## SCHOOLWIDE IMPROVEMENT PLAN (SIP)

## TITLE I SCHOOLWIDE PROGRAM (SWP) PLAN

## TITLE I TARGETED ASSISTANCE (TA) PLAN

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| **NAME OF SCHOOL/PRINCIPAL:****J. B. Key Elementary School / Dr. Jacqueline Flakes / School Year 2017-2018** |
| **NAME OF DISTRICT/SUPERINTENDENT:**Muscogee County School District / Dr. David F. Lewis |
| *□ Comprehensive Support School □ Targeted Support School* ***xx*** *Schoolwide Title 1 School □ Targeted Assistance Title 1 School □ Non-Title 1 School □ Opportunity School* |

DIVISION OF SCHOOL AND DISTRICT EFFECTIVENESS

**Advancing Leadership | Transforming Schools**

All required components of the Title I Schoolwide and Targeted Assistance are included in this template.

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| **SIGNATURES:**Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Region Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exec. Dir. of Fed. Programs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Name | Position/Role | Signature |
| Dr. Jacqueline Flakes | Principal |  |
| Sonia Moore  | Elementary Dean |  |
| Sandra Jones | Academic Coach |  |
| Florence Evermon | Special Education |  |
| Jami Green | Physical Education Teacher |  |
| Melissa Register | Kindergarten Teacher |  |
| Skyla Pyron  | 2nd Grade Teacher |  |
| Lori Denham | 2nd Grade Teacher |  |
| Jeneka Bennett | 3rd Grade Teacher |  |
| Krizia Delgado | 4th Grade Teacher |  |
| Julie Wood | 4th Grade Teacher |  |
| Jamie Spanner | 5th Grade Teacher |  |
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 **Planning Committee Members (SWP 8, 16)**

Title I only **(SWP 10, 15, 19)**

The Letter of Intent for Title I Schoolwide was submitted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please indicate the programs that are consolidated in this plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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School Designated as a Priority School \_\_\_\_\_\_\_ (Yes or No) School Designated as a Focus School \_\_\_\_\_\_\_ (Yes or No)

## Needs Assessment/ Data Review Results (SWP 1, 11, 12, 13, 14, 17, 18)

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| --- | --- | --- | --- |
| **Prioritized Needs** | **Data Source** | **Participants Involved** | **Communication to Parents and Stakeholders** |
| Our behavior needs are the reduction of student absences to include the primary need of reducing the number of students with 6 or more absences.  | Attendance Data report from Infinite campusDaily attendance foldersClimate Report --- CCRPI | Central OfficeAdministratorsParentsTeachersSchool ClerkSchool Social Worker | School Website Monthly Parent MeetingPTA NewslettersConnectEdReport CardsTitle I parent workshopsClass DojoSchool Council Meetings |
| Our academic needs are systematic, direct, and engaging quality Tier 1 explicit instruction with clear learning targets.  | SGMs (FY 15, 16,17)QBA’s (FY 15, 16,17)School based benchmark assessments - Envision and Reading Wonders STAR Reading Benchmark (FY 16, 17)Georgia Milestones (FY 15, 16, 17) Leadership Team Root Cause Analysis (FY 17) | Central OfficeAdministratorsTeachersStudentsParents | School Website Monthly Parent MeetingPTA NewslettersConnectEdReport CardsTitle I parent workshopsClass DojoSchool Council Meetings |

## SMART GOAL #1 (Specific, Measurable, Attainable, Results-Based, and Time-Bound)

## (SWP 2, 7, 9, 10)

 **Academic/Instructional Goal: Key Elementary will improve teaching and learning strategies to meet the targets shown below**

SMART GOAL #1: By May 2018, 100% of teachers at Key Elementary will utilize attendance protocol strategies to maintain and decrease student absences to ensure student readiness to learn and academic success.

