



# **Title I Schoolwide Diagnostic**

**Burton Glen Charter Academy**

**Burton Glen Charter Academy**

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## **Introduction**

This diagnostic tool is aligned to requirements for Title I Schoolwide schools. The Comprehensive Needs Assessment must be completed prior to creating a new plan or annually updating an existing school improvement plan. Use the results of the Comprehensive Needs Assessment to develop Goals/Objectives/Strategies and Activities. Ensure that the Comprehensive Needs Assessment addresses all four types of data: student achievement data, school programs/process data, perceptions data (must include teachers and parents; student data is encouraged), and demographic data. The Comprehensive Needs Assessment must also take into account the needs of migratory children as defined in Title I, Part C, Section 1309(2).

## **Component 1: Comprehensive Needs Assessment**

### **1. How was the comprehensive needs assessment process conducted?**

- A formal comprehensive needs assessment is completed by the School Improvement Committee at least annually. It includes a review of a variety of data from the following categories:

1. Student achievement data, including State test data, NWEA data, and local and formative assessment data (including subgroup analysis)
2. Demographic data, including student demographics by subgroup, student enrollment information, teacher demographics (including years of experience), Highly Qualified teacher and paraprofessional information, student attendance and discipline information, etc.
3. Programs and process data, including curriculum alignment assessments, School Quality Review findings (if appropriate), MI-SAAS, etc.
4. Perceptions data, including staff survey results, parent survey results, perception information from community members, etc. This data is analyzed and discussed by the School Improvement Team. Results of the analysis determine the school's focus areas, and the following stakeholders are given an opportunity to provide feedback:

i. Staff - A school improvement-focused staff meeting is held in Feb/March. Staff discuss the comprehensive needs assessment data and analyze/evaluate improvement efforts to determine the focus for the following school year. Staff are formally surveyed during this time, which ensures that they provide feedback on programs and professional development.

ii. Parents - A school improvement-focused parent meeting is held in Feb/March. Parents are presented with comprehensive needs assessment data for their analysis, and they provide feedback/evaluation on school programs via a formal survey.

iii. Board members - School improvement components are reviewed during a board meeting to ensure that the board members have an opportunity to evaluate programs and provide input for the following school year.

- The comprehensive needs assessment data was used to develop Title I, Title II, and Section 31a programs and services. The program and services are outlined in detail in the goals sections as well as in the schoolwide reform strategies.

### **2. What were the results of the comprehensive needs assessment process? What information was concluded as a result of analyzing perception, student achievement, school programs/process, and demographic data?**

- DEMOGRAPHIC DATA REVIEWED: Enrollment, Mobility, Attendance, Discipline, Teacher Experience, Teacher and Leadership Absences, Teacher Turnover

We lose a third of our students every year. We will be increasing our community presence and focusing more on curriculum.

We have kept the same student demographic overall for the most part with very little change.

Our PAC has increased this year from last year. Some of the challenges that our students face are the violence in Flint, the water crisis and poverty. We have a good homeless program to help students and parents find resources, backpack food program, bus passes, clothing, coats, shoes.

Our day to day attendance is decreasing but the overall absenteeism is increasing. There are cases of extreme absenteeism that is very

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detrimental to their learning. The enforcement of truancy is still poor and we need to assign a designated person to be in charge of school truancy.

Year to date numbers have significantly dropped as a school and by wing. According to this data, we are under our overall infractions from last year and infractions per student percentage has dropped. If trends continue to hold we should continue with ABSS and teacher infraction model.

- PERCEPTION DATA REVIEWED: Voice of the Parent - an annual parent survey and Employee Loyalty Survey - an annual staff survey

The highest area for parent satisfaction is that the school has high expectations for academics and the lowest was that the school discipline policies were ineffective. We have been working with parents using the Power of 7, also more parent phone calls regarding behavior in the classroom. Overall school communication regarding students behavior and expectations have increased.

- STUDENT ACHIEVEMENT DATA REVIEWED: M-STEP and NWEA PGA/MAP assessment data

The NWEA assessments do not determine if our kindergarten or first grade students can read because they can listen to the assessment during those two years. It isn't until 2nd grade that students are required to read the assessment. We have addressed these concerns by progress monitoring and K-5 teachers are now required to teach phonemic awareness, reading fluency, comprehension, vocabulary, and phonics. We have implemented corrective reading and reading mastery for Y5's-8th grade. We have also implemented the playbook to help focus our reading instruction. Our interim data and in class assessments are used to differentiate our instruction for students.

Our students struggle with writing across the grade levels. We have started training them how to write constructed responses, performance tasks, and the three focus areas for their particular grade level. Teachers are modeling what written responses should include and then having students create their own, however reading street and the playbook do not address our writing issues.

There was a decline in student achievement in math from grades 3-6. Teachers have been trained on how to implement the math lessons in the playbook including Math Stories and the math lesson cycle. This will better meet the needs of all students as it plans how to fully engage students, how to get them thinking about the math concepts, and to explain their thinking. We also have implemented a new curricular tool- Ready Math (3-5).

he strengths that we have in the area of science is that when it is being taught, teachers are sharing the resources that they have. When science is hands-on students seems to learn and retain more of the concepts. The challenges that we have in the area of science is that the curriculum isn't fully developed for certain grade levels to be implemented into the classroom. A second challenge is that science is not taught with fidelity across grade levels. Another challenge that we have is that our science assessments are not given consecutively. Data comparisons are made from different groups of students.

The strengths that we have in the area of Social Studies is that when it is being taught, teachers are sharing the resources that they have. The challenges that we have in the area of Social Studies is that the curriculum isn't fully developed to be implemented into the classroom. There is a lack of curricular resources for particular grade level bands. Another challenge that we have is that our social studies assessments are not given consecutively. Data comparisons are made from different groups of students. We should be using our interim data to move instruction more.

**3. How are the school goals connected to priority needs and the needs assessment process? It is clear that a detailed analysis of multiple types of data was conducted to select the goals.**

Objective: All students will be proficient in Math.

Goal: The economically disadvantaged subgroup will increase 5% in Math as measured by NWEA by June 30 next year.

Objective: All students will be proficient in ELA.

Goal: The economically disadvantaged subgroup will increase 5% in ELA as measured by State Tests by June 30 next year.

Objective: All students will be proficiency in Science.

