

Comprehensive Progress Report

Mission: Lakeforest Elementary School, in partnership with home and community, exists to academically, socially, and emotionally prepare students to meet the high expectations of an ever changing global society.

Vision: Lakeforest (LFE) students will remain actively engaged in the learning process as they acquire the skills and knowledge necessary to become responsible, contributing citizens. LFE parents will remain actively involved as advocates for their children and supporters of the school programs and staff to help all students experience success as learners and citizens of their community. Within a nurturing, safe environment, LFE staff members will actively engage all students in the learning process by consistently providing high quality instruction that is relevant and rigorous. Students will be taught to become critical thinkers, problem-solvers, and lifelong global learners.

Goals:

Lakeforest Elementary School will make continued progress through the Comprehensive School Improvement Plan by consistently meeting deadlines and due dates.

We will increase overall student proficiency by 5%.

To not be in low performing status based on state standards. (Move to a C status)

Lakeforest Elementary School will reduce suspensions and student time out of class through utilization of PBIS and district safety procedures.

Lakeforest Elementary School will increase school proficiency 10% by providing differentiation, and intensive instruction as needed.



! = Past Due Objectives

KEY = Key Indicator

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		High expectations for all staff and students			
!	A1.01	The principal models and communicates the expectation of improved student learning through commitment, discipline, and careful implementation of effective practices.(5082)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Notebook checks, Data walls, data spreadsheets, announcements and classroom visit feedback.	Limited Development 01/05/2017		
<i>How it will look when fully met:</i>		Notebook checks, Data walls, data spreadsheets, announcements and classroom visit feedback. Having an effective MTSS framework. Climate surveys and looking at them and trying to implement suggestions.		Felicia Wilson	06/15/2018
Action(s)	Created Date		0 of 2 (0%)		
1	11/30/17	Implementing small group instruction/differentiation.		Candice Sommersett	06/15/2018
<i>Notes:</i>		Guided Reading is taking place in the classroom based on guided reading notebook checks and observations.			
2	11/30/17	Mrs. Ford will send Ms. Martin walkthrough feedback to ensure this is being done on a variety of teachers. Ms. Martin will monitor data spreadsheets to ensure they are being updated in a timely manner		Felicia Martin	06/15/2018
<i>Notes:</i>		Update: A few walkthroughs have taken place this week as well as back in December. Digital Data Walls are for the most part update.			
!	A1.03	The LEA/School promotes a school culture in which professional collaboration is valued and emphasized by all.(5084)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		PLCs are implemented currently; however, its always room for improvement. There has been discussion to do vertical alignment.	Limited Development 01/05/2017		
<i>How it will look when fully met:</i>		As we review data, after doing error analysis each grade level is required to develop a plan of action to re mediate those students that were not successful on certain objectives. We should see increase in student achievement on report cards, DCA, R3D, and post tests. We should also see the gap to grow smaller. Community of practice in K-1, 2-3, and 4-5 will help identify a problem of practice and foster collaboration between grade levels.		Nancy Kraft	06/15/2018
Action(s)	Created Date		0 of 2 (0%)		
1	1/5/17	Teachers are attending PLCs monthly. Monitor data and confer with coaches and grade levels.		Nancy Kraft	06/15/2018
<i>Notes:</i>					

2	11/30/17	Community of Practices in Music, K-1, 2-3, and 4-5 will meet twice a month. They are also monitoring their problem of practice/		Nancy Kraft	06/15/2018
<i>Notes:</i>					
!	A1.05	ALL teachers individualize instructional planning in response to individual student performance on pre-tests and other methods of assessment to provide support enhanced learning opportunities for students.(5086)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		CFA's are required in all grade levels and data is discussed in PLCs. Extended Release Passages are being administered within grades 2nd, 4th, and 5th.	Limited Development 01/05/2017		
<i>How it will look when fully met:</i>		Assessment data will be graphed. Grade level will plan remediation based on the results according to each teacher area of concern. Learning Focus lessons will be monitored. Activities will vary from class to class but objectives will be the same. Differentiation parts will be added to lesson plans.		Angela Greene	06/15/2018
Action(s)	Created Date		0 of 4 (0%)		
1	1/6/17	Principal will ask that grade level submit CFAs with weekly lesson plans.		Angela Greene	06/15/2018
<i>Notes:</i>					
2	1/6/17	Grade level will administer the CFAs and graph the data. This information will be shared with admin and ICs.		Angela Greene	06/15/2018
<i>Notes:</i>					
3	1/6/17	Information/results discussed from the CFAs will be discussed in PLCs where strategies will be shared to help other students master the objective.		Angela Greene	06/15/2018
<i>Notes:</i>					
4	11/30/17	ERPS are done weekly and data is discussed weekly. ERP data should be submitted to Mrs. Ford weekly with lesson plans.		LaVette Ford	06/15/2018
<i>Notes:</i>					

