

Comprehensive Progress Report

Mission:

The mission of Cliffdale Elementary School is to provide an equitable learning environment that nurtures each child's passion for intellectual curiosity, encourages productive struggle, promotes innovative thought, and inspires both children and adults to develop a strong sense of S.E.L.F. (Social Emotional Learning Foundation)

Vision:

Every student will have equitable access to engaging learning that prepares them to be Collaborative, Competitive, and Successful in our global world.

Goals:

Cliffdale Elementary School will increase math proficiency in grades 3, 4, and 5 to 38%

Cliffdale Elementary School will increase ELA proficiency in grades 3, 4, and 5 to 45%

Cliffdale Elementary School will increase Science proficiency in grades 3, 4, and 5 to 65%.

Cliffdale Elementary School will increase composite proficiency (Reading, Math, and Science) for Students with Disabilities.



! = Past Due Objectives

KEY = Key Indicator

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		High expectations for all staff and students			
KEY	A1.07	ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.(5088)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We will reinforce and continue to utilize PBIS as a school-wide program to teach and encourage positive student behavior. We will incorporate the use of ABE, Alternate Behavior Educator, to track behavior data and drive our PBIS initiative.	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		All classrooms will demonstrate effective and well established routines and procedures. Students will be able to clearly articulate and carry-out classroom and school-wide expectations. All classrooms will have the PBIS Matrix posted, and all teacher/students will be using the matrix throughout the school. The number of disciplinary referrals will be reduced from the previous school year.		Instructional Leadership Team	06/01/2023
Actions			0 of 3 (0%)		
10/26/22		Our Student Achievement Committee will create and share bi-weekly videos to be sent to staff for improving classroom management.		Suzanne Owen	11/01/2022
<i>Notes:</i>					
10/26/22		Administration will add a mandatory SEL time in the Master Schedule		Suzanne Owen	11/01/2022
<i>Notes:</i> 10/12/22 - All classroom teachers have a mandatory 20 minute SEL time in their daily schedule.					
10/26/22		PBIS will be implemented school wide with all students and staff members. Students will be rewarded and encouraged for demonstrating positive behavior.		All Staff	06/01/2023
<i>Notes:</i>					

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Curriculum and instructional alignment			
KEY	A2.04	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We have instructional teams that meet each week on Tuesday afternoons for grade level planning. Administration provides feedback and support during the meetings. All faculty uses the NCSCOS, Wonders resources, and Envision resources to collaboratively plan instruction.	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		When fully implemented grade level teams will meet every Tuesday to develop standards-aligned units of instruction. Meetings will be truly collaborative in that each member will be an active participant and willing to contribute to discussions. Teachers, instructional support and administration will have a structured system in place to ensure that instructional plans are aligned to state standards. Instructional support and/or administration will have a schedule for providing support to grade levels during meeting times. EC resource teachers and self contained AU teachers will participate in grade level team planning. This will be followed up with lesson plan feedback, instructional walk-throughs the week following the team meetings, and review of formative assessment data by the team. The team will know that this objective is fully met using documentation such as grade level team meeting agendas, formative assessment data reports, feedback from classroom walk-throughs and lesson plan feedback provided to teachers.		Administrative Team Owen	06/01/2023
Actions			0 of 3 (0%)		
	10/26/22	Grade level teams will meet every Tuesday afternoon to ensure standards-aligned units of instruction for each core subject. Instructional Support and Administration will monitor planning to see that district and state recommended resources such as the Cumberland County Curriculum and Instruction Website; The Common Core Lesson Planning book; etc. are being used. Teachers will use our new LMS Canvas for assignments along with county vetted resources such as Wonders, enVision, Successmaker, and mclass.		Instructional Leadership Team	06/01/2023
<i>Notes:</i>					
	10/26/22	Administration and Instructional Support will provide prompt lesson plan feedback to the grade levels whose meetings they attended.		Instructional Leadership Team	06/01/2023
<i>Notes:</i>					

10/26/22

Administration and Instructional Support will conduct regular classroom walkthroughs to check for instructional alignment in planning, lesson plans and classroom instruction.

Instructional
Leadership Team

06/01/2023

Notes:

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Student support services			
KEY	A4.01	The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.(5117)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		<p>We are in the development stages of implementation of a tiered instructional system. We currently use various tiers and processes to provide interventions and specialized instruction to students in need of support, however this is not consistently being implemented. This is largely due to teachers not having access to or knowledge of research-based and aligned instructional practices to support tier 1, 2, and 3 classroom instruction. There is some collaboration between teachers, parents, EC teachers, student support, etc. on planning, alignment, professional development and scheduling of interventions. To consistently educate the "whole-child" so that all aspects of education are available to all children, we need to develop and create a space to meet individual needs of each child. A STEM/Media space will be created so that children are able to work at their own pace, in their own level, with their highest interest.</p> <p>CCS is supporting our SWD subgroup by supplying in school tutoring multiple times each week.</p>	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		<p>Once fully implemented the Instructional Leadership Team will continue to monitor classroom instruction and small group lesson plans. There will be consistent use of research-based interventions and aligned instruction across all tiers. There will be a focus on quality core instruction and rigorous identification of students needing interventions in an effort to accurately meet the needs of all students. Teachers will be provided with support and training in the effective use of delivering evidence-based instruction. Evidence is in the form of progress monitoring and formative assessment reports. The goal setting and bench-marking of student tiers and small groups will also be checked on at regular intervals during grade level planning and PLCs.</p>		Administrative Team Owen	06/01/2023
<i>Actions</i>			0 of 7 (0%)		
	10/26/22	Administration will monitor classroom instruction, small group lesson plans and goal setting progress of teachers.		Instructional Leadership Team	06/01/2023

