Comprehensive School Improvement Plan

Lake City Elementary School
2015 –2016

Vision Statement

The vision of Clayton County Public Schools is to be a district of excellence preparing ALL students to live and compete successfully in a global society.

Mission Statement

The mission of Clayton County Public Schools is to be accountable to all stakeholders for providing a globally competitive education that empowers students to achieve academic and personal goals and to become college and career ready, productive, responsible citizens.

District-Wide Expectations for Comprehensive School Improvement Plans

- Utilize the schools' pertinent data such as CCRPI data to make instructional decisions and prioritize strategic actions and monitoring protocols.
- Performance objectives should be written as specific, measurable, attainable, realistic, and timely (S.M.A.R.T.) goals using goal setting formulas.
- Include action steps that address Clayton County Public Schools' instructional priorities: **Literacy Across the Curriculum**, **Numeracy**, **Integrating Technology**, and **Critical Thinking** in the comprehensive plan.
- Action steps for training, weekly collaborative planning, implementing, and refining **Explicit Instruction** need to be included.
- A formative assessment system with data analysis should be included in the action steps for all applicable goals.
- Plan action steps for necessary interventions based on academic and behavioral data (i.e. subgroup data, placed or retained students, reading interventions, and the Behavior Big 7 Report).
- Consult the Technology Department before purchasing hardware or software to support an action step.
- Formatting: Times New Roman, 10 font, updated revision date
- Schools should review Comprehensive School Improvement Plans regular in various school meetings such as administrative, leadership, data, grade level and collaborative planning meetings and make revisions as needed. **District level reviews will occur quarterly.**

Principal: Erica Johnson
Assistant Principal(s): Viki Dennard

School Leadership/Improvement Team	
Name	**Position**
Lisa Johnson-Whigham	School Counselor
Pamela Purdom	K-2 Instructional Facilitator
Nichole McCoy	3-5 Instructional Facilitator
Kendall Grant	Kindergarten Teacher
Delesia Pierre	First Grade Teacher
Alyson Stephens	Second Grade Teacher
Sharelle White	Third Grade Teacher
Shawnee Blake	Fourth Grade Teacher
Cedric Jones	Fifth Grade Teacher

School CCRPI Data Team	
Name	**Position**
Sandra Strauss	ESOL
Rashida Caffey	ESOL
Larry Hill	DES
Renee Solomon	EIP
Felicia Humphries	Media Center
Sharon Thompson	SCORE

Academic Achievement

Goal 1: To increase academic achievement for all students in Clayton County Public Schools as evidenced by state, national, and international assessment results.	
ELA Performance Objectives: ➢ During the 2015-2016 school year, the number of students in grades 3-5 scoring in the *proficient* or *distinguished* category in English Language Arts will increase by 6% on the Georgia Milestones EOG assessment and SLO Assessment (3rd Gr only). ➢ During the 2015-2016 school year the percent of students in grade 3 achieving a Lexile measure equal to or greater than 650 will increase by 10%. ➢ During the 2015-2016 school year the percent of students in grade 5 achieving a Lexile measure equal to or greater than 850 will increase by 10%.	**CCRPI Alignment: CCRPI Alignment:** **Achievement** ➢ Percent of students in Grade 5 passing at least four courses in core content areas and scoring at *proficient* or *distinguished* on all GA Milestones. ➢ Percent of students demonstrating growth in all academic areas ➢ Percent of students missing fewer than 6 days of school ➢ Percent of 5th grade students with a complete career portfolio by May 2016 **Progress /Achievement Gap**

Action Steps/ Tasks	Timeline	Project Leader(s) and School Level Person(s) Monitoring	Resources/ Funding	Check Points/ Related Artifacts and Evidence	Professional Learning Activity and Date (where applicable)
The S.T.A.R.T.S. model will be used during grade level collaborative planning and vertical teaming session to design, monitor, and adjust instruction to meet students' needs	August 2015-2016	Grade Level Chairs Instructional Facilitators	Professional Learning	Agenda minutes Collaborative Planning protocol Lesson Plan reviews	Refresher PLD – S.T.A.R.T.S. (Aug/Sept 2015) Early Dismissal PLD - S.T.A.R.T.S. Model (Aug 2015)