Goal: The economically disadvantaged subgroup will increase 5% in Science as measured by State Tests by June 30 next year.

Objective: All students will be proficient in Social Studies.

Goal: The economically disadvantaged subgroup will increase 5% in Social Studies as measured by State Tests by June 30 next year.

**4. How do the goals address the needs of the whole school population? How is special recognition paid to meeting the needs of children who are disadvantaged?**

The school population experiences academic and organizational improvements as at-risk student achievement increases. All of the school's goals address the needs of the whole school population by setting high proficiency expectations for all student. Strategies for supporting all students are outlined in the Comprehensive Needs Assessment, goals section, and Schoolwide Reform component. The school has implemented activities to ensure that students who experience difficulty mastering standards are provided with effective and timely additional assistance.

Additionally, the school has developed measures to ensure that students' difficulties are identified on a timely basis in order to provide teacher and school leadership with sufficient information on which to base effective assistance. Teachers utilize the formative assessment process to meet the varied learning needs of students. The school uses differentiated instruction by implementing regularly scheduled workshop sessions and flexible groupings in order to meet each student's individual learning needs.

Supplemental intervention services are provided to students that are having difficulty mastering State academic achievement standards through differentiation in the classroom. If the school has students that are identified as neglected or delinquent, they will use the Comprehensive Needs Assessment data to develop neglected programs and services.

The school will provide Homeless Children services comparable to services offered to other students in the school, including transportation, Title I services, educational services for which the student meets eligibility criteria (including special education and related services and programs for English language learners), school nutrition programs (the school will provide free meals to the Homeless Child as all Homeless Children are automatically eligible for free meals), vocational and technical education programs, gifted and talented programs, and out of school time programs.

## **Component 2: Schoolwide Reform Strategies**

### **1. Describe the strategies in the schoolwide plan which focus on helping ALL students reach the State's standards.**

The school's educational program is grounded in the principles of Effective Schools Research, which was originally developed by Ronald R. Edmonds, who served on the faculties of Harvard University and Michigan State University. Effective Schools Research recommends research-based school attributes that are associated with quantifiably improved student learning. By definition, an "Effective School" is one in which all children obtain at least the essential knowledge, concepts, and skills needed to be successful at the next higher level. Within the Effective School, there are seven unique characteristics that correlate with school effectiveness. This school has adopted these characteristics as part of its promise to deliver a high-quality educational option for parents of the community. These seven characteristics are as follows: clear school mission, high expectations for success, instructional leadership, frequent monitoring of student progress, opportunities to learn, safe and orderly environment, and strong home-school relations.

In addition to adopting these characteristics of Effective Schools Research, the educational program includes a "Back to Basics" approach, a longer school day, structured discipline, and a moral focus component of the curriculum based on the Greek cardinal virtues. The educational program utilizes a curriculum that is scientifically research-based, aligned with State standards, and designed to ensure college opportunity for each child that the academy serves.

While Effective Schools Research serves as the foundation of the educational program, it has adopted a number of school wide reform strategies to ensure that it provides opportunities for all children to meet the State's proficient and advanced levels of student academic achievement, uses effective methods and instructional strategies that are based on scientifically-based research, and addresses the needs of all children in the school, but particularly the needs of low-achieving children and those at risk of not meeting the State student academic achievement standards.

One research-based schoolwide reform strategy that has been adopted is the utilization of a master schedule that provides teachers with opportunities to differentiate instruction in order to meet the varied learning needs of students. The school uses differentiated instruction through implementing regularly-scheduled workshop sessions and flexible grouping in order to meet each student's individual learning needs. As such, the school differentiates instruction in order to address the needs of all children in the school--particularly those at risk of not meeting challenging State standards.

By implementing differentiated instruction as a schoolwide strategy, it allows teachers to use a variety of teaching strategies to connect with each student's unique learning style. By incorporating multiple methods and supplemental support, teachers are able to provide access for all students to the general education curriculum. This also allows for enrichment activities for students who have mastered the content standards and are performing at a higher level. Teachers differentiate instruction by incorporating a variety of teaching strategies including direct instruction (traditional whole group instruction), inquiry-based learning (independent student investigation), cooperative learning (small teams of students working together), and information processing (memorization, reciprocal teaching, webbing, graphic organizing, etc.). Additionally, teachers differentiate instruction by providing students with supplemental curricula materials, utilizing computer programs, having supplemental grant-funded staff reviewing learning objectives that were previously introduced and taught by the regular classroom teacher. By using these multiple strategies, teachers are able to meet the needs of students' various learning styles.

Grade level and department meetings focus on differentiation strategies which teachers plan, implement, evaluate and share with the instructional team to ensure students are receiving the most effective instruction. School leadership supports differentiated instruction by

including additional professional development opportunities for teachers through conferences, workshops, and team meetings.

Another research-based schoolwide reform strategy that has been adopted is the development of what Richard DuFour calls a Professional Learning Community. The school has adjusted its class and teacher schedules to ensure that grade-level teachers share a common planning time in which each member of the instructional team participates in dialogue about student learning and develops strategies to improve both teaching and learning.

The focus on student learning drives discussions in which teachers examine how students learn and where learning gaps are for each of their students. Through these discussions teachers are better able to understand the whole student and not just their achievement in a certain content area.

In addition to utilizing differentiated instruction and implementing professional learning communities, the school has also adopted a system that ensures that teachers and students can establish and communicate student learning goals and track student progress through the formative assessment process. The school believes it is imperative to identify student learning goals, or educational objectives, so that teachers and students can gauge learning with respect to those goals and celebrate student success as they make progress toward mastery. Importantly, because the school is utilizing specific student learning goals--which align with the State's Grade Level Content Expectations--teachers can effectively provide feedback on student learning through the use of formative assessment. Since teachers have well-established student learning goals, they are able to utilize the formative assessment process to track student learning, gauge progress toward mastery, adjust instruction accordingly, and celebrate student success as it relates to learning. Indeed, the employment of these research-based strategies ensures that all students are given the opportunity to learn and succeed.

Finally, the school has adopted as a schoolwide reform strategy the delivery of additional opportunities to learn for students who need to increase their background knowledge. Where students do not have background knowledge sufficient to ensure academic success, the school works to provide increased opportunities for students to enhance their background knowledge so that their learning can be accelerated; such opportunities may include tutoring, mentoring, vocabulary instruction, and other interventions that ensure students have increased time to learn the knowledge and skills they need to be academically successful.

