

Proposed Tebughna School Improvement Plans

Domain 1.0 There is evidence that the curriculum is aligned, implemented, and used in conjunction with the local and Alaska state standards.

KEY Indicator 1.1: The district approved scientifically research based curricula, which have been aligned with Alaska State Standards, are being implemented.

SMART Goal: 100% of teachers will implement the district's approved, researched based curricula in the areas of reading and math throughout the 2014-15 school year.

Steps:

- All teachers will provide evidence of their use of district approved curricula within their weekly lesson plans.
- All teachers will provide documentation of their students' performance on the district provided quarterly assessments.

Responsibility: Classroom teachers in grades K-10.

Timeline: September 2, 2014 through May 15, 2015.

Indicator 1.4: Statewide assessment data is used to identify gaps in curricula.

SMART Goal: 2014 SBA data will be used to determine individual student needs prior to the start of the school year which will result in 100% of students who are below proficiency being targeted to receive interventions.

Steps:

- Targeted students will be determined by scores in the below proficiency ratings in reading and math.
- Targeted students' progress will be monitored bi-weekly throughout the school term using AIMSweb probes and/or formative assessments administered per standard taught.

Responsibility: Classroom teachers in grades K-10.

Timeline: September 2, 2014 through May 15, 2015.

Indicator 1.5: A review process is used to determine if the curricula addresses the learning needs of all students.

SMART Goal: Throughout the 2014-15 school year, all test results, (AIMSweb, Performance, formative, quarterly district assessments, and the Phonics Screener) will be reviewed upon their completion dates by all staff during an RTI meeting to determine the needs of all students in grades K-10.

Steps:

- RTI meetings are held on Fridays throughout the 2014-15 school term. Minutes are taken at each meeting.

- All teachers will submit documentation of their formative assessment, and quarterly district assessment results at a designated RTI meeting.
- K-4 teachers will submit documentation of the Phonics Screener results at the end of each quarter during a designated RTI meeting.
- The Principal will submit documentation of the AIMSweb, and Performance Series results at a designated RTI meeting.
- Discussion will provide suggestions of changes necessary for further improvement and/or PD concerns.

Responsibility: All teachers and the principal.

Timeline: October 3, 2014 through May 21, 2015

Domain 2.0 There is evidence that assessment of student learning is frequent, rigorous, and aligned with Alaska's State Standards.

Indicator 2.1: School-wide assessments are aligned with Alaska's State Standards and district curricula.

SMART Goal: 100% of staff will review the district quarterly assessments in reading and math to determine any changes necessary for alignment to the Alaska State Standards.

Steps:

- All teachers will discuss the reading and math district quarterly assessments during a weekly staff meeting specifically to check for alignment with the Alaska State Standards. Minutes of these discussions will be recorded.
- Any suggested changes will be submitted to Melissa Linton in the District Office.

Indicator 2.2: The school staff uses established systems managing and accessing data.

SMART Goal: Staff will analyze academic data, attendance data, and behavior data of their targeted students bi-weekly.

Steps:

- Create a data report form which includes the students' names, progress on formative assessments in reading and math, attendance, and behavior.

Responsibility: Principal

Timeline: August 30, 2014

- Staff members will report and discuss compiled data with principal bi-weekly.

Responsibility: Classroom teachers

Timeline: September 2, 2014-May 15, 2015

KEY Indicator 2.3: Universal screening assessments are administered multiple times a year, in all tested content areas.

SMART Goal: All students (K-12) are scheduled to be assessed in AIMSweb (K-8) and/or Performance Series (3-12) three times during the 2014-2015 school term. The districtwide assessment schedule will be followed throughout the school term.

Steps:

- Create a schedule for completing the Performance Series assessments within the computer lab.

Responsibility: Principal

Timeline: August 25, 2014

- 90% of targeted students in grades 3-12 will increase their baseline score by a minimum of 70 points from fall to winter and an additional 70 points increase from winter to spring in Language Arts and Math areas on the Performance Series assessments.

