

Transylvania County Schools

School Wide Safety Nets for Student Accountability

2009-2010

School: Rosman Elementary School

Area: Parental Communication

<u>Actions Steps</u>	<u>Timeline</u>	<u>Who is Responsible</u>
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Parent Communication:

1. **All** report cards will be reviewed with comments made and signed by the Principal and/or the Assistant Principal each nine weeks. (08 -09)
2. Interim reports will be reviewed and signed by the Principal if the grade is below a C or at the Progress or Strategic level in Aimsweb. (08 - 09)
3. The Rosman Elementary School Website will be updated weekly with upcoming events and special recognitions. (08 - 09)
4. Title I newsletters in English and Spanish will be sent to **all** parents on a monthly basis. (08-09)
5. The Principal will send a newsletter in English and Spanish to **all** parents on a monthly basis. (08 - 09)
6. Notifications will be sent to **all** parents using the Proactive Instant Alert. (09- 10)
7. PTO will send home newsletters.(07-08)
8. Provide positive, documented communication within the first **month** to build trust from parent. Provide additional comments once per month. The communication will be a note, phone call, email, or face to face conference. Good News postcards will be sent at least once to each child from teachers/other staff members and including Administration.(revised 09 - 10)
9. Communicate daily with parents through planners and folders. Special orange vinyl folders ordered and provided for each student.(revised 09-10)
10. Conduct parent conferences at all grade levels at the end of the 1st and 3rd grading periods with at focus on implementing Student Led Conferences and data notebooks.(07-08)
11. Conduct parent conferences immediately when a student is struggling/failing a subject (s). Send home weekly progress reports for struggling students.(07-08)
12. Establish county wide PEPs for students struggling/failing subjects.(09-10)
13. Send school-wide and classroom newsletters (for all classrooms) a **minimum** of quarterly to keep parents informed of : what is happening in the classroom, upcoming projects, opportunities to volunteer, curriculum nights, etc.
14. Hold two curriculum nights for parents.

1. Each 9 week grading period-09-10
2. Each midterm-09-10
3. Sept.-June 09-10
4. Aug.-June 09-10
5. Sept.-June 09-10
6. Aug. 09 - June10
7. Sept. 09-June 10
8. Sept 09- June10
9. August 09 – Sept.10
10. Oct. 09 – Feb. 10
- 11.Sept.09 – June 10
12. Sept. 09 – June 10
13. each quarter
- 14 Oct. 09 – June 10

1. Principal/ Assistant Principal
2. Principal
3. Computer Lab TA
4. Title I Staff
5. Principal
6. Assistant Principal
7. PTO
8. RES Staff
9. Teachers
10. RES staff
- 11.Teachers
12. Teachers
Teachers/Administration
13. Teachers
14. Teachers

Area: Academic Coaching

<u>Actions</u>	<u>Timeline</u>	<u>Who is Responsible?</u>
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Academic Coaching:

1. Identify and provide academic coaching **before the first quarter ends** to students already on a PEP, those who have received a waiver to a grade, those identified based on grades, assessments, classroom performance, absences, etc. Continue Academic coaching as the need exists, based on classroom and county assessments. (08 - 09)
2. Organize a schedule for Academic Coaches who are assigned to a specific teacher during the school day so students will receive immediate assistance in either small groups, one on one, etc. (08 - 09)
3. Specials' teachers (art, music, PE,) are assigned to a grade level for at least one hour per day. Teachers within the grade level decide how the Academic Coach will be utilized with selected students. (revised 09 - 10)
4. Academic Coaching after school will be exclusively for grades 3,4,5 with teachers from those grade levels working together to provide the most effective, efficient instruction, where needed, on a volunteer/paid basis. (revised 09 - 10)
5. Teachers from grades K, 1, 2 will work with one another to provide additional assistance to *each other* during their library/media time—i.e., when the teacher's class is in media, she will go to another classroom within her grade level to assist with one on one or small groups. This occurs one time per week. (08 - 09)
6. Provide one -on-one tutoring at the point of need during a lesson and at other available and appropriate times for students during the school day. Use instructional assistants and volunteers to help provide this tutoring.(08-09)
7. Use Study Island to reinforce, remediate and enrich reading and math skills.
8. Assess students in the fall, winter and spring using Aimsweb. Implement strategies for those students who assess at the strategic or progress level. (09-10)
9. Use Remediation funds to employ and place part time tutors in areas of need. (09-10)

1. Aug 09.—Oct. 09
2. August 2009 – June 2010
3. August 2009 – June 2010
4. February 2010
5. Sept. 09.—June 2010
6. Sept. 09 – June 2010
7. Sept. 09 – June 2010
8. Sept. 09 – April 2010
9. October 2009 – May 2010

1. Classroom teachers/Instructional Assistants/Resource teachers/Title 1
2. Teachers/Principal
3. Principal/Teachers
4. 3rd, 4th, 5th Grade Classroom Tchrs.
5. Knd, 1st, 2nd Grade Classroom Tchrs.
6. Assistants and volunteers
7. Teachers/Assistants
8. Teachers
- 9.. Principal

Area: Curriculum Alignment and Pacing

Actions Steps

Timeline

Who is Responsible?