Notes: October 2022 - The Instructional Leadership Team conducts walkthroughs and provides feedback to teachers. Data meetings are conducted to ensure student needs are met in small group. Kidtalks are conducted for students that need additional support, where interventions are given to reach goals.

10/26/22 The administrative team will identify and provide support and professional development to teachers in need of training in the area of delivering evidence-based instruction. Additionally, this professional development will be based on the needs of our TSI subgroup.

Instructional Leadership Team

06/01/2023

Notes: October 22 - teachers are given professional development on enVision (this was for our Beginning Teachers and teachers new to our county).

August 22 - teachers are given professional development in continued PD from Kathy Kennedy on Teacher Efficacy, LETRS, mclass and Wonders

*** Time is allotted in the master schedule for twice a month, planning time to work on LETRS courses

10/26/22 Use Title I money to build a STEAM media center

Instructional Team, Owen

06/01/2023

Notes: August 2022 - Title 1 money was used to purchase a full time STEAM Teacher and STEAM materials.

All fourth and fifth grade students will have STEAM as a special once per week as noted in the master schedule.

10/26/22 Our SWD students will be formatively assessed to determine mastery on the standards being taught.

MTSS TEAM

06/01/2023

Notes: October 2022 - Our SWD students use Mastery Connect, exit tickets, and post tests to assess specific standards.

10/26/22 Our TSI sub group, SWD students, who do not meet mastery will be remediated through successmaker, remediation class, pull out group work, LLI (level Literacy Intervention), Specific research based interventions from Orton-Gillingham.

MTSS TEAM

06/01/2023

Notes: October 2022 - 8 Kindergarten and first grade teachers are fully trained in Orton Gillingham

August 2022- a full time full release MCL who is fully trained in Orton Gillingham has been assigned to specific students in the SWD subgroup

10/26/22	Our SWD students will be post-tested to determine the level of mastery on remediated standards and if further interventions are needed.		MTSS TEAM	06/01/2023
<i>Notes:</i> October 2022 - Pre-assessments, exit tickets, interim assessments and post-assessments will be used to determine level of mastery on a standard				
10/26/22	Our MTSS Leadership Team will conduct Kid Talks with teachers to provide intervention strategies for struggling students.		MTSS TEAM	06/01/2023
<i>Notes:</i> October 2022 - We conduct regular Kidtalk meetings as teachers request them. All teachers are given interventions or recommendations to help students be successful. Follow up meetings are in place to check on the progress of the student or next steps that need to be implemented. These follow up meetings are every four to six weeks.				

KEY	A4.06	ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>	<p>7/17: We currently do not have many formal systems in place to help teachers guide students in managing their emotions. We do use our Positive Behavior Interventions and Support strategies as well as the MTSS process to arrange for supports and interventions for students. Our current level of implementation is more reactive than proactive.</p> <p>July 2019: A behavior management specialist has been added to our school team. This certified faculty member will proactively work with all students in order to help them manage their emotions and learn how to safely and respectfully express their feelings.</p> <p>August 2020- We have begun implementation of our new school wide Social and Emotional Learning (SEL).</p> <p>June 2021 - SEL lessons were incorporated into each day as a part of the Master Schedule. All teachers began their day with a 30 minute School-Wide SEL lesson that was written and pushed out by our Guidance Team.</p>	Limited Development 07/27/2016			
	Priority Score: 2 Opportunity Score: 2	Index Score: 4			
<i>How it will look when fully met:</i>	Each teacher will be acutely aware of and attentive to the emotional states of their students and will help teach them ways to effectively manage their emotions. Teachers will work closely with the guidance and student support department to arrange supports, collaboration on projects, lessons, counseling sessions, etc. Evidence to show the objective is fully met include documentation of collaboration between teachers and guidance counselor or other personnel on strategies and interventions to meet the emotional needs of students. Structures or processes in place to directly address feelings and emotions and how to manage them. All students who have emotional support needs will be recognized and guided by the behavior specialist.	Objective Met 07/12/21	MTSS Team	06/15/2021	
Actions					
	7/27/16 Increased collaboration between teachers and guidance department in the form of guidance lessons, small group counseling services, and teacher led-lessons in class on emotional well-being.	Complete 06/01/2021	Guidance	06/01/2021	

Notes: 9/30/19 - reviewed team members of this correlate and discussed indicators assigned

August 2020 - staff attended a Zones of Regulations training with S. Taylor,

Oct - Nov 2020 - staff will receive various trainings on SEL/Equity from out MTSS team as well as Ms. Gray

7/27/16	The process for arranging support and intervention through the MTSS Team will be clearly communicated to all teachers and will also be frequently reminded at faculty meetings and other gatherings.	Complete 06/01/2021	Rada Taylor	06/01/2021
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Notes: October 18, 2017:
SST Chairpersons have provided workshops and information to each grade level team during collaborative planning meeting. They have also provided guidance and support in the use of MyTrack. Suggested interventions have been provided for academic and behavior goals.