KEY	A1.07	ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.(5088)	Implementation Status	Assigned To	Target Date
Initial Assessment:		PBIS is implemented schoolwide. This requires funding to reward students that exhibit the school expectation.	Limited Development 01/05/2017		
How it will look when fully met:		Low discipline referrals, higher number of students to attend PBIS events, overall better school culture and higher student achievement, classroom teachers will foster student/teacher and student peer relationships through rapport. Use of CICO schoolwide as a Tier 2 intervention.		Rennice Sherard	06/19/2020
Action(s)	Created Date		0 of 4 (0%)		
1	1/6/17	Monthly PBIS meetings will be held and Ms. Sherard will assess the data (# of referrals) to determine a trend (increase or decrease). <i>Notes:</i> 12/14/17: Bus Referrals are decreasing while in school referrals are increasing. PBIS meetings are currently held at least monthly. 1/25/18: Teachers are writing students up for offences and describing them as on going but not utilizing the minor incident referrals to document these behaviors. Referrals in general have increased, but two of the top offenders have moved schools. Most common referral time is around 2pm. Bus, classroom and non-instructional times are the largest areas where referrals are taking place. Tuesday and Wednesday are the highest days of office referrals.		Rennice Sherard	06/19/2020
2	1/6/17	High flyers will be targeted for special interventions. Mrs. Denney will monitor this through the CICO intervention and intervention request forms. <i>Notes:</i> 12/14/17: We will have 6 students starting CICO in January. 1/25/18: Successfully implementing CICO with 5 student and adding 2 more on the 26th or 29th. PBIS will be presenting on CICO to showcase the successes of the program and make clarifications of the program.		April Denney	06/19/2020
3	7/24/18	Student, teacher working conditions survey, and school surveys will show 70% or higher when it comes to students following rules, teachers being fair, and building relationships. <i>Notes:</i>		Jessica Jones	06/19/2019
4	7/24/18	Teachers will use EOG, Read 3D data, DCA's and Check-Ins to show growth. <i>Notes:</i>		Pamela Smith	06/19/2019

!	A1.08	ALL teachers promote a growth mindset by attributing learning success to effort and self-regulation and insist upon and reward persistence to mastery.(5089)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Students are required to graph their data in their data notebooks or folders. This allows the students to take ownership of their own learning.	Limited Development 01/05/2017		
<i>How it will look when fully met:</i>		Student achievement, more students taking ownership of their learning by graphing their data in the data folders.		Torie Smith	06/15/2018
Action(s)	Created Date		0 of 2 (0%)		
1	1/6/17	All teachers will share data with their students that they will track in their data notebook, folder.		Torie Smith	06/15/2018
<p><i>Notes:</i> At this time all teacher of a small sampling had data notebooks but they were not kept up to date. Also noting that not all essential data points were being graphed. Some did not graph READ 3D data, DORF, Benchmarks, AR/AM, etc. MTSS cohort team will provide a list of data points based on grade level for teachers to make sure they have in their data notebooks.</p> <p>1/25/18: Due to the weather checks haven't yet been made to check on teacher's updated data folders.</p> <p>2/8/18: Teachers are still completing data notebooks. The data spreadsheets are up-to-date. IC's will work with teams on a calendar of when writing folder and guided reading notebook checks will take place.</p>					
2	12/6/17	Teachers will hold student conferences with their students so that they are aware of where they are and how close they are to achieving their goals.		Torie Smith	03/30/2018
<p><i>Notes:</i> This should be done quarterly.</p> <p>1/25/18: Due to the weather checks haven't yet been made to check on teacher's updated data folders.</p> <p>2/8/18: Teachers are still completing data notebooks. The data spreadsheets are up-to-date. IC's will work with teams on a calendar of when writing folder and guided reading notebook checks will take place.</p>					

