Strategic Source Vendor List</a></li> <li>✓ <a href="#">CPS Instructional Time Guidelines: Elementary School Overview</a></li> <li>✓ <a href="#">CPS Instructional Time Guidelines: High School Overview</a></li> <li>✓ <a href="#">CPS Instructional Block Guidance: K-2 Literacy</a></li> <li>✓ <a href="#">CPS Instructional Block Toolkits: Math</a></li> </ul>

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.

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Each quarter teachers have a common planning day to meet with their team, and collaborate on unit plans. This allows teachers to develop cross-curricular units that are focused on big ideas and tailored to the strengths, needs, and interests of our students. Our teachers also have received professional development and curriculum support from our partnerships with outside organizations, such as the Peggy Notebaert Museum. Teachers have scope and sequence maps that are structured to align from grade to grade.

Currently, SEL is taught as an enrichment class to all students. However, we would like to have more classroom based lessons and units that integrate SEL or are more based around SEL in order to build a more empathetic school culture and to have students better connect with units.

Project-based learning happens in pockets of classes but has yet to be a school wide emphasis.

Although our teachers are working towards creating culturally relevant units, there are still a lot of underutilized opportunities that we are not taking advantage of.

### 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	<ul style="list-style-type: none"> <li>✓ Curriculum maps, vertical/horizontal</li> <li>✓ Sequencing and pacing guides</li> <li>✓ Thematic units which cover multiple disciplines</li> <li>✓ Comprehensive unit plans including assessments</li> </ul>
Measures	<ul style="list-style-type: none"> <li>✓ SGRP Attainment and Growth</li> </ul>
Five Essentials	<ul style="list-style-type: none"> <li>Ambitious Instruction</li> <li>Effective Leaders</li> <li>Collaborative Teachers</li> </ul>
MTSS Framework	<ul style="list-style-type: none"> <li>Curriculum &amp; Instruction</li> </ul>
CPS Framework for Teaching	<ul style="list-style-type: none"> <li>3a. Communicating with Students</li> <li>3c. Engaging Students in Learning</li> <li>1a. Demonstrating knowledge of content and pedagogy</li> <li>1d. Designing Coherent Instruction</li> </ul>
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> <li>B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices</li> <li>C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort</li> </ul>
NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING	
	<ul style="list-style-type: none"> <li>✓ CPS Content Frameworks: <a href="#">Math</a>, <a href="#">Science</a>, <a href="#">Social Science</a>, and <a href="#">Literacy</a></li> <li>✓ CPS Literacy Scope and Sequence</li> <li>✓ CPS Math Scope and Sequence Guidance</li> <li>✓ Digital Citizenship Curriculum</li> <li>✓ K-12 Financial Literacy Guide</li> <li>✓ Personal Finance 3.0 Course</li> <li>✓ Physical Education Scope &amp; Sequence</li> <li>✓ Health Education Scope &amp; Sequence</li> <li>✓ Interdisciplinary African &amp; African American Studies Curriculum</li> <li>✓ Interdisciplinary Latino and Latin American Studies Curriculum</li> </ul>

### 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

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We have materials that are aligned to our curricular plans: Go Math, guided reading sets, class novels, Foss Kits, etc. There are many readily available flexible materials like guided reading books, differentiated text, manipulatives and various tools for kinesthetic learners that teachers use and implement in their classrooms. We have resources such as RAZ kids, MAP skills, Compass Learning, KHAN academy that are used to differentiate instruction and tailor lessons towards student needs. These resources are shared and utilized across grade bands. We have a 1:1 Chromebook/iPad student ratio in grades 3-8. This way, student learning and teacher planning is maximized and customized in a way where students have a choice in how and when they want to use technology to enhance learning. Also, having common unit planning time allows teachers to be strategic with texts. Kinesthetic learners are given plenty of opportunities in the cluster classrooms. Cross-curricular classroom connections between the arts and physical education with general education. Neutral to strong according to the 5 essentials survey.

Although we have a wide-range of resources, we need to do a better job of pairing and utilizing the resources that are specifically designed to support ELLs, more specifically newcomers. Although technology is widely used throughout Courtenay to maximize student learning, more can be done to specifically use technology to practice and improve higher order thinking skills. We want to work on giving more student choice in a way that recruits and sustains interest and motivation during the learning process over the course of the entire school year. Teachers are successful in catering to visual and auditory learners by planning units and lessons around visual and auditory learners. However, as a school, kinesthetic learning opportunities should be more accessible as a way to provide variation in learning style and practices.

## Guide for Instructional Materials

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

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



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

## Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> <li>✓ Cross-section of materials from a variety of content areas and grade levels</li> <li>✓ Evidence of scaffolding and differentiation for all students to access the content/skills</li> <li>✓ Description of materials in curriculum and/or lesson plans</li> <li>✓ Presence of varied texts, supplementary media (e.g. videos)</li> </ul>
Measures	<ul style="list-style-type: none"> <li>✓ SGRP Attainment and Growth</li> </ul>
Five Essentials	<ul style="list-style-type: none"> <li>Ambitious Instruction</li> <li>Supportive Environment</li> </ul>
MTSS Framework	<ul style="list-style-type: none"> <li>Curriculum &amp; Instruction</li> </ul>
CPS Framework for Teaching	<ul style="list-style-type: none"> <li>1a. Demonstrating Knowledge of Content and Pedagogy</li> <li>1b. Demonstrating Knowledge of Students</li> <li>1c. Selecting Learning Objectives</li> <li>1d. Designing Coherent Instruction</li> </ul>
CPS Performance Standards for School	<ul style="list-style-type: none"> <li>A3. Allocates Resources to Support Student Learning, Prioritizing Time</li> </ul>
NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING	
	<ul style="list-style-type: none"> <li>✓ <a href="#">Universal Design for Learning Guidelines 2.0</a></li> <li>✓ <a href="#">UDL PD Modules</a></li> <li>✓ <a href="#">CPS Integrated Library System (S.O.A.R.)</a></li> </ul>

### 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

We have a monthly attendance bulletin board that celebrates students and classes with high rates of attendance. We also post attendance calendars outside of each classroom door to maintain daily attendance percentages of each homeroom. Since our primary grades typically have the lowest attendance rate, we have a treasure chest that rewards students on a weekly basis if they had perfect attendance. Furthermore, we host quarterly attendance assemblies and parent meetings to celebrate and inform parents of their child's attendance.

We review On-track data regularly and have conversations with the students and families we have concerns about. In math, we have coherence in terms of Go Math (k-5) or Engage NY (6-8) being used at every grade level. 5 essentials data supports that idea.

On a monthly basis, we dedicate a grade level meeting to looking at and analyzing student work.

During grade level meetings, teachers have taken time to examine student work and have implemented discussions around what we can learn from student work as a reflection of our teaching. We would like to have students examine their peers' work in order to have them determine what quality work is. By doing this, we allow them to create their own expectations based on their grade level.

As a school, we sometimes have students create work for specific audiences that later visit the classroom (science fair, career day, art showcases, writing celebrations). We would like for all classrooms to begin to create more opportunities for authentic work to be shared with real audiences. This way, students are creating pieces with purpose that will not only show passion for learning but authenticity.