July 2018:
Guidance Counselors will develop a PDP based on the needs in this SIP and they will work together to implement the school-wide needs in their plan.

July 2019:
In August 2019, the MTSS team will address all teachers at a Nuts and Bolts meeting. This type of presentation will continue throughout the year.

9/30/19 - reviewed team members of this correlate and discussed indicators assigned, Google Folder was created for easy access for all teachers for referral process and documentation

August 2020 - ILT met to discuss conducting MTSS trainings for staff two times a month

September 2020 - staff received training on MTSS, took the pretest as well as the belief survey

October 2020- conducted two MTSS trainings for staff on the purpose of MTSS and what it entails

November - staff attended a training on MTSS/PBIS, what PBIS is, how we use it, etc

8/23/20	Our Master Schedule will reflect a 30 minute time slot delegated to Social and Emotional Learning. Activities/Lessons will be provided by our SEL team. Teachers will play the lessons each day during the assigned time in the Master Schedule.	Complete 06/01/2021	MTSS Team	06/01/2021	
<p><i>Notes:</i> August 17, 2020- a folder of lessons were provided to teachers in order to choose one a day</p> <p>November 2020 - all teachers provide SEL lessons/check-ins daily from 8:30 - 9:00</p>					
8/23/20	Our Social and Emotional Learning team will provide a Zones of Regulation workshop for staff.	Complete 06/01/2021	MTSS Team	06/01/2021	
<p><i>Notes:</i> August 26, 2020- training on Zones of Regulation provided by S. Taylor to staff</p>					
Implementation:		07/12/2021			
Evidence		7/12/2021			
Experience		7/12/2021			
Sustainability		7/12/2021			
KEY	A4.16	The school develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level-to-level.(5134)	Implementation Status	Assigned To	Target Date
Initial Assessment:		To assist with Pre-K to Kindergarten transition we offer Beginners' Day, Kindergarten Camp (in CCS), and entry assessments. For 5th Graders transitioning to Middle School they participate in orientation. We also provide vertical alignment planning from grade to grade. This has been ongoing and consistent for three full years, and it will be continued for years to follow.	Limited Development 09/20/2017		
		Priority Score: 2 Opportunity Score: 2	Index Score: 4		
How it will look when fully met:		We will have annual transition opportunities for our students at each level of progress.	Objective Met 08/06/21	Administrative Team Owen	06/01/2021
Actions					
9/20/17	Beginners' Day will be provided to parents and students in April of each year to help with the transition and enrollment to Kindergarten.	Complete 06/01/2021	Instructional Leadership Team	06/01/2021	

	Notes: 9/30/19 - reviewed team members of this correlate and discussed indicators assigned 4/7/20 - Beginner's Day is cancelled due to COVID19 shut down of schools			
9/20/17	We will offer middle school orientation for our 5th grade students to support the transition to middle school.	Complete 06/01/2021	Rada Taylor	06/01/2021
	Notes: 9/30/19 - reviewed team members of this correlate and discussed indicators assigned 4/7/20 - all field trips are cancelled due to the COVID19 school shut down			
7/24/19	All 5th grade students are taken on a field trip to FSU, a college campus, in order to help them understand the importance of their transition to middle school and beyond.	Complete 06/01/2022	Rada Taylor	06/01/2022
	Notes: 9/30/19 - reviewed team members of this correlate and discussed indicators assigned 4/7/20 - all school field trips are shut down due to COVID19 shut down 6/1/2021 - Ms. Taylor has already contacted FSU and UNCP and UNC-CH to determine which programs are available to us.			
Implementation:		08/06/2021		
Evidence	8/6/2021			
Experience	8/6/2021			
Sustainability	8/6/2021			

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Strategic planning, mission, and vision			
KEY	B1.01	The LEA has an LEA Support & Improvement Team.(5135)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		he LEA has an LEA Support and Improvement Team. The team offers professional development, a folder that houses for the SIP, work sessions and one on one sessions as needed for school leaders and process managers to ensure current aligned and SMART plans.	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		With a focus on student outcomes, the assigned Cumberland County School Area Superintendent, the School Principal and other identified team members will utilize the SIP to create SMART goals. Then, through the 12 Key Indicators, the team will identify 3-6 Indicators that are most in need of change to focus the work on this school year. These 3-6 indicators are a reflection of SMART goals and will have actions designed using Wise Ways to improve student learning.		Melody Boyd	06/01/2023
Actions			0 of 4 (0%)		
10/26/22	A dedicated support team including an Area Superintendent and Curriculum Specialists have been assigned to schools to ensure alignment of support and coaching for principals and teachers. Low performing schools will receive monthly visits from district curriculum specialists to observe teaching and learning, grade level/team planning, PLC meetings, etc. and provide feedback regarding areas of improvement and success.			Curriculum Specialist, Area Superintendent	06/01/2023
<i>Notes:</i>					
10/26/22	Area Superintendents will attend SIT meetings when requested or a minimum of once a semester to monitor decision making processes, to provide guidance, and to support effective practices.			Melody Boyd	06/01/2023
<i>Notes:</i>					