The needs assessment reveals that students as a whole are struggling in the content areas of English Language Arts, Math, Science, and Social Studies. It is a priority to bring all students up to grade level and surpass all state targets of performance. The school will use the strategies outlined above to address the needs of all students and will utilize staff and supplemental programs to provide additional support to the students who need it most. Please see the schoolwide goals which are aligned to the Comprehensive Needs Assessments and specifically target struggling students and specific content standards.

The school's foundation of Effective Schools Research, coupled with these comprehensive schoolwide reform strategies, is the means by which it ensures that all children are academically successful. Indeed, these strategies enable the school to provide opportunities for all students to progress toward and demonstrate proficiency, and to also ensure college opportunity for each student.

## **2. Describe how the research-based methods and strategies in the schoolwide plan increase the quality and quantity of instruction (which accelerates and enriches the curriculum).**

The researched-based methods and strategies in the schoolwide plan that increase the quality and quantity of instruction include supplemental instructional support through push-in and pull-out paraprofessionals, academic specialist, and at-risk teachers. These staff



members increase the quantity of instruction for the most below grade level students by providing supplemental support through small group and/or one-on-one support. Additionally, the school will build student background knowledge and increase academic vocabulary by providing after-school-tutoring, summer learning programs, and enriching supplemental print and online materials. These strategies can be found in the goals section.

Classroom teachers are a key part of the school's research-based Response to Intervention program as well, and they provide differentiated instruction for all students during workshop time which is regularly scheduled each day. Teachers increase the quality of instruction by ensuring that they are reaching students at their level rather than only providing whole group instruction.

Research-based professional development is also offered to improve instruction quality and the overall educational programing. Professional development strategies can be found under each goal.

### **3. Describe how the research-based reform strategies in the schoolwide plan align with the findings of the comprehensive needs assessment.**

All research-based methods and strategies in the schoolwide plan align with the findings of the Comprehensive Needs Assessment. This includes supplemental grant-funded staff and classroom teachers since all instructional staff are focused on ensuring that the identified gaps in the needs assessment are addressed.

In addition to the staff and a research-based core curriculum, the school utilizes supplemental intervention materials with academically struggling students during in school time to assist instructional staff with differentiating instruction in all content areas to support each goal.

Supplemental performance-based bonuses will be awarded to high performing staff that are positively impacting the performance of students in the school including improving student proficiency in core content areas.

Another research-based strategy that aligns with the findings of the needs assessment is the series of research-based professional development opportunities geared toward ensuring staff learn how to improve teaching effectiveness.

Lastly, out of school time programs ensure that students receive additional academic support to increase instructional time and to address the areas of concerns outlined in the needs assessment.

Supplemental instructional and non-instructional positions, out of school time, professional development, supplemental supplies and materials, parental involvement activities, financial incentives, and technology all align with the needs assessment.

### **4. Describe the strategies in the schoolwide plan which provide a level of INTERVENTIONS for students who need the most instructional support in all major subgroups participating in the schoolwide program.**

The school provides differentiated support for all students. Within the classroom, teachers provide the first level of interventions, ensuring that all students receive instruction based on their varying needs. In addition to this support, supplemental grant-funded staff serve

academically struggling students in all grades as part of the school's research-based intervention program as outlined above. Supplemental staff increased the quantity of instruction for students and major subgroups who need the most instructional support. Supplemental staff support be found under each goal.

### 5. Describe how the school determines if these needs of students are being met.

- Teachers have significant input into school-based academic assessments. Each grade level has shared planning time and is expected to spend time each week reviewing student needs, developing instructional strategies to address those needs, and assessment to ensure needs are met. Additionally, teachers choose to implement, as appropriate, tests and assessment that measure student performance with respect to the school's curriculum. The school uses state test data (M-STEP) and NWEA proficiency scores to determine which students to refer to the intervention program. Through the formative assessment process and progress monitoring teachers work collaboratively to identify student's learning progress. When students have mastered content (as measured by progress monitoring tools, M-STEP, and NWEA) they are moved out of the intervention program and are continued to be monitored through regular meetings between intervention and general education staff. Students who continue to show learning gaps (as measured by progress monitoring tools, M-STEP, and NWEA) remain in the program and are offered additional support time.

- Additionally, the school will adhere to the provisions of the McKinney-Vento Act and applicable state requirements to ensure that the needs of all identified Homeless Children and Unaccompanied Youth are met and these students receive a free and appropriate education and meaningful opportunities to succeed in the school. The school will provide Homeless Children services comparable to services offered to other students in the school, including transportation, Title I services, educational services for which the student meets eligibility criteria (including special education and related services and programs for English language learners), school nutrition programs (the school will provide free meals to the Homeless Child as all Homeless Children are automatically eligible for free meals), vocational and technical education programs, gifted and talented programs, and out of school time programs. To facilitate this practice, the school principal will designate a local homeless Liaison ("Liaison"). The Liaison will serve as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, state coordinators for Homeless Children, public and private service providers in the community, housing and placement agencies, and other service providers. Specifically, the Homeless Liaison will follow internal written procedures to:

- Identify and enroll Homeless Children;
- Ensure that Homeless Children and their families receive eligible educational services;
- Make referrals to health, mental health, dental, and other services;
- Inform parents/guardians of educational and related opportunities available to their children;
- Provide parents/guardians with meaningful opportunities to participate in their child's education;
- Inform parents/ guardians and Homeless Children of all transportation services, and assist them in accessing these services;
- Clearly communicate all required information in a form, manner, and language that is understandable;
- Ensure proper mediation of enrollment disputes according to the McKinney-Vento Act and complaint procedures;
- Disseminate public notice of the educational rights of Homeless Children;
- Conduct annual training for school personnel on possible indicators of homelessness, sensitivity in identifying Homeless Children, and procedures for reporting to the Liaison;
- Record homeless status information in myNHA, an internal system used by the school to manage student data.