## 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

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> <li>✓ Cross-section of student work from a variety of content areas</li> <li>✓ Observation of student learning (e.g. learning walks/walkthroughs)</li> <li>✓ Focus group(s) and discussions with students</li> </ul>
Measures	✓ SGRP Attainment and Growth
Five Essentials	Ambitious Instruction
MTSS Framework	<a href="#">Shared Leadership, Curriculum &amp; Instruction</a>
CPS Framework for Teaching	<ul style="list-style-type: none"> <li><a href="#">1d. Designing Coherent Instruction</a></li> <li><a href="#">2b. Establishing a Culture for Learning</a></li> <li><a href="#">3b. Using Questioning and Discussion Techniques</a></li> <li><a href="#">3c. Engaging Students in Learning</a></li> </ul>
CPS Performance Standards for School Leaders	B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices
NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING	
	<ul style="list-style-type: none"> <li>✓ <a href="#">Teaching for Robust Understanding in Mathematics (TRU Math)</a></li> <li>✓ <a href="#">Math Practices: What to Look For Observation Tool</a></li> <li>✓ <a href="#">Checking In: Do Classroom Assignments Reflect Today's Higher Standards?</a></li> <li>✓ <a href="#">Student Work Protocol (EQIP)</a></li> <li>✓ <a href="#">Slice Protocol – Looking at Student Work</a></li> </ul>

### Transitions, College & Career Access & Persistence:

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

Score

1 2 **3** 4

In the last 3 years, we have grown our Comprehensive Gifted Program to address the needs of our advanced students. We host an annual Career fair where we use student input to invite community members to speak about their careers. This gives students insight on their own passions and opportunities for them to see the fruits their education. At the end of each school year, we also give students an opportunity to participate in "A Day in the Life" where they visit their classroom for the following year. Our middle schoolers also complete Student-Led Conferences on a quarterly basis. This allows student to show agency and authority of their own learning as well as allowing them to goal set for their future. 8th grade students shadow specific neighborhood high schools to see what classes/ programs are offered. Journeys program coming to 4th and 5th grade to expose students to different careers. ELLs have a form in their folder to document grades and concerns once they exit the program for 4 years.

When new students enroll, we have no transition plan to help them adjust which would help us identify academic needs earlier on and may impact behavior and social emotional needs. Although we have an algebra program, it is only open to students who score at or above the 70%ile on the NWEA. Discussion about college and career happen regularly in middle school, but we need to do a better job exposing our students in the lower grades to these topics. We spend a lot of time analyzing student test scores, but we rarely have students analyze their own test scores to self-identify their strengths and needs- usually 4-8.

## 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 8<sup>th</sup> Grade Algebra to all eligible 8<sup>th</sup> 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	
Suggested Evidence	<ul style="list-style-type: none"> <li>✓ Data on college visits and college fair information</li> <li>✓ Nonviance Monthly Data</li> <li>✓ Scholarships awarded</li> <li>✓ Artifacts, plans, or timelines related to successful transitions structures</li> <li>✓ To &amp; Through data</li> </ul>
Measures	<ul style="list-style-type: none"> <li>✓ College Enrollment, Persistence, Drop Out, and Attendance Rates</li> <li>✓ Early College and Career Credentials</li> </ul>
Five Essentials	<ul style="list-style-type: none"> <li>Ambitious Instruction</li> <li>Supportive Environment</li> </ul>
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	
<ul style="list-style-type: none"> <li>✓ Redefining College</li> <li>✓ CPS Advisory Framework</li> <li>✓ Preventing colleges from melting away</li> <li>✓ To &amp; Through Project</li> <li>✓ Redefining College &amp; Career Readiness</li> <li>✓ College Scorecard</li> </ul>	<ul style="list-style-type: none"> <li>✓ CPS College Persistence Toolkit</li> <li>✓ Meaningful Linkages Between Summer Programs, Schools, and Community</li> <li>✓ From HS to the Future (CCIR, 2006)</li> </ul>

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

Administration provide a full day of Unit Planning time. Teachers utilize Comprehensive Gifted Unit Plan Template which pushes conceptual knowledge.

There is a wide range of collaboration with specials teachers.

Teachers participate in weekly grade level. Grade Levels rotate in focus between MTSS, Math, Reading, Science and Data Monitoring (MTSS).

Teachers have incorporated an Intervention Block for both Math and Reading for the Tier 2 and Tier 3 students.

Teachers utilize flexible grouping based on progress monitoring results.

Teachers also created a smart goal with minimum number of rigorous lesson/tasks within each unit (range 3-5 DOK Level 4 Tasks per Unit).

Teachers participate in peer learning walks. Teachers use peer observation feedback form to highlight things they see that are working well and potential areas of growth (Differentiation, Rigor, GRRR, etc.).

Reach observation trends???

There is an increased number in teachers getting their ELL endorsement.

Teachers led Professional Development on Agency, Identity and Authority. Students participated in a panel to give teachers a better understanding of ways to improve the school.

Courtenay News was created which gives students an opportunity to conduct interviews, report on school news, and voice opinions that the students might have.

Staff needs to design consistent and effective formative assessments and provide timely feedback.

Students need consistency in using textual evidence to support and develop a claim.

Teachers need to hold students accountable for using academic vocabulary.

There needs to be professional development around Metacognition to help identify what rigor looks like in Diverse Learner classrooms.

Teachers need to model how to have an authentic discussion. This model needs to be developed across the entire school.

Administration needs to establish a Professional Development Website to help keep resources in areas of growth accessible to teachers.

Teachers need to utilize the Can DO descriptors to plan and differentiate instruction of ELLs.

Although students in some classrooms (CGP/SPED) have choice opportunities in instructional tasks, most of the Gen-Ed classrooms do not utilize choice.

Gen-Ed teachers need to work with the Diverse Learner teachers to check for understanding of individual students. Diverse Learner teachers do this really well, but the Gen-Ed teachers still have room for growth.

**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	<ul style="list-style-type: none"> <li>✓ Evidence of best practices (flexible grouping, cognitively demanding tasks, open-ended questions)</li> <li>✓ Informational observations, peer observations, learning walks</li> <li>✓ Lesson studies</li> </ul>
Measures	<ul style="list-style-type: none"> <li>✓ SGRP Attainment and Growth</li> <li>✓ REACH observation trends (de-identified)</li> </ul>
Five Essentials	<ul style="list-style-type: none"> <li>Ambitious Instruction</li> <li>Effective Leaders</li> <li>Supportive Environment</li> </ul>
MTSS Framework	<ul style="list-style-type: none"> <li>Curriculum &amp; Instruction</li> </ul>
CPS Framework for Teaching	<ul style="list-style-type: none"> <li>3a. Communicating with Students</li> <li>3b. Using Questioning and Discussion Techniques</li> <li>3c. Engaging Students in Learning</li> <li>3d. Using Assessment in Instruction</li> <li>3e. Demonstrating Flexibility and Responsiveness</li> </ul>
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> <li>B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices</li> <li>B2. Observes and Evaluates Staff and Gives Feedback to Staff</li> </ul>
NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING	
	<ul style="list-style-type: none"> <li>✓ CPS Framework for Teaching with Critical Attributes</li> <li>✓ CPS Framework for Teaching Professional Learning Modules</li> <li>✓ CPS Framework for Teaching Professional Learning Opportunities</li> <li>✓ Special Education Addendum</li> <li>✓ English Language Learner Addendum</li> </ul>

### 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

Teachers administer school-wide quarterly assessments that coincide with unit plans.

