

# AGENDA

## REGULAR SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD  
MAX D. WALKER ADMINISTRATION BUILDING  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA

February 27, 2018

6:00 P.M.

### THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. RECOGNITIONS

### ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENT**
  - a. January 23, 2018, 4:30 p.m. – School Board Workshop
  - b. January 23, 2018, 6:00 p.m. - Regular School Board Meeting
  - c. January 30, 2018, 12:30 p.m. – Special School Board Meeting
  - d. January 30, 2018, 1:30 p.m. – School Board Workshop
  - e. January 30, 2018 - 6:00 p.m. – Student Hearing
  - f. January 30, 2018 – 7:00 p.m. – Student Hearing
  - g. February 13, 2018, 10:00 a.m. – School Board Workshop

ACTION REQUESTED: The Superintendent recommends approval.

6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) – **SEE PAGE #5**
  - a. Personnel 2017 – 2018

ACTION REQUESTED: The Superintendent recommends approval.

7. FINANCIAL TRANSACTIONS

- a. Financial Statements from Charter School – **SEE PAGE #7**

Fund Source: All Public Funds at Crossroad Academy Charter School  
Amount: Crossroad Academy Charter School Financial Statements Attached

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. Auditing Services for Internal Funds for the Fiscal Year Ending June 30, 2018  
**SEE PAGE #11**

Fund Source: General Fund  
Amount: \$26,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Purchase Orders for School Food Service Program – **SEE PAGE #19**

Fund Source: Food Service – 4100 Fund  
Amount: \$71,225.22

ACTION REQUESTED: The Superintendent recommends approval.

- c. DESF Contract – March 1 to July 31, 2018 - **SEE PAGE #23**

Fund Source: General Fund 60% / Federal Projects 40%  
Amount: \$23,310.00

ACTION REQUESTED: The Superintendent recommends approval.

- d. Geathers v. Gadsden County School Board – **SEE PAGE #26**

Fund Source: General Fund  
Amount: 25,000.00

ACTION REQUESTED: The Superintendent recommends approval.

9. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #81-1718-0231

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

CASE #82-1718-0052

ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion – See back-up material

CASE #83-1718-0211

ACTION REQUESTED: The Superintendent recommends approval.

- d. Student Expulsion – See back-up material  
CASE #85-1718-0211  
ACTION REQUESTED: The Superintendent recommends approval.
  - e. Student Expulsion – See back-up material  
CASE #86-1718-0231  
ACTION REQUESTED: The Superintendent recommends approval.
  - f. Student Expulsion – See back-up material  
CASE #87-1718-0231  
ACTION REQUESTED: The Superintendent recommends approval.
  - g. Extension of Student Suspension – See back-up material  
CASE #91-1718-0211  
ACTION REQUESTED: The Superintendent recommends approval.
10. SCHOOL FACILITY/PROPERTY
- a. Fire & Safety Inspection – District Wide – **SEE PAGE #27**  
Fund Source: N/A  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.
11. EDUCATIONAL ISSUES
- a. School Field Trip Request (Out-of-State) – George W. Munroe Elementary School - **SEE PAGE #69**  
Fund Source: N/A  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.
  - b. School Field Trip Request (Out-of-State) Havana Magnet School  
**SEE PAGE #76**  
Fund Source: N/A  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.
  - c. School Field Trip Request (Out-of-State) Stewart Street Elementary School –  
**SEE PAGE #80**  
Fund Source: N/A  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.

- d. 2017-2018 Parent and Family Engagement Plan (PFEP) - **SEE PAGE #94**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
  - e. Strategic Continuous Improvement Plan 2017 – 2022 – **SEE PAGE #208**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
  - f. School Improvement Plans – Elementary and Secondary Schools  
**SEE PAGE #236**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
12. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS
- a. Request to Advertise Notice of Intent (Policy Numbered 2.95+ Wellness Program) – **SEE PAGE #551**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

- 13. FACILITIES UPDATE
- 14. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
- 15. SCHOOL BOARD REQUESTS AND CONCERNS
- 16. ADJOURNMENT

# THE SCHOOL BOARD OF GADSDEN COUNTY



35 Martin Luther King, Jr. Blvd  
 Quincy, Florida 32351  
 Main: (850) 627-9651 or Fax: (850) 627-2760  
 www.gcps.k12.fl.us

**Roger P. Milton**  
*Superintendent*  
 miltonr@gcpsmail.com

*"Putting Children First"*

February 27, 2018

The School Board of  
 Gadsden County, Florida  
 Quincy, Florida 32351

Dear School Board Members:

**I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.**

## Item 6A Instructional and Non-Instructional Personnel 2017-2018

The following reflects the total number of full-time employees in this school district for the 2017-2018 school term, as of February 27, 2018.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees February 2018</u>
Classroom Teachers and Other Certified	120 & 130	377.00
Administrators	110	46.00
Non-Instructional	150, 160, & 170	364.00
		<u>787.00</u>

Sincerely,

Roger P. Milton  
 Superintendent of Schools

Audrey Lewis  
 DISTRICT NO. 1  
 Havana, FL 32333  
 Midway, FL 32343

Steve Scott  
 DISTRICT NO. 2  
 Quincy, FL 32351  
 Havana, FL 32333

Isaac Simmons, Jr.  
 DISTRICT NO. 3  
 Chattahoochee, FL 32332  
 Greensboro, FL 32330

Charlie D. Frost  
 DISTRICT NO. 4  
 Gretna, FL 32332  
 Quincy, FL 32352

Tyrone D. Smith  
 DISTRICT NO. 5  
 Quincy, FL 32351

**AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2017/2018****INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Akins, Cedrick II	CES	Teacher	02/19/2018
Allen, Sabrina	WGHS	Teacher	01/29/2018
Grice, Vincent	JASMS	Teacher	02/13/2018
High, Brianna	SSES	Teacher	01/22/2018
Miles, Krystal	JASMS	Teacher	01/22/2018
Pandley, Raymond	WGHS	Teacher	01/29/2018
Reed, Angelique	JASMS	Teacher	02/19/2018
Scott, Andre	WGHS	Teacher	01/29/2018
Suber, Jeffery	WGHS	Teacher	01/29/2018
Webb, Chrishondra	WGMS	Teacher	01/25/2018

**NON INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Albert, Michael	Transportation	Bus Driver	01/25/2018
Gilcrease, Shakiryia	PreK	Program Assistant	02/05/2018
McGhee, Jennifer	Transportation	Bus Driver	01/26/2018

**REQUESTS FOR LEAVE, RESIGNATION, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT:**

<u>LEAVE</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Hill, Victoria	JASMS/Teacher	01/10/2018	02/09/2018

**RESIGNATION**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Copeland, Allen	JASMS	Teacher	01/18/2018
Corker, Barry	WGMS	Education Paraprofessional	02/20/2018
Heath, Lindsey	GBES	Teacher	02/14/2018
Pete-Brown, Shannon	PreK	PreK Program Assistant	01/26/2018
Pandley, Raymond	WGHS	Teacher	02/13/2018
Robinson, Demetrice	CPA	Secretary	02/02/2018
Taylor, Shanequa	WGMS	Teacher	02/14/2018
Vandergriff, Jennifer	JASMS	Teacher	01/25/2018