**Component 3: Instruction by Highly Qualified Staff**

| <b>Label</b> | <b>Assurance</b>  | <b>Response</b> | <b>Comment</b>  | <b>Attachment</b> |
|--------------|---|-----------------|---|-------------------|
|              | <p>1. Do all of the instructional paraprofessionals meet the NCLB requirements for highly qualified? Provide an assurance statement. If no, what is the number that is not highly qualified and what is being done to address this?<br/>                     NOTE: A schoolwide program must have all highly qualified instructional staff.</p> | Yes             | The school is compliant with the 100% paraprofessional requirement. |                   |

| <b>Label</b> | <b>Assurance</b>   | <b>Response</b> | <b>Comment</b>   | <b>Attachment</b> |
|--------------|--|-----------------|--|-------------------|
|              | <p>2. Do all of the teachers meet the NCLB requirements for highly qualified? Provide an assurance statement. If no, what is the number that is not highly qualified and what is being done to address this?<br/>                     NOTE: A schoolwide program must have all highly qualified instructional staff.</p> | No              | <p>The school is not compliant with the 100% teacher requirement.</p> <p>97 % of our teachers meet the requirement for highly qualified. For our not highly qualified teachers, we look for the most suitable method to obtaining Highly Qualified status depending on the subject area, and grade level being taught. Highly qualified status may be obtained through testing, course work, or a combination of both. We provide the non-highly qualified teacher with the information on how to obtain highly qualified status, and the timeline to complete all requirements.</p> |                   |

## **Component 4: Strategies to Attract Highly Qualified Teachers**

### **1. What is the school's teacher turnover rate for this school year?**

37%

### **2. What is the experience level of key teaching and learning personnel?**

Seventeen (17) personnel have between 0-3 years of experience, eight (7) have 4-8 years of experience, three (4) have 9-14 years of experience and one (1) has 15+ years of experience.

### **3. Describe the specific initiatives the SCHOOL has implemented to attract and retain high quality teachers regardless of the turnover rate.**

The school holds as a top priority the recruiting, hiring, and retaining of high quality, highly qualified, and fully licensed teachers to serve its students. Efforts made by the school and its management partner, National Heritage Academies include the following:

- Establishing close relationships with local universities and colleges with teacher education programs.
- Advertising positions through online college postings, the National Heritage Academies website, and a weekly internal job newsletter that is sent out to all school and NHA employees.
- Offering a competitive salary and benefits package, including fifty percent (50%) reimbursement benefit for continuing education.
- Providing a comprehensive orientation, mentoring and induction that facilitates a successful transition into teaching.
- Providing opportunities for teachers to improve their instructional skills through a comprehensive professional development program.
- Including teachers in the continuous improvement planning process, and other school initiatives and activities.

### **4. Describe the specific initiatives the DISTRICT has implemented to attract and retain highly qualified teachers regardless of the turnover rate.**

Please see responses from question #3 (the previous question) since the district is a single building LEA.

### **5. If there is a high turnover rate, what initiatives has the school implemented to attempt to lower the turnover rate of highly qualified teachers?**

The specific initiatives implemented to lower the rate of teacher turnover and ensure all high quality, highly qualified teachers are as follows:

- Excellence in Teaching Award; award for the top teachers in the organization
- Teacher Appreciation Week; to recognize and thank our teachers
- American Education Week; to recognize all staff and thank them
- Administrator Appreciation Week; to recognize all leaders and thank them

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- Administrative Professionals Week; to recognize all office staff and thank them
- Performance based pay increases
- Spot rewards program so building leaders can informally recognize staff
- Peer recognition
- Weekly one-on-one meetings to help develop teachers with feedback
- Weekly observations (again to provide suggestions for improvement)
- Evaluation system that provides formal feedback twice per year

## **Component 5: High Quality and Ongoing Professional Development**

### **1. Describe the professional learning that the staff will receive that is aligned with the comprehensive needs assessment process and the goals of the school improvement plan.**

All professional development is aligned to the comprehensive needs assessment and the school improvement goals. A needs assessment was conducted to determine the focus of the professional development efforts. The school staff will work toward improving the academic achievement of their students through continuous professional development aimed at increasing staff knowledge and skills in order to improve the rigor of the instructional practices in the school. The written district professional development plan is based on the Comprehensive Needs Assessment data and includes strategies for meeting the educational needs of students with different learning styles. The school provides opportunities for the principal, teachers, other school staff, and parents, if appropriate, to participate in sustained, in-depth professional development. These professional development activities are ongoing and based on scientifically-based research. The school plans on facilitating the professional development included in the goals section which is aligned with the Comprehensive Needs Assessment and the 2018-19 school improvement plan goals.

### **2. Describe how this professional learning is "sustained and ongoing."**

PD is sustained and ongoing through the use of an Instructional Coach, Academic Intervention Coach, and grade level Deans to provide job embedded professional development, grade level meetings, and schoolwide professional development events. Staff complete surveys after each professional development to assess the content of each training. The Instructional Coach, Academic Intervention Coach, and grade level Deans continue to monitor and observe implementation throughout the year through observations, coaching, modeling, and continuous feedback.

| <b>Label</b> | <b>Assurance</b>  | <b>Response</b> | <b>Comment</b>   | <b>Attachment</b>         |
|--------------|---|-----------------|------------------|---------------------------|
|              | 3. The school's Professional Learning Plan is complete. | Yes             | Attached PD Plan | Burton Glen 18-19 PD Plan |

## Component 6: Strategies to Increase Parental Involvement

**1. Describe how parents are (will be) involved in the design of the schoolwide plan.**

Design of Schoolwide Plan: Parent involvement programs are designed by stakeholders, including representative parents, who serve on the School Improvement Committee. The Committee analyzes academic, perception, and process data in order to determine needs related to parent involvement. In addition, parents provide input into the program design through several surveys and parent meetings.

**2. Describe how parents are (will be) involved in the implementation of the schoolwide plan.**

Parents will be involved in the implementation of the schoolwide plan by their continued participation on the school improvement team and also by attending the annual parent meetings in the spring and fall. They also participate in the parent involvement activities implemented to support the schoolwide goals. Parents that volunteer in the classrooms will assist teachers in helping students meet their yearly goals as well as the overall schoolwide goals. They will work in small groups assisting in workshop and during reading circles. Parents will be invited to participate in the implementation of the schoolwide plan through other events and volunteer opportunities during the school year.