Teachers utilize rubrics to create project-based assessments that allow the students to demonstrate their mastery across various learning styles.

Teachers invite parents into the classroom to see finished assessment pieces.

Staff developed and now adheres to a progress monitoring schedule including screening, getting baseline data, providing interventions, checking for mastery, and evaluating student progress.

Teachers analyze different forms of feedback and identify ways to improve providing immediate and effective feedback to the student.

Teachers work to build student's identity, agency, and authority to increase classroom motivation.

Staff needs to develop a curriculum utilizing WIDA "Can Do" Descriptors and Standards for ELL students.

Administration and staff need to collaborate to ensure consistency and fairness across grade levels, classrooms, assessments, and students.

Teachers need to analyze the alignment of assessment tasks to ensure they meet the expectations of standards while having various levels of complexity.

ELL students need to be provided adapted assessments to better gauge if the student is mastering the learning objective.

Less than 50% of families are signed up for Student Portal.

Teachers need to develop a common protocol to calibrate scoring and grading.

## 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
Measures	✓ School's grading policy
	✓ Grade distribution reports (course success rates)
	✓ SGRP Attainment and Growth
Five Essentials	Ambitious Instruction
MTSS Framework	<a href="#">Curriculum &amp; Instruction</a>
CPS Framework for Teaching	<a href="#">1c. Selecting Learning Objectives</a>
	<a href="#">1a. Designing Student Assessment</a>
	<a href="#">3d. Using Assessment in Instruction</a>
	<a href="#">4a. Reflecting on Teaching &amp; Learning</a>
CPS Performance Standards for School Leaders	<a href="#">4b. Maintaining Accurate Records</a>
	81. Implements Curricular Scope and Sequence and Reviews Instructional Practices
Now What? Materials to Support Improvement Planning	
✓	<a href="#">CPS Balanced Assessment Framework &amp; Assessment Models</a>
✓	<a href="#">Assessment Design Toolkit</a>
✓	<a href="#">Teacher Made Assessment Basics</a>
✓	<a href="#">Grading principals and guidelines</a>
✓	<a href="#">Great Schools Partnership –Grading + Reporting</a>

### 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

TIER1: Teachers use NWEA Map Skills and DIBELS/TRC as progress monitoring data to identify areas of student needs.  
 Teachers are using the list of intervention given by Loyola University student (Ms. Zaffar).  
 TIER1: Teachers utilize NWEA student profiles to understand student strengths and needs to outline a path to reach his/her goals.  
 TIER1: Administration/teachers are keeping track of students with low attendance and creating interventions to increase student attendance.  
 TIER 2&3: Teachers are pulling small reading groups to give interventions. After 5 weeks data is reviewed and academic plans are adjusted.  
 TIER 2&3: A letter/form was created for parents informing them of the different types of intervention provided by the school.

Teachers need to intervene in a timely and effective way to help students who are struggling.  
 Teachers need to consistently make effective impromptu adjustments that individualize instruction for students.  
 Teachers need to give students opportunities to advance upon demonstrating mastery of skills/subjects.  
 Teachers should have classrooms student-centered with student agency.  
 Teachers should use progress monitoring data to track effectiveness of intervention and student response to intervention.  
 Teachers should have an open dialog with parents about specific academic interventions students are involved in.

## 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
Measures	✓ Evidence of On Track monitoring and supports
	✓ SQRP Attainment and Growth
	✓ Attendance Rates
Five Essentials	✓ Course success rates (e.g. grade distributions, pass/failure rates)
	Ambitious Instruction Collaborative Teachers Supportive Environment
CPS Framework for Teaching	<a href="#">1a. Demonstrating knowledge of content and pedagogy</a>
	<a href="#">1b. Demonstrating Knowledge of Students</a>
	<a href="#">1d. Designing Coherent Instruction</a>
	<a href="#">2d. Managing Student Behavior</a>
	<a href="#">3d. Using Assessment in Instruction</a>
CPS Performance Standards for School Leaders	<a href="#">3e. Demonstrating Flexibility and Responsiveness</a>
	<a href="#">4b. Maintaining Accurate Records</a>
	B3. MTSS Implemented Effectively in School

Expectations for Quality & Character of School Life

6 of 6 complete

**Culture for Learning:**

Score

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

1 2 3 4

Teachers partner with the Peggy Notebaert Nature Museum to develop and strengthen the Science instruction schoolwide through professional development and lesson planning.  
 Three times a year teachers and students create academic goals as a result of the B,M,EOY assessments.  
 Throughout the year there is ongoing attendance incentives to increase the student attendance percentage.  
 K-2 teachers Progress Monitor students that perform in the far below and below range on TRC/Dibels Assessment bi-weekly and monthly.

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	<ul style="list-style-type: none"> <li>✓ Sample of individual student learning goals from a cross-section of teachers</li> <li>✓ Also review student work evidence from Rigorous Student Tasks</li> </ul>
Measures	<ul style="list-style-type: none"> <li>✓ Five Essentials – Ambitious Instruction</li> <li>✓ SQRP Attainment and Growth</li> </ul>
Five Essentials	<ul style="list-style-type: none"> <li>Ambitious Instruction</li> <li>Collaborative Teachers</li> <li>Supportive Environment</li> </ul>
<a href="#">MTSS Frameworks Curriculum &amp; Instruction</a>	
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	
<ul style="list-style-type: none"> <li>✓ <a href="#">Teaching Adolescents: The Role of Non-cognitive Factors in Shaping School Performance</a></li> <li>✓ <a href="#">Framework for Teaching Competency Guide p. 59</a></li> <li>✓ <a href="#">Social Emotional Learning Supports (cps.edu/SEL)</a></li> <li>✓ <a href="#">ASCA Mindsets &amp; Behaviors</a></li> </ul>	

### 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

Our Middle School males participate in BAM (Becoming A Man), a weekly group sessions during the school day that uses cognitive behavioral therapy to help youth refocus in high-stakes situations, Counselor Corner activities and CICO (Check In Check Out) one on one to improve student accountability, provide feedback, adult support and help students self monitor and correct.

Teachers and students practice Restorative Conversations with an open mind approach where students are reflective on actions, choices and making different and better decisions.

The Courtenay Reading Specialist and ILT plan, coordinate and implement professional development for staff as well as ongoing coaching.

The School Counselor and Social Worker came together to form a group called "Odd Group", which is a Trauma Group (SPARCS). The SPARCS program is designed for adolescents who have been traumatized, often repeatedly and who continue to live with high levels of stress.

The Parent Room is set up to provide professional development workshops to parents in various content that is facilitated by the Parent Resource Teacher as well as out of school guest.

An After school Go Math Curriculum training was scheduled for Parent Training to better understand how the math curriculum is organized.