Teachers will continue the explicit instruction model and instructional facilitators will monitor the continuous process through observations and lesson plan reviews.	August 2015-2016	Teachers Instructional Facilitators	Professional Learning PD Better Learning by Design CCPS Curriculum Guide Teachers Instructional Facilitators	Lesson Plans Curriculum Guide	Early Dismissal PLD-Explicit Instruction
Train all teachers on how to access, analyze and data from the various sources (DIBELS, mClass, SLO Data, Common Assessments, Fresh Reads) to drive instruction.	Aug. 2015-Oct. 2015	Principal Asst. Principal Instructional Facilitators ELA Content Lead	NA (to occur during collaborative planning and/or faculty mtgs.)	Training on available CCPS resources (i.e. SLDS, EduTrax, DIBELS, mClass, etc.) will be provided to support effective and consistent implementation of data sources.	EduTrax (Aug 2015) SLDS (Oct 2015) DIBELS (Aug 2015) mClass (Aug 2015)
Review and support teachers' consistent implementation of the Explicit Instructional Framework to address students' needs	Aug 2015-Feb 2016	Principal Asst. Principal Instructional Facilitators	Professional Learning Funds	Teachers will conduct peer observations, note teachers' and students' actions during all components of the explicit instructional framework	Modeling (Sept 2015) Modeling (Oct 2015) Guided Practice (Nov 2015) Indep Practice (Jan 2016) Assessment (Feb 2016)
All teachers will be trained using LETRS to provide research-based instructional strategies for teachers	Sept. 2015-May 2015	District PL Dept. Instructional Facilitators	LETRS Training Manuals	Teachers' will demonstrate learning through effective use of strategies learned in LETRS training	Sept-Nov 2015

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Math Performance Objectives: ➢ During the 2015-2016 school year, the number of students in grades 3-5 scoring in the *proficient* or *distinguished* category in Mathematics will increase by 6% on the Georgia Milestones EOG assessment and SLO Assessment (3rd Gr only).				**CCRPI Alignment:** **Achievement** ➢ Percent of students scoring in the *proficient* or *distinguished* categories in Mathematics ➢ Percent of students in Grade 5 passing five (5) courses in core content areas and scoring at *proficient* or *distinguished* categories on all GA Milestones. ➢ Percent of assessments scoring at the *distinguished* level ➢ Percent of students demonstrating growth in all academic areas ➢ Percent of students missing fewer than 6 days of school ➢ Percent of 5th grade students with a complete career portfolio by May 2016 **Progress /Achievement Gap**	
Action Steps/ Tasks	**Timeline**	**Project Leader(s) and School Level Person(s) Monitoring**	**Resources/ Funding**	**Check Points/ Related Artifacts and Evidence**	**Professional Learning Activity and Date (where applicable)**
Train all teachers on how to use and implement data from the following sources: SLDS, GA Milestones assessment data, mClass, Edutrax, formative and benchmark assessment data	August 2015 – May 2016	Instructional Facilitators Designated school trainers	SLDS GA DOE Website mClass Edutrax Driven by Data	Teachers will be trained on how to effectively use data sources and tools available in CCPS.	Edutrax initial training (August and ongoing)

Teachers will implement the Explicit Instruction model and Instructional Facilitators will monitor the implementation through observations and lesson plan reviews and feedback.	August 2015 – May 2016	Teachers Instructional Facilitators Administrators	Professional Learning PD Vertical Planning CCPS Curriculum Guide Edutrax	Teachers will ensure that instructional delivery demonstrates a gradual release and differentiates learning targets and standards for all students. Instructional Facilitators will provide lesson plan feedback through Edutrax.	Explicit Instruction training - ongoing
Teachers will implement daily spiral review of previously learned skills to ensure to students' understanding, recall and ability to independently and successfully demonstrate learning of content based on data from assessments.	August 2015-May 2016	Teachers Instructional Facilitators	SLDS GOFAR Common Assessments	Improved students' performance on formative classroom and summative assessments in Math.	Collaborative grade level meetings (Sept 2015-May 2016)