10/26/22	The Area Superintendent assigned to the school will work with the principal to ensure understanding of how the SIP is the foundation for continuous school improvement. The Area Superintendent will review the initial SIP and meet with the school principal or team to provide feedback and suggestions on their SIP.		Melody Boyd	06/01/2023
<i>Notes:</i>				
10/26/22	Area Superintendents will provide coaching feedback in NCStar once a month for designated low performing schools. They will monitor actions and indicators being assessed, review the notes and monthly minutes to ensure schools are making progress towards achieving their SIP goals.		Melody Boyd	06/01/2023
<i>Notes:</i>				

	KEY	B1.03	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices. (5137)	Implementation Status	Assigned To	Target Date				
<i>Initial Assessment:</i>	Currently we meet a minimum of twice a month as an Instructional Team. We discuss lesson plans, make walkthrough assignments, analyze formative assessment and walkthrough data, plan professional development, etc. The team members include the principal, assistant principal, Instructional Coaches and other necessary staff.	Limited Development 07/21/2016				Priority Score: 3 Opportunity Score: 3	Index Score: 9			
<i>How it will look when fully met:</i>	The instructional team will meet two to three times a month on Friday mornings. This will be an uninterrupted time with a set agenda to help facilitate that the meetings stay on topic and conclude within the time allowed. Reports and data will be analyzed and areas of concern will be addressed. Examples of items discussed in the meetings include lesson plan review/feedback; classroom walkthrough discussions and recommendations; formative assessment data analysis; supports needed for beginning teachers; planning of professional development needed based on walkthrough data; etc. Evidence used to document this objective is fully met include agendas of instructional team meetings, minutes from instructional team meetings and calendar invites or records of meeting dates on calendar.	Objective Met 07/12/21	Instructional Leadership Team	06/01/2021	Actions	7/21/16	Instructional Team meets at least twice a month to discuss our instructional progress and areas for growth. We will analyze and discuss classroom walkthroughs, lesson planning, and all data used to drive instruction. This information will help guide our focus for professional development and improvement.	Complete 06/01/2021	Instructional Leadership Team	06/01/2021
	<p><i>Notes:</i> Be sure to document that the instructional team is in fact meeting at least twice a month. If unable to meet make note of the reason for not meeting.</p> <p>Nov. 2019 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive.</p> <p>Dec 2019 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive.</p>									

Jan 2020 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive.

Feb 2020 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive.

March 2020 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive.

April 2020 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive. Currently due to the COVID19 shut down, the Instructional Team meets daily at 9:00am and again at 1:30pm (if needed)

August 2020 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive. Currently due to remote learning, the Instructional Team meets Mondays at 8:00am and again as needed throughout the day and week.

November 2020 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive. Currently due to remote learning, the Instructional Team meets Mondays at 8:00am and again as needed throughout the day and week.

On March 15, 2021, our SIT sent out a survey to our Cliffdale staff to vote on the schedule for Wellness Wednesday that begins March 17, 2021. The survey results revealed 89.7% of the 58 responses requested all staff meetings, grade level planning, SIT meetings, correlate meetings and school related meetings be held on Wednesdays. Only 10.3% requested meetings to be held after school on Monday, Tuesday, and Thursday.

7/21/16 ILT provides an agenda for each meeting. ILT will produce minutes and keep the minutes from the meeting.

Complete 06/01/2021

Instructional Leadership Team

06/01/2021

Notes: Monitoring of this task includes ensuring that the Instructional Team meeting agendas and minutes are recorded and saved.

Nov. 2019 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive.

Dec 2019 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive.

Jan 2020 - The Instructional Team meets weekly to discuss data, teacher performance, student performance, and lesson plans. Documentation is taken via the Google Drive.

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10.3% requested meetings to be held after school on Monday, Tuesday, and Thursday.

Implementation:		07/12/2021		
<i>Evidence</i>	7/12/2021			
<i>Experience</i>	7/12/2021			
<i>Sustainability</i>	7/12/2021			

Core Function: Dimension B - Leadership Capacity

Effective Practice: Distributed leadership and collaboration

KEY	B2.03	The school has established a team structure among teachers with specific duties and time for instructional planning.(5143)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		<p>Currently, we have time allotted in our master schedule to allow teachers time to collaboratively plan instruction using a team approach to planning. Grade level teams make decisions that allow for distributive leadership.</p> <p>We also have School Improvement Correlate Teams that meet monthly to ensure our School Improvement Plan goals and actions are being implemented. They make decisions on school activities which allow for distributive leadership and collaboration. Time is set in our monthly calendar to allow these meetings.</p>	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		<p>When fully met, all of our teachers would have provided input in their collaborative lesson plans. Teachers will have time allotted in the Master Schedule to ensure they have collaborative planning time.</p> <p>The School Improvement Plan and school activities will be implemented and followed up to ensure fidelity with the implementation.</p>		Instructional Leadership Team	06/01/2023
Actions			0 of 2 (0%)		
	10/26/22	Teachers will meet weekly to collaboratively plan lessons and build team efficacy.		Instructional Leadership Team	06/01/2023