**TRANSFERS**

<u>Name</u>	<u>Location/Position</u> <u>Transferring From</u>	<u>Location/Position</u> <u>Position</u>	<u>Effective Date</u>
Kirkland, Juan	JASMS/Custodian	GWM/Custodian	02/05/2018
Smith, Shannon	Maintenance/Maintenance Worker	JASMS/Custodian	02/05/2018

**D.R.O.P. Retirement**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Williams, Marshall	HMS	Coordinator, Drop Out Prvention	03/01/2018

**OUT OF FIELD**

<u>Name</u>	<u>Location</u>	<u>Area out of field</u>	<u>No. of Periods</u>
Pandley, Raymond	WGHS	Math	All Periods
Suber, Jeffery	WGHS	Elementary Education	All Periods

**DEATH**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Sherman, Tammy	CPA	Teacher	02/16/2018

**Substitutes**

<u>Substitutes</u>	<u>SFS/Custodial</u>
Bradwell, Dyronea	Simmons, Shakelia
Curry, Andreka	Sutton, Elisha
James, Chenoa	
Landrum, Jerlin	
Thomas, Laverne	
Webb, Chrishondra	

Note: Termination on January 23, 2018 Board letter for Charhonda Simmons was rescinded.

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7a

**DATE OF SCHOOL BOARD MEETING:** February 27, 2018

**TITLE OF AGENDA ITEMS:** Board Review Requested for Financial Statements from Charter School

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:** Board review is requested for the Income/Expense Statement and Balance Sheet for Crossroad Academy Charter School for the period July 1, 2017 to December 31, 2017.

**FUND SOURCE:** All Public Funds at Crossroad Academy Charter School

**AMOUNT:** Crossroad Academy Charter School Financial Statements attached

**PREPARED BY:** Bonnie Wood

**POSITION:** Finance Director

**CROSSROAD ACADEMY CHARTER SCHOOL**  
**Profit & Loss**  
July through December 2017

	<u>Jul - Dec 17</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3200 · Federal Indirect Grant	19,792.13
3310 · FEFP Program	1,461,591.00
3334 · State Teacher Lead Program	6,590.40
3361 · School Recognition Funds	45,431.00
3399 · Other Misc. State Revenue	234.90
3430 · Interest Income	1,070.42
3472 · Pre-Kindergarten	71,079.78
34721 · Pre-K 3 Year Olds	4,491.00
3490 · Other local revenue	<u>9,392.82</u>
<b>Total Income</b>	<u>1,619,673.45</u>
<b>Gross Profit</b>	1,619,673.45
<b>Expense</b>	
5000 · Instruction	766,765.06
6000 · Instructional Support Services	112,583.62
7100 · Board	14,209.76
7200 · General Administration	30,325.01
7300 · School Administration	246,044.03
7400 · Facilities and Acquisition	3,872.01
7500 · Fiscal Services	304.29
7600 · Food Services	67,418.35
7700 · Central Services	5,810.24
7800 · Student Transportation Servi...	1,418.00
7900 · Operation of Plant	193,598.89
8100 · Maintenance of Plant	<u>23,617.64</u>
<b>Total Expense</b>	<u>1,465,966.90</u>
<b>Net Ordinary Income</b>	<u>153,706.55</u>
<b>Net Income</b>	<u><u>153,706.55</u></u>



## CROSSROAD ACADEMY CHARTER SCHOOL

## Balance Sheet

As of December 31, 2017

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1100 · Cash & cash equivalents	3,798,287.52
<b>Total Checking/Savings</b>	3,798,287.52
<b>Other Current Assets</b>	
1130 · Accounts receivable - net	25,045.13
1140 · Due from other funds	27,125.22
1230 · Prepaid expenses	19,345.33
<b>Total Other Current Assets</b>	71,515.68
<b>Total Current Assets</b>	3,869,803.20
<b>Fixed Assets</b>	
1300 · Property, plant, and equip- net	3,524,719.86
<b>Total Fixed Assets</b>	3,524,719.86
<b>TOTAL ASSETS</b>	<b><u>7,394,523.06</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2120 · Accounts Payables	21,550.89
2160 · Due to other funds	49,814.86
2170 · Salaries, benefits, p/r payable	38,973.46
2175 · Accrued expenses	44,423.03
2250 · Current Notes Payable	69,916.10
<b>Total Other Current Liabilities</b>	224,678.34
<b>Total Current Liabilities</b>	224,678.34
<b>Long Term Liabilities</b>	
2300 · Notes payable - long term	1,764,293.38
<b>Total Long Term Liabilities</b>	1,764,293.38
<b>Total Liabilities</b>	1,988,971.72
<b>Equity</b>	
2760 · Net Assets Unrestricted	5,251,844.79

2:29 PM

01/02/18

Cash Basis

**CROSSROAD ACADEMY CHARTER SCHOOL**

**Balance Sheet**

As of December 31, 2017

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	<u><b>Dec 31, 17</b></u>
<b>Net Income</b>	<u>153,706.55</u>
<b>Total Equity</b>	<u>5,405,551.34</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>7,394,523.06</b></u></u>

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8a

**DATE OF SCHOOL BOARD MEETING:** February 27, 2018

**TITLE OF AGENDA ITEMS:** Board Approval Requested for Auditing Services for Internal Funds for the Fiscal Year Ending June 30, 2018

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:** Board approval is requested to contract with Ashmore and Ashmore, P.A. for the required audit of the Internal Funds for the fiscal year ending June 30, 2018. The requirement for an annual audit of Internal Funds is in accordance with the regulations contained in the *Florida Department of Education Financial and Program Cost Accounting and Reporting*. Counsel confirmed that bidding is not required for school internal accounts.

**FUND SOURCE:** General Fund

**AMOUNT:** \$26,000.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Finance Director

*Ashmore & Ashmore, P.A.*  
*Certified Public Accountants*  
*109 South Main Street*  
*Havana, Florida 32333*  
*Voice (850) 539-5690*  
*Fax (850) 539-5994*

James R. Ashmore, CPA  
Sharron L. Ashmore, CPA

January 9, 2018

To the Honorable Roger P. Milton, Superintendent  
The School Board of Gadsden County  
35 Martin Luther King, Jr. Blvd  
Quincy, Florida 32351

We are pleased to confirm our understanding of the services we are to provide for the audit of the School Board of Gadsden County's General Operating Fund – Internal Accounts for the year ended June 30, 2018.

We will audit the General Operating Fund – Internal Accounts statements of cash receipts, disbursements and balance of the schools listed on Attachment I. A separate audit report will be issued for each school. A summary report audit report for all schools will also be issued.

### ***Audit Objectives***

The objective of our audit is the expression of an opinion about whether the Schools' financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting. Our audit will be conducted in accordance with U.S. generally accepted auditing standards, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

### ***Audit Procedures – General***

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements

are free of material misstatement. Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us. In addition, an audit is not designed to detect immaterial errors, fraud, or other illegal acts or illegal acts that do not have a direct effect on the financial statements. However, we will inform you of any material errors and any fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of cash in banks with the financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from the schools' management about the financial statements and related matters.

The schools' management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. We will advise them about appropriate accounting principles and their application and will assist in the preparation of their financial statements, but the responsibility for the financial statements remains with management. This responsibility includes establishment and maintenance of adequate records and effective internal controls over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. The Schools' management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for identifying and ensuring that the schools comply with applicable laws and regulations.

