Joseph E Gary Elementary School (/school-plans/173) / Plan summary

2016-2018 plan summary

Team

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Team meetings

Date	Participants	Topic
02/10/2016	PM - Ayele, Kussmann, Hernandez, Lizen, Arredondo, Guerrero & Juarez	Framework Scoring
02/11/2016	AM -Ayele, Kussmann, Marrinan, Henderson, Hernandez, Guerrero, Juarez	Framework Scoring

02/16/2016	AM - Ayele, Kussmann, Marrinan, Henderson, Hernandez, Guerrero, Juarez	Framework Scoring
02/12/2016	AM - Ayele, Otten, Kussman, Shehadeh, Henderson, Marriana, Guerrero, Juarez	Framework Scoring
02/17/2016	AM - Kussman, Henderson, Guerrero, Juarez	Strategies
02/11/2016	PM - Arredondo, Marrianan, Henderson, Kussmann, Ayele	Framework Scoring
02/16/2016	PM - Guerrero, Arredondo, Juarez, Kussmann, Ayele, Hernandez, Lizen	Goal Setting

School Excellence Framework

Culture of & Structure for Continuous Improvement

4 of 4 complete

Leadership & Collective Responsibility:

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

Score

1 2 3 **4**

> In scoring this component we reviewed the Five Essentials Survey as well as the CPS Framework for teaching and our previous CIWP, we believe that we met the criteria listed in the rubric to arrive at a score of 4

Guide for Leadership & Collective Responsibility

- **Set the direction and create a sense of purpose by building consensus on and implementing a shared vision.**
  - Consider the demographics of the school community in developing a shared vision.
  - Help stakeholders understand the relationship between the school's vision and their initiatives and priorities.
  - Consistently use informal and formal opportunities to champion and articulate the vision.
  - Act in ways that consistently reflect the school's core values, beliefs, and priorities in order to establish trust.
  - Ensure the school's identity, vision, and mission drive school decisions.
- **Inspire a culture of collective responsibility for the success of ALL students in the whole school (not solely teacher's own students).**
- **Empower others to make or influence significant decisions.**
  - Build shared leadership structures and opportunities for job-embedded leadership training and development.
  - Capitalize on the leadership skills of others.
  - Constantly listen and synthesize what is heard, and learn from all sources.
- **Employ the skills to effectively manage change.**
  - Master skills associated with large-scale strategic planning processes and implementation of such plans.
  - Steer through the challenges associated with making improvements, both large and small.
- **Create and sustain a coherent instructional program (coordinated and consistent) with learning goals.**
- **Use the CPS Framework for Teaching to ground instructional guidance and coaching.**
  - Model ambitious goals for teaching and learning for all students, including priority groups.
  - Draw from the best available evidence to inform instructional improvement decisions.
- **Enable staff to focus and prioritize what matters most.**
  - Buffer staff from external distractions to the school's priorities and goals.
  - Limit school improvement goals to a few high leverage activities.
  - Prioritize teaching challenging content, engaging students in learning, rigor and ways to raise achievement.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ School's vision, beliefs, and how it is shared (e.g. presentations to community, promotional materials) ✓ Five Essentials – Program Coherence
Measures	✓ Five Essentials
Five Essentials	Effective Leaders Collaborative Teachers
CPS Framework for Teaching	4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	A1. Assesses the Current State of School Performance and Develops a CIWP A2. Implements Data Driven Decision Making and Data Driven Instruction A5. School Vision and Mission Drive Decision-Making D4. Demonstrates Change Management

Instructional Leadership Team:

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

Score

1 **2** 3 4

> ILT has a set schedule of meetings for the school year, prioroties have been disucssed, identified areas of concern, established minutes, we have a google calendar, we have agendas, assigned roles, protocols. Membership to ILT was open to all staff, ILT members volunteered and grade level representation has been established (3rd, 4th, SPed, 5th, 6th 7th & 8th). Minutes are refelctive of our focus.

Guide for Instructional Leadership Team

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

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS

Suggested Evidence	✓ ILT Effectiveness Rubric Score ✓ ILT artifacts (e.g. agenda, calendar, protocols, minutes) ✓ Evidence that work of ILT has contributed to positive outcomes for students and staff ✓ Teacher team agendas/minutes reflective of ILT focus
Measures	✓ Five Essentials: Instructional Leadership
Five Essentials	Effective Leaders Collaborative Teachers
CPS Framework for Teaching	4a. Reflecting on Teaching & Learning 4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	A1. Assesses the Current State of School Performance and Develops a CIWP A2. Implements Data Driven Decision Making and Data Driven Instruction B5. Supports Teacher Teams

Professional Learning:

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

Score

1   2   3   **4**

> In scoring this component we reviewed the Five Essentials Survey, CPS Framework for teaching and past professional development feedback are in alignment; therefore we believe that we met the criteria listed in the rubric to arrive at a score of 4.

Guide for Professional Learning

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

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS

Suggested Evidence	✓ School's PD Plan – review for goal alignment – does the plan advance the school's improvement agenda? ✓ PD agendas, PD feedback surveys ✓ Teacher practice improving on the Framework for Teaching (e.g. Basic>Proficient, Proficient>Distinguished)
Measures	✓ SQRP Attainment and Growth ✓ Five Essentials: Collaborative Teachers
Five Essentials	Effective Leaders Collaborative Teachers
CPS Framework for Teaching	4a. Reflecting on Teaching & Learning 4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	B2. Observes and Evaluates Staff and Gives Feedback to Staff B6. Professional Development Provided for Staff

Aligned Resources:

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

Score

1   2   3   **4**

> In this component, we discussed how budget was aligned to designated priorities in order to improve student progress and achievement. We reviewed student and staff schedules to determine best use of resources. We reviewed the Five Essentials as well as the CPS framework to get a clear picture of how staff responded as well as what knowledge base our school staff has in order to train the trainer model as well as what additional resources need to be brought in.

Guide for Aligned Resources

- **Design a school day that is responsive to student needs.**
    - Use CPS Instructional Time Guidelines to maximize instructional time.
    - Use CPS Instructional Block Guidelines to maximize academic-engaged time.
- **Align the budget to the CIWP priorities and the mission of the school.**
    - Avoid overemphasis on the purchase of products/programs that are not research based or do not respond to SEF needs.
    - Leverage strategic source vendors to maximize dollars.
    - Seek and obtain grants to support articulated needs.
    - Use grant funds strategically to support areas of highest need.
    - Maximize the use of supplemental funding to close any priority group achievement gaps.
- **Streamline purchase procedures to minimize lapses between ordering and receiving materials.**
- **Evaluate, to the extent possible, the consequences for student learning of resource allocation decisions to develop an evidence base of outcomes of particular uses of resources.**
- **Have a 'hiring team' and collaborative hiring process with clear selection criteria to identify and select best available candidates.**
    - Actively work to build a pool of potential staff members, particularly difficult to fill positions (e.g. staff to serve English learners).
    - Use an interview process including a protocol for questioning and select highly qualified candidates.
    - Require a classroom lesson demonstration to assess candidate expertise, philosophy and commitment.
    - Check teachers' previous performance at CPS schools.
- **Strategically assign teachers to grade and content areas to create a balanced team with a variety of strengths.**
    - Ensure all students have fair access to high-quality teachers in the school.
- **Effectively utilize Related Service Providers at the classroom level.**
- **Use data including teacher evaluations and exit interviews to inform a retention strategy.**
    - Create a positive climate and working conditions for teaching that attracts and retains educator talent.
    - Create opportunities for growth including opportunities for staff to assume additional leadership roles or pursue personal growth goals.
    - Track retention rates over time and use this information to isolate staffing strengths and identify opportunities to improve.
    - Solicit information from staff using exit interviews/surveys to understand reasons for leaving school or district.
- **Make outreach efforts to engage community members as partners and resources.**
- **Partner with one or more organizations that share the values of the school and have a complementary mission to the school's vision.**
    - Monitor the impact of partner organizations' activity.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS

Suggested Evidence	✓ Schedules ✓ Teacher retention rates ✓ Staff exit interviews/surveys (data on reasons for leaving school or district) ✓ Candidate interview protocol documents ✓ List of community-based organizations that partner with the school and description of services ✓ Evidence of effectiveness of the services that community-based organizations provide ✓ Budget analysis and CIWP
Measures	✓ Five Essentials
Five Essentials	Effective Leaders Collaborative Teachers
CPS Framework for Teaching	4a. Reflecting on Teaching & Learning 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	A3. Allocates Resources to Support Student Learning, Prioritizing Time B4. Hires and Retains Highly Effective Teachers

Curriculum:

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

Score

1   2   **3**   4

> As a CIWP team we discussed how grade levels plan, design and implement comprehensive unit plans. We discussed how our vertical content teams use the CPS framework in order to map out curriculum aligned to common core.