**3. Describe how parents are (will be) involved in the evaluation of the schoolwide plan.**

Feedback from parents on the annual evaluation of the schoolwide plan will be solicited formally through annual surveys and meetings surveys as well as informally from principal meetings and parent teacher conferences, as well as their participation on the schoolwide team. The parent feedback will be incorporated into the review process and the schoolwide plan and programs will be adjusted accordingly.

| Label | Assurance   | Response | Comment                                     | Attachment   |
|-------|---|----------|---|--|
|       | 4. Does the school have a Title I Parent Involvement policy that addresses how the school carries out the required activities of ESEA Section 1118 (c) through (f)? | Yes      | Attached Parent Involvement Policy and Plan | Burton Glen 2018-19 Parent Involvement Policy<br>Burton Glen 18-19 Parent Involvement Plan |

**5. Describe how the school is carrying out the activities outlined in ESEA Section 1118 (e) 1-5, 14 and (f).**

Outlined below are several parent involvement activities and strategies that will be implemented throughout the school year, as required in ESEA Section 1118(e)1-5,14 and (f): Section 1118 (e) - Building Capacity for Involvement.

1118 (e) (1) - The school provides assistance to parents of children served by the school in understanding such topics as the state's academic content standards and student achievement standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve achievement for their children. The school complies with Section 1118 (e)(1) as follows: Parents will have the opportunity to learn about the following during Parent Learning Events, Coffee with the Principal, and other Parent Meetings: the state's academic content standards and student achievement standards, state and local academic assessments,

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the requirements of this part, how to monitor a child's progress and work with educators to improve achievement for their children. The school will also hold Parent Teacher Conferences twice per year, and teachers will communicate opportunities to volunteer in the classroom as well as specific meeting times and dates for them to participate and learn about their child(s) education via school email, teacher and principal newsletters, and SchoolMessenger (automated communication system).

1118 (e) (2) - The school fosters parental involvement by providing materials and training to help parents work with their children to improve their children's achievement. The school complies with Section 1118 (e)(2) as follows: This is done in myriad of ways, one of which is the Back to School event held in August each year, in which families will receive a school calendar and information regarding additional services offered by the school; they will also have access to their child(ren)'s teacher(s), and will receive print materials to help them understand the opportunities for parent involvement during the school year. Another way that the school reaches parents is through monthly newsletters in which information regarding current happenings in the school, strategies to increase student achievement, and community resources for parents and students are articulated. These newsletters are distributed via email, the school's website, and in print form available in the school's front office. Additionally, the principal hosts informal "Coffee with the Principal" meetings. Further, the school holds two annual parent-teacher conferences, which are very well-attended, but parents are always welcome to schedule additional time with school staff to discuss these and any other topics as needed. Another way in which parents are provided with materials and training to enable and empower them to help their children increase their achievement is through parent learning events. All parents are invited to these events to help them better understand their key role in their child(ren)'s education. Finally, all parents are invited to attend the Title I Parent Meetings held at least twice per school year. The meetings will always include the following agenda items, but will be expanded based on student needs:

- What is Title I?
- Why might my child need help?
- How can I get involved?
- School Improvement Overview
- Title I Parent Involvement Policy Review
- Teacher-Parent-Student Compact Review
- Homeless Dispute Resolution Process

1118 (e) (3) - The school takes seriously its commitment to educating teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. The school complies with Section 1118 (e) (3) as follows: Educators receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school. The school solicits the assistance of parents through its parent nights and surveys so that they are part of the conversation around educating all school staff on the value and utility of the contributions of the parent population. Further, the school's Director of School Quality provides the school leadership team with ongoing support related to these key areas of parent/school development, and in turn, the leadership team provides weekly observations and one-on-one coaching for teachers which includes coaching around meaningful parent involvement and family engagement to increase academic achievement. Teachers are encouraged to keep open lines of communication with parents, to work with them as partners in every student's education, to participate and volunteer for parent events and programs, and to build and maintain positive relationships between families and the school.

1118 (e) (4) - The school coordinates and integrates parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and/or public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

The school complies with Section 1118 (e)(4) as follows: One of the duties of the school's social worker is to coordinate and integrate the



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parental involvement program at the school with activities and resources in the community by attending meetings with local agencies monthly, maintaining regular contact with community services resources and not for-profit counseling and young person's groups such as The Boys and Girls Club and the YMCA. Additionally all staff are expected to educate the whole child by encouraging and supporting parents to fully participate in their child's education. Staff does this by being available via phone, email and for in-person meetings, and also more formally through parent and family events. The plan for connecting with preschool age children also includes numerous summer get-togethers in which the children can meet the teachers and staff of the school and other students making a similar transition.

For example:

- Popsicles on the Playground (school wide summer fun at the school playground for new students to meet staff members and other students making a similar transition)
- A welcome party for new families including all incoming kindergarteners
- An Open House will occur prior to the school year in which students will meet their classroom teachers.

1118 (e) (5) - The school ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, to the extent practicable, in a language the parents can understand. The school complies with Section 1118 (e)(5) as follows: The school communicates information via SchoolMessenger (emails and texts), direct emails from teachers, and via principal and teacher newsletters. These modes of communication are helpful for literate and seeing parents, and if there is a literacy or sight barrier the school communicates verbally with parents as well. Additionally, all documentation and communication is translated for parents whose primary language is not English. Accommodations including relay services are used for any parents with disabilities.

1118 (e) (14) - The school provides such other reasonable support for parental involvement activities under this section as parents may request. The school complies with Section 1118 (e)(14) as follows: The school solicits feedback from parents about support they may need via surveys, meetings, and informal communication. If requested by parents, the school will provide parents of identified Title I students additional opportunities for regular meetings to offer suggestions and to participate in decisions that impact their child's education such as during the already regularly scheduled monthly parent/principal meetings.

