

2011–2012

School Improvement Plan



Principal: Risa M. Mancillas

School: Cedar School

Co-Chairs: Suzanne Leary and Anne Logan

Members: Suzanne Leary, Anne Logan and Elizabeth Downs

Date Submitted to School Committee: May 25, 2011

Date Approved by School Committee: May 25, 2011

HANOVER PUBLIC SCHOOLS

“The mission of Hanover Schools is to guide every student to thrive in a global society.”

2011 – 2012 SCHOOL IMPROVEMENT PLAN

Date: May 2011	School: Cedar School	Principal: Risa M. Mancillas	School Year: 2011 - 2012	School Council Co-Chairs: Suzanne Leary Anne Logan
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District PD Goals (Check PD goal with which your School Improvement Goal aligns)

- Goal #1 Assessment**
- Goal #2 Instruction – Rigor and Relevance**
- Goal #3 Curriculum – 21st Century Learning**
- Goal #4 Safe Schools**

GOAL #1: To improve students’ ability to make connections, build vocabulary, develop phonemic awareness, develop background knowledge and promote higher level thinking skills, while strengthening foundational reading skills in grade K - 4.

RATIONALE	ACTIVITIES
Use RTI techniques in the area of literacy to improve the delivery of instruction resulting in the improvement of student achievement at all grade levels.	1.1 Analyze all Benchmark Data @ grade level teams to set up RtI Groups (TR) 1.2 Schedule a common RtI Reading Block at each grade level a minimum 2 – 3 X’s per week for the purpose of enhancing learning at all levels. (PR) <ul style="list-style-type: none"> • Implement at classroom level. (TR) 1.3 Create School Wide Literacy Themes to emphasize the importance of reading. (Literacy Committee Responsibility) <ul style="list-style-type: none"> • Determine frequency of themes. (Literacy Committee Responsibility) • Read with students at each grade level weekly. (PR) • Implement at classroom level. (TR)

GOAL #1 cont.: To improve students' ability to make connections, build vocabulary, develop phonemic awareness, develop background knowledge and promote higher level thinking skills, while strengthening foundational reading skills in grade K - 4.

TIMELINE	EVALUATION
September 2011 – June 2012	<p>Increase teacher knowledge and application of teaching strategies in all classrooms, across all disciplines to improve student achievement. (i.e. DIBELS, DRA, GRADE, MCAS & School Based Data).</p> <p>Students will demonstrate improvement in foundational reading skills measured by DIBELS, DRA, GRADE, MCAS & School Based Data.</p>

RESOURCE NEEDS	BUDGET COSTS
Administrator Cedar Teachers / Specialists	None

GOAL #2: To improve students writing skills through instructional implementation and adaptation of the Common Core, grade level writing benchmarks and rubrics.

RATIONALE	ACTIVITIES
To develop consistency across the district in K – 4 writing instruction.	<p>1.1 Utilize PD time to establish benchmarks that support writing genres at appropriate grade levels. (PR / TR)</p> <ul style="list-style-type: none"> • Grade level teams @ school level • Grade level teams @ district level <p>1.2 Develop student portfolios with a minimum of 3 scored writing samples per year. (TR)</p>

TIMELINE	EVALUATION
September 2011 – June 2012	<p>Students will demonstrate improvement in their writing skills. This will be documented by the quality of the pieces of writing that they produce.</p> <p>Writing Portfolios will be completed by June 2012</p>

RESOURCE NEEDS	BUDGET COSTS
Administrator Cedar Teachers / Specialists	None

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GOAL #3: To improve students’ skills in mathematics in the areas of basic skills, computation and problem solving while promoting higher thinking skills for all learners.

RATIONALE	ACTIVITIES
Introduce RtI techniques in the area of math to improve the delivery of instruction resulting in the improvement of student achievement at all grade levels.	1.1 Continued use of FasttMath for Fact Fluency. (TR) 1.2 Beginning the implementation RTI for Math (TR / PR) <ul style="list-style-type: none"> • Analyze student data • Properly group students • Develop schedule of RtI for 2012 – 2013 school year.