Guide for Curriculum

- **Adhere to the CPS Content Frameworks (**Math (https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/library-science/cps-virtual-library/math-content-framework---virtual-library), Science (https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/science/cps-science-content-framework), Social Science (https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/social-science-1/social-science-content-framework-3-0), and Literacy (https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/literacy/cps-literacy-content-framework-2-0)) **to ensure alignment of scope and text and task complexity.**
  - Provide a range and depth to knowledge and understanding of learning experiences that are language and content rich.
- **Align units of instruction (horizontally/vertically) to scope and sequence maps and pace units and lessons appropriately.**
  - Focus so units can be adequately addressed in the time available.
  - Examine formative data to determine mastery and pace. Discuss how much time it takes to adequately address the essential elements, and the viability of documents that articulate essential content and timing of delivery (e.g. pacing guides, curriculum maps).
- **Utilize the 'big ideas' that should be taught to determine whether students are being taught the body of knowledge, the understandings and the skills expected.**
  - Identify the essential understandings – what students should learn in greater depth. In other words, know 'covering everything but learning nothing' does not work.
- **Expose and extend opportunities for all students to grade appropriate levels of text complexity in all types of texts, including informational in all content areas.**
  - Articulate language goals that are separate from and support content goals. Literacy - reading, writing and speaking are essential 'learning tools' across the curriculum (disciplinary literacy).
- **Engage all learners in content areas by fully integrating opportunities for all learners, including:**
  - Diverse learners to demonstrate core knowledge and skills.
  - English Learners to develop academic language to demonstrate mastery.
    - Use English and native language development in addition to content standards to differentiate for English learners.
    - Understand research and implement programs to develop native language literacy for English learners.
  - Advanced learners to extend core knowledge and skills.
- **Distinguish qualitatively and quantitatively between 'regular courses' and 'advanced courses' (e.g. AP (http://apcentral.collegeboard.com/home), gifted (https://docs.google.com/a/cps.edu/viewer?a=v&pid=sites&srcid=Y3BzLmVkdXxrY3xneDoyYjIlNGI4MmY3YTlxYTgz), etc.)**
- **Integrate academic and social emotional learning.**
- **Reach outside of the classroom for real world (or simulated) application. For example,**
  - Incorporate web capabilities for interactivity and information sharing.
  - Integrate field-based learning through partnerships with city institutions (e.g. museums (https://sites.google.com/a/cps.edu/kc/home/teachers/museum-resources)), colleges, universities, and community based organizations.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ Curriculum maps, vertical/horizontal ✓ Sequencing and pacing guides ✓ Thematic units which cover multiple disciplines ✓ Comprehensive unit plans including assessments
Measures	✓ SQRP Attainment and Growth
Five Essentials	Ambitious Instruction Effective Leaders Collaborative Teachers
CPS Framework for Teaching	3a. Communicating with Students 3c. Engaging Students in Learning 1a. Demonstrating knowledge of content and pedagogy 1d. Designing Coherent Instruction
CPS Performance Standards for School Leaders	B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort

Instructional Materials:

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

Score

1   2   **3**   4

> As a CIWP team we discussed how grade levels plan, design and implement comprehensive unit plans. We discussed how our vertical content teams use the CPS framework in order to map out curriculum aligned to common core. In addition, we also reviewed how our current materials align with units, common core and how these materials provide for the inclusion of all diverse learners and English Learners.

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

Suggested Evidence	✓ Cross-section of materials from a variety of content areas and grade levels ✓ Evidence of scaffolding and differentiation for all students to access the content/skills ✓ Description of materials in curriculum and/or lesson plans ✓ Presence of varied texts, supplementary media (e.g. videos)
Measures	✓ SQRP Attainment and Growth
Five Essentials	Ambitious instruction Supportive Environment
CPS Framework for Teaching	1a. Demonstrating Knowledge of Content and Pedagogy 1b. Demonstrating Knowledge of Students 1c. Selecting Learning Objectives 1d. Designing Coherent Instruction
CPS Performance Standards for School Leaders	A3. Allocates Resources to Support Student Learning, Prioritizing Time

Rigorous Student Tasks:

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

Score

1   2   **3**   4

In reviewing this component, we felt we were between a score of a 2 and a three for the following reasons: we feel that our curriculum reflects the key shifts of common core in both literacy and math. When we look at student work and observe student learning we need to work on increasing the rigor of student tasks this is also observed during informal and formal classroom visits. We need to map what the students are doing every day. Student tasks need to be reviewed and refined to ensure that they are relevant, challenging and important enough to allocate valuable instructional time. Currently, our teachers are reflecting upon units, aligning learning to standards and will refine as needed to ensure they meet the various needs of our students inclusive of our English and Diverse Learners.

Guide for Rigorous Student Tasks

- **Begin with the belief that all students can learn. (see *Culture for Learning*)**
    - Convey high learning expectations for all students and develop structures that enable practice and perseverance for each individual student.
    - Create an environment where students assume responsibility for high-quality work by persevering, initiating improvements, addressing critiques, making revisions, adding detail and/or helping peers.
    - Communicate the necessity of attendance and engagement everyday in order to succeed.
- **Plan and assign tasks that are cognitively challenging for individual students and require students to provide evidence of their reasoning.**
    - Align tasks with standards-based learning objectives that reflect the depth of knowledge expectations.
    - Tasks are Integrative to draw on multiple standards.
    - Teach for Robust Understanding in Mathematics (TRU Math (https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/math/tru-math-dimensions/TRU%20Math%20-%20Conversation%20Guide%20(Short%20Version).pdf?attredirects=0&d=1)). Engage students with important mathematical ideas, not simply receiving knowledge, requiring students to engage in productive struggle.
- **Tasks reflect the key shifts in literacy.**
    - **Complexity**: Tasks reward close reading of complex text; Focus on comprehension of academic language, not obscure vocabulary.
    - **Evidence**: Cite evidence from text and write to sources, not decontextualized prompts.
    - **Knowledge (non-fiction)**: Tasks embed reading and writing across disciplines with a variety of literary and informational complex texts and tasks and demonstrate comprehension through speaking, listening.
- **Tasks reflect the key shifts in mathematics.**
    - **Focus**: Tasks reflect a curricular and instructional focus on the major work in (e.g. operational fluency and number sense in K-2).
    - **Coherence**: Multi-grade progressions stress key beginnings (e.g. ratios in 6th grade) and key end points (e.g. fluency with multiplication in 3rd);
    - **Rigor**: Problems require construction of mathematical reasoning and critiques of other possible solutions.
- **Provide opportunities for students to create authentic work for real audiences (beyond the teacher) to motivate them to meet standards and engage in critique and revision.**
- **Examine student work to identify and showcase the qualities of strategic thinking that are both rich in content and relevant for students.**
    - Analyze models with students to build a vision of quality.
    - Use protocols to collectively reflect regularly on the level of cognitive demand asked of students across the school, particularly priority group students, to think strategically as speakers, listeners, readers, and writers.
    - Analyze student work samples as part of professional learning to best support students' attainment of quality work and standards.