## Guide for Relational Trust

- **Develop trusting relationships with students so each student has at least one trusted adult in the school.**
  - Adults are responsible for occasional check-ins or serve as mentors.
- **Adult-student interactions are positive, caring, and respectful.**
  - Ensure a greater proportion of interactions are positive (as opposed to corrective) between staff and student consistently school-wide.
- **Student interactions are mutually supportive and respectful, with strong norms for positive behavior.**
  - Create opportunities for students to build positive relationships with peers.
  - Create opportunities for older students to mentor younger students.
- **Understand diversity and its impact on student learning; recognize and integrate the learning opportunities that come from a diverse community.**
  - Create opportunities for students to learn about the community they serve (e.g. culture and neighborhoods).
  - Have mutual respect for individual differences (e.g. gender, race, culture, etc.) at all levels of the school—student-student; adult-student; adult-adult and overall norms for tolerance.
  - Provide training to engage diverse families and communities.
- **Support and respect one another, personally and professionally (Teacher-Teacher Trust, Teacher-Principal Trust)**
  - Respect other teachers who take the lead in school improvement efforts.
  - Respect colleagues who are experts at their craft.
  - Exchanges are marked by genuinely listening to what each person has to say and by taking these views into account in subsequent actions. Even when people disagree, individuals can still feel valued if others respect their opinions.
  - Personal regard springs from a collective willingness to extend beyond the formal requirements of a job definition or a union contract (e.g. openness

or reaching out to others).

- Utilize relationships as a means of deterring truant behavior brought on by unspoken hurdles a child may be facing.

## Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ Five Essentials/My Voice, My School Survey ✓ School Climate Standards Self-Assessment
Measures	✓ Five Essentials
Five Essentials	Collaborative Teachers Supportive Environment
MTSS Framework	<a href="#">Shared Leadership, Family &amp; Community Engagement</a>
CPS Framework for Teaching	<a href="#">1b. Demonstrating Knowledge of Students</a> <a href="#">2a. Creating an Environment of Respect and Rapport</a>
CPS Performance Standards for School Leaders	D2. Creates, develops and sustains relationships that result in active student engagement in the learning process E1. Creates a Culturally Responsiveness Climate
Now WHAT? Materials to Support Improvement Planning	
✓	<a href="#">Social Emotional Learning Supports (cps.edu/sel)</a>
✓	<a href="#">Trust in Schools: A Core Resource for School Reform (ASCD)</a>
✓	<a href="#">Creating a School Community (ASCD)</a>

### Student Voice, Engagement, & Civic Life:

Score

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

1 2 3 4

During the 2016 - 2017 school year a PreK-8th mock election was coordinated so that students can understand the process of voting for a public candidate.  
At the beginning of the school year students complete an Interest survey to share likes and personal interest to support school events and activities.  
During students 7th grade year they take the U.S. Constitution and 8th graders that are new to Courtenay that need to retake the exam.

## 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	<ul style="list-style-type: none"> <li>• IJVNS Student Survey completion rates and results</li> <li>• Artifacts from student-run organizations and events (including SVCs)</li> <li>• Meeting minutes/agendas that include student participation</li> <li>• Policies regarding student engagement in decision making</li> <li>• Service learning reports and/or reflections of SL projects</li> <li>• Unit and curriculum maps, rubrics, assessment artifacts</li> <li>• Evidence of student work</li> <li>• Democracy School recognition</li> </ul>
Measure	✓ 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 2c. Engaging Students in Learning
CPS Performance Standards for School Leaders	D2. 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

Teachers and support personnel manage their classroom with clear, precise, individual classroom routines and procedures. Teachers follow the arrival and dismissal and all transitions with fidelity as documented in school handbook, as well as schoolwide PBIS expectation station. Teachers and students participate in BOY and MOY PBIS stations to discuss behavior expectation at different settings while in 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	
	<ul style="list-style-type: none"> <li>✓ MVMS score – “Safety”</li> <li>✓ % of teachers proficient or distinguished in 2c (Management of Transitions) on the Framework for Teaching?</li> </ul>
Suggested Evidence	<ul style="list-style-type: none"> <li>✓ Examples of teacher practice improving in Domain 2 of the Framework for Teaching.</li> <li>✓ School Climate Standards Rubric/Assessment</li> </ul>
Measures	<ul style="list-style-type: none"> <li>✓ Five Essentials – Supportive Environment score</li> <li>✓ My Voice, My School Survey “Safety” score</li> </ul>
Five Essentials	Supportive Environment
MTSS Framework	Curriculum & Instruction
CPS Framework for Teaching	<ul style="list-style-type: none"> <li>2a. Creating an Environment of Respect and Rapport</li> <li>2c. Managing Classroom Procedures</li> <li>2d. Managing Student Behavior</li> </ul>
CPS Performance Standards for School Leaders	A4. Creates a Safe, Clean and Orderly Learning Environment
NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING	
	<ul style="list-style-type: none"> <li>✓ <a href="#">Social Emotional Learning Supports (cps.edu/pdf)</a></li> </ul>

### 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.

PBIS coordinators meet twice a month to discuss monthly school wide restorative incentives.  
 Students receive 1 hour per week of instructions that addresses SEL standards and competencies.  
 Middle school male students participate in BAM(Becoming A Man).  
 Teachers and students participate in BOY and MOY PBIS stations to discuss behavior expectation at different settings while in school.  
 The counselor has established a foundation for implementing MTSS geared towards SEL.  
 Data entered in Student Logger is used to determine frequency of more severe behaviors to address restorative practices.  
 Dean of Students has been designated to have restorative conversations with students once they have been removed from the classroom.

### 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

EVIDENCE, MEASURES, AND STANDARDS	
Suggested	✓ Misconduct data (Dashboard)
Evidence	✓ My Voice, My School survey responses
Measures	✓ Five Essentials – Supportive Environment
Five Essentials	Supportive Environment
MTSS Framework	<a href="#">Curriculum &amp; Instruction, Family &amp; Community Engagement</a>
CPS Framework for Teaching	<a href="#">2a. Creating an Environment of Respect and Rapport</a> <a href="#">2d. Managing Student Behavior</a> <a href="#">4c. Communicating with Families</a>
CPS Performance Standards for School Leaders	C3. Staff/Student Behavior Aligned to Mission and Vision of School
NOW WHAT? MATERIALS TO SUPPORT IMPROVEMENT PLANNING	
✓	<a href="#">CPS Restorative Practice Guide &amp; Toolkit</a>
✓	<a href="#">Guideline for Effective Discipline</a>

### 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.

An established Parent Advisory Council and Bilingual Advisory Council.  
 The school organizes workshops for parents to discuss curriculum and instruction.  
 The school host and coordinate Open House, volunteer opportunities in Pre-K as well as discussed attendance expectations with incentives and ongoing notifications.  
 The schools uses a hosts of different media to communicate upcoming events and student progress.  
 There is an attendance committee that addresses successes and challenges with student attendance.  
 The school creates communications to address the needs of families that speak a language other than English by providing supports through an interpreter for conferences and literature in Spanish.