Section 1118 (f) - The school provides full opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of migratory children, including providing information and school reports required under Section 1111 in a format and, to the extent practicable, in a language such parents understand, in carrying out parental involvement policy in the school. The school complies with Section 1118 (f) as follows: the school provides individual student academic assessment results (M-STEP, NWEA, and other formal and informal assessments) to all parents in a format that they can understand, including an interpretation of the results. This information will not only be translated in a language that parents can understand, but the educational language and acronyms will be communicated during parent learning events, parent trainings, parent-teacher conferences, principal meetings, and other informal and formal parent events. The school will accomplish this by providing assistance to parents, providing materials and training to help parents, training teachers and other staff in how to partner with parents, and providing information in several languages as appropriate. The school wants parents to fully understand their child's test results so they can be an active participant in their academic success. The school communicates information via SchoolMessenger (emails and texts), direct emails from teachers, and via principal and teacher newsletters. These modes of communication are helpful for literate and seeing parents, and if there is a literacy or sight barrier the school communicates verbally with parents as well. Additionally, all documentation and communication is translated for parents whose primary language is not English. Accommodations including relay services are used for any parents with disabilities. Outlined below and within the Parent Involvement Plan are several parent involvement activities and strategies that will be implemented throughout the school year. Parent involvement activities and strategies that will be implemented throughout the school year include:

Popsicles on the Playground, Parent Information Meeting with Principal, Summer Learning Activity Newsletters, Back to School Open House, Parent Orientations, Title I Parent Meeting, Parent Teacher Conferences, Parent SIP Meeting, and Principal Newsletters, Dean Newsletters, and Teacher Newsletters, Additional activities will be added as needed. Through these activities and parental involvement components, the

school assures that it appropriately: 1) provides assistance to parents through parent teacher conferences, access to teachers and administrators via phone, email and in person, parent trainings, and other individualized ways according to parent needs; 2) provides materials and training to help parents work with children to improve their achievement during family engagement and parent involvement events, meetings with school leadership and teachers, parent teacher conferences and other individualized ways according to parent needs; 3) trains teachers and other required staff in the importance of and how to partner with parents during staff professional development days, through coaching with new teacher mentors and school leadership, and via online courses provided by the management company; 4) coordinates and integrates to the appropriate degree its parent involvement activities with other programming; 5) communicates information related to school and parent programs and activities are communicated in an understandable format and language via text, SchoolMessenger, phone call, email, letters home and face-to-face meetings with school staff; and 6) provides full opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory children to be involved in the activities of the school and to receive appropriate information and school reports; and 7) provides other reasonable support for parental involvement activities as parents may request. The school uses all necessary means to ensure that all parents receive opportunities to be involved at the school and that they are provided information in a format that is useful to them. As such, the school complies with NCLB Sections 1118(e) 1-5 and (14) and Section 1118 (f).

### **6. Describe how the parent involvement component of the schoolwide plan is (will be) evaluated.**

Parental involvement activities, and the parent involvement component of this schoolwide plan, will be involved in the annual evaluation of the schoolwide plan. Feedback from parents provided through communication and their participation in the evaluation process will be incorporated into the review process and the schoolwide plan and programs will be adjusted accordingly. Also, annual parent survey results will be analyzed as part of the program evaluation.

### **7. Describe how the results of the evaluation are (will be) used to improve the schoolwide program.**

The school examines which trainings will be necessary and appropriate in order to better serve the parents and families. The school administration works to improve the relationships with parents in regard to student concerns through gathering feedback from parent surveys and other evaluations, both formal and informal.

Feedback from parents provided through communication and their participation in the evaluation process will be incorporated into the review process and the schoolwide plan and programs will be adjusted accordingly each spring as part of the school's continuous improvement process.

### **8. Describe how the school-parent compact is developed.**

The School-Parent Compact was developed and created by all stakeholders and includes input from Board members, school employees, and parents. During the developmental process, the proposed School-Parent Compact was shared with parent groups, including the parents serving on the School Improvement Team. All parents were asked to provide feedback and propose changes or additional language to the

School-Parent Compact. The changes in content and additional language requested by parents were incorporated into the final version of the document.

**9. Describe how the School-Parent Compact is used at elementary-level parent teacher conferences.**

In accordance with NCLB Section 1118(d)(1)(a), the school discusses the School-Parent Compact at least annually during parent-teacher conferences. The compact is discussed as it relates to individual student performance and the participation and commitment of the parent, teacher, and child in the child's education, and parents sign in to demonstrate that they have reviewed the Compact. Also during parent-teacher conferences, individual student assessment results and interpretation are provided to parents. Teachers are responsible for communicating student performance information to parents during these meetings. Additionally, the school collects parent feedback on the Compact via surveys collected during Title I Meetings, and adjustments to the Compact are made accordingly. Parent feedback on the Compact is also gathered through informal meetings with the principal, school leadership team, and teachers.

**10. How is the School-Parent Compact shared with middle school or high school parents (depending on the grade span of the school)?**

The school serves grades Y5-8. The Compact is used in the same manner for parents of students of all grade levels served. The school in accordance with NCLB Section 1118(d)(1)(a), the school discusses the Parent-Student Compact at least annually during parent-teacher conferences. The compact is discussed as it relates to individual student performance and the participation and commitment of the parent, teacher, and student in the child's education. During conferences parents sign-in to demonstrate that they have reviewed the Compact. Also during parent-teacher conferences individual student assessment results and interpretation are provided to parents. Teachers are responsibility for communicating student performance information to parents during these meetings. Additionally, the school collects parent feedback on the Compact via surveys collected during Title I Meetings, and adjustments to the Compact are made accordingly. Parent feedback on the Compact is also gathered through informal meetings with the principal, school leadership team, and teachers.

| Label | Assurance                                       | Response | Comment                        | Attachment                |
|-------|---|----------|--------------------------------|---------------------------|
|       | The School's School-Parent Compact is attached. | Yes      | Attached School-Parent Compact | Burton Glen 18-19 Compact |

**11. Describe how the school provides individual student academic assessment results in a language the parents can understand.**

The school provides individual student academic assessment results (M-STEP, NWEA, and other formal and informal assessments) to all parents in a format that they can understand, including an interpretation of the results. This information will not only be translated in a language that parents can understand, but the educational language and acronyms will be communicated during parent learning events, parent trainings, parent-teacher conferences, principal meetings, and other informal and formal parent events. The school will accomplish this by providing assistance to parents, providing materials and training to help parents, training teachers and other staff in how to partner with parents, and providing information in several languages as appropriate. As such, the school complies with NCLB Section 1118. The school wants parents to fully understand their child's test results so they can be an active participant in their academic success.

## **Component 7: Preschool Transition Strategies**

### **1. In what ways does the school connect with preschool age children more than a once a year visitation to the kindergarten classroom?**

The school is committed to connecting with preschool age children in order to prepare them for school and has developed preschool transition strategies to ensure that incoming students are well-prepared for kindergarten. The plan for connecting with preschool age children also includes numerous summer get-togethers in which the children can meet the teachers and staff of the school and other students making a similar transition. For example:

- Popsicles in the Park (school wide summer fun at the park for new students to meet staff members and other students making a similar transition)
- A welcome party for new families including all incoming kindergarteners
- An Open House will occur prior to the school year in which students will meet their classroom teachers.