Evidence, Measures, and Standards

Suggested Evidence	✓ Cross-section of student work from a variety of content areas ✓ Observation of student learning (e.g. learning walks/walkthroughs) ✓ Focus group(s) and discussions with students
Measures	✓ SQRP Attainment and Growth
Five Essentials	Ambitious instruction
CPS Framework for Teaching	1d. Designing Coherent Instruction 2b. Establishing a Culture for Learning 3b. Using Questioning and Discussion Techniques 3c. Engaging Students in Learning
CPS Performance Standards for School Leaders	B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices

Transitions, College & Career Access & Persistence:

Score

1   2   **3**   4

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

> In this area, we have done a lot of work around college and career readiness. For example, we have implemented College Day whereby over 40 current college students on a yearly basis provide presentations to our student body about their college experiences. We host a Career Day whereby over 60 professionals on a yearly basis provide presentations to our student body about their experiences and encourage students to continue on with higher education. We also host a High School Fair, we track the number of students that get accepted to IB programs, Selected Enrollment, out side of the neighborhood schools. This year we have incorporated grade point average as a means of holding students accountable for their achievement.

Guide for Transitions, College & Career Access & Persistence

- **TRANSITIONS - Have structures and processes in place to ensure successful transitions (e.g. into school , grade to grade, school to school, school to post-secondary).**
  - Mitigate the adverse effects experienced by some students in transition – such as arriving part-way through the school year – that can cause students to fall behind or become disengaged from school.
  - Monitor the progress of English learners after transition from services.
  - Provide programs and interventions that help students as they move from middle school through Freshmen year, including but not limited to: High School Investigation Days, Freshmen Connection program (where budget allows), and a robust Freshmen Orientation program. Implement targeted holistic student supports the entire Freshmen year.
  - Provide sustained summer learning experiences to minimize learning loss and support key transition periods (e.g. summers before Kindergarten, HS, and college).
    - Use student data and best practices research to develop focused programs.
    - Expand access beyond students who are struggling academically.
    - Provide school counseling and postsecondary advising transition support and follow-up during "Summer Melt" and the first year of college.
  - **AWARENESS - Expose students early to academic/professional worlds beyond K-12.**
    - Provide students opportunities to discover personal talents and skills, identify career interests, and pursue coursework/activities necessary to reach personal, academic and career goals.
    - Expose students to a range of career paths and the educational requirements of each to improve long-term planning and goal-setting.
    - Start the conversation about college in primary grades.
    - Make parents aware of academic opportunities and supports for their child.
  - **READINESS – Ensure equitable access to college preparatory curriculum.**
    - Provide access to 8th Grade Algebra to all eligible 8th grade students.
    - Provide access to early college and career coursework and credential opportunities while in HS (e.g. AP credit, Dual credit, industry credentials (CTE), Seal of Biliteracy)
    - Teach students to analyze their transcripts and test scores, as well as connect course selection, attendance, and grades to their continued success and access to postsecondary options, and adjust their actions and behavior to make progress toward graduation and their top postsecondary choice. Provide support and motivation to encourage B's or better and improving attendance.
    - Create opportunities for students to explore college and career knowledge, mindsets, and skills necessary for academic planning and goal setting.
    - Find opportunities to work with all students on academic and personal behaviors, including persistence, engagement, work habits/organization, communication/ collaboration, and self-regulation.
    - In Naviance, develop an Individual Learning Plan that tracks coursework, college and career assessments, goal setting, 6th-12th grade milestones completion that culminates in a concrete postsecondary plan.
  - **SUCCESS - Provide direct assistance to all students and families through every stage of the college selection, application, and entry process (Transition to College (HS))** including, but not limited to academic planning/advising to assist with:
    - Selecting colleges with the best institutional graduation rates for their level of qualifications. (Students of all qualification levels are more likely to graduate from college if they attend a postsecondary institution with high graduation rates
    - Researching/comparing options including short and long-term financial outcomes, comparing college graduation rates, and other statistics to

- narrow down options.
  - Researching living wage options such as an apprenticeship or certification programs for students who wish to work after high school and/or want to delay college.
  - Applying to multiple colleges—generally three or more.
  - Navigating financial aid and capitalizing on grant and scholarship opportunities.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ Data on college visits and college fair information ✓ Naviance Monthly Data ✓ Scholarships earned ✓ Artifacts, plans, or timelines related to successful transitions structures ✓ To & Through data
Measures	✓ College Enrollment, Persistence, Drop Out, and Attendance Rates ✓ Early College and Career Credentials
Five Essentials	Ambitious Instruction Supportive Environment
CPS Framework for Teaching	2b. Establishing a Culture for Learning
CPS Performance Standards for School Leaders	C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort C2. Builds a culture of high aspirations and achievement for every student.

Expectations for depth & breadth of Quality Teaching

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

> When we look at student work and observe student learning we need to work on increasing the rigor of student tasks. We also review units to ensure that there is a variety of instructional approaches as well as scaffold instruction. We discussed how our vertical content teams use the CPS framework in order to map out curriculum aligned to common core. In addition, we also reviewed how our current materials align with units, common core and how these materials provide for the inclusion of all diverse learners and English Learners.

Guide for Instruction

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

- Intervene in a timely and effective way to help students who are struggling.
- When formative assessments show a need for intervention or enrichment, make effective impromptu adjustments that individualize instruction.
- Use progress monitoring data to trace effectiveness of interventions and student response to intervention.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ Evidence of best practices (flexible grouping, cognitively demanding tasks, open-ended questions) ✓ Informational observations, peer observations, learning walks ✓ Lesson studies
Measures	✓ SQRP Attainment and Growth ✓ REACH observation trends (de-identified)
Five Essentials	Ambitious Instruction Effective Leaders Supportive Environment
CPS Framework for Teaching	3a. Communicating with Students 3b. Using Questioning and Discussion Techniques 3c. Engaging Students in Learning 3d. Using Assessment in Instruction 3e. Demonstrating Flexibility and Responsiveness
CPS Performance Standards for School Leaders	B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices B2. Observes and Evaluates Staff and Gives Feedback to Staff

Multi-Tiered System of Support:

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

Score

1   **2**   3   4

> This rating was determined in reviewing personal learning plan implementation, math fluency and struggling and at risk students. As a result, we need additional progress monitoring methods in order to determine appropriate interventions and flexible learning environments. In some cases, our units do not include opportunities for differentiation which is a TIER 1 scaffold for all students which poses a problem. Units need to be reviewed and refined to have differentiation for all students including English and Diverse Learners. Once we have refined our units with the necessary supports we can further improve our TIER 2 & TIER 3 systems of support. We need to do a better job of understanding MTSS so that we can provide appropriate supports for all students.

Guide for Multi-Tiered System of Support

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

environments.

Evidence, Measures, and Standards

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

Balanced Assessment & Grading:

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

Score

1 **2** 3 4

> In reviewing our units, assessments, gradebook, grade distribution reports we need support and resources in implementing backward design in planning for our comprehensive units. Currently, there is a lack of consistency between unit assessment within some grade levels whereby some classrooms opt not to administer the assessment planned and use their own which poses a problem when trying to analyze student achievement. In addition, there are some "general" rubrics used to assess student work which are not aligned to the standards being addressed AND the rubrics being used set up students for failure. For the most part, rubrics used 4,3,2,1,0 equate to an A, C or an F; as a result, we need to standardize how that will look like.