### 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	
	<ul style="list-style-type: none"> <li>✓ Examples of communication methods and content</li> <li>✓ Participation rates for Parent University, events, parent council(s), report card pick-up, survey completion, Parent Portal, etc.</li> <li>✓ Outreach efforts</li> </ul>
Suggested Evidence	<ul style="list-style-type: none"> <li>✓ Documentation of responsiveness to Parent Support Center concerns raised</li> <li>✓ Event agendas, flyers</li> <li>✓ Fundraising activities and amounts (if applicable)</li> <li>✓ How does the school honor and reflect the diversity of families including language and culture?</li> </ul>
Measures	<ul style="list-style-type: none"> <li>✓ Five Essentials Score – Involved Families</li> <li>✓ My Voice, My School Survey scores – outreach to parents; parent-teacher trust</li> </ul>
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	
	<ul style="list-style-type: none"> <li>✓ <a href="#">Parent Support Centers</a></li> <li>✓ <a href="#">Parent University</a></li> <li>✓ <a href="#">Parent Portal</a></li> </ul>

School Excellence Framework Priorities

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

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
<b>National School Growth Percentile - Reading</b>					
We selected this goal to reach the next performance level in SQRP.	95.00	36.00	50.00	60.00	70.00
<b>National School Growth Percentile - Math</b>					
We selected this goal to reach the next performance level in SQRP.	78.00	50.00	70.00	60.00	70.00
<b>% of Students Meeting/Exceeding National Ave Growth Norms</b>					
We selected this goal to reach the next performance level in SQRP.	64.50	52.40	60.00	60.00	70.00
<b>African-American Growth Percentile - Reading</b>					
We selected this goal to reach the next performance level in SQRP.	88.00	30.00	40.00	40.00	50.00
<b>Hispanic Growth Percentile - Reading</b>					
We selected this goal to reach the next performance level in SQRP.	99.00	58.00	50.00	65.00	70.00
<b>English Learner Growth Percentile - Reading</b>					
We selected this goal to reach the next performance level in SQRP.	(Blank)	(Blank)	50.00	55.00	60.00
<b>Diverse Learner Growth Percentile - Reading</b>					
We selected this goal to reach the next performance level in SQRP.	87.00	(Blank)	30.00	40.00	50.00
<b>African-American Growth Percentile - Math</b>					
We selected this goal to reach the next performance level in SQRP.	72.00	48.00	55.00	55.00	60.00
<b>Hispanic Growth Percentile - Math</b>					
We selected this goal to reach the next performance level in SQRP.	84.00	65.00	75.00	75.00	80.00
<b>English Learner Growth Percentile - Math</b>					
We selected this goal to reach the next performance level in SQRP.	(Blank)	(Blank)	55.00	60.00	65.00
<b>Diverse Learner Growth Percentile - Math</b>					
We selected this goal to reach the next performance level in SQRP.	96.00	(Blank)	90.00	95.00	95.00
<b>National School Attainment Percentile - Reading (Grades 3-8)</b>					
We selected this goal to reach the next performance level in SQRP.	61.00	48.00	60.00	55.00	60.00
<b>National School Attainment Percentile - Math (Grades 3-8)</b>					



We selected this goal to reach the next performance level in SQRP.	45.00	42.00	59.00	55.00	60.00
<b>National School Attainment Percentile - Reading (Grade 2)</b>					
We selected this goal to reach the next performance level in SQRP.	48.00	82.00	40.00	85.00	90.00
<b>National School Attainment Percentile - Math (Grade 2)</b>					
We selected this goal to reach the next performance level in SQRP.	46.00	65.00	70.00	70.00	75.00
<b>% of Students Making Sufficient Annual Progress on ACCESS</b>					
We selected this goal to reach the next performance level in SQRP.	39.00	(Blank)	45.00	50.00	55.00
<b>Average Daily Attendance Rate</b>					
We selected this goal to reach the next performance level in SQRP.	95.10	95.10	96.00	96.00	98.00
<b>My Voice, My School 5 Essentials Survey</b>					
We selected this goal to reach the next performance level in SQRP.	(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
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Strategies

Strategy 1

If we do...

...then we see...

...which leads to...

We will refine our school-wide system of progress monitoring to create a more user friendly system for staff to implement with fidelity, which will produce a culture and mindset of consistent progress monitoring.

Staff will be invested in a culture of continuous progress monitoring in the areas of need (academic, social emotional) for EVERY student. Staff will be: using similar progress monitoring tools, collecting data on similar timelines, using common assessments, utilizing new student protocols, and greater collaboration within grade levels and across grade bands.

Average academic scores will increase. Behavioral occurrences will be progress monitored and provided appropriate interventions and followed through by all staff members to help increase/decrease those behaviors.

Tags:  
MTSS

Area(s) of focus:  
1

Action step

Responsible

Timeframe

Status

ILT MTSS subcommittee team needs to build and lead a MTSS team for the 2018-2020 school year (comprised of gen.ed teachers, dls teachers, and specialists)

ILT MTSS Subcommittee

May 1, 2018 to May 31, 2018

Completed

Create a MTSS flowchart for the entire MTSS process (new student, tracking data, progress monitoring, re-evaluation)

ILT MTSS Subcommittee

May 1, 2018 to May 31, 2018

Completed

Create a portfolio template for teachers to use in collecting data about their current students	MTSS team	May 1, 2018 to May 31, 2018	Behind
Create a schedule to allow teachers to collaborate and work on creating a portfolio of their current students	Grade level teachers	Jun 1, 2018 to Jun 20, 2018	Behind
Provide time (follow created schedule) for teachers to work on student portfolios for next year's teachers.	Grade level teachers	Jun 1, 2018 to Jun 20, 2018	Behind
Create PD schedule for 2018-2019 school year	ILT team	May 1, 2018 to May 31, 2018	Completed
MTSS team needs to determine what specific data collection points are mandatory for teacher created mtss logger.	MTSS team	Jun 21, 2018 to Aug 24, 2018	Completed
MTSS team needs to identify and select which tools to be used for progress monitoring.	MTSS team	Jun 21, 2018 to Aug 24, 2018	Completed
Teachers work in grade band clusters (K-2, 3-5, 6-8, cluster program) to develop common mtss logger based on what is already available. The tool should be customized to the grade bands liking so that all are comfortable utilizing throughout the year. Each grade band will be required to have specific data collection points to ensure a level of uniformity throughout the building (as listed by MTSS team)	Grade level teachers	Jun 21, 2018 to Aug 24, 2018	Not started
Create a list of resources for staff to use for interventions.	MTSS team	May 1, 2018 to Jun 22, 2020	Not started
Provide PD for all staff on how MTSS will look. This PD should spearhead the push to build a culture and mindset for MTSS. It will align beliefs and practices, set expectations, and set professional learning for the year.	MTSS team	Aug 21, 2018 to Aug 22, 2018	Not started
Create a daily schedule for when MTSS should occur. Planning team will incorporate other staff members' schedules to provide support for grade level teachers	Grade level teachers / Admin	Aug 21, 2018 to Aug 22, 2018	Not started
ILT team needs to monitor implementation - set schedules and create a system of practice on how to check for implementation through a rubric.	ILT team	Sep 4, 2018 to Jun 22, 2020	Not started
Create a first quarter mini PD (during grade level meetings) that walks teachers step by step through the MTSS process.	MTSS team	Sep 3, 2018 to Nov 2, 2018	Not started

## Strategy 2

If we do...

...then we see...

...which leads to...

If we develop a robust and comprehensive Common Core-aligned assessment plan that includes common grading expectations and is consistent from K-8

then we will see continuity vertically and horizontally to assess student skill acquisition

which leads to increased students meeting and exceeding their NWEA performance goals and ultimately raising attainment.