Responsibility: Classroom teachers and students (3-12)

Timeline: August 20 to September 12, 2014; January 1 to January 30, 2015; May 1 to May 15, 2015

- 90% of targeted students in grades K-2 will increase their baseline score by a minimum of 10 % from fall to winter and an additional 10% increase from winter to spring in Reading and Math areas on the AIMSweb assessments.

Responsibility: Classroom teacher and students (K-2)

Timeline: August 20 to September 12, 2014; January 1 to January 30, 2015; May 1 to May 15, 2015

- Quick Phonics Screener (QPS) will be administered at the end of each quarter to targeted reading students in grades K-4.
- Targeted students will increase their scores each quarter by 10% of their previous score.

Responsibility: Classroom teachers and students (K-4)

Timeline: October 6 – 10; December 8-12; February 23-27; May 11-15.

Indicator 2.4: School staff review data to evaluate school programs and student performance.

SMART Goal: 100% of teachers will review monthly data from school attendance, behavior, and academic growth throughout the 2014-15 school year.

Steps:

- One weekly staff meeting per month will provide time for review of data concerning attendance, behavior and academic growth.
- Minutes will be recorded to document this discussion and any suggested changes.

Responsibility: All teachers and principal

Timeline: October 1, 2014 through May 15, 2015

Domain 3.0 There is evidence that effective and varied instructional strategies are used in all classrooms to meet the needs of each student.

Indicator 3.1: There is a system in place to ensure that classroom instructional activities are aligned with Alaska State Standards.

SMART Goal: By May 2015, standards portfolios will be developed for each student in grades K-12 in the areas of reading and math.

Steps:

- Teachers will unpack grade level standards designated by the district quarterly tracking form and create “I can” statements for each unpacked standard.

Responsibility: Classroom teachers (K-12)

Timeline: September 1 to September 12; October 20 to October 31; January 5 to January 9; March 16 to 20

- Portfolios will be created for each student containing evidence of instruction, assessment and progress.

Responsibility: Classroom teachers (K-12)

Timeline: September 2 through May 15

KEY Indicator 3.2: A coherent, school-wide plan to help low performing students become proficient has been implemented.

SMART Goal: A written, school-wide plan will be developed to help low performing students to become proficient.

Steps:

- Written plan will include procedure for identifying targeted students, timeline for submission of names to the RTI process, and professional development needs.

Responsibility: Principal and teachers

Timeline: August 25 to September 30, 2014

KEY Indicator 3.3: The use of research-based instructional practices and programs guides planning and teaching.

SMART Goal: Teachers will implement research-based instructional practices in reading and math

Steps:

- Weekly lesson plans will specify research-based instruction practice(s) used in the areas of reading and math.

Responsibility: Teachers (K-12)

Timeline: September 2, 2014 through May 15, 2015

KEY Indicator 3.4: Teachers regularly measure the effectiveness of instruction using formative assessments.

SMART Goal: AIMSweb progress monitoring data will be reviewed with students by teachers. Successful intervention strategies will be shared by staff members with colleagues once each month.

- Formative assessment results in reading and math (K-12) will be analyzed bi-weekly throughout the school term. A written summary will be submitted to the principal.

- Staff will share techniques that are helping students to improve during the last staff meeting each month.

Responsibility: Teachers (K-12)

Timeline: September, 2014 through April, 2015

Indicator 3.5: High academic expectations for student learning are communicated to students.

SMART Goal: 100% of school staff will communicate with students what is expected for academic progress in reading and math weekly throughout the 2014-2015 school year.

Steps:

- All teachers will provide their students with information concerning their progress in reading and math during a weekly student/teacher conference.
- The secretary and custodian will encourage academic excellence when they visit with or talk to students each week.
- The principal will provide academic encouragement a minimum of once a week during the school-wide morning meeting time.