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Curriculum and instructional alignment			
KEY	A2.04	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		PLCs, Planning, PD's	Limited Development 10/27/2016		
<i>How it will look when fully met:</i>		Modeling lessons, providing resources, and supporting teachers		Candice Sommersett	06/14/2019
Action(s)	Created Date		0 of 3 (0%)		
1	1/6/17	ICs will model lessons in specific content area of concerns based on data. <i>Notes:</i> IC have not been able to get into classrooms due to READ 3D testing, but IC's have sent out instructional resources for teachers to implement in their classrooms. Update 2/23/17 ICs have been in four classrooms specifically based on data.		Candice Sommersett	06/19/2019
2	1/26/17	ICs will monitor learning focused lesson plans and assist teachers in making sure teachers moving from complying to creating quality lesson plans based on the learning focused rubric. <i>Notes:</i> Update 2/23/17: ICs have worked with grade levels on Learning Focused lesson planning and locating resources for specific content standards.		Candice Sommersett	06/19/2019
3	7/24/18	Teachers will utilize information given by ICs, EC teachers, ELL teachers, counselors and other support staff in their lesson plans. These lesson plans will include differentiation for all students. <i>Notes:</i>		Angela Greene	06/19/2019

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Data analysis and instructional planning			
!	A3.01	Instructional Teams use student learning data to identify students in need of instructional support or enhancement.(5110)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Instructional teams will use the data to provide targeted instructional support and enhancement. Student will receive targeted instructional support based on their needs. Teachers will be fully aware of their students strengths and areas of concern.	No Development 12/08/2017		
<i>How it will look when fully met:</i>		Data will be discussed within grade levels and instructional coaches to assessed the needs of students for targeted/specialized instruction. Student will receive targeted instructional support based on their needs. Teachers will be fully aware of their students strengths and areas of concern.		Angela Greene	06/08/2018
Action(s)	Created Date		0 of 2 (0%)		
1	12/8/17	Disaggregate data and receive information from teachers as to who needs what;		Candice Sommersett	06/08/2018
<i>Notes:</i>					
2	12/8/17	Hire remediation teachers to provide to provide the targeted instruction		LaVette Ford	09/28/2018
<i>Notes:</i>		One will work with ELA and other will work with Math			

!		A3.02	Instructional Teams track and maintain records of student learning data to determine progress toward meeting goals as indicated in students' IEPs.(5111)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			EC Team will maintain records of student learning data to determine progress toward meeting goals as indicated in IEPs. Will be 100% in compliance	Limited Development 12/08/2017		
<i>How it will look when fully met:</i>			Students with IEPs will receive their service delivery time to work towards their IEP goals.		Janice Jones	06/08/2018
Action(s)	Created Date			0 of 1 (0%)		
1	12/8/17	EC Contacts goes through CECAS to determine which students have IEPs and ensure that all regular ed teachers have a copy of IEP.			Janice Jones	06/08/2018
<i>Notes:</i>						
!		A3.03	The principal compiles reports from classroom observations, showing aggregate areas of strength and areas that need improvement without revealing the identity of individual teachers.(5112)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			The principal and assistant principals will compile reports from classroom observations and provide feedback for strengths and areas of needs of improvement to share with the individual teacher.	Limited Development 12/08/2017		
<i>How it will look when fully met:</i>			Walkthroughs will be done by admin to provide teachers specific feedback to them thru a Google document directly to the teachers. School will have highly effective teachers who implement good instruction to help students to become successful.		Lashaunda Gilbert	06/08/2018
Action(s)	Created Date			0 of 3 (0%)		
1	12/8/17	Walkthroughs done by admin of all teachers			LaVette Ford	06/08/2018
<i>Notes:</i> Admin are encouraged to do 5x5s daily						
2	12/8/17	Observation schedule will be shared with all certified team members as to when and who will observe them. This will be documented in a Google Document and shared. Formal Observations will be done in NCCES			LaVette Ford	06/08/2018

Notes: BT-4 times a year
Abbreviated-2 times a year
Standard-3 times a year

3 12/8/17 Data will be given to all team as to where we are with benchmarks, DCA, Check-ins, attendance and discipline.