### ***Audit Procedures – Internal Control***

Our audit will include obtaining an understanding of the internal controls sufficient to plan the audit and to determine the nature, timing, and extent of auditing procedures to be performed. An audit is not designed to provide assurance on internal control or to identify reportable conditions, that is, significant deficiencies in the design or operation of internal control. However, during this audit, if we become aware of such reportable conditions, we will communicate them to you.

### ***Other Services Included in this Engagement***

We will also conduct an annual workshop for school bookkeepers to review audit requirements, recommend procedural changes, and answer questions regarding General Operating Fund – Internal Accounts.

We will provide telephone assistance to bookkeepers when issues surface requiring Auditor advice or assistance.

We shall visit each school once each year to provide on-site guidance to school personnel and ascertain progress toward improving compliance with Board policies, appropriate bookkeeping standards and practices, and the Florida Department of Education “Red Book” requirements.

### ***Audit Administration, Fees, and Other***

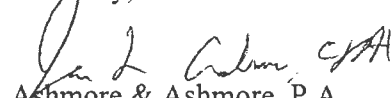
We expect to begin our audit on approximately July 15, 2018 and to issue our report no later than November 30, 2018. The audit completion date is dependent on our firm receiving all school records in final form for the year ended June 30, 2018 by August 1, 2018.

The fees for these services will not exceed \$ 26,000.00 for the audit. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

For your information, we have enclosed a copy of our most recent quality control review report. By signing below you are agreeing to allow fax transmittal communication with the School Board and the various schools to be audited listed on Attachment I, unless you notify us otherwise in writing.

We appreciate the opportunity to be of service to the School Board of Gadsden County, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

  
Ashmore & Ashmore, P.A.,  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the School Board of Gadsden County.

Officer Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment I

School Board of Gadsden County  
General Operating Fund – Internal Accounts  
Fiscal Year Ended June 30, 2018

1. Carter-Parramore Academy
2. Chattahoochee Elementary School
3. Gadsden High School
4. Gadsden Elementary Magnet School
5. Gadsden Technical Institute
6. George W. Munroe Elementary School
7. Greensboro Elementary School
8. Havana Magnet School
9. James A. Shanks Middle School
10. Stewart Street Elementary
11. West Gadsden Middle School



Attachment II

School Board of Gadsden County  
General Operating Fund – Internal Accounts  
Fiscal Year Ended June 30, 2018

***Audit Administration, Fees, and Other***

Our audit fees are based on the following rates:

Partners (Certified Public Accountants) - \$150.00/hour

Staff Accountants (Non- Certified Public Accountants - \$65.00/hour



Bonnie Wood &lt;woodb@gcpsmail.com&gt;

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**hiring of auditors**

1 message

**Deborah Minnis** <dminnis@ausley.com>

Tue, Jan 30, 2018 at 8:57 AM

To: "Bonnie Wood (woodb@gcpsmail.com)" &lt;woodb@gcpsmail.com&gt;

Good morning Bonnie,

According to DOE rule 6A-1.012, the School Board is not required to bid the auditing services for the school internal accounts. The only auditing services school boards have to bid are for the district's annual audit if the Auditor General has decided not to conduct one.

**Deborah S. Minnis****AUSLEY | McMULLEN**

123 S. Calhoun Street | Tallahassee, FL 32301

DIRECT: (850) 425-5467 | FAX: (850) 222-7560

[Website](#) | [Bio](#) | [V-card](#) | [Linkedin](#)

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**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8b

**DATE OF SCHOOL BOARD MEETING:** February 27, 2018

**TITLE OF AGENDA ITEMS:** Board Approval Requested for Purchase Orders for Food Service Program

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:** Board approval is requested for the following purchase orders:

<u>Fund</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Food Service	Milo Food Service Equip.	Serving Line – GCHS	\$23,714.72
Food Service	Milo Food Service Equip.	Serving Line – Stew. St.	\$24,201.50
Food Service	Milo Food Service Equip.	Serving Line – GEMS	\$23,309.00

**FUND SOURCE:** Food Service – 4100 Fund

**AMOUNT:** \$71,225.22

**PREPARED BY:** Bonnie Wood

**POSITION:** Finance Director

PO DATE
02/16/2018



PURCHASE ORDER NUMBER
4101800039

PRINTED 02/20/2018

**The School Board of Gadsden County**  
 Attention: Accounts Payable  
 35 Martin Luther King, Jr. Blvd  
 Quincy, FL 32351

VENDOR KEY : MILO FOO001  
 FISCAL YEAR : 2017-2018  
 ENTERED BY : ALDAYSHI000  
 ORIGINAL REQ # : 0000000956

**VENDOR:**  
 MILO FOOD SEVICE EQUIPMENT DIST, INC  
 477 VIA HERMOSA  
 WEST PALM BEACH, FL 33415

**SHIP TO:**  
 SCHOOL FOOD SVC-GADSDEN CO  
 203-A MARTIN LUTHER KING JR BLVD  
 QUINCY, FL 32351

FAX: (561) 880-6992

ATTN: PAULA/SHIRLEY

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		DE;IELD SERVING LONE PER BROWARD SCHOOLS BID 17-171B		
1	UNIT	VENDOR: SAM cked; NOT A SUB-RECIPIENT 96" HOT COLD COMBINATION COUNTER SH3CR-96-B, PER DELFIELD LIST PRICE QUOTE [ITEM 1] SEE DELFIELD QUOTE FOR ALL DETAILS LIST \$33340.00 LESS BID DISC - [\$ 14002.80]	14002.80000	14,002.80
1	UNIT	36" ALL PURPOSE COUNTER SC-36-NU PER DELFIELD LIST PRICE QUOTE [ITEM 2] SEE DELFIELD QUOTE FOR DETAILS LIST \$9863.00 LESS DISC -[\$4142.46]	4142.46000	4,142.46
1	UNIT	30" CASHIER'S COUNTER SCS3030 PER DELFIELD LIST PRICE QUOTE ITEM 3 SEE DELFIELD QUOTE FOR DETAILS LIST \$9363.00 LESS DISCOUNT - [\$3932.46]	3932.46000	3,932.46
1	UNIT	WARRANTY 1/4 HP PER QUOTE [ITEM 2]	122.00000	122.00
1	UIT	SHELLEY 1 YR PARTS/LABOR WARRANTY	315.00000	315.00
12	UNIT	"ADDITIONAL INFORMATION"/SERVICES REQUESTED: SECTION 4: SPECIAL CONDITION ITEM 17: INSTALLATION TO UNLOAD, UNCRATE ALL UNITS, BRING INSIDE BUILDING, REMOVE ALL PROTECTIVE PAPER, SET UNITS IN PLACE, LEVEL ALL UNITS AND LOCK TOGETHER. DISPOSE OF AL PACKING MATRIA;S AS REQUESTED.	100.00000	1,200.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		4100E7600 6410 0051 07150 00000 00000	23,714.72	

<b>PAGE TOTAL</b>	<b>23,714.72</b>
<b>TOTAL</b>	<b>23,714.72</b>

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615  
 All items purchased under this order must be received and invoiced by 06/30/2018  
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

*Roger P. Milton*  
 \_\_\_\_\_  
 Superintendent of Schools

PO DATE
02/16/2018



PURCHASE ORDER NUMBER
4101800038

PRINTED 02/20/2018

**The School Board of Gadsden County**  
 Attention: Accounts Payable  
 35 Martin Luther King, Jr. Blvd  
 Quincy, FL 32351