Guide for Balanced Assessment & Grading

- **Use multiple measures (i.e. a range of assessment types and at multiple points in time) to supplement district-centralized assessments with other formative assessments to provide a more comprehensive picture of student learning.**
- **Use screening, diagnostic, and progress monitoring assessment to correctly identify specific gaps and monitor improvement, especially for students receiving Tier 2 and 3 services, in addition to Tier 1 core instruction.** (also see *MTSS* and *Instruction*)
- **Make assessments accessible to students, including diverse learners and English Learners through employing features of** universal design (http://www.udlcenter.org/aboutudl/udlcurriculum) **and use of accommodations and, where needed, modifications.**
  - Provide accommodations in presentation (i.e. how assessment text and tasks are presented to students), response (i.e. how students provide their answers), and/or setting/timing (i.e. scheduling/location of assessment).
- **Utilize assessments that reflect the key shifts in literacy and mathematics in teacher created or selected assessments.** (see Rigorous Student Tasks)
- **Utilize assessments that measure the development of academic language for English learners.**
- **Have access to and analyze school-wide, teacher team, and classroom assessment data to determine instructional effectiveness and subsequent learning needs**
- **Improve and promote assessment literacy.**
  - Work together on building common assessments within a department, course, or grade level team.
  - Invest resources in helping teachers evaluate and improve the quality of formative assessments. For example, use the Assessment Design Toolkit (http://www.csai-online.org/spotlight/assessment-design-toolkit).
  - Use common protocols and calibrate on scoring and grading in teacher teams.
  - Analyze quality and alignment of assessments and tasks to ensure they meet the expectations of the standards and embed various levels of complexity.
- **Have a grading system that clearly, accurately, consistently, and fairly communicates learning progress and achievement to students, families, postsecondary institutions, and prospective employers.**

- Ensure that students, families, teachers, counselors, advisors, and support specialists have the detailed information they need to make important decisions about a student's education.
- Measure, report, and document student progress and proficiency:
  - Against a set of clearly defined cross-curricular and content-area standards and learning objectives collaboratively developed with staff.
  - Separately from work habits, character traits, and behaviors, so that educators, counselors, advisors, and support specialists can accurately determine the difference between learning needs and behavioral or work-habit needs. academic mindsets and behaviors (CCSR).
- Ensure consistency and fairness in the assessment of learning, and assignment of scores and proficiency levels against the same learning standards, across students, teachers, assessments, learning experiences, content areas, and time.
- Ensure grades are not used as a form of punishment, control, or compliance.

Evidence, Measures, and Standards

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

Culture for Learning:

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

Score

1   2   **3**   4

> Through teacher feedback in grade level discussions and a review of the 5 Essential Schools Survey, it was determined that this area would receive a score of 3. Although we feel that the school has worked toward the creation and implementation of individual student learning goals, as well as the creation of a supportive environment, and high expectations. A review of student work and performance tasks has shown us that there is work to be done in the area of rigorous student tasks and assessments. We also felt that in discussing student independence in learning tasks that more work could be done in differentiating expectations to meet the needs of all of our learners.

Guide for Culture for Learning

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

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

Evidence, Measures, and Standards

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

Relational Trust:

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

Score

1   2   **3**   4

> The team reviewed and discussed the results from the 5 Essential Schools Survey, input from grade level teams and the school climate and culture team representatives. Through this review a score of 3 was designated. Although we feel there is a great deal of Teacher- Teacher, Teacher-Principal –trust we realize that more work can be done in terms of student advocacy, mentoring, and peer observation and coaching. We also feel that more can be done in terms of in house professional development and improvement efforts.

Guide for Relational Trust

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

Evidence, Measures, and Standards

Student Voice, Engagement, & Civic Life:

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

Score

1   2   **3**   4

> For this category, our team discussed extracurricular activities offered to students across grade levels, reviewed information from the Five Elements and the CPS framework for teaching. We felt that our school scored a 3 on the rubric as we have opportunities in place for students to contribute to their school environment however we want to continue to seek out ways to promote their social emotional learning across environments. Currently we do not have a system in place to obtain input from our student body as we do not have a student council. We would like to put a system in place that will capture input from students so they may have a voice in regards to programming, extracurricular activities, projects and service learning.

Guide for Student Voice, Engagement, & Civic Life

Students…

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

Evidence, Measures, and Standards

Evidence, Measures, and Standards

Suggested Evidence	✓ Extracurricular offering info (e.g. descriptions of sports and clubs, list of partner organizations, participation data) ✓ Student interest surveys (and/or other avenue for student input) ✓ Policies regarding student engagement in decision making ✓ Student government or committee charter and responsibilities ✓ MVMS Student Survey completion rates and results
Measures	✓ Five Essentials – Supportive Environment
Five Essentials	Supportive Environment
CPS Framework for Teaching	1b. Demonstrating Knowledge of Students 2a. Creating an Environment of Respect and Rapport 3c. Engaging Students in Learning
CPS Performance Standards for School Leaders	D3. Utilizes Feedback from Multiple Stakeholders for School Improvement
Content Standards	Social Science 3.0 Social Emotional Learning Standards

Safety & Order:

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

Score

1   2   **3**   4

> As a school community, we have set school wide expectations with regards to establishing and posting classroom expectations, being very clear about what types of behaviors are to be handeled in the classroom versus outside support (i.e. counselor, social worker and disciplinarian), PBIS, behavior chart and consequences/detentions in order to provide a safe and nurturing enviornment. We have a dedicated coiunselor and school climate team who is addressing the social/emotioinal concerns that have been identified by staff. Students have been instructed by teachers, staff and couselor to request assistance from counselor as needed.

Guide for Safety & Order

- **Ensure students and adults feel physically, socially, intellectually, and emotionally safe throughout the school.**
- **Provide clear procedures for reporting and responding to safety concerns.**
- **Manage efficient and orderly transitions between activities.**
  - Manage classroom routines and procedures to maximize instructional time.
  - Orchestrate the environment so students contribute to the management of classroom routines (e.g. transitions) without disruption of learning).
  - Arrival, dismissal, and other school-wide transitions are safe, efficient, and orderly.
- **Provide a framework for positive behavior throughout the school based on shared values and expectations.**
  - Have shared expectations for positive behavior. (See Restorative Approaches to Discipline)
- **Teach, model, and reinforce (by all staff members) clear behavior expectations for all areas of the school.**
  - All adults use active supervision (move, scan, and interact) in all settings.
- **Emphasize proactive, instructive, and restorative approaches to student behavior and minimize punitive consequences through policies and procedures. (See Restorative Approaches to Discipline)**
  - Adults correct misbehavior in ways that reinforce established expectations and cause minimal disruption to learning.
- **Clarify criteria for office referrals versus classroom managed behavior.**

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ MVMS score – "Safety" ✓ % of teachers proficient or distinguished in 2c (Management of Transitions) on the Framework for Teaching? ✓ Examples of teacher practice improving in Domain 2 of the Framework for Teaching. ✓ School Climate Standards Rubric/Assessment
Measures	✓ Five Essentials – Supportive Environment score ✓ My Voice, My School Survey "Safety" score
Five Essentials	Supportive Environment
CPS Framework for Teaching	2a. Creating an Environment of Respect and Rapport 2c. Managing Classroom Procedures 2d. Managing Student Behavior
CPS Performance Standards for School Leaders	A4. Creates a Safe, Clean and Orderly Learning Environment

Restorative Approaches to Discipline:

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.