Notes: October 2023 - Time is allotted in our schedule to allow teachers collaborative planning time each Tuesday. Time is also allotted for teachers to use Specials time to carry our necessary duties to ensure the lessons are well prepared. We currently have three OC grade levels that meet collaboratively throughout the week to collaboratively plan.

10/26/22 School Improvement Correlate Teams will meet monthly to ensure School Improvement Plan goals and actions are implemented.

Instructional Leadership Team

06/01/2023

Notes: September 2022 - Our SIT correlates have met and determined duties within the team.
 October 2022 - Our SIT correlates have met to ensure our implementation of our SIP. School Improvement correlate has implemented Awards Day for Q1. Our PBIS Safety and Restoration correlate has ensured our goal for PBIS has been implemented and followed. Our Events and Community Relations correlate has implemented parent/student nights.

Core Function: Dimension B - Leadership Capacity

Effective Practice: Monitoring instruction in school

KEY	B3.03	The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149)	Implementation Status	Assigned To	Target Date
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Initial Assessment:

/We frequently monitor classroom instruction, monitor teacher lesson plans and provide teachers with constructive feedback. Feedback is generally provided within 24 hours.

Monitoring of lesson plans is ongoing. There have been some teachers that have not enter lesson plans on the drive and this makes it difficult to monitor and provide feedback. Emails, reminders and conferences are in place to ensure plans are uploaded regularly. Walkthrough feedback is on the google drive and emails are sent to inform teachers.

3/21/2018

Classroom observations, walkthroughs and conferences with teachers are on-going. We have finished up data conferences with all teachers. The Instructional Coaches scheduled conferences and Administration sat in on the conferences to support teachers with data analysis. Within the past month or two communication has been made with the District and content specialist, district coaches, etc. have been to our PLCs, grade level meeting and they have conducted walkthroughs.

7/2019 - Administrative team observes and evaluates classroom instruction and management regularly with consistent walkthrough documentation to include post-conferencing with each evaluation

7/2021 - Administration uses Get Better Faster, IRounds, NCEES, and school-made assessment tools to complete classroom walk-throughs, teacher evaluations, and coaching sessions regularly.

Limited Development
07/27/2016

	Priority Score: 3	Opportunity Score: 2	Index Score: 6		
How it will look when fully met:	The administrative and instructional support team will visit classrooms daily and provide teachers with feedback. Teachers will view the feedback as constructive, honest, actionable and not as evaluative or punitive. The administrative and instructional team will support teachers in need of improvement with the resources and training they need to improve classroom instruction. Evidence that the objective is being met includes digital reports from classroom walkthroughs, Instructional Team meeting agenda and minutes, examples of feedback provided to teachers from classroom walkthroughs, teacher adjustments made in response to feedback, etc.		Objective Met 07/12/21	Administrative Team Owen	06/15/2021
Actions					
8/15/16	Classroom observations will be completed regularly. The principal and assistant principal will have announced evaluations scheduled on their Google calendar.		Complete 04/01/2020	Administrative Team Owen	04/01/2020
<p><i>Notes:</i> Monitoring of this task can include use of NCEES to track completed observations. Walkthrough feedback can be tracked via Google Drive and during discussions at the weekly Instructional Team Meetings.</p> <p>Oct - 2019 - Observation have been completed and feedback provided</p> <p>April 2020 - observations have been completed and feedback provided</p>					
7/27/16	Classroom walkthroughs and visits will take place by members of the administrative and/or instructional support team.		Complete 06/01/2021	Instructional Leadership Team	06/01/2021

Notes: Oct 2019 - iRounds are being conducted on a regular basis (all teachers are visited at least twice a week), feedback is given immediately to teachers

Jan 2020 - teachers are being observed by a member of the ILT on a daily basis

April 2020 - due to the COVID19 shut down, teachers are virtually teaching via Google Meets, teachers are observed daily from a member of the ILT

August 2020 - due to remote learning, teachers are virtually teaching via Google Meets, teachers are observed daily from a member of the ILT

November 2020 - due to remote learning, teachers are virtually teaching via Webex, teachers are observed daily from a member of the ILT

7/27/16	Feedback from classroom walkthroughs and/or lesson plans will be provided.	Complete 06/01/2021	Administrative Team Owen	06/01/2021
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Notes: Sept 2019 - teachers are provided feedback on lesson plans via the Google Drive, classroom observation feedback is provided via email

Nov 2019 - teachers are provided feedback for observations via email

Jan 2020 - teachers are provided feedback on small group and whole group lesson plans from a member of the ILT