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Science Performance Objectives: During the 2015-2016 academic school year, students in grades 3-5 will improve their Science competency levels by at least 5% as measured on the GMAS assessment	**CCRPI Alignment:** **Achievement** ➢ Percent of students scoring in the *proficient* or *distinguished* categories in Science ➢ Percent of students in Grade 5 passing five (5) courses in core content areas and scoring at *proficient* or *distinguished* categories on all GA Milestones. ➢ Percent of assessments scoring at the *distinguished* level ➢ Percent of students demonstrating growth in all academic areas ➢ Percent of students missing fewer than 6 days of school ➢ Percent of 5th grade students with a complete career portfolio by May 2016 **Progress /Achievement Gap**

Action Steps/ Tasks	Timeline	Project Leader(s) and School Level Person(s) Monitoring	Resources/ Funding	Check Points/ Related Artifacts and Evidence	Professional Learning Activity and Date (where applicable)
The S.T.A.R.T.S. model be utilized to assist teachers in preparing lessons following the Explicit Instructional Framework. The students' academic needs will be addressed though the utilization of small group instruction and flexible grouping.	August 2015 – May 2016	Teachers Instructional Facilitators	Professional Learning CCPS Curriculum Guide	Teachers will develop interventions based upon students' strengths and weaknesses as related to assessment results and mastery of standards.	Explicit Instruction lesson plan feedback Science best practices instruction by Instructional Site Facilitator SLDS Training Edutrax Training
Intervention instruction will be provided as necessary to all students who did not meet the Georgia Standards of Excellence.	August 2015 – May 2016	Teachers Instructional Facilitators	Professional Learning CCPS Curriculum Guide	Teachers will develop interventions based upon students' strengths and weaknesses as related to assessment results and mastery of standards.	Explicit Instruction lesson plan feedback Science best practices instruction by Instructional Site Facilitator SLDS Training Edutrax Training

Benchmark assessments, unit assessments, and progress monitoring will be used to assess and analyze student progress and plan instruction.	August 2015 – May 2016	Teachers Instructional Facilitators	CCPS Curriculum Guide mClass Benchmark/ Unit Assessments	Response to Intervention (RTI) Model	Explicit Instruction Lesson plan feedback Science best practices instruction by Instructional Site Facilitator SLDS Training Edutrax Training
Students will participate in science labs (i.e. hands-on and virtual (GIZMOS) to gain greater understanding of science concepts	Sept 2015- May 2016	Instructional Facilitators Teachers	GIZMO Computers	GIZMO training for staff	PL: GIZMOS (Sept 2015)
Teachers will implement the Explicit Instruction model and Instructional Facilitators will monitor the implementation through observations and lesson plan reviews and feedback.	August 2015 – May 2016	Teachers Instructional Facilitators Administrators	Professional Learning PD Vertical Planning CCPS Curriculum Guide Edutrax	Teachers will ensure that instructional delivery demonstrates a gradual release and differentiates learning targets and standards for all students. Instructional Facilitators will provide lesson plan feedback through Edutrax.	Explicit Instruction training - ongoing

Goal 1: To increase academic achievement for all students in Clayton County Public Schools as evidenced by state, national, and international assessment results.					
Social Studies Performance Objectives: During the 2015-2016 academic school year, students in grades 3-5 will improve their Social Studies competency levels by at least 5% as measured on the GMAS assessment				**CCRPI Alignment:** **Achievement** ➢ Percent of students scoring in the *proficient* or *distinguished* categories in Social Studies ➢ Percent of students in Grade 5 passing five (5) courses in core content areas and scoring at *proficient* or *distinguished* categories on all GA Milestones. ➢ Percent of assessments scoring at the *distinguished* level ➢ Percent of students demonstrating growth in all academic areas ➢ Percent of students missing fewer than 6 days of school ➢ Percent of 5th grade students with a complete career portfolio by May 2016 **Progress /Achievement Gap**	
Action Steps/ Tasks	**Timeline**	**Project Leader(s) and School Level Person(s) Monitoring**	**Resources/ Funding**	**Check Points/ Related Artifacts and Evidence**	**Professional Learning Activity and Date (where applicable)**
Teachers will provide intervention instruction to students who did not meet standards in Social Studies based on on-going formative assessment results	August 2015-May 2016	Content Area Teachers Instructional Facilitators	Professional Learning CCPS Curriculum Guide DBQ	Teachers will develop interventions based upon students' strengths and weaknesses as related to assessment results and mastery of standards.	Explicit Instruction lesson plan feedback Social Studies best practices instruction by Instructional Site Facilitator SLDS Training Edutrax Training