VENDOR KEY : MILO FOO001  
 FISCAL YEAR : 2017-2018  
 ENTERED BY : ALDAYSHI000  
 ORIGINAL REQ # : 0000000953

**VENDOR:**  
 MILO FOOD SEVICE EQUIPMENT DIST, INC  
 477 VIA HERMOSA  
 WEST PALM BEACH, FL 33415

**SHIP TO:**  
 SCHOOL FOOD SVC-GADSDEN CO  
 203-A MARTIN LUTHER KING JR BLVD  
 QUINCY, FL 32351

FAX: (561) 880-6992

ATTN: PAULA/SHIRLEY

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	UNIT	96" DELFIELD SERVING LINE EQUIPMENT: STEWART STREET PER DELFIELD SCHOOLS BID 17-171B ITEM 33 (58*) SAM ckd; VENDOR NOT A SUB-RECIPIENT	14489.58000	14,489.58
1	UNIT	96" HOT COLD COMBINATION COUNTER SH4CR-96-B, PER DELFIELD LIST PRICE [QUOTE ITEM 3] BID: BROWARD 17-171B \$34499.00 LESS BID DISC \$ 14489.58	3932.46000	3,932.46
1	UNIT	30" CASHIER'S COUNTER SCS3030, PER DELFIELD LIT PRICE QUOTE [ITEM 1] SEE DELFIELD QUOTE FOR ALL DETAILS LIST \$9363.00 LESS DISC (\$3932.46)	4142.46000	4,142.46
1	UNIT	36" ALL PURPOSE COUNTER SC-36-NU PER DELFIELD LIST PRICE [ITEM 2] SEE QUOTE FOR ALL DETAILS \$9863.00 LESS BID DISCOUNT - (4142.46)	122.00000	122.00
1	UNIT	WARRANTY, 1/4 HP PER QUOTE [FOR ITEM 3]	315.00000	315.00
12	UNIT	SHELLY 1 YR PARTS/LABOR WARRANTY	100.00000	1,200.00
		"ADDITIONAL INFORMATION"/SERVICES REQUESTED: SECTION 4: SPECIAL CONDITION ITEM 17: INSTALLATION UNLOAD TRUCK, UNCRATE ALL UNITS, BRING INSIDE BLDG, REMOVE ALL PROTECTIVE PAPER, SET UNITE IN PLACE, LEVEL ALL & LOCK TOGETHER, DISPOSE OF ALL PACKING MATERIALS AS REQUESTED.		
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		4100E7600 6410 0201 07130 00000 00000	24,201.50	
			<b>PAGE TOTAL</b>	24,201.50
			<b>TOTAL</b>	24,201.50

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615  
 All items purchased under this order must be received and invoiced by 06/30/2018  
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Superintendent of Schools

PO DATE
02/16/2018



PURCHASE ORDER NUMBER
4101800037

VENDOR KEY : MILO F00001  
 FISCAL YEAR : 2017-2018  
 ENTERED BY : ALDAYSHI000  
 ORIGINAL REQ # : 0000000952

PRINTED 02/20/2018

**The School Board of Gadsden County**  
 Attention: Accounts Payable  
 35 Martin Luther King, Jr. Blvd  
 Quincy, FL 32351

**VENDOR:**  
 MILO FOOD SEVICE EQUIPMENT DIST, INC  
 477 VIA HERMOSA  
 WEST PALM BEACH, FL 33415

**SHIP TO:**  
 SCHOOL FOOD SVC-GADSDEN CO  
 203-A MARTIN LUTHER KING JR BLVD  
 QUINCY, FL 32351

FAX: (561) 880-6992

ATTN: PAULA/SHIRLEY GEMS

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		DELFIELD SERVING LINE PER BROWARD SCHOOLS BID 17-171B		
1	UNIT	VENDOR: SAM checked, VENDOR NOT A SUB=RECIPIENT 96" HOT COLD COMBINATION COUNTER SH3CR-96-B, PER DELFIELD LIST PRICE QUOTE (ITEM 1) SEE DELFIELD QUOTE FOR ALL DETAILS PRICE: \$33340.00 LESS BID DISC	14002.80000	14,002.80
1	UNIT	36" ALL PURPOSE COUNTER SC-36-NU PER DELFIELD LIST PRICE QUOTE (ITEM 2 ) SEE DELFIELD QUOTE FOR ALL DETAILS. LIST \$9863.00 LESS BID DISCOUNT	4142.46000	4,142.46
1	UNIT	30" CASHIER'S COUNTER SCS3030 PER DELFIELD LIST PRICE QUOTE (ITEM 3) SEE DELFIELD QUOTE FOR BID DISCOUNT	3526.74000	3,526.74
1	UNIT	WARRANTY, 1/4 HP PER QUOTE (FOR ITEM 2)	122.00000	122.00
1	UNIT	SHELLY 1 YR PARTS/LABOR WARRANTY	315.00000	315.00
12	HOURS	"SEE ADDITIONAL INFORMATION/SERVICE REQUESTED:" SECTION 4: SPECIAL CONDITION [ITEM 17]: INSTALLATION: TO UNLOAD TRUCK, UNCRATE ALL UNITS, BRING INSIDE BUILDING, REMOVE ALL PROTECTIVE PAPER, SET UNITS IN PLACE, LEVEL ALL UNITS AND LOCK TOGETHER. DISPOSE OF PACKING MATERIALS AS REQUEATED. *UNIT PRICE INCLUDES AL FREIGHT CHARGES, DELIVERY AND SET UP *FINAL UTILITIES CONNECTIONS (ELECTRICAL AND PLUMBING) TO BE BY SBGC OR THEIR ELECTRICAL AND PLUMBING CONTRACTOR. CUSTOM DRAWING FOR APPROVAL WILL BE SUBMITTED ONCE ORDER IS PLACED.	100.00000	1,200.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		4100E7600 6410 0101 07110 00000 00000	23,309.00	
			<b>PAGE TOTAL</b>	23,309.00
			<b>TOTAL</b>	23,309.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615  
 All items purchased under this order must be received and invoiced by 06/30/2018  
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

*Roy P. Milton*  
 Superintendent of Schools

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8c

**DATE OF SCHOOL BOARD MEETING:** February 27, 2018

**TITLE OF AGENDA ITEMS:** Board Approval Requested for DESF Contract – March 1 to July 31, 2018

**DIVISION:** GCSD Administration

**PURPOSE AND SUMMARY OF ITEMS:** Board approval is requested for a contract with DESF for services at Havana Magnet School. The contract would be funded 60% from the General Fund and 40% from 21<sup>st</sup> Century federal funds.

**FUND SOURCE:** General Fund 60% / Federal Projects 40%

**AMOUNT:** \$23,310.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Finance Director



## LETTER PURCHASE ORDER

This Letter Purchase Order (LPO) for services to be provided by DES of Florida, LLC (DESF/Seller) to Gadsden County School Board (GCSB/Buyer) is issued pursuant to the above-referenced General or Master Agreement between Panhandle Area Educational Consortium and DESF. Buyer hereby authorizes Seller to perform the following described services:

1. **Scope of Work:** Havana Magnet School Teacher
  
2. **Seller Contact:** Roy F. DeCastro  
DES of Florida, LLC  
P.O. Box 13935  
Tallahassee, FL 32317-3935  
P: 850/893-1315 \* F: 888/219-7972 \* Email: rdecastro@desfsolutions.com
  
3. **Buyer Contact:** Bonnie Wood  
Director of Finance  
35 Martin Luther King Jr. Blvd  
Quincy, Florida 32351  
P: 850-627-9651\* Email: woodb@gcpsmail.com
  
4. **LPO Term:** March 01 – July 31, 2018. This LPO may be terminated without cause by Buyer upon 30 days' written notice to Seller. Buyer shall be required to pay Seller for services rendered to the effective date of termination. During the term of this LPO, Buyer may terminate or discontinue the items covered in this LPO for lack of appropriated funds.
  