TIMELINE	EVALUATION
September 2011 – June 2012	Improved scores on MCAS, classroom assessments and Math Benchmarks 3 X’s per year Re-evaluate student progress every 6 – 8 weeks Documented student progress in the FasttMath Program

RESOURCE NEEDS	BUDGET COSTS
Administrator Cedar Teachers / Specialists	PD training for teachers \$1500

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Goal #4 Safe Schools

GOAL #4: Continue to utilize Curriculum Mapping software to update district curriculum.

RATIONALE	ACTIVITIES
<p>Create consistency and avoid duplication of effort by giving teachers the opportunity to share lessons, common assessments etc. across the district.</p>	<p>1.1 Continue to train all teachers on the Curriculum Mapper Software. (PR)</p> <p>1.2 Create Diary Maps to evaluate the information that has been entered into Curriculum Mapper at all grade levels. (TR)</p> <ul style="list-style-type: none"> • Determine the accuracy of the timelines and the pacing of the instruction. (TR) <p>1.3 Schedule time for teachers to collaborate in teams to create and share academic content, units and lessons in all curriculum areas. (PR)</p> <p>1.4 Schedule time for teachers to become familiar with and begin implementation of the Common Core Standards.</p>

TIMELINE	EVALUATION
<p>September 2011 – June 2012</p>	<p>Effective implementation of the tool.</p> <ul style="list-style-type: none"> • Teacher adoption and use of the tool <p>Successful collaboration among the teachers in the sharing of lessons.</p>

RESOURCE NEEDS	BUDGET COSTS
<p>Administrators Cedar Teachers / Specialists</p>	<p>None</p>

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GOAL #5: To reinforce technology foundation skills for teachers to enable them to embed technology into all aspects of their teaching.

RATIONALE	ACTIVITIES
<p>In an effort to move into 21st Century Learning technology will assist us in</p> <ul style="list-style-type: none"> • Providing our teachers with cutting edge technology skills • Improving student achievement and supporting student learning. • Improving Home – School connections • To reducing paper costs 	<p>1.1 Maintain and update teacher web pages. (TR)</p> <ul style="list-style-type: none"> • Provide time for teachers to accomplish this. (PR) <p>1.2 Use of X-2 to store student data (TR /PA)</p> <p>1.3 Incorporate the use of the STEM Lab, Computer and Library Media Labs, Lexia, FasttMath, Education City and RM software into daily instruction. (TR)</p> <p>1.4 Schedule training for new software available. (PR)</p> <p>1.5 Support continued participation in the computer skill based Lexia Reading Program. (TR / PR)</p> <ul style="list-style-type: none"> • Schedule 20 min per day @ a min of 4 days per week until they successfully complete the program. (TR) <p>1.6 Participate in the development in an online Student Report System that is designed to communicate student achievement to parents in a way that is consistent, clear, concise, and comprehensive and naturally aligns with the assessments given to the students to measure their progress. (Report Card Committee)</p> <p>1.7 Begin the process of the installation of the Weather Bug @ Cedar School. (PR)</p> <ul style="list-style-type: none"> • Research Grant monies available for projects of this nature. • Apply for grant money (PR) <p>1.8 Integrate the use of technology into instructional activities in all classrooms by developing a plan for each grade level. (TR)</p>

GOAL #5 cont.: To reinforce technology foundation skills for teachers to enable them to embed technology into all aspects of their teaching.

TIMELINE	EVALUATION
September 2011 – June 2012	<p>100% of classrooms will have a workable, user - friendly web page.</p> <p>Student records will be accessible electronically.</p> <ul style="list-style-type: none"> • Successfully pilot the Student Report System. <p>Successful grant application for Weather Bug Station @ Cedar School.</p> <p>There will be documentation to show that more lessons in the core academic areas, as well as other content areas, include the integration of technology.</p>

RESOURCE NEEDS	BUDGET COSTS
Administrators Cedar Teachers / Specialists	<p>Stipends for teachers to work on Student Report Card System</p> <p>\$5000.00 Start Up cost of Weather Bug Station through accessing Grant money.</p>

GOAL #6: To reinforce our home-school connections by enhancing and expanding the positive, productive partnerships.