|  **Georgia School Performance Standard** | **Student Group (All or Subgroup, Parents, Teachers)** | **Action Strategies****Include description of SWP 2, 7, 9, 10)** | **Evaluation of Implementation and Impact on Student Learning** | **Monitoring Actions of Implementation** | **Estimated Cost, Funding Source, and/or Resources**  |
| --- | --- | --- | --- | --- | --- |
| **(SWP 9)** | **Artifacts** | **Evidence** |
| **School Culture:**1 and 5 | All grade levelsAll stakeholders | * Professional Learning on the Muscogee County School District attendance policy and school-wide plan
* Train teachers on the Attendance Protocol Flow Chart with Incentive Protocol
* Increase parent communication regarding school attendance and upcoming incentives
* Providing beginning of the year booster training to all stakeholders on school-wide expectations for attendance
* Monitor classroom attendance with daily attendance folders
* Conduct monthly attendance team meetings to review data and make decisions based on progress
* Acknowledge & celebrate attendance through the use of incentives (Bulletin Board Recognition, Wrist band rewards, Freeze pops, Glow Party)
* Advertise Monthly Attendance incentive on school website
* Increase frequency of school wide incentives to weekly/monthly
* Book Study: Win Win Classroom
 | SWIS ReportsAttendance ReportsParent & Student SurveysNewslettersPTA AgendasSchool WebsiteWeekly Attendance ReportsIncentive/CelebrationsPD Agendas/ Sign-In sheets and Team Minutes | **School Leaders Demonstrate:**Monitors attendance reports Acknowledges and presents incentive rewards for attendance**Teachers Demonstrate:**Knowledge of Classroom Dojo use for attendance and parent communication Provides students with information regarding the school-wide attendance goal and ongoing incentives**Students Demonstrate:** Knowledge of attendance policyKnowledge of rewards system for attendance**Parents Demonstrate:** Knowledge of MCSD Attendance Policy Knowledge of school attendance goal and attendance incentivesCommitment to punctuality and attendance for their student | Attendance Data from Daily Attendance folders and Infinite CampusMonitor Incentive participationMonitor Parent Communication in Infinite CampusTeachers will monitor classroom attendance  | Purchase: *The Win Win Classroom* $1,000Incentives:$1500General Supplies:$300Funding Sources: Title 1Title 11-AQBE |

## SMART GOAL #2 (Specific, Measurable, Attainable, Results-Based, and Time-Bound)

## (SWP 2, 7, 9, 10)

**PBIS/School Climate Goal:** SMART Goal #2 – By May 2018, 90% of teachers will use explicit focused instruction to convey critical content in their teaching and embed it in their classroom practices.

| **Georgia School Performance Standard** | **Student Group (All or Subgroup, Parents, Teachers)** | **Action /Strategies****Include description of SWP 2, 7, 9, 10)** | **Evaluation of Implementation and Impact on Student Learning** | **Monitoring Actions of Implementation** | **Estimated Cost, Funding Source, and/or Resources**  |
| --- | --- | --- | --- | --- | --- |
| **(SWP 9)** | **Artifacts** | **Evidence** |
| Curriculum 1, 2Instruction: 1,2,3,4,7, and8Assessment:2,3 and 4Professional Learning: 1,2,4,5 and 6Leadership1,2,3,7 and 8Planning 2, 3 and 5Family Engagement2 and 4School Culture 1,5  | All grade levels | * Communicate clear expectations for quality Tier 1 explicit instruction for all K-5 students in a Standard’s Based Classroom to all stakeholders through: Professional Development for teachers, Parent Workshops, and goal setting for students.