Teachers will implement the Explicit Instruction model and Instructional Facilitators will monitor the implementation through observations and lesson plan reviews and feedback.	August 2015 – May 2016	Teachers Instructional Facilitators Administrators	Professional Learning PD Vertical Planning CCPS Curriculum Guide Edutrax	Teachers will ensure that instructional delivery demonstrates a gradual release and differentiates learning targets and standards for all students. Instructional Facilitators will provide lesson plan feedback through Edutrax.	Explicit Instruction training (Aug 2015-May 2016)
Teachers will implement a weekly spiral review of social studies content	Sept. 2015-May 2016	Teachers Instructional Facilitators	SLDS GOFAR	Improved students' performance on formative classroom and summative assessments in Social Studies.	Sept 2015-May 2016

Safe-Orderly-Secure Learning Environments

Goal 2: To provide and maintain a safe, orderly and secure learning environment.	
Performance Objectives: Beginning in August 2015 through May 2016, Lake City Faculty and Staff will participate in professional development to promote the safety of all students as evidenced by improved student attendance and a reduction in office discipline referrals by 5% for the 2015-16 school year.	**CCRPI Alignment:** **Achievement** • Increase student achievement in all academic areas. **School Climate** • Percentage of students missing fewer than 6 days of school.

Action Steps/ Tasks	Timeline	Project Leader(s) and School Level Person(s) Monitoring	Resources/ Funding	Check Points/ Related Artifacts and Evidence	Professional Learning Activity and Date (where applicable)
Phone calls to parents of students that are absent or repeatedly tardy will be made to encourage better attendance. Counselor and social worker will meet with parents of students chronically absent or tardy.	Aug 2015-May 2016	Counselor Social Worker	School Funds	Parents and students will become knowledgeable on the importance of attending school on a regular basis to improve student achievement Infinite Campus Contact Log	Meetings District Level Professional Development Webinars
Provide training/professional development for the district-wide Multi-Tier Disciplinary Plan on school/ classroom behavior management for all students.	Sept 2015	Asst. Principal Principal	School Funds	Reduced number of office referrals for minor interruptions/misbehaviors	Meetings District Level Professional Development Webinars
Maintain a safe and orderly environment by integrating R.O.A.R behavior matrix and incorporating school-wide disciplinary plan through assemblies, incentives, and visual reinforcement of the behavior matrix throughout the school building.	Aug 2015-May 2016	All staff members and school community Discipline Committee	R.O.A.R. Matrix R.O.A.R. buttons/Posters	Spot-checks of students' knowledge of ROAR acronym and behavior expectations. Behavior Checklists Quarterly Discipline Reports	Behavior expectations assemblies – August and quarterly review
Provide visitor badges; Ensure visitors' sign-in/sign-out; and adhere to FERPA regulations	Aug 2015-May 2016	Principal AP Front Office Staff	Local School Funds	Badges Sign In/Sign Out sheets archived	Meetings (Discipline, PBIS)
Revise and update Emergency Preparedness Plan	Aug 2015	Asst. Principal Principal CCPS Safety & Security	NA	Emergency drills to ensure timely responses in emergency situations	Drills re: emergency situations

Establish a School-wide Discipline Committee to establish a plan to address student behavior (i.e. expectations, rewards and consequences) which are aligned to the CCPS Student Handbook.	Aug 2015-May 2016	School Discipline Cmte Asst Prin Principal	Local School Funds	Decreased discipline referrals	School-based professional learning
Establish a School Climate Committee to promote a positive school and work environment for faculty, staff and students	Aug 2015-May 2016	School Climate Committee	Local School Funds	Improved staff morale, teacher retention	NA
Conduct monthly fire drill and annual tornado drills in accordance with the state mandates. Maintain accurate records.	Aug. 2015-May 2016	Asst. Principal Principal	Drill Logs	Ensure safety and security is maintained.	NA
Implement Red Ribbon Week activities.	October 2015	Counselor	School Funds	Increased awareness of the dangers of drugs	NA
Train all staff in anti-bullying intervention techniques	Aug 2015-May 2016	Counselor	District Resources (i.e. video/ powerpoint)	Decrease in reports of bullying	Bullying Prevention Training (October 2015)