### **2. What types of training does the school provide preschool parents and/or preschool teachers on the skills preschool age children will need when they enter kindergarten?**

The school has a dedicated representative who works with area preschools, daycares, Head Start programs, etc., in ensuring kindergarten readiness. The school's Admissions Representative and Leadership meet with community members and preschools to discuss Preschool Transition. Meetings consist of informing parents about the school, inviting parents and students to visit the school and kindergarten classrooms, inviting preschool/daycare staff to visit the school and the kindergarten classrooms, and a presentation regarding the skills and knowledge students will need to know when they enter the kindergarten classroom. Training/informational packets, which are delivered to parents and area preschools/daycares, contain information about kindergarten readiness, activities to prepare children for kindergarten, and commonly asked questions regarding the transition from preschool to kindergarten.

The school's plan for transitioning students from preschool to kindergarten included a kindergarten focused parent meetings and Open Houses. At these events, discussions will focus on:

- Basic skills children should know coming in to kindergarten
- The difference between young fives and kindergarten
- The kindergarten curriculum
- Kindergarten behavior management plan
- A tour of the school
- Meeting the teachers and visiting the classrooms.

## **Component 8: Teacher Participation in Making Assessment Decisions**

### **1. How do teachers provide their input into the decisions regarding the use of school-based academic assessments?**

Teachers have significant input into school-based academic assessments. Each grade level has shared planning time and is expected to spend a minimum of one day each week reviewing student needs, developing instructional strategies to address those needs, and assessments to ensure needs are met. Additionally, teachers choose to implement, as appropriate, tests and assessments that measure student performance with respect to the school's curriculum. Through the formative assessment planning process, teachers work collaboratively to identify what specific knowledge or skills students need to know and how they will determine when such learning has taken place. Additionally, the school's administration surveys teachers on an annual basis to solicit feedback, including feedback on the school's academic assessments.

### **2. How are teachers involved in student achievement data analysis for the purpose of improving the academic achievement of all students?**

Teachers are active participants in the analysis of data to improve the academic achievement for all students. The Northwest Evaluation Association test is administered three times per year: fall, winter, and spring. Following each NWEA administration, all teachers analyze the data they receive and create action plans for student intervention. Teachers also analyze M-STEP results and school-based assessments. Based on this analysis, they adjust their instruction and differentiate to best meet student needs. Teachers gather more data with each assessment and adjust their instruction as needed. In addition, teachers regularly participate in training to better analyze data, differentiate instruction accordingly, and determine appropriate classroom-based interventions.

## **Component 9: Timely and Additional Assistance to Students Having Difficulty Mastering the Standards**

### **1. Describe the process to identify students who experience difficulty mastering the State's academic achievement assessment standards at an advanced or proficient level.**

The school provides assistance in accelerating students in all content areas while focusing on the identified needs in the comprehensive needs assessment. The school staff have many opportunities to learn how to identify academically struggling students and they are aware of the assistance that is available to struggling students. The school utilizes many data points to identify students who are experiencing difficulty mastering the State's academic achievement standards at an advanced or proficient level, including the analysis of:

- 1) Failing the M-STEP
- 2) Scoring below the 50th percentile on the Northwest Evaluation Association Measures of Academic Progress or Primary Grades Assessment,
- 3) Teacher recommendation
- 4) Behavior results - Atypical behavior is observed
- 5) NWEA/M-STEP results - Flat or declining test scores
- 6) Student classwork - There is a decline or the student is not making typical growth
- 7) In-class formative assessments - Student does not demonstrate mastery of concepts
- 8) Student classroom engagement - When the student becomes withdrawn and stops engaging in classroom discussion.

Academic progress is monitored through these methods as well as the formative assessment process.

### **2. How is timely, effective, additional assistance provided to students who are experiencing difficulty mastering the State's academic achievement assessment standards at an advanced or proficient level?**

The school has implemented programs to serve students at-risk of academic failure, as well as students with special needs. The interventions provided to students in need of timely and additional assistance are evaluated for their effectiveness in helping students master the State's academic achievement standards. These interventions include activities that are inside and outside the regular classroom.

Students that are having difficulty mastering State academic achievement standards receive the following timely additional supports:

- Differentiated instruction in the regular classroom in each core content area by teachers and supplemental staff.
- Customized intervention during Workshop Time.
- Paraprofessionals provide instructional lessons in reading and math to identified students having difficulty mastering standards on a daily basis.
- Academic Intervention Coach will provide supplemental staff with supplemental coaching, modeling, and professional development that deepens the intervention staff's knowledge and skills and provides them with improved research-based instructional strategies that can be implemented immediately in the classroom.
- Student Family Liaison actively promotes at-risk student, parents of at-risk students, and community partnerships in support of at-risk student academic success and works collaboratively with parent of at-risk students and the community.

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- Social Worker works with at-risk students who experience difficulty mastering academic concepts in the school and community setting as a result of social-emotional or family issues that result in educational time loss or other challenges to academic achievement.
- At-Risk Teacher provides instructional support and assessment for students who are below grade level and are at risk of not meeting challenging state standards.
- Achievement and Behavioral Specialists who facilitate the full participation of Title I students in the academic program through individualized behavioral planning for identified students.
- Attendance Liaison actively works to support Title I student and parents/guardians of Title I students in thorough proactive attendance monitoring and strategies to reduce chronic absenteeism
- Out of School Time Tutoring Program is offered to identified at-risk students for continued support in core areas, provided multiple weeks throughout the year
- Instructional Coach will provide guidance and support for teachers needing additional assistance in effective instructional practice and curriculum implementation which promotes student achievement through demonstration teacher training (i.e. modeling teacher strategies) and debriefing with the assigned teacher.

Additional student services are monitored regularly to ensure students are receiving support appropriate to their identified needs and to track their continued progress. Staff discuss student progress regularly during team data meetings to address any necessary changes to duration and strategies for each individual student. As students reach their goals they are moved into less intensive services. If it is determined that students require continued additional support, the goal plan, workshop time and instructional strategies used are adjusted.