April 2020 - due to the COVID19 shut down, K-2 teachers are creating packets of assignments for students that will be mailed by the county, all 3-5 teachers are planning instruction through Google Classroom and providing administration an outline of standards as well as access to the Google Classroom assignments

August 2020 - due to remote learning, teachers are virtually teaching via Google Meets, teachers are observed daily from a member of the ILT and provided an Iround email, Grade Level Meetings are attended by an ILT member every Tuesday for immediate feedback

November 2020 - due to remote learning, teachers are virtually teaching via Webex, teachers are observed daily from a member of the ILT and provided an Iround email, Grade Level Meetings are attended by an ILT member every Tuesday for immediate feedback

Implementation:		07/12/2021		
Evidence	7/12/2021			
Experience	7/12/2021			
Sustainability	7/12/2021			

Core Function:	Dimension C - Professional Capacity			
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Effective Practice:	Quality of professional development			
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KEY	C2.01	The LEA/School regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(5159)	Implementation Status	Assigned To	Target Date
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Initial Assessment:

We do a good job of looking at school performance data early and late in the school year. We share information with our staff as a whole and within each grade level. This typically occurs at faculty or grade level meetings. We do not however do an effective job of consistently reviewing school performance data at regular intervals throughout the school year or analyzing data at the student level.

7/2019 -multiple sources of data are disaggregated in order to personalize instruction for all students; pre and post assessments are used to drive instruction, personalize instruction and determine MTSS tiers for students

August 2020 - We will use current county formative assessment data from SMAs, Istation, Successmaker, Checkins (benchmarks), and as a school, Education Galaxy.

7/2021 - All data points are used at all meetings in order to drive instruction and improve student outcomes. All current data has been used to set the trajectory for the 2021-2022 school year.

Limited Development
07/21/2016

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	Priority Score: 3	Opportunity Score: 3	Index Score: 9		
How it will look when fully met:	<p>2017 - There will be a culture of teachers and teams having a laser like focus on performance data. Data analysis will be frequent and on-going, areas of concerns will be identified along with recommendations to improve. Each grade level and teacher will develop SMART goals for the core content areas as well as benchmark targets to help keep them on track with meeting their goals. There will be frequent progress monitoring to see if they are on track with meeting the benchmark targets. The instructional team will review formative assessment data (SMA's, mClass progress monitoring, benchmark assessments, i-Ready reports, etc.) during the bi-monthly instructional team meetings and develop a plan of action for improvement based on the data. Evidence to show that this objective is fully met include agendas from data team meetings; creation of SMART goals; progress monitoring notes to show tracking of students, teachers and grade levels progress towards meeting established SMART goals.</p> <p>7/2019- when research based instruction and strategies are used appropriately, all students will show growth</p>		Objective Met 07/12/21	Instructional Leadership Team	06/01/2021
Actions					
7/21/16	<p>Progress monitoring of SMART goals and benchmark targets will take place at least once a month during grade level planning. The instructional team member (admin or coach) will review and make suggestions during grade level planning. Discussions will center around teacher fidelity to updating their data spreadsheets and implementation of interventions / remediation to address deficit areas.</p>		Complete 06/01/2018	Instructional Leadership Team	05/20/2020

Notes: October 18, 2017: Goals are discussed weekly at grade level planning and/or during the collaborative planning sessions. mClass goal setting will be discussed on Thursday, October 19th. Progress monitoring support from Instructional Coaches, mClass support from the District, etc. is also utilized. Progress Monitoring Calendars are made to support teachers with keeping with the rate of progress monitoring per the system. Goals are set for the middle of the year based on the growth guidelines provided by the District.

iReady reports, such as usage reports and student profile reports are examined. Teachers have participated in training for iReady and the next steps. At each profile level teachers are provided with the skills students need support with for standard mastery. Resources from iReady are provided to teachers to address the needs of all students across each of the five profiles. Lessons are suggested that are differentiated to each level. Dec. 13, 2017: As an instructional team more data is being shared frequently with teachers. 2nd Grade data discussions for math tasks, mClass spreadsheet, SMA spreadsheet for results, iReady reports are shared with teachers, SMA Support powerpoints, and support from the district is provided monthly, and mClass is supported by having instructional support to conference with teachers individually about their data.

Dec. 13, 2017: As an instructional team more data is being shared frequently with teachers. 2nd Grade data discussions for math tasks, mClass spreadsheet, SMA spreadsheet for results, iReady reports are shared with teachers, SMA Support powerpoints, and support from the district is provided monthly, and mClass is supported by having instructional support to conference with teachers individually about their data.

Dec 2019 - teachers have attended weekly grade level managerial meetings with Coaches and Administration where teachers updated spreadsheet, had data discussions, discussed interventions/strategies,

March 2020 - teachers have attended weekly grade level managerial meetings with Coaches and Administration where teachers updated spreadsheet, had data discussions, discussed interventions/strategies,

7/21/16

Analysis of formative assessment data during bi-monthly instructional team meetings. The team will review, discuss and make recommendations for improvement of Standard Mastery Assessments (SMA), mClass reports, benchmark assessments and i-Ready reports.