For this component, our team discussed various behavior intervention plans and strategies used across grade levels with team representatives. We also looked at data from the My Voice, My School survey and the CPS Performance Standards for School Learners as a way to determine how student behavior expectations aligned to our school's mission statement. We felt that this is an area that our school needs to continue to work on to ensure there is a consistent behavior plan across grade levels and staff, with a focus on managing behaviors in a manner that is both proactive and instructive. Our current practice for addressing behavior is to adhere to the SCC which clearly defines consequences; however, we handle each incident on an individual basis. We need to do a better job of communicating with teachers about why specific students are being disciplined without violating confidentiality. Teachers are instructed to handle acts of misconduct groups 1-3 with the exception of fighting and all other groups are referred to disciplinarian and Admin. In handling the situations at hand, it will take a lot of time as we bring in the school counselor to meet with students. As a result, some cases are pushed back until the next or two days later. In the future, the Culture Climate Team will review our process and make the necessary suggestions so that we can all be on the same page. We have provided teachers with information on Social Emotional Learning Resources, Support for Grieving students, and Social Contracts. We hope to continue to incorporate additional levels of support and to incorporate a seamless approach.

Guide for Restorative Approaches to Discipline

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

Evidence, Measures, and Standards

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

Parent Partnership:

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

> In this area, we have reviewed agendas, professional development topics covered, opportunities for parents voice and participation, flexibility of meeting hours, as a gague of how to better improve the rate of parent participation at the various parent committees and opportunities for involvment.

Guide for Parent Partnership

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

Evidence, Measures, and Standards

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

School Excellence Framework Priorities

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

Goals

Required metrics (Elementary)   18 of 18 complete

	2014-2015 Actual	2015-2016 Actual	2016-2017 Goal	2017-2018 Goal
National School Growth Percentile - Reading				
Literacy units aligned to Reading CCSS created by grade levels. Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide intervention block with supports from; IXL reading, NEWS ELA, RAZ kids and hands-on supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Reading instructional minutes are adhered to on the time distributions of every teacher.	57.00	57.00	67.00	77.00

National School Growth Percentile - Math

Math units and curricula Go math is aligned to Math CCSS. Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide math fluency daily routine to improve students' aptitude with math facts. An intervention block is set aside with supports from; IXL Math, Think Through Math, and hands-on supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Math instructional minutes are adhered to on the time distributions of every teacher.	50.00	42.00	52.00	62.00

% of Students Meeting/Exceeding National Ave Growth Norms

Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide math fluency daily routine to improve students' aptitude with math facts. An intervention block is set aside with supports from; IXL Math and Reading, Think Through Math, and hands-on reading and math supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Math and Reading instructional minutes are adhered to on the time distributions of every teacher.	54.90	*(Blank)*	63.50	73.50

African-American Growth Percentile - Reading

NA	*(Blank)*	*(Blank)*	0.00	0.00

Hispanic Growth Percentile - Reading

Literacy units aligned to Reading CCSS created by grade levels. Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide intervention block with supports from; IXL reading, NEWS ELA, RAZ kids and hands-on supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Reading instructional minutes are adhered to on the time distributions of every teacher.	57.00	62.00	72.00	82.00

English Learner Growth Percentile - Reading

Literacy units aligned to Reading CCSS created by grade levels. Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide intervention block with supports from; IXL reading, NEWS ELA, RAZ kids and hands-on supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Reading instructional minutes are adhered to on the time distributions of every teacher. Words their Way, and ELD supports are part of the instructional core for EL students in grades 3 and 4.	36.00	64.00	74.00	84.00

Diverse Learner Growth Percentile - Reading

Literacy units aligned to Reading CCSS created by grade levels. Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide intervention block with supports from; IXL reading, NEWS ELA, RAZ kids and hands-on supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Reading instructional minutes are adhered to on the time distributions of every teacher.	3.00	18.00	28.00	38.00

African-American Growth Percentile - Math

NA	*(Blank)*	*(Blank)*	0.00	0.00

Hispanic Growth Percentile - Math

Math units and curricula Go math is aligned to Math CCSS. Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide math fluency daily routine to improve students' aptitude with math facts. An intervention block is set aside with supports from; IXL Math, Think Through Math, and hands-on supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Math instructional minutes are adhered to on the time distributions of every teacher.	48.00	44.00	54.00	64.00

English Learner Growth Percentile - Math

Math units and curricula Go math is aligned to Math CCSS. Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide math fluency daily routine to improve students' aptitude with math facts. An intervention block is set aside with supports from; IXL Math, Think Through Math, and hands-on supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Math instructional minutes are adhered to on the time distributions of every teacher.	20.00	44.00	54.00	64.00

Diverse Learner Growth Percentile - Math

Math units and curricula Go math is aligned to Math CCSS. Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide math fluency daily routine to improve students' aptitude with math facts. An intervention block is set aside with supports from; IXL Math, Think Through Math, and hands-on supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Math instructional minutes are adhered to on the time distributions of every teacher.	7.00	2.00	12.00	22.00

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

Literacy units aligned to Reading CCSS created by grade levels. Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide intervention block with supports from; IXL reading, NEWS ELA, RAZ kids and hands-on supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Reading instructional minutes are adhered to on the time distributions of every teacher.	24.00	32.00	37.00	42.00

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

Math units and curricula Go math is aligned to Math CCSS. Teachers design action plans for each of their students according to RIT bands and best instructional practices and strategies using the learning continuum as a resource. The school follows a school-wide math fluency daily routine to improve students' aptitude with math facts. An intervention block is set aside with supports from; IXL Math, Think Through Math, and hands-on supplemental resources. Articulation meetings are planned to improve coherence and continuity across grade levels. Math instructional minutes are adhered to on the time distributions of every teacher.	31.00	37.00	42.00	47.00

National School Attainment Percentile - Reading (Grade 2)

NA	(Blank)	(Blank)	0.00	0.00

National School Attainment Percentile - Math (Grade 2)

NA	(Blank)	(Blank)	0.00	0.00

% of Students Making Sufficient Annual Progress on ACCESS

The school is intentional in providing EL students with supports; Words their Way in grades 3 and 4 and will expand to other grades based on tracking its success with students' ACCESS results. Instructional supports are embedded throughout the day to strengthen students learning academic language in the content areas with opportunities to read, write, speak, and listen to instruction in their second language per the WIDA standards.	53.70	49.90	54.90	55.90

Average Daily Attendance Rate

Gary has attendance clerks assigned to grade level bands. The clerks along with teachers monitor student attendance and contact parents. Security officers and or disciplinarian conduct home visits if needed. Students have Personal Learning Plans that target attendance. Teachers monitor, review and revise selected strategies and goals every 5 weeks to help increase attendance. Teachers have signed parent/student contracts on file.	96.30	96.00	96.50	97.00

My Voice, My School 5 Essentials Survey

Gary's My Voice, My School 5 Essentials Survey goal is to increase 1 level from organized to well organized. Administration has and will continue to meet with teachers to discuss and clarify areas of concern. We will increase teacher influence regarding school policies and practice by inviting and encouraging more teachers to be active participants and strengthen the ILT to be able to set clear expectations for meeting instructional goals.

| (Blank) | (Blank) | (Blank) | (Blank) |

Custom metrics   0 of 0 complete

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

Strategies

Strategy 1

If we do...	...then we see...	...which leads to...
build comprehensive units that address all of the essential components (enduring understandings, essential questions, resources, learning experiences and assessments).	consistency and fairness across the grade level	greater success for student achievement & alignment between teachers within grade levels.