Responsibility: All staff

Timeline: A minimum of once a week from Oct. 1, 2014 through May 15, 2015

Domain 4.0 There is evidence that school culture and climate provide a safe, orderly environment conducive to learning.

Indicator 4.1: Effective classroom management strategies that maximize instructional time are evident throughout the school.

SMART Goal: By October 2014, teachers will implement classroom procedures and routines, wait time, and the behavior process. Principal observations will indicate the consistency with which procedures and routines are implemented.

Steps:

- Communicate the school behavior procedures with parents and staff.
- Provide direct instruction to students on a monthly basis regarding behavior expectations.
- Implement a system to recognize and reinforce appropriate behavior among students and staff.
- Follow the behavior process defined in the Tebughna School Student/Parent Handbook.
- Classroom rules are posted in every classroom.
- Procedures and routines are well established and adhered to in all areas of the school.

Responsibility: Teachers and students (K-12)

Timeline: September, 2014 to May, 2015

Indicator 4.2: School-wide operational procedures are in place to minimize disruptions to instructional time.

SMART Goal: 100% of the teachers and the instructional leader collaborate to minimize disruptions to instruction.

Steps:

- During each weekly staff meeting, the staff and the instructional leader will review events needing to be scheduled. Discussion will be held to add or limit the amount of events. Minutes will be recorded.

Responsibility: Teachers and principal

Timeline: October 1, 2014 through May 15, 2015.

KEY Indicator 4.3: School-wide behavior standards are communicated by staff and are achieved by students.

SMART Goal: October 2014, implement agreed to behavior plan and reward requirements.

Steps:

- Implementation of “Bee Attitudes” (Be responsible, Be respectful, Be caring, Be safe) and inform all stakeholders.
- Re-institute revised “Tebughna Challenge” and inform all stakeholders.
- Tracking system created for above two behavior plans
- School-wide reward will be determined by staff and students when goal is reached.

Responsibility: All staff and students

Timeline: September, 2014 through May, 2015

Indicator 4.4: The school has implemented an attendance policy.

SMART Goal: The Tebughna School attendance policy is to be reviewed by 100% of the teachers, students and the Site Based Council.

Upon adoption by all stakeholders, the attendance policy will be implemented consistently and fairly.

Steps:

- Tebughna School’s attendance policy is a part of the Tebughna School’s Parent/Student Handbook.
- All teachers will review the attendance policy with their students at the beginning of the year and again in October.
- The Site Based Council will suggest changes and approve at our first meeting on September 30, 2014.
- The Tebughna School Parent/Student Handbook will be sent to each family and a signature page returned to the school secretary by October 15, 2014.

Responsibility: Teachers, principal, secretary and Site Based Council.

Timeline: September 1, 2014 through May 20, 2015

KEY Indicator 4.5: Extended learning opportunities are made available and utilized by students in need of additional support.

SMART Goal: Throughout the entire 2014-15 school year, the staff will provide extended time for academic, and social development three days per week for an additional 30 minutes.

Steps:

- Clubs will be offered on Tuesdays, Wednesdays and Thursdays. These clubs will include athletics, technology, and the arts.
- Tutoring help and extra Odyssey time will be offered.
- An attendance log will be kept in each area throughout the school term.
- Incentives and recognition processes will be identified and implemented to encourage and celebrate participation.

Responsibility: Principal and teachers

Timeline: September, 2014 through April, 2015

KEY Indicator 4.6: The school and classroom environments reflect cultural awareness and understanding of cultural values of the students and community.

SMART Goal: 100% of teachers are integrating the board adopted Alaska cultural standards into their curricula and school activities throughout the 2014-2015 school year.

Steps:

- Each classroom will display the Athabaskan values.
- Each teacher will connect an Athabaskan value to a minimum of one assignment per week.

Responsibility: Teachers

Timeline: October 1, 2014 to May 15, 2015.