5. **LPO Cost:** The total cost of this LPO, excluding expenses, shall not exceed \$23,310.00 Invoices will be billed at a rate of \$4,662.00 per billable month. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. No overtime will be required with this LPO. Any and all expenses, including travel, will be reasonable, verifiable and documented and must be pre-approved by Buyer. Included in the total cost is Paid Time Off (PTO), as follows:
  - Paid Holidays to match Buyer's holiday schedule,
  - Sick/Personal and Vacation days will follow Buyer's policy, and
  - Any unused PTO at the completion of this LPO will be considered "used, paid and all obligations fulfilled."
  
6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to this LPO number, shall be submitted to the Buyer. The normal terms of payment will be "Net 30 Days" from receipt of Seller's invoice.
  
7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and shall be further defined on an ongoing basis throughout the term of this LPO. In addition, deliverables shall be due as requested by the Buyer or Buyer-designated representatives associated with the Scope of Work referenced by this LPO.

PRIVATE/PROPRIETARY: MUST BE STORED IN LOCKED FILE WHEN NOT IN USE.  
Contains Private and/or Proprietary Information. May not be used or disclosed outside DES of Florida, LLC except pursuant to written agreement.

*"Providing Professional Staffing Solutions"*



8. **Public Records:** Seller specifically acknowledges its obligation to comply with State of Florida public records laws that require Seller to keep and maintain public records that Buyer would ordinarily and necessarily require in order to perform the services under this LPO; provide public access to such records on the same terms and conditions that Buyer would provide such public records, at a cost that does not exceed that provided by law; ensure that public records that are exempt, or confidential and exempt, from public records are not disclosed, except as authorized by law for the duration of the contract term and following completion of the contract if Seller does not transfer the records to Buyer; comply with all requirements for retaining public records and transfer, at no cost to Buyer, all public records in Seller's possession upon termination of this LPO; and destroy any duplicate public records which are exempt, or confidential and exempt, from public records disclosure requirements in accordance with §119.0701, Fla. Stats. (2015). If Seller keeps and maintains public records upon completion of the LPO, Seller shall meet all applicable requirements for retaining public records. All records stored electronically will be provided to Buyer, upon request, in a format that is compatible with the information technology systems of Buyer.

**IF SELLER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SELLER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS LPO, SELLER SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT Gadsden County Public Schools, Dr. Pink Hightower, 850-627-9651, 35 Martin Luther King Jr. Blvd. Quincy, Florida 32351, hightowerp@gcpsmail.com.**

BUYER: Gadsden County School Board

By: \_\_\_\_\_  
(Authorized Signature)

Name: **Roger P. Milton**  
Title: Superintendent

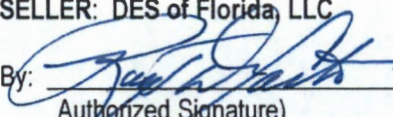
Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Name: Steve Scott  
Title: Chairman

Date: \_\_\_\_\_

SELLER: DES of Florida, LLC

By:   
\_\_\_\_\_  
(Authorized Signature)

Name: **Roy F. DeCastro**  
Title: Managing Partner

Date: 02/21/2018

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8d

**DATE OF SCHOOL BOARD MEETING:** February 27, 2018

**TITLE OF AGENDA ITEM:** Geathers v. Gadsden County School Board

**DIVISION:**

**PURPOSE AND SUMMARY OF ITEM:** The purpose of this item is to get final approval of a settlement in the above-referenced matter.

Ms. Geathers was a student on school bus which crashed in Quincy on October 23, 2015. Ms. Geathers sustained injuries to her shoulder, wrist, neck, and back. She timely filed a complaint in circuit court in 2017. The majority of the claims from this bus crash were resolved pre-suit. One other student filed a suit which was resolved in 2017. The other driver involved in the accident has filed a notice of intent to sue, but has not done so to date.

Ms. Geathers has agreed to resolve this matter for \$25,000. This sum is less than the cost to defend this matter at trial and will completely resolve all issues. Ms. Geathers will be responsible for her attorney's fees and cost of litigation as well as satisfying any outstanding liens. Given the inherent uncertainties in litigation, and the potential for a higher verdict at trial, we believe that this is a reasonable amount to compensate Ms. Geathers for her injuries. Therefore, we recommend approval of the settlement.

**The Superintendent recommends approval of this item.**

**FUND SOURCE:** General

**AMOUNT:** \$25,000.00

**PREPARED BY:** DSM

**POSITION:**

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# SUMMARY SHEET



## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

Date of School Board Meeting: February 27, 2018

TITLE OF AGENDA ITEM: Fire & Safety Inspections – District Wide

DIVISION: Department of Facilities

(Example: Secondary Education, Property Records, etc.)

\_\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM: Review of Fire and Safety Inspections – District Wide for the Gadsden County Public Schools. Work orders have already been issued to maintenance technicians and deficiencies are being corrected.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

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### INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

Be sure that the COMPTROLLER has signed the budget page.

# A G & B SAFETY INSPECTORS

National and State Certified  
Fire Safety Inspectors

Ronald Hobbs,  
President

588 NW Harris Lake Dr  
Lake City, Florida 32055

Phone: (386) 397-5191  
Email:

**TAX ID # 20-3246881**  
**Gadsden County Schools**  
**PO # 0201800035**

January 11, 2018

Gadsden County Schools  
Attn: Mr. Bill Hunter  
Director of Facilities  
35 Martin Luther king, Jr. Blvd.  
Quincy, Florida 32351

Re: Risk Management/Property Casualty  
Fire and Safety Inspections for Gadsden County

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Fire and Safety Inspection Services for  
Gadsden County facilities, (to be completed in January 2018, week  
of January 8-12,2018)

1,171,229 square feet x .008 \$ 9,369.83

Safety Reports for Educational Facilities Gadsden County  
(13 reports) x \$25. Per report \$ 325.00

Safety Reports entered on State Fire Marshal Site  
(13 reports) x \$15. Per report \$ 195.00