August 3, 2017 –Professional DevelopmentIdentifying the 16 Elements of Explicit Instruction Imbedded in Curriculum through Professional Development for teachersOctober 9, 2017 – Professional Development  Identifying Elements of Explicit Instruction Imbedded in Reading, Math, Science and Social Studies Curriculum through Professional Development for teachersJanuary 4, 2018 – Professional Development * Plan for Focused Instruction using the Gradual Release Model and implement with fidelity during lessons
* Engage students with questioning beyond recall
* Effectively use DOK2, 3 & 4 Questions with students
* Create common formative assessments based on focused instruction
* Imbed Achieve 3000 & Smarty Ants into instruction
* Actively participate in weekly data team meetings
* Purchase STAR Reading with Accelerated Reader
* Purchase IXL for math
* Hire part – time intervention teacher
* Attend educational conferences that align with instruction
* Tutoring Sessions – with explicit instruction using GMAS Prep books
* Parent Workshops: Math/Science Night, Technology
 | Lesson PlansFocus Walk DataPD Agendas/ Sign-In sheets Grade level planning minutesData team agendas/minutesFormative/SummativeAssessment DataRTI documentationStudent Goal Sheets | **School Leaders Demonstrate:** Focus walks, TKES Evaluations, Monitor Lesson Plans, Attending Data Team Meetings**Teachers Demonstrate:**Effective planning to include explicit instruction practicesModel explicit instruction through the use of research based strategiesCollect and analyze student dataParticipate in collaborative planningAttend workshops designed to improve practices.**Students Demonstrate:** Goal SettingActive participation during focused instructionIncreased percentage of developing learner or higher on Math or ELA Georgia Milestones**Parents Demonstrate:** Attend parent conferences and workshopsAssistance with HomeworkComplete Parent SurveysPositive support and understanding of student goals | TKES, LKES, Observations, Monitor MCSD and state assessment dataMonitor Envision and Reading Wonders data Monitor Smarty Ants, Achieve 3000 and IXL Data Monitor data team meeting minutesMonitor Professional Development implementation through focus walksReview weekly lesson plans and provide feedback | **Estimated Cost:**Part-time Intervention Teacher (Title I) $35.000Substitutes (Title I) $3,000Professional development/PD supplies-books:$1500Educational Conferences$10,000General Supplies$ 300.00Funding Sources: Title 1Title 11-AQBEResources:Chattahoochee-Flint RESACSU Coca-Cola Space Science CenterCSU Math CollaborativeCSU Oxbow MeadowsNational Infantry MuseumGaDoe WebsiteCanvas |