Tags:
Core Instruction, Assessment, Curriculum Design, Instruction, Cycles of professional learning

Area(s) of focus:
1

Action step ❓	Responsible ❓	Timeframe ❓	Evidence for status ❓	Status
Meet with ILT to develop a plan of action as to how units will be evaluated.	Admin & ILT	Mar 31, 2016 to Apr 7, 2016	ILT Agenda and minutes	On-Track

Core Instruction, Assessment, Curriculum Design, Instruction, Cycles of professional learning

| Allocate time on professional development day for grade levels to analyze and score units. | ILT & Admin. | Apr 8, 2016 to Apr 8, 2016 | Unit reflections | Not started |

Core Instruction, Assessment, Curriculum Design, Instruction, Cycles of professional learning

| Grade level teams will revise unit plans to ensure that all relevant components are incorporated (i.e. rigor, differentiation, enduring understanding, essential question, standards, etc.). | Grade Levels & Admin. | Apr 8, 2016 to Jun 21, 2016 | Unit plans | Not started |

Core Instruction, Assessment, Curriculum Design, Instruction

| Grade level will examine standards to be taught, design assessment, design learning experiences with the assessment in mind. | Grade Level | Apr 8, 2016 to Sep 2, 2016 | Unit plans | Not started |

Core Instruction, Assessment, Curriculum Design, Instruction

| Change school wide grading using 10 point scale, have consistent category weights for each content, discussion of 0 versus 59% (F), use of rubrics and scoring tools & converting rubrics ratings to numerical values | Admin | Aug 24, 2015 to Sep 1, 2016 | Grading Policy | On-Track |

Core Instruction, Assessment, Curriculum Design, Instruction, Grading

Strategy 2

If we do...	...then we see...	...which leads to...
plan Tier 2 and 3 instruction and interventions,	effective progress monitoring	an increase in students meeting their PLP goals during 5 week progress goals.

Tags:
MTSS, Attendance, SEL

Area(s) of focus:
2

Action step ❓	Responsible ❓	Timeframe ❓	Evidence for status ❓	Status
Meet with MTSS team to identify strengths and areas of concern.	MTSS Team & Admin.	Apr 8, 2016 to Apr 8, 2016	MTSS Agenda and minutes	Not started

MTSS, Curriculum Design, Academics

| MTSS team will develop a professional development plan to be delivered at Grade Level meetings on how to ensure that instruction at Tier 1 is being differentiated for all students. | MTSS Team & Admin | Apr 13, 2016 to Apr 13, 2016 | MTSS PD plan | Not started |

MTSS, Curriculum Design, Academics

| Ensure collaboration with staff to plan, and implement effective instructional strategies. | Grade Levels, MTSS Team, Admin & PLP Team | Apr 27, 2016 to Jun 20, 2017 | C or better in Reading and Math | Not started |

MTSS, Curriculum Design, Academics

| Evaluate and track instructional strategies by monitoring student data. | PLP Team & Grade Levels | Apr 27, 2016 to Jun 20, 2017 | C or better in Reading and Math | Not started |

MTSS, Curriculum Design, Academics

| Analyze student data and determine when and how students will be moved to tier 2 & 3 in order to provide additional targeted support. | Teachers, MTSS Team & Admin | Apr 27, 2016 to Jun 20, 2017 | C or better in Reading and Math | Not started |

MTSS, Curriculum Design, Academics

Strategy 3

If we do...	...then we see...	...which leads to...
reinforce positive student behavior and integrate universal SEL skills instructor and core content,	students take responsibility for repairing harm caused by their actions	a decrease in referrals to the Dean of Discipline and Counselor.

Tags:
SEL, Restorative approaches, Restorative justice

Area(s) of focus:
3

Action step ❓	Responsible ❓	Timeframe ❓	Evidence for status ❓	Status
Establish a School Culture & Climate Committee.	School Climate and Culture Committee & Admin	Jan 4, 2016 to Jan 4, 2016	Committee members agendas & sign in sheets	Completed

SEL, Restorative approaches, Restorative justice

School Climate & Culture Committee will familiarize themselves with the Student Code of Conduct as well as with the SEL standards.	School Climate and Culture Committee & Admin	Apr 6, 2016 to Aug 26, 2016	Agenda minutes	Not started

SEL, Restorative approaches, Restorative justice

Committee will establish protocols and procedures for student referrals and consequences assigned	School Climate and Culture Committee & Admin	Apr 6, 2016 to Aug 26, 2016	Agenda minutes	Not started

SEL, Restorative approaches, Restorative justice

Committee will review current Positive Behavior Intervention System (PBIS) practices (circle charts and reward systems).	School Climate Culture Committee & Admin	Apr 6, 2016 to Aug 26, 2016	Agenda minutes	Not started

SEL, Restorative approaches, Restorative justice

Committee will create professional development sessions for staff so that we are all consistent in reinforcing positive student behavior.	School Climate and Culture Committee & Admin	Apr 6, 2016 to Aug 26, 2016	PD agenda	Not started

SEL, Restorative approaches, Restorative justice

Strategy 4

If we do...	...then we see...	...which leads to...
create comprehensive units ensuring that all the essential components are addressed	assessments, learning experiences and student work that will reflect the key shifts in literacy	increased student achievement

Tags:
Curriculum Design, Instruction

Area(s) of focus:
4

Action step ❓	Responsible ❓	Timeframe ❓	Evidence for status ❓	Status
Provide professional development to ensure teachers have a solid understanding of UBD	ILT & Admin	Aug 29, 2016 to Jun 23, 2017	Agendas - PD and Grade Level	Not started

Curriculum Design, Instruction

Analyze and reflect upon our quarterly units.	ILT & Admin	Apr 8, 2016 to Sep 2, 2016	PD agenda	Not started

Curriculum Design, Instructiion

Refine learning experiences to ensure alignment to the desired results.	ILT & Admin	Apr 8, 2016 to Jun 23, 2017	Units & Classroom visits	Not started

Curriculum Design, Instruction

Refine learning events to include meaning of important ideas, transference of learning to new situations and acquire targeted knowledge and skills.	ILT & Admin	Apr 8, 2016 to Jun 23, 2017	Units & Classroom visits	Not started

Curriculum Design, Instruction

Scaffold learning activities to accommodate for all EL & DL learners through a variety of activities and methods.	ILT & Admin	Apr 8, 2016 to Jun 23, 2017	Units & Classroom visits	Not started

Curriculum Design, Instruction

Incorporate engaging and effective learning experiences for all learners.	ILT & Admin	Apr 8, 2016 to Jun 23, 2017	Units & Classroom visits	Not started

Curriculum Design, Instruction

Strategy 5

If we do...	...then we see...	...which leads to...
implement a student government and increase opportunities for student voice, wide range of extracurricular activities & civic engagement projects	an increase in civic knowledge, awareness, student input and greater student involvement /buy in	increased student involvement as well as more favorable results on the Five Essentials

Tags:
Climate and Culture, Student engagement

Area(s) of focus:
5

Action step ❓	Responsible ❓	Timeframe ❓	Evidence for status ❓	Status
Implement and develop a student government body	School Climate & Culture Team, Admin and Grade Level Chairs	Sep 5, 2016 to Oct 31, 2016	Gary Student Council members	Not started

School climate, Student engagement

Obtain suggestions from Student Council in regards to curriculum, assemblies, rewards, after school programming (academic and non academic), PBIS and Code of Conduct	School Climate & Culture Team, Student Council Sponsor & Admin	Sep 5, 2016 to Oct 31, 2016	Student Council minutes	Not started

School climate, Student engagement

Development of a year long plan incorporating student suggestions	School Climate & Culture Team, Student Council Sponsor & Admin	Sep 5, 2016 to Oct 31, 2016	Student Council minutes	Not started

School climate, Student engagement

Meet with teachers to discuss and explain civic engagement and to solicit ideas of how students can make positive contributions to the school and community.	School Climate & Culture Team, Admin & Grade Level Chairs	Sep 5, 2016 to Dec 23, 2016	School Climate & Culture minutes	Not started

School climate, Student engagement

Review and ensure teachers include civic skills in their curriculum and units where applicable.	School Climate & Culture Team, Admin & Grade Level Chairs	Oct 24, 2016 to Apr 7, 2017	School Climate & Culture minutes, unit plans & classroom visits	Not started