Tags:  
Balanced grading and assessment

Area(s) of focus:  
2

Action step	Responsible	Timeframe	Status
Vote on common assessments	Grade level teams	May 1, 2018 to May 4, 2018	Not started
Provide time for grade level team to develop quarterly assessment calendars for when/what standards will be assessed with specific dates for developing the assessments, creating rubrics, scoring together, and analyzing results	Grade level teams	May 1, 2018 to Jun 20, 2018	Not started
PD examining types of assessment questions-classroom assessment vs. standardized	ILT Team	Jun 20, 2018 to Jun 21, 2018	Not started
Provide PD on the progressions of CCSS at each grade level	ILT Team	Sep 3, 2018 to Nov 30, 2018	Not started
PD to Review Comparing/Contrasting NWEA questions vs. teacher made questions and practice writing our own	ILT Team	Sep 3, 2018 to Nov 30, 2018	Not started
PD on developing standards-based rubrics	ILT Team	Sep 3, 2018 to Nov 30, 2018	Not started
Develop a calendar of reflection dates to ensure that assessments/units are aligned and that standards are being covered (looking at student work)	ILT Team	Aug 27, 2018 to Aug 31, 2018	Not started
Provide teachers time to work with their grade level band to create/find a common SUMMATIVE assessments that are standards based. Teachers work with grade level to develop rubrics and scoring expectations. Teachers will administer common summative assessments. Afterwards, assessments will be evaluated, analyzed, and feedback will be provided.	Teacher Teams	Sep 3, 2018 to Jun 24, 2019	Not started
Provide time for teachers to work with their grade level band to create/find a common FORMATIVE assessments that are standards based. Teachers work with grade level to develop rubrics and scoring expectations. Teachers will administer common summative assessments. Afterwards, assessments will be evaluated, analyzed, and feedback will be provided.	Teacher Teams	Sep 3, 2019 to Jun 22, 2020	Not started
Ongoing professional development on vertical alignment	ILT Team	Sep 4, 2018 to Jun 19, 2019	Not started

Ongoing assessment-based PLCs integrating teacher choice:  
 Assessment in the gifted classroom  
 Assessment with DLs  
 Arts integration and assessment  
 Early childhood assessments  
 Incorporating multiple modalities/learning styles into assessment

ILT Team

Sep 3, 2019 to  
 Jun 24, 2020

Not started

Strategy 3

If we do...

Create a student government body, grades pre-k through 8th, where students have the opportunity to share their voices, perspectives, and in engage in discussions with their peers around student generated topics. Then they will be able to learn how to impact change at the school and community level.

...then we see...

Students will voice their opinions, identities, and beliefs. Students will model civic responsibilities of being informed, presenting personal viewpoints, and listening to opposing arguments.

...which leads to...

60% increase in active participation and student voice as measured through student surveys after each unit presentation.

Tags:

Area(s) of focus:  
 3

Action step	Responsible	Timeframe	Status
Identify teacher leaders/support and form a Student voice Committee	ILT Team	May 1, 2018 to May 11, 2018	Not started
Adopt student government model	Student Voice Committee	May 14, 2018 to Jun 1, 2018	Not started
Identify developmentally appropriate discussion tools pre-K-8th	Student Voice Committee	Jun 4, 2018 to Jun 20, 2018	Not started
Train teachers to facilitate student led discussions	Student Voice Committee	Aug 21, 2018 to Aug 24, 2018	Not started
Schedule classroom/student government meetings	Student Voice Committee	Aug 21, 2018 to Aug 24, 2018	Not started
Identify publishing/presentations of student research	Student Voice Committee	Aug 21, 2018 to Aug 24, 2018	Not started
Elect student body	Student Voice Committee	Sep 4, 2018 to Sep 14, 2018	Not started
Create year long schedule of student led research topics	Student Voice Committee	Aug 21, 2018 to Aug 24, 2018	Not started
Criteria for student topics (by grade level band)	Student Voice Committee	Sep 4, 2018 to Jun 20, 2019	Not started

## Action Plan

### Strategy 1

**COMPLETED** Create a MTSS flowchart for the entire MTSS process (new student, tracking data, progress monitoring, re-evaluation)"  
May 01, 2018 to May 31, 2018 - ILT MTSS Subcommittee

#### Status history



**COMPLETED** Aug 28, 2018  
**Evidence**  
Physical flow chart will be available and discussed with entire staff.

**COMPLETED**  
ILT MTSS subcommittee team needs to build and lead a MTSS team for the 2018-2020 school year (comprised of gen.ed teachers, dis teachers, and specialists)"  
May 01, 2018 to May 31, 2018 - ILT MTSS Subcommittee

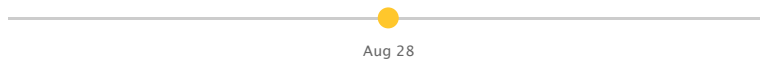
#### Status history



**COMPLETED** Aug 28, 2018  
**Evidence**  
MTSS team will be created.

**BEHIND** Create a portfolio template for teachers to use in collecting data about their current students"  
May 01, 2018 to May 31, 2018 - MTSS team

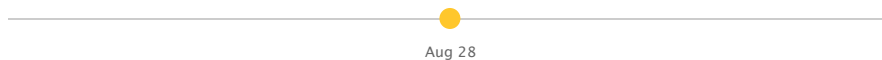
#### Status history



**BEHIND** Aug 28, 2018  
**Problem**  
Portfolio template will be shared with grade level teachers.  
**Root Cause**  
**Next steps**

**BEHIND** Create a schedule to allow teachers to collaborate and work on creating a portfolio of their current students"  
Jun 01, 2018 to Jun 20, 2018 - Grade level teachers

#### Status history



**BEHIND** Aug 28, 2018  
**Problem**  
Schedule will be shared with staff.  
**Root Cause**  
**Next steps**

**BEHIND** Provide time (follow created schedule) for teachers to work on student portfolios for next year's teachers."

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

## Status history



**BEHIND** Aug 28, 2018  
**Problem**  
Each student will have a portfolio of what they know/don't know.  
**Root Cause**  
**Next steps**

**COMPLETED** Create PD schedule for 2018-2019 school year"  
May 01, 2018 to May 31, 2018 - ILT team

## Status history



**COMPLETED** Aug 28, 2018  
**Evidence**  
Schedule will be shared with staff.

**COMPLETED** MTSS team needs to determine what specific data collection points are mandatory for teacher created mtss logger."  
Jun 21, 2018 to Aug 24, 2018 - MTSS team

## Status history



**COMPLETED** Aug 28, 2018  
**Evidence**  
List will be provided to teachers to begin creating their mtss logger.

**COMPLETED** MTSS team needs to identify and select which tools to be used for progress monitoring."  
Jun 21, 2018 to Aug 24, 2018 - MTSS team

## Status history



**COMPLETED** Aug 28, 2018  
**Evidence**  
MTSS will provide list to grade level teachers of which tools will be used.

**NOT STARTED**  
Teachers work in grade band clusters (K-2, 3-5, 6-8, cluster program) to develop common mtss logger based on what is already available. The tool should be customized to the grade bands liking so that all are comfortable utilizing throughout the year. Each grade band will be required to have specific data collection points to ensure a level of uniformity throughout the building (as listed by MTSS team)"

Jun 21, 2018 to Aug 24, 2018 - Grade level teachers

## Status history



**NOT STARTED** Aug 28, 2018  
**Evidence**  
MTSS logging tools will be shared amongst staff.

**NOT STARTED** Create a list of resources for staff to use for interventions."

May 01, 2018 to Jun 22, 2020 - MTSS team

## Status history

Aug 28

NOT STARTED

Aug 28, 2018

### Evidence

All resources will be available on the staff site/google doc and a physical handbook

NOT STARTED

Provide PD for all staff on how MTSS will look. This PD should spearhead the push to build a culture and mindset for MTSS. It will align beliefs and practices, set expectations, and set professional learning for the year."