### **3. How are students' individual needs being addressed through differentiated instruction in the classroom?**

Differentiated instructional strategies for students include but are not limited to the following:

- Additional repetition of content expectations
- Small group and individual strategies
- Making a match between what the student knows, how the instruction is being given, and the task that is being assigned.

## **Component 10: Coordination and Integration of Federal, State and Local Programs and Resources**

### **1. In what ways are the programs coordinated and integrated toward the achievement of the schoolwide goals? Include a LIST of the State, local and Federal programs/resources that will be supporting the schoolwide program.**

The school ensures that the use of all federal, state, and local funds is coordinated to ensure focus on the goals, strategies, and action activities identified in this Schoolwide Plan in order to upgrade the school's entire educational program. Furthermore, coordination and integration of all federal, state, and local services and programs are ensured through collaboration among administration, staff, parents, and other stakeholders as part of the school's improvement planning process. Specifically, the school utilizes funds from State and local sources to support the goals identified in the Schoolwide Plan. The school is a public school academy; it does not currently apply for or receive violence prevention funds, housing program funds, Head Start funds, adult education funds, vocational and technical education funds, or job training funds. If the school receives these funds at any point in the future, their use will be coordinated along with all other available funds through the school's Schoolwide Plan. While the school receives funds through the National School Lunch Act/Child Nutrition Act, their use is not coordinated under this plan as they do not contribute directly toward upgrading the school's educational program.

General/Local (Board) funds are used to support the schoolwide plan by providing: Staff wages and benefits (administrators, teachers, office staff, custodial, coaches, etc.) textbooks and curricular tools, computers and office equipment, supplies and materials, building costs, maintenance, utilities, professional development, and parent engagement.

IDEA/Special Education funds are used to support the schoolwide plan by providing: Special Education teachers' wages and benefits.

Title I funds are used to support the schoolwide plan by providing supplemental staff wages and benefits, out of school time, fees associated with a Title audit, parental involvement activities, professional development, out of school time and supplies and materials including subscriptions and technology.

Title IIA funds are used to support the schoolwide plan by providing supplemental professional development, staff wages and benefits, fees associated with a Title audit and supplies and materials including subscriptions.

Title IV funds are used to support the schoolwide plan by providing professional development and supplies and materials including subscriptions and technology.

Section 31a funds are used to support the schoolwide plan by providing staff wages and benefits, out of school time, parental involvement activities, professional development and supplies and materials including subscriptions and technology.

### **2. Describe how the school will use the resources from Title I and other State, local and Federal sources to implement the ten required schoolwide components.**

The school uses several resources to implement the required Schoolwide plan components. Title I and Section 31a provide supplemental



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services to students. Professional development programs, supplemented with funding available through Titles IIA, are also supported by the school's Schoolwide Plan. A complete list of support can be found in below.

Components 2, 3, 4, 5, 6, 7, 8, and 9 - Resources: IDEA, state/general and local funds

Support provided: Admissions representative (general), teachers (general and IDEA), and the school leadership team (general) will work in collaboration to support student achievement. Staff will be provided job-embedded professional development to increase teaching effectiveness. Parent involvement activities will provide parents with opportunities to learn how to better support their children's academic experience.

Components 1, 2, 3, 6, and 9 - Resources: Title I Funds

Support provided: Paraprofessionals, Academic Specialists, Achievement and Behavior Support Specialists, Instructional Coach, Academic Intervention Coaches, out of school time activities, parent & family engagement activities, professional development, and supplies and materials including subscriptions and technology.

Components 1, 2, 4, 5, and 9- Resources: Title IIA Funds

Support provided: Supplemental professional development and supplies and materials including subscriptions.

Components 1, 2, 3, and 9 - Resources: Section 31a Paraprofessionals, Academic Specialists, At-Risk Teachers, Student Family Liaison, Achievement and Behavior Support Specialist, Attendance Liaison, Social Worker out of school time activities, parent & family engagement activities, professional development, and supplies and materials including subscriptions and technology.

Components 1, 2, 3, 6, and 9 - Resources: Title IV Funds

Support provided: Supplemental professional development, and supplies and materials including subscriptions and technology.

### **3. How does the school coordinate and integrate the following Federal, State and local programs and services in a manner applicable to the grade level to support achievement of the schoolwide goals: violence prevention programs, nutrition programs, housing programs, Head Start, adult education, vocational and technical education, and job training.**

While funding will not be consolidated, the school's entire educational program is supported by the Schoolwide Plan; this includes supplemental programs. Since the school is a single-school, Y5-8 public school academy, it does not currently apply for or receive violence prevention funds, housing program funds, Head Start funds, adult education funds, vocational and technical education funds, or job training funds. If the school receives these funds at any point in the future, their use will be coordinated along with all other available funds through the school's Schoolwide Plan. While the school receives funds through the National School Lunch Act / Child Nutrition Act, their use is not coordinated under this plan as they do not contribute directly toward upgrading the school's educational program.

## **Evaluation:**

### **1. Describe how the school evaluates, at least annually, the implementation of the schoolwide program.**

The school annually evaluates the implementation of its school improvement efforts through its school improvement process. While the school regularly assesses its needs, when engaged in the school improvement process it specifically considers student academic performance data, demographic data, programs and processes data, and perceptions data, to gauge the impact of its school improvement plan on meeting identified needs.

### **2. Describe how the school evaluates the results achieved by the schoolwide program using data from the State's annual assessments and other indicators of academic achievement.**

The school improvement team and the staff will analyze M-STEP, MI-SAAS, and NWEA MAP data to determine if goals were met. Appropriate supports will be put into place to support students not making appropriate gains.

### **3. Describe how the school determines whether the schoolwide program has been effective in increasing the achievement of students who are furthest from achieving the standards.**

The school improvement process at the school will be ongoing and components will be reviewed and revised to assure continuous student improvement. Team meetings, staff meetings, and in-service days will be used to provide opportunities for the staff to be involved in the evaluation process.

### **4. What process is followed by the school to revise the plan, as necessary, based on the evaluation, to ensure continuous improvement of students in the schoolwide program?**

The school improvement process at the school will be ongoing and components will be reviewed and revised to assure continuous student improvement. Team meetings, staff meetings, and in-service days will be used to provide opportunities for the staff to be involved in the evaluation process.