School climate, Student engagement

Action Plan

District priority and action step	Responsible	Start	End	Status
✚ Meet with ILT to develop a plan of action as to how units will be evaluated. Tags: Core Instruction, Assessment, Curriculum Design, Instruction, Cycles of professional learning, Core Instruction, Assessment, Curriculum Design, Instruction, Cycles of professional learning	Admin & ILT	Mar 31, 2016	Apr 7, 2016	On-Track
✚ Allocate time on professional development day for grade levels to analyze and score units. Tags: Core Instruction, Assessment, Curriculum Design, Instruction, Cycles of professional learning, Core Instruction, Assessment, Curriculum Design, Instruction, Cycles of professional learning	ILT & Admin.	Apr 8, 2016	Apr 8, 2016	Not started
✚ Grade level teams will revise unit plans to ensure that all relevant components are incorporated (i.e. rigor, differentiation, enduring understanding, essential question, standards, etc.). Tags: Core Instruction, Assessment, Curriculum Design, Instruction, Cycles of professional learning, Core Instruction, Assessment, Curriculum Design, Instruction	Grade Levels & Admin.	Apr 8, 2016	Jun 21, 2016	Not started
✚ Grade level will examine standards to be taught, design assessment, design learning experiences with the assessment in mind. Tags: Core Instruction, Assessment, Curriculum Design, Instruction, Cycles of professional learning, Core Instruction, Assessment, Curriculum Design, Instruction	Grade Level	Apr 8, 2016	Sep 2, 2016	Not started
✚ Change school wide grading using 10 point scale, have consistent category weights for each content, discussion of 0 versus 59% (F), use of rubrics and scoring tools & converting rubrics ratings to numerical values Tags: Core Instruction, Assessment, Curriculum Design, Instruction, Cycles of professional learning, Core Instruction, Assessment, Curriculum Design, Instruction, Grading	Admin	Aug 24, 2015	Sep 1, 2016	On-Track
✚ Meet with MTSS team to identify strengths and areas of concern. Tags: MTSS, Attendance, SEL, MTSS, Curriculum Design, Academics	MTSS Team & Admin.	Apr 8, 2016	Apr 8, 2016	Not started

District priority and action step	Responsible	Start	End	Status
✚ MTSS team will develop a professional development plan to be delivered at Grade Level meetings on how to ensure that instruction at Tier 1 is being differentiated for all students. Tags: MTSS, Attendance, SEL, MTSS, Curriculum Design, Academics	MTSS Team & Admin	Apr 13, 2016	Apr 13, 2016	Not started
✚ Ensure collaboration with staff to plan, and implement effective instructional strategies. Tags: MTSS, Attendance, SEL, MTSS, Curriculum Design, Academics	Grade Levels, MTSS Team, Admin & PLP Team	Apr 27, 2016	Jun 20, 2017	Not started
✚ Evaluate and track instructional strategies by monitoring student data. Tags: MTSS, Attendance, SEL, MTSS, Curriculum Design, Academics	PLP Team & Grade Levels	Apr 27, 2016	Jun 20, 2017	Not started
✚ Analyze student data and determine when and how students will be moved to tier 2 & 3 in order to provide additional targeted support. Tags: MTSS, Attendance, SEL, MTSS, Curriculum Design, Academics	Teachers, MTSS Team & Admin	Apr 27, 2016	Jun 20, 2017	Not started
✚ Establish a School Culture & Climate Committee. Tags: SEL, Restorative approaches, Restorative justice, SEL, Restorative approaches, Restorative justice	School Climate and Culture Committee & Admin	Jan 4, 2016	Jan 4, 2016	Completed
✚ School Climate & Culture Committee will familiarize themselves with the Student Code of Conduct as well as with the SEL standards. Tags: SEL, Restorative approaches, Restorative justice, SEL, Restorative approaches, Restorative justice	School Climate and Culture Committee & Admin	Apr 6, 2016	Aug 26, 2016	Not started
✚ Committee will establish protocols and procedures for student referrals and consequences assigned Tags: SEL, Restorative approaches, Restorative justice, SEL, Restorative approaches, Restorative justice	School Climate and Culture Committee & Admin	Apr 6, 2016	Aug 26, 2016	Not started
✚ Committee will review current Positive Behavior Intervention System (PBIS) practices (circle charts and reward systems). Tags: SEL, Restorative approaches, Restorative justice, SEL, Restorative approaches, Restorative justice	School Climate Culture Committee & Admin	Apr 6, 2016	Aug 26, 2016	Not started
✚ Committee will create professional development sessions for staff so that we are all consistent in reinforcing positive student behavior. Tags: SEL, Restorative approaches, Restorative justice, SEL, Restorative approaches, Restorative justice	School Climate and Culture Committee & Admin	Apr 6, 2016	Aug 26, 2016	Not started
✚ Provide professional development to ensure teachers have a solid understanding of UBD Tags: Curriculum Design, Instruction, Curriculum Design, Instruction	ILT & Admin	Aug 29, 2016	Jun 23, 2017	Not started
✚ Analyze and reflect upon our quarterly units. Tags: Curriculum Design, Instruction, Curriculum Design, Instructiion	ILT & Admin	Apr 8, 2016	Sep 2, 2016	Not started
✚ Refine learning experiences to ensure alignment to the desired results. Tags: Curriculum Design, Instruction, Curriculum Design, Instruction	ILT & Admin	Apr 8, 2016	Jun 23, 2017	Not started
✚ Refine learning events to include meaning of important ideas, transference of learning to new situations and acquire targeted knowledge and skills. Tags: Curriculum Design, Instruction, Curriculum Design, Instruction	ILT & Admin	Apr 8, 2016	Jun 23, 2017	Not started
✚ Scaffold learning activities to accommodate for all EL & DL learners through a variety of activities and methods. Tags: Curriculum Design, Instruction, Curriculum Design, Instruction	ILT & Admin	Apr 8, 2016	Jun 23, 2017	Not started
✚ Incorporate engaging and effective learning experiences for all learners. Tags: Curriculum Design, Instruction, Curriculum Design, Instruction	ILT & Admin	Apr 8, 2016	Jun 23, 2017	Not started

District priority and action step	Responsible	Start	End	Status
✚ Implement and develop a student government body Tags: Climate and Culture, Student engagement, School climate, Student engagement	School Climate & Culture Team, Admin and Grade Level Chairs	Sep 5, 2016	Oct 31, 2016	Not started
✚ Obtain suggestions from Student Council in regards to curriculum, assemblies, rewards, after school programming (academic and non academic), PBIS and Code of Conduct Tags: Climate and Culture, Student engagement, School climate, Student engagement	School Climate & Culture Team, Student Council Sponsor & Admin	Sep 5, 2016	Oct 31, 2016	Not started
✚ Development of a year long plan incorporating student suggestions Tags: Climate and Culture, Student engagement, School climate, Student engagement	School Climate & Culture Team, Student Council Sponsor & Admin	Sep 5, 2016	Oct 31, 2016	Not started
✚ Meet with teachers to discuss and explain civic engagement and to solicit ideas of how students can make positive contributions to the school and community. Tags: Climate and Culture, Student engagement, School climate, Student engagement	School Climate & Culture Team, Admin & Grade Level Chairs	Sep 5, 2016	Dec 23, 2016	Not started
✚ Review and ensure teachers include civic skills in their curriculum and units where applicable. Tags: Climate and Culture, Student engagement, School climate, Student engagement	School Climate & Culture Team, Admin & Grade Level Chairs	Oct 24, 2016	Apr 7, 2017	Not started

Fund Compliance

Supplemental General State Aid(SGSA)

☑ My school receives SGSA funds

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

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

NCLB Program

◉ NCLB Schoolwide Program

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

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

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

○ Non-title school that does not receive any Title funds

Parent Involvement in Targeted Assistance and Schoolwide Programs

☑ I verify that the statement below is correct

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

Parent Plan

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

> Parents will be involved as a stakeholder of the development & periodic review & revision of the NCLB school parental involvement plan & policy via the NCLB parent committee. Monthly meetings will be scheduled throughout the school year to afford parents with vital information to ensure student academic growth as well as self growth. Periodically, the committee will revisit the plan and revise if necessary. The committee will keep parents as well as the LSC abreast of its work.