Engagement of All Stakeholders

Goal 3: To create an environment that promotes active engagement, accountability, and collaboration of all stakeholders to maximize student achievement.					
Performance Objectives: **Lake City Elementary will provide ongoing professional learning opportunities to ensure high quality instructional practices.**				**CCRPI Alignment:** • Achievement • Progress/Achievement Gap • School Climate	
Action Steps/ Tasks	**Timeline**	**Project Leader(s) and School Level Person(s) Monitoring**	**Resources/ Funding**	**Check Points/ Related Artifacts and Evidence**	**Professional Learning Activity and Date (where applicable)**
Parents will receive the curriculum framework through parent meetings and workshops informing them of subject area goals and methods to support instructional plans at home.	August 2015 – May 2016	Parent Liaison Instructional Facilitators Teachers	Parental Involvement Funds	Parents' ability to articulate instructional goals and seek information regarding methods to provide support at home.	Parent Nights Newsletters Workshops
Provide professional learning workshop on collaborative teaching for general education, ESOL, EIP, and DES students.	Ongoing	Instructional Facilitators	Professional Learning Budget	Teachers can articulate the agreed upon knowledge skills and understanding that all students are to meet.	Webinars School Site- Professional Development
Utilize teacher survey results, feedback and observations to determine needs and develop professional learning (staff development) for teachers.	Ongoing	Instructional Facilitators	School Budget	Teachers will attend grade level and vertical planning meetings each week. Teachers will be active participants in implementing components of the district wide S.T.A.R.T.S model.	Webinars School Site- Professional Development
Parent-Teacher Conferences	Ongoing	Teachers	N/A	Communication Log Student Portfolios	N/A

Re-establish and/or gain business and community partners' support for activities throughout the school year through donations and volunteerism efforts	Ongoing	Parent Liaison Principal	NA	Additional resources and assistance available for student and teacher benefit	N/A

Effective Communication

Goal 4: To effectively communicate the system's vision and purpose and allow stakeholder involvement in an effort to build understanding and support.

Performance Objectives: Lake City will increase Parental Involvement and Community Collaboration by maintaining current business partnerships from the 2014-2015 school year and by increasing parental attendance at curriculum events/trainings for parents by 5% as evidenced from sign-in sheets from 2014-15 to 2015-16.	**CCRPI Alignment:** • Achievement • Progress/Achievement Gap • School Climate

Action Steps/ Tasks	Timeline	Project Leader(s) and School Level Person(s) Monitoring	Resources/ Funding	Check Points/ Related Artifacts and Evidence	Professional Learning Activity and Date (where applicable)
Organize and sponsor events promoting parental participation with students (i.e. Multicultural Festivals, workshops, Grandparents' Luncheon, Curriculum Night, Family Math Night, Teaming Up for Student Achievement Night (GA Milestones), Parent/Teacher/Student Conferences to review School Compact and individual student achievement)	August 2015-May 2016	Principal AP Instructional Facilitators Parent Liaison Teachers	Local School Funds	Increased parent participation and knowledge of how to provide academic support to and for their children at home. Increased parental volunteerism. Strengthened relationships between home and school	Meetings Workshops

Provide disaggregated test data for parents to review individual student progress (i.e. parent-teacher conferences, Teaming Up for Student Achievement Night (GA Milestones) and for the community to review school progress via postings in school and on the school's website	August 2015-May 2016	Principal AP Facilitators Parent Liaison Teachers	Title Funding	Parent understanding of individual student and overall school's performance on standardized testing	Meetings Workshops
Increase communication to parents through school website, teacher web pages, homework hotline, Channel 24, newsletters and school marquis. Provide translations where needed.	August 2015-May 2016	Principal Parent Liaison	N/A	Increased Parental Awareness and Involvement	N/A
Send home information reflecting the district's mission and vision.	August 2015-May 2016	Principal Parent Liaison	N/A	Increased Parental Awareness and Involvement	N/A
Produce messages and send through School Messenger that discusses district's mission and vision.	August 2015-May 2016	Principal Parent Liaison	N/A	Increased Parental Awareness and Involvement	N/A
Increase PTA and membership attendance with teachers and parents	August 2015-May 2016	Principal AP Teachers Parent Liaison Parents Students Community Members	Local School Funds Title I Funds PTA School Donations	Student performances at PTA meetings to promote parent attendance. Multiple times/dates for PTA meetings to accommodate parents and teachers.	N/A