## TOTAL AMOUNT OF PROPOSAL

**\$ 9,889.83**

Ronald Hobbs  
Ronald Hobbs, Inspector No. 174939





**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**  
 For School Year 7/1/2017 1 to 6/30/2018  
 Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00014 00015  
**School:** Carter Parramore Alternative School  
**Address:** 631 S Stewart St  
**City:** Quincy  
**State:** Florida  
**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
1201	002.5	E	00	00		O	Fire drill reports are incomplete	4	30	1/7/2013
205	002.5	F	00	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	4	30	1/7/2013
106	008.8(a)4	F	01	32		O	Combustibles covering window/door need to be removed	0	30	1/8/2018
509	008.10(c)3	F	01	34		M	Fire sprinkler inspection is needed	6	30	5/26/2011
203	11(l)2d	C	01	38 (hall)		M	Signage - Exit sign/emergency light combo needs repair	0	30	1/8/2018
501	008.7(b)	F	01	44		O	Fire extinguisher expired/outdated	0	30	1/8/2018
204	008.11(b)	C	03	05		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
515	008.9(j)1	F	03	05		M	Hood Suppression System biannual certification has expired	5	30	1/10/2012
899	14(f)4	E	03	05D		O	Boiler Certificate expired	1	30	1/9/2017
204	008.11(b)	C	03	bbr		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
203	11(l)2d	C	04	01		M	Signage - Exit sign/emergency light combo needs repair	0	30	1/8/2018
203	11(l)2d	C	04	01 (gym)		M	Signage - Exit sign/emergency light combo needs repair	0	30	1/8/2018
204	008.11(b)	C	04	gym		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
204	008.11(b)	C	05	508B		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
210	008.8(a)2	C	98	15		O	Secondary egress is obstructed - keep clear	1	30	4/4/2016



**Gadsden**

ANNUAL COMPREHENSIVE SAFETY INSPECTION  
For School Year 7/1/2017 1 to 6/30/2018  
Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00014 00015  
**School:** Carter Parramore Alternative School  
**Address:** 631 S Stewart St  
**City:** Quincy  
**State:** Florida  
**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
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Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

FI. Certificate No. 174939  
Phone: (386)-397-5191  
Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/9/2018 1

**Fish Number:** 00020 00009 00009

**School:** Chattahoochee Elementary

**Address:** 335 Maple Street

**City:** Chattahoochee

**State:** Florida

**Zip Code:** 32324

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
	17(f)	B	01	01		O	Multi-plug cords must plug directly into wall receptacle	1	60	1/10/2017
204	008.11(b)	C	01	01J		M	Emergency light needs to be repaired/replaced	1	30	1/10/2017
204	008.11(b)	C	01	02		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
203	008.11(b)2	C	01	02 (hall)		O	Exit sign needs bulb(s)	1	30	1/10/2017
204	008.11(b)	C	01	03		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
204	008.11(b)	C	01	04		M	Emergency light needs to be repaired/replaced	1	30	1/10/2017
204	008.11(b)	C	01	05		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
106	008.8(a)4	F	01	06		O	Combustibles covering window/door need to be removed	1	30	1/10/2017
204	008.11(b)	C	01	08		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
204	008.11(b)	C	01	11		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
	1(d)	B	01	12		O	Air Fresheners, candles and other odor masking substances are not permitted.	1	60	1/10/2017
204	008.11(b)	C	01	15		M	Emergency light needs to be repaired/replaced	1	30	1/10/2017
204	008.11(b)	C	01	17		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
204	008.11(b)	C	01	19		M	Emergency light needs to be repaired/replaced	1	30	1/10/2017
204	008.11(b)	C	01	19 (hall)		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
204	008.11(b)	C	01	21		M	Emergency light needs to be repaired/replaced	1	30	1/10/2017
204	008.11(b)	C	01	21 (hall)		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
203	008.11(b)2	C	01	21(hall)		O	Exit sign needs bulb(s)	1	30	1/10/2017
204	008.11(b)	C	01	23		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
204	008.11(b)	C	01	25		M	Emergency light needs to be repaired/replaced	1	30	1/10/2017
204	008.11(b)	C	01	26		M	Emergency light needs to be repaired/replaced	1	30	1/10/2017



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/9/2018 1

**Fish Number:** 00020 00009 00009

**School:** Chattahoochee Elementary

**Address:** 335 Maple Street

**City:** Chattahoochee

**State:** Florida

**Zip Code:** 32324

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
204	008.11(b)	C	01	32		M	Emergency light needs to be repaired/replaced	1	30	1/10/2017
	1(d)	B	01	32		O	Air Fresheners, candles and other odor masking substances are not permitted.	0	60	1/9/2018
	17(f)	B	01	32		O	Multi-plug cords must plug directly into wall receptacle	0	60	1/9/2018
204	008.11(b)	C	01	33 (hall)		M	Emergency light needs to be repaired/replaced	1	30	4/5/2016
204	008.11(b)	C	01	34		M	Emergency light needs to be repaired/replaced	1	30	4/5/2016
	17(f)	B	01	34		O	Multi-plug cords must plug directly into wall receptacle	1	60	1/10/2017
204	008.11(b)	C	01	34		M	Emergency light needs to be repaired/replaced	1	30	1/10/2017
204	008.11(b)	C	01	34 (hall)		M	Emergency light needs to be repaired/replaced	1	30	1/10/2017
204	008.11(b)	C	01	39 (hall)		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
204	008.11(b)	C	01	39 (hall)		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
515	008.9(j)1	F	01	43		M	Hood Suppression System biannual certification has expired	6	30	5/23/2011
204	008.11(b)	C	01	43		M	Emergency light needs to be repaired/replaced	3	30	1/14/2014
204	008.11(b)	C	01	44		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
899	14(f)4	E	01	46		O	Boiler Certificate expired	3	30	1/14/2014
203	008.11(b)2	C	01	hall		O	Exit sign needs bulb(s)	1	30	1/10/2017
	2(b)6	B	98	01		M	Portable skirting needs repair	1	60	4/5/2016
NVO	None	N	98	08		N	Building not in use	0	0	1/9/2018
NVO	None	N	99	02		N	Building not in use	0	0	1/9/2018
NVO	None	N	99	96		N	Building not in use	0	0	1/9/2018
199	008.8(a)4	F	99-04	01		O	Curtains must be labeled flame resistant from Manufacturer	1	30	1/10/2017



**AG & B SAFETY INSPECTORS**



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/9/2018 1

**Fish Number:** 00020 00009 00009

**School:** Chattahoochee Elementary

**Address:** 335 Maple Street

**City:** Chattahoochee

**State:** Florida

**Zip Code:** 32324

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
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Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

FI. Certificate No. 174939

Phone: (386)-397-5191

Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/10/2018

**Fish Number:** 00020 00020 00021

**School:** Gadsden County High

**Address:** 27001 Blue Star Hwy

**City:** Havana

**State:** Florida

**Zip Code:** 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
205	002.5	F	1	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
199	008.10(c)	F	1	105		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
199	008.8(a)4	F	1	143		O	Curtains must be labeled flame resistant from Manufacturer	6	30	5/31/2011
509	008.10(c)3	F	1	mechanical		M	Fire sprinkler inspection is needed	0	30	1/10/2018
199	17(f)2c	B	10	1008		O	Storage must be removed from electrical room	4	60	1/9/2013
402	008.11(d)	F	10	1012		M	Fire alarm needs inspection and current tag	6	30	5/31/2011
	8(c)	B	10	1014		O	Ceiling tile needs replaced	0	60	1/10/2018
203	008.11(b)2	C	10	hallway		O	Exit sign needs bulb(s)	1	30	1/11/2017
	17(f)1	B	10	restroom		M	Electrical outlet cover is missing - replace cover	0	60	1/10/2018
205	002.5	F	2	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
	17(f)	B	2	200		O	Multi-plug cords must plug directly into wall receptacle	1	60	4/6/2016
199	008.10(c)	F	2	207		O	Storage too close to ceiling - maintain 18" clearance	1	30	1/11/2017
199	008.10(c)	F	2	208		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
205	002.5	F	3	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
199	17(f)2c	B	3	301		O	Storage must be removed from electrical room	6	60	5/31/2011
509	008.10(c)3	F	3	304		M	Fire sprinkler inspection is needed	0	30	1/10/2018
	17(f)	B	3	322		O	Multi-plug cords must plug directly into wall receptacle	0	60	1/10/2018
199	008.10(c)	F	3	333		O	Storage too close to ceiling - maintain 18" clearance	1	30	4/6/2016
205	002.5	F	4	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
199	17(f)2c	B	4	401		O	Storage must be removed from electrical room	1	60	4/6/2016
199	008.10(c)	F	4	416		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**  
 For School Year 7/1/2017 1 to 6/30/2018  
 Inspection Date: 1/10/2018