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

> On an annual basis in September, the school will conduct an organizational meeting whereby the purpose of the program will be explained. In addition, committee officers will be selected and meeting dates will be scheduled. Parents & community members alike will be invited to all meetings via monthly school calendars, monthly newsletters, flyers, school's marquee and announcement on the school's website. The Annual and Organizational meetings will be held on September 19th and 21st, 2016 respectively as well as in September 2017.

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

> Parents & community members alike will be kept informed of curriculum, academic assessments & tools used to measure student progress & proficiency levels via meetings. As information becomes available, information will be disseminated via meetings, monthly newsletters, school's marquee and other such school/home correspondence.

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

> Parent groups will always be encouraged to voice their concerns & suggestions for improvement with regards to the instruction of their children. At monthly meetings, parents will be given an opportunity during public participation to voice suggestions. School administration will answer general questions at hand and will also meet with small parent groups to address any such suggestions.

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.

> All parents will be given a five week progress report (4 per school year) detailing student's academic progress in all content areas (language arts, math, science, social science as well as all resource courses). In addition, parents will be given quarterly report cards in which 2 will be parent/teacher conferences. Furthermore, parents will receive quarterly assessment results Lastly, parents will be given a Parcc and NWEA report.

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.

> Any teacher deemed as not "highly qualified" will have letters sent home to all students they have direct contact with.

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

> Promotion policy is distributed to all parents & students at the beginning of the school year. Mandatory parent grade level meetings and open house are also held to explain the state's student's academic achievement standards. Teachers are also in-serviced on the state standards so as to further inform both students and parents. Parents are continuously encouraged to meet with teachers to discuss student progress. Furthermore, parent workshops have been established as a means to assist parents on how to establish a parent portal account in order to monitor their child's progress.

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

> In order to ensure that parents are able to assist & work with their children, the school will offer various workshops as a means to enable and/or equip parents with the necessary tools to provide assistance at home for their children. Also, during PAC meeting parents will receive additional information on ways to assist their children academically.

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

All school staff will be trained & informed to work in collaboration with parents as a means of building stronger ties between school & home. School staff will be awarded information, tips & suggestions during staff meetings, bulletins & PD on how to communicate effectively with parents to ensure student achievement. Literacy Nights will be offered throughout the school year to build parent/teacher collaboration, communication and support.

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

All parents regardless of programs (i.e. Gifted, SpEd, Bilingual, Head Start, PAC, BAC) will be awarded with he same information with regards to parent meetings & workshops. All meetings will integrate elements of each program to further encourage, promote and support academic needs for all families.

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

All communication related to school & parent program meetings & other such activities will be sent home in both English & family native language(Spanish) to ensure that the information being communicated is clearly understood, In addition to written communication, verbal reminders in both languages will be communicated at all meetings.

Policy Implementation Activities

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

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

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

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

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

n/a

Parent Compact   Complete

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

Gary School's mission is to provide a well-rounded, rigorous curriculum to empower students to realize their greatest potential and to inpsire them to be life-long learners and critical thinkers by nurturing relationships among parents, students, community and school.

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.

Teacher/parent conferences will be held officially two times a year (11/09/16 & 04/19/17) In school year 2017-2018 Parent Teacher conferences will be on 11/2017 and 4/2018 in order to discuss student academic performance. Unofficially, parents and teachers can schedule conferences regarding their students¿ performance as needed throughout the 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.

All parents are given a five week progress report (4 per school year) detailing student's academic progress in all content areas (language arts, math, science, social science as well as all resource courses). In addition, parents will be given quarterly report cards in which 2 will be parent/teacher conferences. Furthermore, parents will receive quarterly assessments results. Lastly, parents of bilingual students will be given an annual ACCESS report and all parents will be given annual PARCC and NWEA reports.

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

Parents will be provided with the names of all teachers, grade level and content area at the beginning of the school year. All staff will be made available on a daily basis to meet with parents and discuss student performance as well as any curricula concern during the following times: before school, after school and during teacher preparation periods.

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

All parents are highly encouraged to take an active roll in their child¿s education. If interested in volunteering on a consistent basis, parents may complete and submit an application in the main office to adhere to policies in place for betterment of all students. Parents who wish to observe, participate and volunteer occasionally may schedule their participation with the specific teacher and/or administration.

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

Parents will support their children's learning via parent workshops. Parents will establish parent portal accounts and conference consistently with their child's teacher. Communication between home/school will be essential component to the student's success.

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

Parents will be afforded an opportunity to take an active role within their child's education and decision making via: meetings, conferencing & communication with their child's teacher.

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).

Various programs have been set in place to empower students to take responsibility of their academic achievement via: Positive Behavior Intervention Strategies (PBIS), Career Day, former successful school alumni as guest speakers, High School Fair, College Day and periodic incentives such as perfect attendance, citizenship, honor roll, student of the month, & Scholar's Breakfast program.

Parent Budget   Complete

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

Our goal is to provide parents with information throughout the year with workshops that will teach and help them help their students academically so their students will in turn become successful. Timeline of activities: 9/18/15 Annual Meeting, 9/25/15 Organizational Meeting, 10/9/15 Allocation of Funds, 10/20/15 Fractions and Percents, 11/12/15 Test Taking Strategies, 12/15/15 Effective Parent/Teacher Dialogues, 1/19/16 Keys to College: A Parent's Guide, 2/12/16 Homework Hero, 2/19/16 20 Keys to Academic Success, 3/11/15 How to Support your Child's Emotional Health, 3/17/16 Healthy Cooking, 3/24/16 Problem Based Learning, 4/7/16 Math and Math Games, 4/28/16 Aptitude or Attitude: I can't or I don't Want to Learn, 5/11/16 The world of Science-How to Engage Children, 5/26/16 Analytical Thinking Development, 6/10/16 What Every Leader Needs to Know.

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

Account(s)	Description	Allocation	
51130, 52130	**Teacher Presenter/ESP Extended Day** For Teacher presenter, ESP Extended Day, please remember to put money on the benefits line. Non-Instructional pay rate applies.	$ 0	.00
53405	**Supplies** In addition to supplies for parent program, please use this account to also purchase books for parents only. Use this account for equipment with a per unit cost of less than $500.	$ 517	.00
53205	**Refreshments** Allocation CAN NOT EXCEED 25% of the Parent Budget. Refreshments must be used for Title 1 PAC meetings, trainings and workshops.	$ 1500	.00
54125	**Consultants** For Parent Training Only. Consultant must have a CPS vendor number and paid with a Purchase Order after service is rendered (NO CHECKS ARE ALLOWED)	$ 2000	.00
54505	**Admission and Registration Fees, Subscriptions and memberships** For Parents use only.	$ 2956	.00
54205	**Travel** Buses for Parents use. Overnight Conference travel- schoolsmust follow the CPS Tracel Policy. The CPS Parent Overnight Travel Approval Form and Conference Travel Form must be completed.	$ 1000	.00
54565	**Reimbursements** Allocation CAN NOT EXCEED 25% OF THE Parent Budget. All Parent Reimbursements related to Title 1 Parent Involvement must be paid from this account. Receipts must be clear unaltered and itemized. School must keep all receipts.	$ 0	.00

53510	**Postage** Must be used for parent involvement programs only.	$	0	.00
53306	**Software** Must be educational and for parent use only.	$	0	.00
55005	**Furniture and Equipment** Must have a parent room or a secure place to keep furniture/equipment. Cannot be placed in the main office or where staff and students have access too. To by used only by parents.	$	0	.00