Curriculum Alignment and Pacing:

<ol style="list-style-type: none"> 1. Conduct grade level meetings after each lead Teacher meeting and as needed that focus on curriculum, instruction and planning.(revised 09-10) 2. Grade levels will elect a grade level chair that will meet with the Principal monthly after school to discuss and develop methods for communication and vertical curriculum alignment. (revised 08-09) 3. Develop for each student a writing portfolio which will be reviewed periodically with each teacher retaining the same samples of writing (time and prompt).(revised 09 -10) 4. Assign teacher assistants to classrooms during reading and math to promote small group instruction and/or 1:1. (revised 08-09) 5. Hold meetings with teacher assistants once a month to foster communication. (08 - 09) 6. Utilization of a Teacher Assistant to assist and provide assistance with technology in the computer lab at all times. (08 -09) 7. Work with Dr. Kim Elliot, Director of Elementary Education, to develop a new pacing guide which aligns with the new math adoption – Houghton Mifflin/Harcourt (09-10) 8. Participate in Vertical Alignment and Curriculum Mapping to increase understanding of what is common in grade level curriculum and to identify gaps in programs used and the SCOS. (revised 09-10) 	<ol style="list-style-type: none"> 1. Sept 09 —June 10 2. Sept 09 -June 10 3. Oct 09 —June 10 4 Sept—June 08-09 5. Sept—June 08-09 6. Aug—June 08-09 7. Sept. 09 – Jan. 10 8. Quarterly 	<ol style="list-style-type: none"> 1. Principal 2. Principal 3. Principal and teachers 4. Teacher 6. Principa/Assistant Principal 6. Principal/Teacher Ass't 7. Teachers/Director of El. Ed./Principal 8. Teachers/Principal/Assistant Principal
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Area: Benchmark Assessments

Actions Steps

Timeline

Who is Responsible?

Benchmark Assessments:

1. Use Aimsweb web based assessments to assess students in K – 5 at a minimum three times a year, in the fall, winter and spring. Students at the strategic and progress levels will be assessed more frequently as strategies are put in place for academic coaching/remediation. (09-10)
2. Using data from Aimsweb, write PEPS, utilize CARE team and EC services as deemed appropriate (09 - 10)

1. fall, winter and spring at a minimum
2. Sept. 09 – June 10

1. Teachers
2. Principal.Teachers/Staff

Area: Personalized Education Plans

Actions Steps

Timeline

Who is Responsible?

Actions Steps	Timeline	Who is Responsible?
<i>Personalized Education Plans –</i>		
1. Develop PEPs for students with an average below a “C” in core academics. (revised 07-08)	1. Sept 09 - June 10	1. Teachers
2. Develop a PEP based on Aimsweb assessments for those students who remain at the strategic level or are at progress level.	2. Sept 09 -June10	2. Teachers, CARE Team
3. Require PEP on file for those in remediation or referred to CARE Team (revised 07-08)	3. Sept 09- June 10	3. Teachers
4. Develop immediate PEP for those receiving a waiver into the grade.	4. Sept 09 -June 10	4. Teachers, Principal
5. Assess need for PEP after mini assessments, Predictive Assessments, at the end of the grading period, or at any point that a student struggles with a subject/series of concepts. (07-08)	5. Sept 09-June 10	5. Teachers, Administration
6. Evaluate PEPs at end of grading period, after Predictive Assessments, at the end of the school year, or other points as needed throughout the year. Parents should be present for PEP reviews. PEP signed/initialed by all parties if continued or dismissed. (07-08)	6. Sept 09-June 10	6. Teachers, Administration
7. Plan instruction based on information gained from PEPs. Principal and Assistant Principal will monitor plans to ensure that the correlation is happening.	7. Sept.09-June 10	7. Teachers/Administration

Area: Other Interventions

Actions Steps

Timeline

Who is Responsible?

Other:

1. Expose staff at faculty meetings to literature that will stimulate and motivate to try new teaching strategies and techniques to make our students successful, and globally competitive. Suggested readings are Working on the Work, (semester 1) and Failure Is Not An Option (semester 2). Classroom Instruction That Works was completed in 08-09. (revised 09-10)
2. Offer to pay for the course at WRESA on-line book study Exploring the 7 Keys to Comprehension to all teachers interested. (new 09 - 10)
3. Work with area churches *and other organizations* that provide materials and supplies by informing them of specific needs.
4. Inform students at the beginning of the year of the Peer Mediation Program for grades 3, 4 and 5 and train new mediators. (revised 09-10)
5. Development of a School Wide Rules.(08 – 09) Continue with implementation. (revised 09-10)
6. Implement use of “Caught Being Good” pins and tatoos.
7. Implementation of a school based ISS Program with TA coverage 08-09)
8. Offering of staff development opportunities for staff to expand their teaching strategies and techniques to more effectively teach to the 21st Century student.
9. Share at faculty meetings successes, strategies and techniques that will enhance and improve the teaching process and promote student achievement. (revised 09-10)

1. Oct/Nov 09 and Feb/March 10
2. Oct. 09 – December 10
3. Sept 09 -June10
4. Sept—June 08-09
5. Oct—Nov 08-09
- 6 Aug. 09 – June 10
7. August 09—June 10
8. Aug. 09—June 10
9. Oct. 09 – June 10

1. All staff led by Principal and Assistant Principal
2. Principal/PTO
3. Counselor
- 3.
4. Assistant Principal and Staff
5. Principal/Assistant Principal/ Staff
6. Assistant Principal and TAs
7. Principal, Ed. Ctr. Staff, Psychologist, Community
8. Principal and staff