KEY Indicator 4.7: Staff communicates effectively with parents about learning expectations, student progress, and ways to reinforce learning at home.

SMART Goal: Communication to parents is performed weekly.

Steps:

- Weekly progress reports are sent home.
- Parents are given PowerSchool logins and help is offered.
- Three positive parent contacts are required each week and recorded on a contact form.

Responsibility: Teachers (K-12)

Timeline: September, 2014 through May, 2015.

KEY Indicator 4.8: Staff communicates with parents and community members to inform them about school priorities and to invite their participation.

SMART Goal: 100% of the staff will notify the school secretary of upcoming events. The secretary will notify all stakeholders of these events throughout the 2014-15 school year.

Steps:

- Notices will be posted on Facebook.
- Monthly newsletters will be sent either via the post office and/or via e-mail.
- Posters will be created and posted around the village.

Responsibility: Teachers, principal, school secretary

Timeline: October 1, 2014 through May 15, 2015.

Indicator 4.9: Physical facilities are safe and orderly.

SMART Goal: 100% of the Tebughna staff, as well as, students, parents, and community members will report all concerns about maintenance, safety, and cleanliness to the school office throughout the 2014-15 school year.

Steps:

- A monthly review of the building and grounds will be conducted monthly.

Responsibility: Principal and custodian

Timeline: September 1, 2014 through May 20, 2015.

- Teachers, students, parents and community members will report all maintenance, safety, and cleanliness concerns to the school secretary.
- All repairs will be reported on School Dude.

Responsibility: Teachers, students, parents, community members, and secretary

Timeline: September 1, 2014 through May 20, 2015.

Domain 5.0 There is evidence that professional development is based on data and reflects the needs of students, schools, and the district.

KEY Indicator 5.1: Student achievement data are a primary factor in determining professional development priorities.

SMART Goal: Professional development will be provided in the areas of reading, math, standards reference recording and the teacher evaluation domains.

Steps:

- PD will be provided for clarification of grading for the district mandated standards referenced report cards.
- PD provided on research-based instructional strategies in reading and math

Responsibility: Shanna Johnson, Jane Beck (Project GRAD), Christine Ermold

Timeline: August, 2014 through May, 2015

KEY Indicator 5.3: Professional development is embedded into the daily routines and practices of school staff.

SMART Goal: 100% of teachers will engage in peer observation each quarter during the 2014-15 school year. Steps:

- Teachers will observe another teacher once per quarter and provide feedback.

Responsibility: Teachers (K-12)

Timeline: Once per quarter September, 2014 through May, 2015

- Principal will observe each teacher a minimum of one hour two times per week and privately communicate the results of those observations with the teacher.
- A summary of observation data regarding their observations will be forwarded to the Director of K-12/Small Schools
- Principal will utilize TeachScape videos for deeper understanding of the teacher evaluation criteria during weekly staff meetings.

Responsibility: Principal

Timeline: September, 2014 through May, 2015.

Indicator 5.4: Mentoring is provided to support new teachers in the development of instructional and classroom management skills.

SMART Goal: 100% of the new teachers will be provided with professional development opportunities in research based instructional strategies and classroom management skills throughout the 2014-15 school year.

Steps:

- Classroom management and routines will be conducted during weekly staff meetings. Minutes of discussion will be recorded.
- PD will be provided to assist development of instructional techniques and to improve classroom management skills.

Responsibility: Principal and PD personnel

Timeline: October 1, 2014 through May 15, 2015.

Indicator 5.5: Sufficient time and resources are allocated to support professional development outlined in the school improvement plan.

SMART Goal: A minimum of two hours per month is allocated to support professional development throughout the 2014-15 school year.

Steps:

- 90 minutes of PD is provided 6 times throughout the school year.
- 15-20 minutes of each weekly staff meeting is for PD purposes
- One district PD person has been assigned to our school to provide PD in areas of concern.
- PD is also provided by Project GRAD personnel upon request.
- One staff member is allocated to be our PD liaison.