RATIONALE	ACTIVITIES
Use a variety of ways to keep parents informed and support safe schools.	<p>1.1 Maintain and update teacher web pages. (TR)</p> <ul style="list-style-type: none"> • Provide time for teachers to accomplish this. (PR) • Market web pages to parents (PR) <p>1.2 Expand Education City to encompass the use of the homework component. (TR)</p> <p>1.3 Schedule training for teachers to be trained in the use of the software available. (PR)</p> <p>1.4 Continue regularly scheduled meetings between administration and PAC and PTA Representatives. (PR)</p> <p>1.5 Invite community members into the school. (TR / PR)</p> <ul style="list-style-type: none"> • Royal Readers, Math Night, Literacy Night, Technology Night, Science Fair, Prime Time etc. • Monthly Family Gatherings <p>1.6 Pilot an online Principal Time for Parents 3 X's per year to discuss, inform and get input on topics of interest. (PR)</p> <ul style="list-style-type: none"> • Research ability of an online Chat Time with the Principal • Seek parent input on preferred ways to inter act with them as parents <p>1.7 Begin the process of having a Weather Bug Station installed at Cedar School. (PR)</p> <p>1.8 Continue to implement Principal Saturday Message. (PR)</p>

GOAL #6 cont.: To reinforce our home-school connections by enhancing and expanding the positive, productive partnerships.

TIMELINE	EVALUATION
September 2011 – June 2012	<p>Documented use of Education City Program by teachers/ students/parents</p> <p>Family Gatherings will be scheduled and students will be recognized.</p> <p>Presentations for parents that address topics of interest i.e. student placement, school improvement plan, MCAS etc. will be held as scheduled.</p> <p>Establish and conduct evening enrichment activities and forums for Cedar School families and staff</p> <p>Weather Bug Station will be in the beginning stages of being installed.</p>

RESOURCE NEEDS	BUDGET COSTS
<p>Administrators Cedar Teachers / Specialists PAC PTO</p>	<p>Costs for materials and supplies, Costs for programs and publications, Printer cartridges for any printing projects</p> <p>Weather Bug Station start up cost \$5000.00 by accessing Grant money.</p>

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X Goal #4 Safe Schools

GOAL #7: To establish and maintain a safe and healthy school environment to include: social, emotional and physical safety for children and adults.

RATIONALE	ACTIVITIES
<p>Ensure children feel physically, emotionally and socially safe and healthy by maintaining a positive school culture.</p>	<p>1.1 Partner with the Hanover Public Schools Extended School Program Director and continue to explore a variety of enrichment opportunities. (PR)</p> <p>1.2 Provide programs for students that encourage positive self-esteem, pride in oneself and self-empowerment. (TR / PR)</p> <ul style="list-style-type: none"> • Monthly Family Gatherings • Literacy Themes • Additional academic opportunities • Grade Four Student Council • Developmentally appropriate and state approved Social Curriculums. <p>1.3 Partner with Hanover Fire and Police Departments to ensure safety. (TR / PR)</p> <ul style="list-style-type: none"> • Provide developmentally appropriate education to the students at all grade levels. • Develop an In - House Safety Team • Captain Stone, of the Hanover Fire Department, will lead a discussion on our school's Emergency Plan implementation and follow through to the following people: <ul style="list-style-type: none"> ○ Teachers / Staff ○ Parents on Curriculum Night ○ Students on 1st Family Gathering in September

GOAL #7 cont.: To establish and maintain a safe and healthy school environment to include: social, emotional and physical safety for children and adults.

TIMELINE	EVALUATION
September 2011 – June 2012	<p>Programs for students will be implemented.</p> <ul style="list-style-type: none"> • Don't Laugh At Me Program will continue to be implemented in grades 2-4 • Family Gatherings will be scheduled and students will be recognized. • <p>Teachers will be trained in emergency procedures.</p> <p>Increased number of teachers trained in RC, Level 1 and 2. Improvement demonstrated in building based practices.</p> <p>Documentation of an In-House Safety Committee.</p> <p>Documentation of a partnership with Hanover Police and Fire Departments including dates visited.</p> <p>Parent will update contingency plans as needed for emergency releases</p>

RESOURCE NEEDS	BUDGET COSTS
Administrator Cedar Teachers / Specialists Captain Stone Police Department Rep.	Costs related to safety - \$250 Start up costs of Emergency Bags - \$500.00

Signatures

Principal: _____ Date: _____

Co-Chair: _____ Date: _____

Co-Chair: _____ Date: _____

School Committee Presentation

Date of Presentation: May 25, 2011

Date of Approval: _____