Complete 06/01/2018

Instructional Leadership Team

06/01/2020

Notes:

Dec 2019 - teachers have attended weekly grade level managerial meetings with Coaches and Administration where teachers updated spreadsheet, had data discussions, discussed interventions/strategies,

March 2020 - teachers have attended weekly grade level managerial meetings with Coaches and Administration where teachers updated spreadsheet, had data discussions, discussed interventions/strategies,

7/21/16

Teachers and grade level teams will develop SMART goals to help focus their attention on improving student achievement. Goals will focus on common formative assessment data such as mClass progress monitoring and benchmarks (K-3rd); Standards Mastery Assessments (3rd - 5th); RTA Passages (3rd & 4th); i-Ready reports; etc. Goal spreadsheets will be placed in each Kindergarten - 2nd grade teachers google folder to chart student's assessment progress. We will also monitor to see if the SMART Goals identified by teachers are being implemented in their classroom instruction.

Complete 06/01/2018

Instructional Leadership Team

06/09/2020

Notes:

Monitoring for this task will include checking the mClass/iStation student goals spreadsheet (housed in teacher's google drive folders); SMA data chart; i-Ready reports and RTA student summary sheets. We will also monitor to see if the SMART Goals identified by teachers are being implemented.

*Conducted 3-5 Data Dives in November and February

Sept 2019 - discussed RtA with 3rd grade

Nov 2019 - discussed RtA with 3rd grade

Dec 2019 - discussed RtA with 3rd grade

Jan 2020 - discussed RtA with 3rd grade and had a parent Q/A RtA night on Feb 3, 2020

7/24/19

Monthly PD will be given based on the needs determined in weekly ILT meetings; Math will laser focus on number sense and concrete to abstract concepts, ELA will focus on the five domains of reading and collaborative structures among students

Complete 06/01/2021

Instructional Leadership Team

06/01/2021

Notes: The following PDs were given during weekly managerial meetings involving grade level teachers, Instructional Coaches and Administration:
 Aug 2019 -Coaches discussed Canvas courses, Successmaker 2nd-5th
 Sept 2019 - Coaches discussed iStation, PowerSchool usage, and Math Spreadsheets
 Oct 2019 - Coaches discussed ABE, iStation and SuccessMaker K-1st
 Nov 2019 - Coaches discssued Foundational Skills, Small group instruction
 Dec 2019 - iStation and SuccessMaker
 Jan 2020 - Number Talks, Meaningful Math Task, small group instruction and PD from Lisa Suther-Johnson
 Feb 2020 - Education Galaxy
 March 2020 - iStation and SuccessMaker

3-5 Teachers also participated in Data Dives in November and February 2020

August 2020 - training on canvas, Education Galaxy, Equity and MTSS, Istation
 September 2020 - training on successmaker, canvas, ELI, MTSS, and teacher are provided a "Coaches' Corner' newsletter twice a month with professional development offerings, reference to previous trainings, reminders, math notes, etc..
 October 2020 - training on webex, equity/MTSS
 November 2020 - training on MTSS/Equity, learning plans

Implementation:		07/12/2021		
Evidence	7/12/2021			
Experience	7/12/2021			
Sustainability	7/12/2021			

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Talent recruitment and retention			
KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		<p>Currently, we have created a Monthly Instructional Target (MIT) feedback form that we use when doing a brief observation. This form is similar to our previous county walk-through form. This form allows the team to collect an accurate picture of a teacher's competencies by looking for a variety of indicators in the classroom and lesson.</p> <p>When replacing staff, we organize a team of teachers and Leadership Team to ask rigorous questions of the candidate during the interview. All stakeholders have the opportunity to discuss candidates with administration and provide feedback about the interview.</p>	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		When implemented, we will be able to reward our students by retaining highly qualified teachers or recruiting new highly qualified teachers. We will have a culture that holds teachers to high standards and are provided feedback in order to ensure success.		Instructional Leadership Team	06/01/2023
<i>Actions</i>			0 of 1 (0%)		
	10/26/22	Create a Monthly Instructional Target form to conduct brief observations of teachers.		Instructional Leadership Team	10/27/2022
		<i>Notes:</i> October 24 2022 - our MIT form was created and discussed with ILT on 10/25/22. We will update the form to include new instructional targets to look for each month.			

Core Function:		Dimension E - Families and Community			
Effective Practice:		Family Engagement			
KEY	E1.06	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)	Implementation Status	Assigned To	Target Date