Aug 21, 2018 to Aug 22, 2018 - MTSS team

## Status history

Aug 28

NOT STARTED

Aug 28, 2018

### Evidence

Powerpoint of PD will be shared with staff to look back on as needed.

NOT STARTED

Create a daily schedule for when MTSS should occur. Planning team will incorporate other staff members' schedules to provide support for grade level teachers"

Aug 21, 2018 to Aug 22, 2018 - Grade level teachers / Admin

## Status history

Aug 28

NOT STARTED

Aug 28, 2018

### Evidence

Minutes of instruction and daily schedule will be submitted to admin for approval.

NOT STARTED

ILT team needs to monitor implementation - set schedules and create a system of practice on how to check for implementation through a rubric."

Sep 04, 2018 to Jun 22, 2020 - ILT team

## Status history

Aug 28

NOT STARTED

Aug 28, 2018

### Evidence

ILT will assess progress through a rubric. Rubrics will be collected and monitored.

NOT STARTED

Create a first quarter mini PD (during grade level meetings) that walks teachers step by step through the MTSS process."

Sep 03, 2018 to Nov 02, 2018 - MTSS team

## Status history

Aug 28

NOT STARTED

Aug 28, 2018

### Evidence

Teachers will have data collected weekly.



Strategy 2

NOT STARTED

Vote on common assessments"

May 01, 2018 to May 04, 2018 - Grade level teams

### Status history



NOT STARTED

Aug 28, 2018

**Evidence**

Assessment plans created by grade level teams

NOT STARTED

Provide time for grade level team to develop quarterly assessment calendars for when/what standards will be assessed with specific dates for developing the assessments, creating rubrics, scoring together, and analyzing results"

May 01, 2018 to Jun 20, 2018 - Grade level teams

### Status history



NOT STARTED

Aug 28, 2018

**Evidence**

Assessment plans created by grade level teams

NOT STARTED

PD examining types of assessment questions-classroom assessment vs. standardized"

Jun 20, 2018 to Jun 21, 2018 - ILT Team

### Status history



NOT STARTED

Aug 28, 2018

**Evidence**

Exit slips

NOT STARTED

Provide PD on the progressions of CCSS at each grade level"

Sep 03, 2018 to Nov 30, 2018 - ILT Team

### Status history



NOT STARTED

Aug 28, 2018

**Evidence**

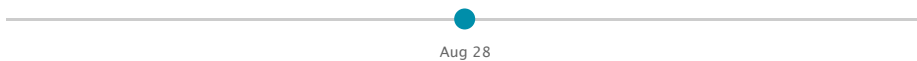
Exit slips, PD documentation

NOT STARTED

PD to Review Comparing/Contrasting NWEA questions vs. teacher made questions and practice writing our own"

Sep 03, 2018 to Nov 30, 2018 - ILT Team

### Status history



NOT STARTED

Aug 28, 2018

**Evidence**

Exit slips, PD documentation

NOT STARTED PD on developing standards-based rubrics"

Sep 03, 2018 to Nov 30, 2018 - ILT Team

### Status history



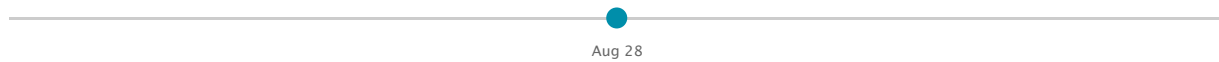
NOT STARTED Aug 28, 2018  
**Evidence**  
Exit slips, PD documentation

NOT STARTED

Develop a calendar of reflection dates to ensure that assessments/units are aligned and that standards are being covered (looking at student work)"

Aug 27, 2018 to Aug 31, 2018 - ILT Team

### Status history



NOT STARTED Aug 28, 2018  
**Evidence**  
Calendar

NOT STARTED

Provide teachers time to work with their grade level band to create/find a common SUMMATIVE assessments that are standards based. Teachers work with grade level to develop rubrics and scoring expectations. Teachers will administer common summative assessments. Afterwards, assessments will be evaluated, analyzed, and feedback will be provided."

Sep 03, 2018 to Jun 24, 2019 - Teacher Teams

### Status history



NOT STARTED Aug 28, 2018  
**Evidence**  
Completed assessments

NOT STARTED

Provide time for teachers to work with their grade level band to create/find a common FORMATIVE assessments that are standards based. Teachers work with grade level to develop rubrics and scoring expectations. Teachers will administer common summative assessments. Afterwards, assessments will be evaluated, analyzed, and feedback will be provided."

Sep 03, 2019 to Jun 22, 2020 - Teacher Teams

### Status history

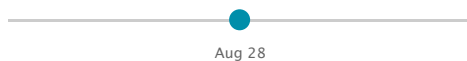


NOT STARTED Aug 28, 2018  
**Evidence**  
Completed assessments

NOT STARTED Ongoing professional development on vertical alignment"

Sep 04, 2018 to Jun 19, 2019 - ILT Team

### Status history



NOT STARTED Aug 28, 2018  
**Evidence**

PD dates shared with staff

NOT STARTED

Ongoing assessment-based PLCs integrating teacher choice: Assessment in the gifted classroom Assessment with DLs Arts integration and assessment Early childhood assessments Incorporating multiple modalities/learning styles into assessment"

Sep 03, 2019 to Jun 24, 2020 - ILT Team

### Status history



NOT STARTED

Aug 28, 2018

**Evidence**

PD dates shared with staff

### Strategy 3

NOT STARTED

Adopt student government model"

May 14, 2018 to Jun 01, 2018 - Student Voice Committee

### Status history



NOT STARTED

Aug 28, 2018

**Evidence**

Powerpoint and model will be prepared to present to staff and students.

NOT STARTED

Identify developmentally appropriate discussion tools pre-K-8th"

Jun 04, 2018 to Jun 20, 2018 - Student Voice Committee

### Status history



NOT STARTED

Aug 28, 2018

**Evidence**

List will be prepared.

NOT STARTED

Train teachers to facilitate student led discussions"

Aug 21, 2018 to Aug 24, 2018 - Student Voice Committee

### Status history



NOT STARTED

Aug 28, 2018

**Evidence**

Sign in sheet of all teachers who attended PD will be collected.

NOT STARTED

Schedule classroom/student government meetings"

Aug 21, 2018 to Aug 24, 2018 - Student Voice Committee

### Status history



NOT STARTED Aug 28, 2018  
**Evidence**  
Schedule will be posted.