LaVette Ford

06/08/2018

Notes:

Core Function: Dimension A - Instructional Excellence and Alignment

Effective Practice: Student support services

KEY	A4.01	The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.(5117)	Implementation Status	Assigned To	Target Date
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Initial Assessment: Remediation teachers, AIG (Go-Grow), EC Teachers, MTSS/PST
Limited Development
10/27/2016

How it will look when fully met: Meetings are held; students need are being met through the MTSS framework
Takara Whichard
06/19/2020

Action(s) **Created Date** 0 of 2 (0%)

1	1/6/17	MTSS framework is established and counselors will oversee meetings and procedures to ensure that teachers deliver evidence-based instruction aligned with individual needs of students across all tiers.		Takara Whichard	06/19/2019
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Notes: 12/14/17: We have decided as a MTSS cohort to have the PST team meet with the teachers on an individual based to review Tier II folders and the paperwork to be included. Teachers will be assigned a date to have folders checked about every 6 - 8 weeks.

https://docs.google.com/document/d/1HmLBEWDaaSG8YVNzbkeVEndTnE6jTy7FPBEfP_MTLgg/edit?usp=sharing

2	1/26/17	Teachers will keep documentation that interventions are being done for Tier 2 and Tier 3 students. They will provide raw data to demonstrate response or lack of response to interventions. Teachers will ensure that all required information is up to date.		Takara Whichard	06/19/2019
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Notes: 12/14/17: We have decided as a MTSS cohort to have the PST team meet with the teachers on an individual based to review Tier II folders and the paperwork to be included. Teachers will be assigned a date to have folders checked about every 6 - 8 weeks.

https://docs.google.com/document/d/1HmLBEWDaaSG8YVNzbkeVEndTnE6jTy7FPBEfP_MTLgg/edit?usp=sharing

KEY	A4.06	ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Counseling (individual and small group), School-based Therapy, PBIS, EC district support, backpack pals/Friday Friends, Check-in Check-Out	Limited Development 10/27/2016		
<i>How it will look when fully met:</i>		Decrease in discipline referrals, increase in student achievement, better peer relationships and student/teacher relationships		Brittany Taylor	06/14/2019
Action(s)	Created Date		0 of 2 (0%)		
1	1/6/17	A system will be devised to support students with managing their emotions (Frog Friends) which exhibit frequent behaviors. This is also referred to as our Check-In/Check-Out system.		April Denney	06/19/2019
<i>Notes:</i> 12/14/17: We will have 6 students starting CICO in January.					
2	7/24/18	Teachers are using the Sanford Harmony lessons or social/emotional learning tools to increase emotional awareness of all students.		Brittany Taylor	06/19/2019
<i>Notes:</i>					
!	A4.08	ALL pre-k teachers ensure that all students are involved in activities each day that are designed to stimulate development in all domains: social-emotional, physical, approaches to learning, language, and cognitive development.(5126)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Our pre-k teacher ensures that all 18 students are involved in activities each day as the curriculum prescribed to stimulate development in all domains	Limited Development 12/08/2017		
<i>How it will look when fully met:</i>		Pre-K students will excel in their classroom according to standards and assessment.		April Denney	05/28/2018
Action(s)	Created Date		0 of 1 (0%)		
1	12/8/17	Pre-K teacher will teacher rigor and relevance as prescribed by the pre-K curriculum		April Vernon	06/08/2018
<i>Notes:</i>					

KEY	A4.16	The school develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level-to-level.(5134)	Implementation Status	Assigned To	Target Date
Initial Assessment:		5th grade does middle school visits and daycare's come to school to visit for kindergarten. Kindergarten assessments and orientations/ Pre-k classes visit kindergarten classes. Transitional meeting are held during the end of the year as well.	Limited Development 11/30/2017		
		Priority Score: 2 Opportunity Score: 3	Index Score: 6		
How it will look when fully met:		Smooth transitions into other settings. Students who transfer into the school throughout the year having the guidance counselors assist with getting acclimated. Balanced classrooms and having curriculum nights by helping parents prepare for each new grade level. Spring curriculum night to prepare for the next year.	Objective Met 07/24/18	Christel Carlyle	07/24/2018
Action(s)	Created Date				
1	12/6/17	Attend middle school orientation for feeder schools <i>Notes:</i> 5th Grade students will attend 6th grade orientation and visits are feeder middle schools. This usually happens around late March and until May.	Complete 07/24/2018	Brittany Taylor	06/07/2018
2	12/6/17	Kindergarten Orientation will be held every August in addition to the school's Open House to help parents and students with transitioning. <i>Notes:</i> Usually scheduled early August by Kindergarten TEAM.	Complete 07/24/2018	Amaleyah Davis	08/27/2018
3	12/6/17	Pre-K class will hold a transition meeting to help with transitioning to Kindergarten <i>Notes:</i> Pre-K teacher schedules this around April/May with her Pre-K parents	Complete 07/24/2018	April Vernon	05/28/2018
4	12/6/17	Local childcare centers schedules visits with our counselors for tours of their 4-year old students to help with transitioning to our school <i>Notes:</i> Childcare centers will call to schedule with counselor and this usually occurs around April/May.	Complete 07/24/2018	Takara Whichard	05/28/2018
Implementation:			07/24/2018		
Evidence		7/24/2018 During the last month of school 5th graders were taken to various local middle schools for a tour. Kindergarten hosts a yearly orientation that is separate from the regular open house. Local day cares are also contacted to tour the schools as well.			