<p>Initial Assessment:</p>	<p>We use a variety of methods to maintain open lines of communication with parents to include flyers, monthly newsletters, marquee, phone calls (parentlink), Facebook, school website, etc. We host regular parent workshops to inform parents of instructional, social and emotional themes and ways they can support their child at home.</p> <p>7/2019 - school will use Class DoJo, Twitter, Blackboard, newsletters and other forms of media to communicate with parents</p> <p>8/2020 - school will host a Virtual Open House for parents where teachers will meet with each parent individually to provide expectations and assistance for remote learning</p> <p>7/2021 - This goal was met at the end of this year</p>	<p>Limited Development 08/16/2016</p>		
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	Priority Score: 2	Opportunity Score: 2	Index Score: 4		
How it will look when fully met:	<p>6/2018 -We will host monthly parent workshops to keep parents informed of relevant topics and ways to help their child be successful at school and in life. We will continue to explore effective new ways to communicate with parents (such as Remind, Twitter, Classroom Dojo, Bloomz, etc.). We will have curriculum nights to explain the instructional expectations for students. Evidence will include agendas and sign-in sheets from parent workshops and curriculum nights. Examples of monthly newsletters and communications with parents will be documented and available.</p> <p>7/2019 - At full implementation, families and communities will receive regular communication via school wide messaging. School will hold monthly family engagement events that include all stake holders. Evidence will be inclusive of sign in sheets, social media feeds, programs, agendas, etc.</p> <p>8/2021 - All school faculty and staff have consistently used all tools outlined in order to consistently communication with parents.</p>		Objective Met 08/09/21	Instructional Leadership Team	05/01/2021
Actions					
	7/30/19	The school will purchase a program that will provide a cross-curricular, tiered home school connection. The program will provide parents with up to date information on their student performance. The program voted on by our team was Education Galaxy which provides a parent portal, newsletters and home access for students 24/7.	Complete 09/02/2019	Instructional Leadership Team	09/01/2019

Notes: 9/30/19 - reviewed team members of this correlate and discussed indicators assigned, Education Galaxy is being implemented, diagnostics are to be completed by Oct 4, classes are to be set up, and training for grade level reps will be held Oct 4

Oct 2019 - Education Galaxy is in full implementation with required guidelines to times per subject

Dec 2019 - teachers have been implementing the program daily, students enjoy the program and are making improvements within the program, Mid-year diagnostics will be set for February.

March 2020 - MOY diagnostics are complete

April 2020 - Due to the COVID19 shut down, our students who have the ability to use the online program, do so daily

8/23/20	Host a Virtual Open House where parents have access to view welcome from Administration, welcome from grade level representatives and access to schedule a one on one conference with their child's teacher. Each teacher will have a one on one virtual conference or phone conversation with each parent to assist with any question or concerns as well as give expectations for remote learning.	Complete 08/21/2020	Instructional Leadership Team	08/11/2020
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Notes: August 23, 2020 - All teachers attempted to make contact with parents by having phone conversations or virtual Google Meets to explain expectations for the school year as well as answer any questions or concerns the parents may have. We contacted _____% of our parents.

8/16/16	Host monthly parent workshops. Workshops will be placed on the school calendar; topics selected, workshops are effectively marketed and a general plan created to ensure monthly workshops are held.	Complete 06/01/2022	Instructional Leadership Team	05/01/2021
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Notes: October 18, 2017: Monthly parent workshops are on track. We held a parent workshop last week on the topic of Bullying. Parents were invited and there was strong attendance and plenty of questions were answered. Slideshow, discussions, and information or strategies parents can use to prevent and identify bullies as well as support students that are the victim of bullying.

9/30/19 - reviewed team members of this correlate and discussed indicators assigned

Below are a list of Parent Nights hosted by CES for the 2019-2020 school year:

*AR nights were held September 25, November 19, January 22 and March 10, where parents could come to the Media Center and read books to their children and then students were able to take an AR test

*Curriculum Night was held October 1, 2019 for all parents to gain a better understanding of their child's curriculum

*Read to Achieve Night was held on February 3, 2020 for parents of third grade students so they could get answers to questions concerning the Read to Achieve Law and student expectations

*Math Night was held February 13, 2020 for parents and students to create fun standards based games to take home

Below are the list of Parent Nights/Meetings for the 2020-2021 school year:

Virtual Open House - August 27 - 31

Curriculum Night - September 24

Town Hall Meetings - August 25, November 30

Family Reading Night - Star Wars Night October 13

7/24/19 Create new social media feeds (Twitter, Class DoJo), a Google calendar for faculty and staff, planned monthly events for parents

Complete 06/01/2021

Instructional Leadership Team

06/01/2021

Notes: 9/30/19 - reviewed team members of this correlate and discussed indicators assigned,

1. Cliffdale has a new Twitter page created in August,
2. Cliffdale shares a Google calendar with faculty and staff that is updated regularly with all events
3. ALL teachers use Class DOJO to communicate with parents on a regular basis, teachers were provided a training in Sept from two teachers on staff

Nov 2019 - all teacher use Class DoJo for daily communication with parents, administration uses this platform for communication to all parents

Jan 2020 - Class DoJo is still being used as an effective means of communication

April 2020 - due to the COVID19 shut down, our teachers are using Class DoJo to communicate with students and parents, parents are uploading pictures of students working at home as well as work they have completed, K-2 teachers will also begin using the portfolio feature for uploading work

August 2020 - we created a Cliffdale Facebook page for communication of events or notifications

November 2020 - we use Class Dojo regularly to communicate with parents, post information on our school website, post happenings and reminders on Twitter and Facebook, post information for students on canvas, we also use our parent link to communicate with parents

Implementation:		08/09/2021		
Evidence	8/9/2021			
Experience	8/9/2021			
Sustainability	8/9/2021			