NOT STARTED Identify publishing/presentations of student research"  
Aug 21, 2018 to Aug 24, 2018 - Student Voice Committee

### Status history



NOT STARTED Aug 28, 2018  
**Evidence**  
Google doc will be created

NOT STARTED Elect student body"  
Sep 04, 2018 to Sep 14, 2018 - Student Voice Committee

### Status history



NOT STARTED Aug 28, 2018  
**Evidence**  
Elected members will be announced.

NOT STARTED Identify teacher leaders/support and form a Student voice Committee"  
May 01, 2018 to May 11, 2018 - ILT Team

### Status history



NOT STARTED Aug 28, 2018  
**Evidence**  
Team will be created and announced to staff.

NOT STARTED Create year long schedule of student led research topics"  
Aug 21, 2018 to Aug 24, 2018 - Student Voice Committee

### Status history



NOT STARTED Aug 28, 2018  
**Evidence**  
Schedule will be posted.

NOT STARTED Criteria for student topics (by grade level band)"  
Sep 04, 2018 to Jun 20, 2019 - Student Voice Committee

### Status history



NOT STARTED Aug 28, 2018  
**Evidence**  
Topics will be generated and shared by student government throughout the year.

## Fund Compliance

### Supplemental General State Aid(SGSA)

My school receives SGSA funds

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

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

### ESSA Program

ESSA Schoolwide Program

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

Parents will complete an interest inventory to identify parental interest and needs that would support teaching and learning in the home. Parents will participate in monthly PAC, BAC and interest group meetings in addition to content specific curriculum nights. During events parent teams will collect data to monitor the effectiveness of programs.

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

PAC Meeting Friday, September 28, 2018  
Title 1 Organizational Meeting Friday, September 28, 2018  
Bilingual Advisory Council (BAC) September 14, 2018  
Posting minutes of parent meeting online  
Parent Volunteer (ESSA) meeting-parents earn so many hours towards

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.

The school will support parents in establishing parent committees to research and address suggestions and follow through on decisions made regarding the education of their children. Courtenay's Community Committee will work closely with the parents committees.

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.

Parents will receive a report of their child's performance during each Parent/Teacher Conference and assessments implemented in between conferences will be sent home as soon as it is made available.

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.

Notices will be sent home immediately, following the 4th consecutive week, to parents whose child has been taught by a teacher that is not "highly qualified"

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.

Courtenay will conduct an annual meeting (2nd quarter) with parents, by grade level band, to assist parents 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.

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.

Courtenay will conduct an annual meeting (2nd quarter) with parents, by grade level band, to assist parents 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.  
Parent Trainings/workshops provided by staff and funded by Title 1 grants will also serve as a vehicle to accomplish this requirement.

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.

During the 2018-2019 and 2019-2020 school years, the Local School Council will create a sub committee to research, identify, implement, and coordinate parent programs that build ties with parents and the community. In the first year of the CIWP, parents will research and identify ways to reach out and increase parent contributions. During the following school year the sub committee will coordinate and implement parent programs that build ties with parents and community members.

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.

Courtenay has 4 full day pre-K programs. We operate a parent room with a parent liaison that coordinates and integrates all parent programs. Parents in these programs are included in all school wide parent events and activities.

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.

Our part time bilingual coordinator will translate local printed information sent home to parents. Bilingual staff members will translate during all parent meetings. Printed information must be sent to the bilingual coordinator a minimum of 3 days prior to the date materials need to be dispersed.

#### 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.

☐

10

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.)

Courtenay staff is committed to providing an academically stimulating and emotionally nurturing environment to all students. We are committed to educating a diverse population of students at all levels of abilities. Classroom teaching and learning experiences, opportunities and options that foster intellectual, social, physical and technological skills in the best environment suited to the individual. We will provide our students with an education focused on the whole person, which includes a healthy and active lifestyle. We will prepare our students for the future so that they will become productive members of a global society.

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.

Courtenay will conduct scheduled parent teacher conferences in which teachers will review student growth using formal and informal assessment data. Conferences will be held on Nov. 14th 2018 and April 10th, 2019. The school will also follow the scheduled conference dates suggested by CPS for the 2019-2020 school year.

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

Teachers will be required to update Gradebook weekly. Parents will be encouraged to sign up for weekly updates via Parent Portal. Progress reports will be sent home accordingly based on the school district's timeline.

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

Teachers will be available via email and appointment. Teachers are available during preparation periods by appointment and/or before or after the school at the teacher's discretion. Parents should contact the teacher or the main office to schedule an appointment. Teachers are also encouraged to maintain a class website, two way communication folders and/logs to provide increased access to staff.

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 are available to volunteer within the classroom after having completed the CPS volunteer packet and receiving board approval. Parents may observe a class after scheduling the observation in the main office. Long-term observations would require a completed volunteer packet on file and approval from the board. Parents may volunteer during one time events, as classroom support, Kiss & Go, parent committees, Friends of Courtenay, etc.

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

Parents will be encouraged to sign up for parent portal and monitor their child's grades. Parents will be expected to assist with attendance, homework completion, review testing data, discuss academic goals with children, monitor medical and social emotional needs, attend parent teacher conferences, engage in two way communication with the teacher and attend school events as often as possible with their child.

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 may discuss decisions relating to their child's education during phone conversations, letters, email, parent/teacher conferences and other meetings convened around student support. In addition, parents are invited to attend PAC/BAC and other grade level specific meetings to discuss decisions related to the education of their children. PAC/BAC meetings are held monthly location TBD.

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

Students will share in their responsibility for improved student academic achievement by attending school regularly, having a positive attitude and adhering to school wide expectations. Students will come to class prepared, set academic goals and participate in college and career readiness activities. Students in grades 3r - 8th will set annual goals and monitor their progress towards those goals.

### 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.

Courtenay's overarching goal is to increase student achievement in math as evidenced by 70% of our students meeting or exceeding Common Core standards on the district's standardized assessment by the spring of 2020. Our goal is for 80% of our students to meet or exceed Common Core Standards on the district's standardized assessment.  
 Parent's will be provided workshops on Introducing the Go Math Curriculum, Home/School Support Go Math Games, Math Fluency and Math Practices.

Allocate your Mandated Title 1 Parent and Family Engagement Funds to support your Parent and Family Engagement Program.

Account(s)	Description	Allocation	
51130, 52130	<b>Teacher Presenter/ESP Extended Day</b> For Teacher presenter, ESP Extended Day, please remember to put money on the benefits line. Non-Instructional pay rate applies.	\$ 616	.00
53405	<b>Supplies</b> 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.	\$ 540	.00
53205	<b>Refreshments</b> Allocation CAN NOT EXCEED 25% of the Parent Budget. Refreshments must be used for Title 1 PAC meetings, trainings and workshops.	\$ 128	.00
54125	<b>Consultants</b> 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)	\$ 0	.00
54505	<b>Admission and Registration Fees, Subscriptions and memberships</b> For Parents use only.	\$ 0	.00
<p>54205</p>	<b>Travel</b> 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.	\$ 128	.00
<p>54565</p>	<b>Reimbursements</b> 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.	\$ 256	.00
<p>53510</p>	<b>Postage</b> Must be used for parent and family engagement programs only.	\$ 0	.00
53306	<b>Software</b> Must be educational and for parent use only.	\$ 0	.00
55005	<b>Furniture and Equipment</b> 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.	\$ 899	.00