Experience	7/24/2018 It was a great experience. The students and parents were so excited to start kindergarten!			
Sustainability	7/24/2018 We will continue to reach out to middle schools, day care centers and parents to schedule these transitional meetings			

Core Function:	Dimension B - Leadership Capacity			
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Effective Practice:	Strategic planning, mission, and vision			
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KEY	B1.01	The LEA has an LEA Support & Improvement Team.(5135)	Implementation Status	Assigned To	Target Date
Initial Assessment:		We have implemented our Improvement TEAM. They were voted upon by school representation and parent representation.	Limited Development 01/05/2017		
		Priority Score: 2 Opportunity Score: 3	Index Score: 6		
How it will look when fully met:		Members will be notified when meetings are held and I will be responsible for making sure the minutes are uploaded.	Objective Met 01/26/17	LaVette Ford	06/15/2018
Action(s)	Created Date				
1	1/6/17	Improvement TEAM will meet monthly.	Complete 05/25/2017	Diana Denham	09/28/2018
		<i>Notes:</i> SIT team has been meeting monthly.			
3	12/6/17	SIT TEAM will be voted on at August TEAM meeting	Complete 08/29/2017	Latisha Barnes	08/29/2017

Notes: All members of SIT are voted on by their respective grade level and department. Admin, counselors, and ICs are appointed. Also, grade level leadership will be on the Leadership team and are expected to attend the meetings.

Implementation:		01/26/2017		
Evidence	<p>1/26/2017 We have SIT minutes for each of our meetings as well as agendas. We also have sign in sheets for each meeting.</p> <p>1/26/2017 We have SIT minutes for each of our meetings as well as agendas. We also have sign in sheets for each meeting.</p>			
Experience	<p>1/26/2017 SIT team has meet and will continue to meet monthly.</p> <p>1/26/2017 SIT team has meet and will continue to meet monthly.</p>			
Sustainability	<p>1/26/2017 Holding ourselves accountable for the days the meetings are scheduled.</p> <p>1/26/2017 Holding ourselves accountable for the days the meetings are scheduled.</p>			

KEY	B1.03	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices. (5137)	Implementation Status	Assigned To	Target Date
Initial Assessment:		At the beginning of the implementation stage.	Limited Development 10/27/2016		
How it will look when fully met:		Monitor to ensure that we are compliant		Diana Denham	09/28/2018
Action(s)	Created Date		0 of 2 (0%)		
1	1/6/17	Leadership meetings will be held twice a month to discuss and analyze information.		Diana Denham	09/28/2019
		<i>Notes:</i> Leadership Team has met twice a month for the past 30 days.			
2	1/6/17	Weekly PLC will take place in each grade level.		Diana Denham	09/28/2018
		<i>Notes:</i> PLC (1/2) days are scheduled for the first week in February. Will need to reassess then. Update 2/23/17: 1/2 day PLCs were held February 1st, 2nd, and 3rd of 2017 during the third 9 weeks.			

Core Function: Dimension B - Leadership Capacity

Effective Practice: Distributed leadership and collaboration

KEY	B2.03	The school has established a team structure among teachers with specific duties and time for instructional planning.(5143)	Implementation Status	Assigned To	Target Date
Initial Assessment:		PLCs, Book Study, Planning, PDs, Committee Meeting times	Limited Development 10/27/2016		
		Priority Score: 2 Opportunity Score: 2	Index Score: 4		
How it will look when fully met:		Collaborative culture, improved school operations		Barbara Roberts	06/19/2019
Action(s)	Created Date		0 of 3 (0%)		
1	1/6/17	Book Study will be implemented and strategies will be shared to support good instructional planning.		Barbara Roberts	06/19/2019

Notes: Book study was completed April 25th. Staff consistently is meeting to do instructional planning and participating in professional learning communities to review data. Committee's meet on a monthly basis. This is evident in meeting minutes and sign-in sheets, as well as, agendas.