Increase business partnerships by organizing spirit nights at Lake City businesses where students and parents can meet with teachers and outside resources.	August 2015-May 2016	Principal AP Teachers Parent Liaison Parents Students Community Members	Local School Funds Title I Funds	Welcome Back Picnics Percentage Nights (examples of student achievement in local businesses and community organizations).	Meetings

Organizational Processes

Goal 5: To provide high quality support services delivered on time and within budget to promote student academic success in the Clayton County Public Schools.	
Performance Objectives: Beginning August 2015 through May 2016, the administrative team will effectively monitor school budgets, improve office efficiency, and align communication protocol as evidenced by 100% utilization of Title I Funds by May 2016, with accurate and timely submission	**CCRPI Alignment:** • Achievement • Fiscal Efficiency

Action Steps/ Tasks	Timeline	Project Leader(s) and School Level Person(s) Monitoring	Resources/ Funding	Check Points/ Related Artifacts and Evidence	Professional Learning Activity and Date (where applicable)
Continuously monitor and update all school level budgets in order to maintain accurate, balanced accounts	Monthly w/qrtly auditing	Principal AP Bookkeeper	Local School Funds	Account is within projected budget limits and records are complete and accurate.	NA
All financial reports will be accurate and submitted on time.	August 2015 – May 2016	Bookkeeper Principal	NA	Decrease recommendations reported. Good standings with financial reports.	Training for bookkeeper
Office staff will attend professional development and customer service workshops in order to improve office efficiency.	August 2015 Continual, as needed	Bookkeeper Secretary	Local School Funds	Improved facilities management and reduced wait time in the processing of materials and resource requests for all stakeholders.	NA
School will develop a communication protocol in order to establish an efficient system of communicating with faculty and staff.	August 2015	Principal Parent Liaison Secretary	Local School Funds	Faculty & staff are informed of required meetings and submission dates in advance and are provided enough time to complete required tasks.	Faculty Meetings Professional Development School Messenger
Implement After-school Remediation and Saturday School	October 2015-April 2016	Principal	Title I Funds	To increase student achievement across content areas	NA
Implement the RTI/SST process	August 2015-May 2016	Principal Asst. Principal Counselor SST Chairpersons School Psychologist	SST Chairpersons Teachers	Improved student performance and/or behavior as a result of the implementation of research-based strategies	

Highly Qualified and Effective Staff

Goal 6: To recruit and retain highly qualified and effective staff.					
Performance Objectives: **To enhance school culture and support Professional Growth to promote and retain highly-qualified staff.**				**CCRPI Alignment:** • **Achievement** • **Progress/Achievement Gap** • **School Climate**	
Action Steps/ Tasks	**Timeline**	**Project Leader(s) and School Level Person(s) Monitoring**	**Resources/ Funding**	**Check Points/ Related Artifacts and Evidence**	**Professional Learning Activity and Date (where applicable)**
Provide professional development opportunities through registration, travel, membership and/or attendance at conferences.	Sept 2015-July 2016	Principal	Title I Funds	Staff member redelivers professional learning to other staff members evidenced by agendas and tickets out the door.	Professional Development
Implement and provide ongoing support for New Teacher Mentoring Program and assign mentors to all new staff members.	Monthly	Principal Instructional Facilitators	Title I Funds	Higher rate of retention of novice teachers assigned to our building.	Mentor Meetings
Provide professional development time during the school day for vertical team planning, professional development and peer observations.	Sept 2015 Dec 2015 Feb 2016 May 2016	Principal	Professional Learning Budget	Improved delivery of instruction as a result of gaining strategies from peers. Grade Level Meeting Minutes	Book Study Groups PD on Classroom Instructional Delivery
Provide team building activities to improve staff morale.	Ongoing	School Climate Committee	N/A	School climate survey	N/A

Consistent support for new teachers and teachers new to the district by assigning mentors.	Ongoing	Principal Asst Principal Instructional Facilitators	N/A	Higher rate of retention of novice & new teachers assigned to the building.	Mentor Meetings