**Professional Learning Plan to Support School Improvement Plan**

**(SWP 4)**

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| **Professional Learning** **Strategy to Support Achievement of SMART Goals** | **Professional Learning Timeline**  | **Estimated Cost, Funding Source, and/or Resources** | **Person(s)/ Position Responsible**  | **Monitoring Teacher Implementation of Professional Learning** | **Artifacts/Evidence of Impact on Student Learning** |
| Professional Learning on MCSD Attendance Policy & Schoolwide Attendance Protocol and Incentive Initiative | August 3, 2017Continuously throughout the 2017-2018 School Year | **Estimate Cost:** $100**Funding Source:** General Supplies and Materials**Resources:**Student Handbook“Attendance Protocol” PowerPointDaily Attendance FoldersHandouts | PrincipalElementary DeanCounselorSchool Social Worker | PrincipalElementary DeanCounselor | Data Team Notebooks Weekly Attendance ReportsWeekly Assessments |
| PL of K-5 Practices that will improve climate and improve attendanceBook Study: The Win-Win Classroom: A Fresh and Positive Look at Classroom Management by Jane Bluestein | August 2017-April 2017Bi-weekly meeting  | **Estimate Cost:** $1000**Funding Source:** Books **Resources:**Book: The Win Win Classroom by Jane BluesteinFoldersHandouts | AdministrationAcademic CoachGrade Level Chair | PrincipalAcademic DeanAcademic Coach | Book Study NotebookSWIS Data |
| **A. Lessons Involving New Content (Use explicit instruction to convey critical content)****Transforming Classroom Practice - Standards Based Classroom PL** PL of K-5 practices that will support teachers in understanding standards based instruction vs traditional instruction and the implications for explicit instruction in each model.  | Continuously throughout the 2017-2018 School YearAugust 3, 2017 | **Estimate Cost:** $50**Funding Source:** General Supplies and Materials**Resources:** \*Scholarly Article: Journal of Teacher Education: “Teacher Learning and Standards Based Instruction” by Stephanie Knight and Fran Arbough\*PL PowerPoint: Standards Based Classroom\*Handouts\*Chart Tablets \*Pens/Markers | AdministrationAcademic Coach  | PrincipalElementary DeanAcademic Coach  | Focus Walk DataStandards Based Classroom Self-AssessmentLesson PlansData NotebookFormative & Summative Assessment DataStudent Work Samples |
| **Gradual Release - Focused Instruction: Purpose, Modeling, Think-Alouds, and Noticing PL** PL of K-5 Gradual Release practices that will support teachers with implementing quality Tier 1 instruction during the Focused Instruction part of their lesson | August 3, 2017 | **Estimate Cost:** $50**Funding Source:** N/A**Resources:** \*Better Learning Through Structured Teaching: A Framework for the Gradual Release of Responsibility, 2nd Edition by Douglas Fisher & Nancy Frey \*PL PowerPoint: Focused Instruction in The Gradual Release Framework\*Handouts\*Chart Tablets\*Pens/Markers | AdministrationAcademic Coach  | PrincipalElementary DeanAcademic Coach  | Lesson PlansFocus Walk DataData NotebookFormative & Summative Assessment DataStudent Work Samples |
| **Booster PL** on Schoolwide Attendance Data, Protocols and Incentives | October 9, 2017 | **Estimate Cost:** $100**Funding Source:** N/A**Resources:** **\***PL PowerPoint\*Handouts | PrincipalElementary DeanCounselor | PrincipalElementary DeanCounselor | Data Team Notebooks Weekly Attendance ReportsWeekly Assessments |
| **Identifying the 16 Elements of Explicit Instruction PL** PL of explicit instruction elements that will support teachers with implementing quality Tier 1 instruction during the Focused Instruction part of their lesson | October 9, 2017 | **Estimate Cost:** 50$**Funding Source:** General Supplies and Materials**Resources:** \*Scholarly Article: Monroe EDU: “16 Elements of Explicit Instruction” \*PL PowerPoint: Explicit Instruction Elements\*Handouts**\***Chart Tablets\*Pens/Markers | AdministrationAcademic Coach  | PrincipalElementary DeanAcademic Coach  | Lesson PlansFocus Walk DataData NotebookFormative & Summative Assessment DataStudent Work Samples |
| **Elements of Explicit Instruction Imbedded in Curriculum PL** PL to identify the K-5 focused instruction elements that are imbedded in our current curriculum | October 9, 2017 | **Estimate Cost:** 50$**Funding Source:** General Supplies and Materials**Resources:** \* Better Learning Through Structured Teaching: A Framework for the Gradual Release of Responsibility, 2nd Edition by Douglas Fisher & Nancy Frey  \*Reading Wonders TE\*Envision TE\*Handouts\*Chart Tablets\*Pens/Markers | AdministrationAcademic Coach | PrincipalElementary DeanAcademic Coach  | Lesson PlansFocus Walk DataData NotebookFormative & Summative Assessment DataStudent Work Samples |
| **Booster PL** on Schoolwide Attendance Data, Protocols and Incentives | January 4, 2018 | **Estimate Cost:** $100**Funding Source:** N/A**Resources:** **\***PL PowerPoint\*Handouts | PrincipalElementary DeanCounselor | PrincipalElementary DeanCounselor | Data Team Notebooks Weekly Attendance ReportsWeekly Assessments |
| **Elements of Explicit Instruction Imbedded in Curriculum PL** PL – Instructional Strategies for Accessing the Science & Social Studies Curriculum | January 4, 2018 | **Estimate Cost:** $100**Funding Source:** General Supplies and Materials**Resources:** \* The Cultural Approach to History by Oliver Turner Ivey, Professor Emeritus  \*Social Studies CANVAS\*Georgia Standards of Excellence for Science \*Handouts\*Chart Tablets\*Pens/Markers | AdministrationAcademic Coach | PrincipalElementary DeanAcademic Coach  | Lesson PlansFocus Walk DataData NotebookFormative & Summative Assessment DataStudent Work Samples |

### Highly Qualified Staff

(SWP 3, 5)

All course are taught by highly qualified staff. Yes (Yes or no)

If no, explain:

List efforts to recruit highly qualified teachers to your school:

The following activities are done district-wide in support of recruiting for individual school's vacancies:

* District attendance at regional and university recruitment fairs
* A district-wide job fair in the Spring
* Various web-based job vacancy advertisements

### Resources:

Georgia School Performance Standards – <http://www.gadoe.org/School-Improvement/School-Improvement-Services/Pages/default.aspx>

Professional Learning Plan Template Guidelines - <http://www.gadoe.org/School-Improvement/School-Improvement-Services/Documents/Professional%20Learning/Learning%20Forward%20Professional%20Learning%20Plan%20Template.pdf>

System for Effective School Instruction: <http://www.gadoe.org/School-Improvement/School-Improvement-Services/Documents/System%20for%20Effective%20School%20Instruction/System%20for%20Effective%20School%20Instruction.pdf>

Title 1 - <http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/default.aspx>

QCIS (Indistar) - <http://www.indistar.org/>

Statewide Longitudinal Data System (SLDS) - http://www.gadoe.org/Technology-Services/SLDS/Pages/SLDS.aspx