Update: New book for the 2017-18 is being used for a book study to assist with helping with students that have high referrals.

2/8/18: We are almost done with our book study. We have just a few more groups/chapters to get through.

2	12/6/17	PLC is held weekly to collaborate with teachers and share data		Barbara Roberts	06/19/2019
<p><i>Notes:</i> Released time is provided quarterly for teachers to do curriculum mapping, create CFAs, and share data and strategies.</p> <p>2/8/18: The new PLC format is going well. Teachers meet 4 times a month during encore blocks.</p>					
3	7/24/18	The committee structure will allow for everyone to participate in school function and promote school wide participation for all staff.		Christel Carlyle	06/19/2019

Notes:

Implementation:					
Evidence	<p>4/27/2017 Evidence includes agendas, sign in sheets, and presentations of book study.</p>				
Experience	<p>4/27/2017 Staff meetings are held regularly each month and the book study was incorporated into the meetings with each department sharing information through presentations.</p>				
Sustainability	<p>4/27/2017 Scheduled planning, committee, and PLC meetings will continue</p>				

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Monitoring instruction in school			
KEY	B3.03	The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Walk through, Feedback forms for teachers, Checking report cards, lesson plans and CFAs, providing data reports with data, Observations, PDP reviews, Student interaction	Limited Development 10/27/2016		
<i>How it will look when fully met:</i>		Walk throughs, feedback provided timely manner		Lashaunda Gilbert	06/19/2019
Action(s)	Created Date		1 of 2 (50%)		
1	1/6/17	Teachers will receive feedback from admin doing walkthroughs. <i>Notes:</i> Walkthroughs are being made and feedback is being currently given. Update 2/23/17: Walkthroughs are being done, although more data is forthcoming.		Diana Denham	06/19/2019
2	12/6/17	An observation schedule will provided along with a NCEES Orientation to explain the details of the observation <i>Notes:</i>	Complete 09/18/2017	LaVette Ford	08/28/2017

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Quality of professional development			
KEY	C2.01	The LEA/School regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(5159)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		PLCs, Data Meetings, Data Folders/Notebooks, School-wide Data spreadsheets	Limited Development 10/27/2016		
<i>How it will look when fully met:</i>		Monitor data spreadsheets, close achievement gaps		Felicia Wilson	06/19/2019
Action(s)	Created Date		0 of 2 (0%)		
1	1/6/17	Data will be shared through a school-wide data spreadsheet. <i>Notes:</i>		Felicia Wilson	06/19/2019
2	1/6/17	Data that is shared from assessments will be discussed in PLCs. <i>Notes:</i> https://docs.google.com/document/d/1HmLBEWDaaSG8YVNzbkeVEndTnE6jTy7FPBEfP_MTLgg/edit?usp=sharing		Diana Denham	06/19/2019

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Talent recruitment and retention			
KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Incentive for achievement, Attendance, Observations, Interview teams for new staff	Limited Development 10/27/2016		
<i>How it will look when fully met:</i>		improved overall school culture; improved working condition survey results.		Rosetta Howard	06/19/2019
Action(s)	Created Date		0 of 3 (0%)		
1	1/6/17	Teachers will be recognized monthly for achievement (pass the frog).		Elanie Coleman	06/19/2019
<i>Notes:</i>					
2	1/26/17	Providing at least one high-quality training for those conducting evaluations at the beginning each year.		Diana Denham	06/15/2019
<i>Notes:</i> 2017- 2018 School Year: Mrs. Ford walks through with all Mentors and Peer Observers on how to implement the observation tools and how to enter data into NCEES.					
3	7/24/18	Buddy teachers for BT teachers are for teachers that are new to the school.		Elanie Coleman	06/19/2019
<i>Notes:</i>					