Responsibility: Principal, Shanna Johnson, Project GRAD personnel, Christy Gomez

Timeline: September 15, 2014 through May 15, 2015.

Domain 6.0 There is evidence that school administrative leaders focus on improving student achievement.

Indicator 6.1: Instructional leader facilitates the development of a team approach in implementing Alaska STEPP.

SMART Goal: Once per month the staff will devote 20 minutes to review Tebughna School's Improvement Plan throughout the 2014-15 school year.

Steps:

- Twenty minutes of a weekly staff meeting (last Monday of each month) will be allocated for school improvement review.
- Minutes will be recorded and suggestions for additions and/or changes will be noted.

Responsibility: Principal and Teachers

Timeline: September 29, 2014 through April 27, 2015.

Indicator 6.2: Instructional leader assists teachers in understanding student achievement data and its use in improving instruction.

SMART Goal: 100% of targeted students' achievement data will be reviewed monthly at a scheduled RTI meeting throughout the 2014-15 school year.

Steps:

- One RTI meeting per month (last Friday of every month) is scheduled to review assessment data of 100% of the targeted students.
- Minutes will be recorded of assessment outcomes and collaboration will include suggested instructional strategies.

Responsibility: Principal and Teachers

Timeline: October 31, 2014 through May 17, 2015.

Indicator 6.4: Instructional leader ensures that teachers have access to and are implementing Alaska State Standards.

SMART Goal: 100% of teachers are informed of the location to the district's standards tracking matrix in reading and math and know how to access the state website containing the Alaska State Standards for the school term 2014-15.

Steps:

- Teachers are given a hard copy of the district's tracking matrixes in reading and math.

Responsibility: Principal

Timeline: September 15, 2014.

- Review of all students' standards portfolios in reading and math will occur monthly.

Responsibility: Principal

Timeline: October 1, 2014 through May 15, 2015.

Indicator 6.5: Instructional leader conducts formal and informal observations and provides timely feedback to teachers on their instructional practice.

SMART Goal: Informal and formal observations will be conducted as outlined by KPBSD's evaluation matrix.

Steps:

- Three to five minute walkthroughs will be conducted weekly. Notes will be sent via e-mail.
- A minimum of two 10 minute observations will be conducted monthly. Notes will be sent via e-mail and a meeting scheduled for discussion.
- Formal observations will be conducted by dates outlined in the KPBSD evaluation matrix. Pre-conference and post-conference times will be scheduled for discussion and questions.
- Summative evaluations are due to the District Office by April 15.

Responsibility: Principal

Timeline: September 15, 2014 through April 15, 2015.

Indicator 6.6: Instructional leader has a productive, respectful relationship with parents and community members regarding school

SMART Goal: By October 2014, the instructional leader will inform all stakeholders of progress of the school's improvement goals, and by May of 2015, the instructional leader will have provided quarterly updates of progress towards the goal to all stakeholders.

Steps:

- Progress will be reported to stakeholders at the scheduled Site Based Council meetings.

Responsibility: Principal

Timeline: First Tuesday of each month.

- With approved permission from the Tribal Council, progress will be reported at scheduled monthly Tribal Council meetings.

Responsibility: Principal or designee

Timeline: monthly; September, 2014 through May, 2015

Indicator 6.8: Instructional leader regularly analyzes assessment and other data, and uses the results in planning for the improved achievement of all students.

SMART Goal: The instructional leader will review assessment data, attendance data, report card results, and behavior data to drive collaboration with staff to improve student learning throughout the 2014-15 school year.

Steps:

- One RTI meeting per month will be scheduled to review student data.
- Minutes will be recorded of discussion and suggested changes.
- Celebrations will be scheduled for achieving set goals.

Responsibility: Principal and Teachers

Timeline: October 1, 2014 through May 15, 2015.