Core Function:		Dimension E - Families and Community			
Effective Practice:		Family Engagement			
!	E1.01	ALL teachers maintain a file of communication with parents/guardians.(5177)	Implementation Status	Assigned To	Target Date
Initial Assessment:		<p>Teachers are communicating through Dojo on academic and behavior concerns</p> <p>Monthly Blurbs go home from each grade level as to how parents can assist at home to support and reinforce what is done at school.</p> <p>Social media and website is used/maintained to ensure that all stakeholders are informed.</p>	Limited Development 12/08/2017		
How it will look when fully met:		Well informed parents who support their children as school work together as partners to help all students to be successful		Jessica Jones	06/08/2018
Action(s)	Created Date		0 of 4 (0%)		
1	12/8/17	Website maintained by school coordinator		Jessica Jones	06/08/2018
		Notes:			
2	12/8/17	Teachers use Dojo to communicate with parents		Derek Cobb	06/08/2018
		Notes:			
3	12/8/17	Agendas are provided for all 3-5 students as a means of communication between school and home		Latisha Barnes	06/08/2018
		Notes:			
4	12/8/17	Monthly blurbs go home through communication folder		Bridget Smith	06/08/2018
		Notes: Will get with Mrs. Battle to see which are ran and check to ensure that it is on website			

!	E1.03	ALL teachers systematically report to parents/guardians the student's mastery of specific standards-based objectives.(5179)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Teachers share through report cards, progress reports, conferences and phone calls the mastery of specific standards-based objectives.	Limited Development 12/08/2017		
<i>How it will look when fully met:</i>		Well informed parents and all stakeholders of students academic progress		LaVette Ford	06/08/2018
<i>Action(s)</i>	<i>Created Date</i>		0 of 2 (0%)		
1	12/8/17	Report cards, progress reports, and meetings are held/shared to discuss students mastery of objectives.		Takara Whichard	06/08/2018
<i>Notes:</i>					
2	12/8/17	Parent/Teacher conferences are held twice a year to share information on students progress		Genea Kornegay	06/08/2018
<i>Notes:</i>					

	KEY	E1.06	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)	Implementation Status	Assigned To	Target Date
Initial Assessment:			<p>Some teachers send home/connect letters for AR/AM, Reading 3D letter, Home/School connect letters and weekly newsletters. Teachers conduct parent/teacher conferences. Some teachers have social media accounts to stay connected with parents as well as teacher websites. Teachers participate in Curriculum Night in the beginning of the year.</p> <p>In the 2016-17 school year, each grade level and Encore department sends home a monthly blurb with suggested tips to help parents help their children to support teaching and learning.</p> <p>We will continue to do the monthly blurb each month with the blurbs as well as other resources that can be sent home each month.</p>	Limited Development 10/27/2016		
How it will look when fully met:			<p>Increase in student achievement, increase in parental involvement, 100% of our teachers will communicate with parents/guardians of our expectations and provide them with resources/strategies to assist their children with curriculum at home.</p> <p>As evidence. we will provide samples of school contact, monthly blurbs, school website, and documentation of Curriculum nights.</p>		Latisha Barnes	06/19/2019
Action(s)	Created Date			0 of 1 (0%)		
1	1/6/17	Each grade level will create monthly newsletters to be shared with all parents to use to assist their students at home.			Latisha Barnes	06/19/2019
<p><i>Notes:</i> Newsletters have been given out the past few months. Grade levels will be asked to put newsletters in Ms. Barnes box.</p> <p>Update 2/23/17: Grade levels have been sending home monthly letters with upcoming material being taught. Teachers will work on including websites, strategies, and/or materials for parents to utilize at home</p> <p>Update 12/6/17: Blurbs are posted on the school website in addition to distribution in the students' weekly communication folder.</p>						

!	E1.10	The school provides parents/guardians with practical guidance to encourage their children's regular reading habits at home.(5186)	Implementation Status	Assigned To	Target Date
Initial Assessment:		<p>Parent letters go home with the students after each Reading 3-D assessment to share the students status as well how they can help at home.</p> <p>Parents and students are shared the student present reading AR goal.</p>	Limited Development 12/08/2017		
How it will look when fully met:		All stakeholders will be aware of what students' reading levels are and keep all informed.		Jessica Jones	06/08/2018
Action(s)	Created Date		0 of 2 (0%)		
1	12/8/17	Media Coordinator will share weekly AR data		Jessica Jones	06/08/2018
<i>Notes:</i>					
2	12/8/17	All 1st - 5th grade students are assessed using STAR to ascertain reading level		Pamela Smith	06/08/2018
<i>Notes:</i> STAR Reading					