**Fish Number:** 00020 00020 00021  
**School:** Gadsden County High  
**Address:** 27001 Blue Star Hwy  
**City:** Havana  
**State:** Florida  
**Zip Code:** 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
	12(f)	E	4	444		O	Clean lint from dryer & vent	0	30	1/10/2018
199	008.10(c)	F	4	444		O	Storage too close to ceiling - maintain 18" clearance	1	30	1/11/2017
106	008.8(a)4	F	4	448		O	Combustibles covering window/door need to be removed	1	30	4/6/2016
199	008.8(a)4	F	4	449		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/6/2016
199	008.10(c)	F	4	455		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
203	008.11(b)2	C	4	hallway		M	Signage - Exit sign needs repair	1	30	4/6/2016
205	002.5	F	5	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
505	.008.7(b)	F	5	509		M	Fire extinguisher (K class) is required- install	6	30	5/31/2011
199	008.10(c)	F	5	514		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
899	14(f)4	E	5	522		O	Boiler Certificate expired	1	30	1/11/2017
509	008.10(c)3	F	5	523		M	Fire sprinkler inspection is needed	0	30	1/10/2018
515	008.9(j)1	F	5	525		M	Hood Suppression System biannual certification has expired	5	30	1/10/2012
199	008.10(c)	F	5	536		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
	1(e)6	B	5	536		O	Housekeeping is poor - room is cluttered and disorganized	1	60	1/11/2017
	1(e)6	B	5	541		O	Housekeeping is poor - room is cluttered and disorganized	1	60	1/11/2017
501	008.7(b)	F	6	601		O	Fire extinguisher expired/outdated	1	30	1/11/2017
	4(d)	E	6	610		M	Stadiums and bleachers inspections	1	30	4/6/2016
199	17(f)2c	B	6	623		O	Storage must be removed from electrical room	0	60	1/10/2018
203	008.11(b)2	C	6	632		M	Signage - Exit sign needs repair	0	30	1/10/2018
	8(c)	B	6	639		O	Ceiling tile needs replaced	1	60	1/11/2017
	8(c)	B	6	640		O	Ceiling tile needs replaced	1	60	1/11/2017



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/10/2018

**Fish Number:** 00020 00020 00021

**School:** Gadsden County High

**Address:** 27001 Blue Star Hwy

**City:** Havana

**State:** Florida

**Zip Code:** 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
501	008.7(b)	F	6	gym		M	Fire extinguisher cabinet needs repair	4	30	1/9/2013
501	008.7(b)	F	6	hallway		M	Fire extinguisher cabinet needs repair	1	30	4/6/2016
	8(c)	B	6	north hall		O	Ceiling tile needs replaced	1	60	1/11/2017
211	008.8(a)2	C	6	north hall		O	Exit is obstructed - keep clear	0	30	1/10/2018
205	002.5	F	7	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
199	008.10(c)	F	7	704		O	Storage too close to ceiling - maintain 18" clearance	1	30	1/11/2017
509	008.10(c)3	F	7	708		M	Fire sprinkler inspection is needed	0	30	1/10/2018
199	008.10(c)	F	7	710		O	Storage too close to ceiling - maintain 18" clearance	1	30	1/11/2017
	8(c)	B	7	710		O	Ceiling tile needs replaced	1	60	1/11/2017
205	002.5	F	8	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
199	17(f)2c	B	8	801		O	Storage must be removed from electrical room	1	60	1/11/2017
	1(e)6	B	8	808		O	Housekeeping is poor - room is cluttered and disorganized	1	60	1/11/2017
199	008.10(c)	F	8	811		O	Storage too close to ceiling - maintain 18" clearance	1	30	1/11/2017
199	008.10(c)	F	8	812		O	Storage too close to ceiling - maintain 18" clearance	1	30	1/11/2017
515	008.9(j)1	F	8	820		M	Hood Suppression System biannual certification has expired	4	30	1/9/2013
210	008.8(a)2	C	8	832		O	Secondary egress is obstructed - keep clear	0	30	1/10/2018
	1(e)6	B	8	833		O	Housekeeping is poor - room is cluttered and disorganized	1	60	1/11/2017
205	002.5	F	9	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
199	008.10(c)	F	9	909		O	Storage too close to ceiling - maintain 18" clearance	1	30	1/11/2017
506	008.7(b)	F	9	917 hall		O	Fire extinguisher missing needs to be installed/replaced	0	30	1/10/2018
	1(e)6	B	9	923		O	Housekeeping is poor - room is cluttered and disorganized	1	60	1/11/2017



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/10/2018

**Fish Number:** 00020 00020 00021

**School:** Gadsden County High

**Address:** 27001 Blue Star Hwy

**City:** Havana

**State:** Florida

**Zip Code:** 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
501	008.7(b)	F	9	926		O	Fire extinguisher needs to be recharged	1	30	1/11/2017
199	008.10(c)	F	9	928		O	Storage too close to ceiling - maintain 18" clearance	1	30	1/11/2017
	17(f)	B	9	928		M	Cord running across door/ceiling/aisle must be removed	0	60	1/10/2018
	8(c)	B	9	928		O	Ceiling tile needs replaced	1	60	4/6/2016
501	008.7(b)	F	9	hallway		M	Fire extinguisher cabinet needs repair	1	30	4/6/2016
	4(d)	E	baseball	bleachers		M	Stadiums and bleachers inspections	1	30	4/6/2016
	4(d)	E	football	stadium		M	Stadiums and bleachers inspections	1	30	4/6/2016
	4(d)	E	softball	bleachers		M	Stadiums and bleachers inspections	1	30	4/6/2016

Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

Fl. Certificate No. 174939

Phone: (386)-397-5191

Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00021 00013

**School:** Gadsden Technical Institute

**Address:** 201 Martin Luther King Jr Blvd

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
203	008.11(b)2	C	10	01		O	Exit sign needs bulb(s)	1	30	1/9/2017
204	008.11(b)	C	10	01		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
203	008.11(b)2	C	10	01A		O	Exit sign needs bulb(s)	1	30	1/9/2017
203	008.11(b)2	C	10	01D		O	Exit sign needs bulb(s)	0	30	1/8/2018
204	008.11(b)	C	12	19 (ladiesrr)		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
204	008.11(b)	C	12	21		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
204	008.11(b)	C	12	32		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
209	008.5(b)5	F	13	02		C	Door closer needs to be installed	0	30	1/8/2018
204	008.11(b)	C	13	09(hall)		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
204	008.11(b)	C	14	09		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
209	008.5(b)5	F	99	cafe		C	Door closer needs to be installed	1	30	4/4/2016

Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

FI. Certificate No. 174939

Phone: (386)-397-5191

Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/11/2018

**Fish Number:** 00020 00007 00007

**School:** Gadsden Elementary Magnet

**Address:** 500 W. King Street

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
205	002.5	F	3	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
205	002.5	F	4	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
205	002.5	F	5	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
205	002.5	F	7			O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
106	008.8(a)4	F	7	05		O	Combustibles covering window/door need to be removed	0	30	1/11/2018
106	008.8(a)4	F	7	25		O	Combustibles covering window/door need to be removed	1	30	1/12/2017
106	008.8(a)4	F	7	26		O	Combustibles covering window/door need to be removed	1	30	1/12/2017
204	008.11(b)	C	7	east stairs		M	Emergency light needs to be repaired/replaced	1	30	1/12/2017
204	008.11(b)	C	7	west stairs		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
205	002.5	F	8	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/10/2012
106	008.8(a)4	F	8	01		O	Combustibles covering window/door need to be removed	0	30	1/11/2018
204	008.11(b)	C	8	02		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
204	008.11(b)	C	8	07		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018

Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

FI. Certificate No. 174939

Phone: (386)-397-5191

Address: 588 NW Harris Lake Dr, Lake City, Florida 32055

**AG & B SAFETY INSPECTORS**



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/11/2018

**Fish Number:** 00020 00007 00007

**School:** Gadsden Elementary Magnet

**Address:** 500 W. King Street

**City:** Quincy

**State:** Florida

**Zip Code:** 32351





**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/11/2018

**Fish Number:** 00020 00002 00002

**School:** George W. Munroe Elementary

**Address:** 1850 W. King Street

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
106	008.8(a)4	F	11	01		O	Combustibles covering window/door need to be removed	1	30	4/7/2016
199	008.8(a)4	F	11	02		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
199	17(f)2c	B	11	09		O	Storage must be removed from electrical room	1	60	4/7/2016
199	008.8(a)4	F	11	11		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
204	008.11(b)	C	11	12		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
199	008.8(a)4	F	11	12		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/7/2016
106	008.8(a)4	F	11	12		O	Combustibles covering window/door need to be removed	1	30	1/12/2017
	8(c)	B	11	14		O	Ceiling tile needs replaced	1	60	1/12/2017
204	008.11(b)	C	11	22		M	Emergency light needs to be repaired/replaced	1	30	4/7/2016
204	008.11(b)	C	11	hall		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
204	008.11(b)	C	12	03		M	Emergency light needs to be repaired/replaced	1	30	1/12/2017
407	008.11(d)	F	14	01		M	Fire alarm in trouble mode needs repair	1	30	1/12/2017
199	17(f)2c	B	14	20		O	Storage must be removed from electrical room	0	60	1/11/2018
199	008.8(a)4	F	15	06		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
504	008.7(b)	F	15	07		O	Fire extinguisher access is obstructed - keep clear	0	30	1/11/2018
899	14(f)4	E	2	11		O	Boiler Certificate expired	0	30	1/11/2018
515	008.9(j)1	F	2	4		M	Hood Suppression System biannual certification has expired	5	30	1/9/2012
899	14(f)4	E	5	01		O	Boiler Certificate expired	0	30	1/11/2018
	1(d)	B	6	01		O	Air Fresheners, candles and other odor masking substances are not permitted.	0	60	1/11/2018
	1(d)	B	7	09		O	Air Fresheners, candles and other odor masking substances are not permitted.	0	60	1/11/2018
504	008.7(b)	F	9	01		O	Fire extinguisher access is obstructed - keep clear	0	30	1/11/2018



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**  
 For School Year 7/1/2017 1 to 6/30/2018  
 Inspection Date: 1/11/2018

**Fish Number:** 00020 00002 00002  
**School:** George W. Munroe Elementary  
**Address:** 1850 W. King Street  
**City:** Quincy  
**State:** Florida  
**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
	17(f)	B	9	09		O	Multi-plug cords must plug directly into wall receptacle	1	60	1/12/2017
204	008.11(b)	C	9	boys rr		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
204	008.11(b)	C	98	03		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
204	008.11(b)	C	98	04		M	Emergency light needs to be repaired/replaced	3	30	1/13/2014
199	008.8(a)4	F	98	04		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
204	008.11(b)	C	98	04		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
106	008.8(a)4	F	98	04		O	Combustibles covering window/door need to be removed	0	30	1/11/2018
	2(b)6	B	98	07		M	Portable skirting needs repair	6	60	5/24/2011
	9(a)	C	98	07		M	Door needs to be repaired/replaced	1	30	4/7/2016
210	008.8(a)2	C	98	08		O	Secondary egress is obstructed - keep clear	0	30	1/11/2018
204	008.11(b)	C	98-07	01		M	Emergency light needs to be repaired/replaced	1	30	1/12/2017
204	008.11(b)	C	99	05		M	Emergency light needs to be repaired/replaced	1	30	4/7/2016
199	008.8(a)4	F	99	05		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/7/2016
	2(b)6	B	99	05		M	Portable skirting needs repair	6	60	5/24/2011
	2(b)6	B	99	06		M	Portable skirting needs repair	6	60	5/24/2011
199	008.8(a)4	F	99	06		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
	17(f)	B	99	07		O	Multi-plug cords must plug directly into wall receptacle	0	60	1/11/2018
204	008.11(b)	C	99	07		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
	2(b)6	B	99	07		M	Portable skirting needs repair	1	60	4/7/2016
204	008.11(b)	C	99	07		M	Emergency light needs to be repaired/replaced	1	30	4/7/2016
	2(b)6	B	99	09		M	Portable skirting needs repair	6	60	5/24/2011



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/11/2018

**Fish Number:** 00020 00002 00002

**School:** George W. Munroe Elementary

**Address:** 1850 W. King Street

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
199	008.8(a)4	F	99	09 A&B		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/7/2016
204	008.11(b)	C	99	09A		M	Emergency light needs to be repaired/replaced	1	30	4/7/2016
	2(b)6	B	99	10		M	Portable skirting needs repair	6	60	5/24/2011
204	008.11(b)	C	99	10		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
204	008.11(b)	C	99	11		M	Emergency light needs to be repaired/replaced	4	30	1/7/2013
209	008.5(b)5	F	99	11		C	Door closer needs to be installed	5	30	1/9/2012
	2(b)6	B	99	11		M	Portable skirting needs repair	6	60	5/24/2011
204	008.11(b)	C	99	clinic		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
204	008.11(b)	C	99-08	01		M	Emergency light needs to be repaired/replaced	1	30	1/12/2017

Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

FI. Certificate No. 174939

Phone: (386)-397-5191

Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



Gadsden

ANNUAL COMPREHENSIVE SAFETY INSPECTION

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/9/2018 1

Fish Number: 00020 00003 00003

School: Greensboro Elementary

Address: 559 Greensboro Hwy

City: Quincy

State: Florida

Zip Code: 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
	5.517e2	F	1	01		M	FIRE ALARM PANEL IN TROUBLE	0	30	1/9/2018
	1(e)3	F	1	109		O	Gas containers must be metal safety cans-replace	1	30	4/5/2016
	9(c)	C	10	outside		M	Door lock needs to be repaired/replaced	1	30	4/5/2016
	17(f)	B	2	201		O	Multi-plug cords must plug directly into wall receptacle	1	60	4/5/2016
106	008.6(a)	F	2	214		O	Combustibles cover more than 20% of walls-reduce amount	0	30	1/9/2018
210	008.8(a)2	C	2	227		O	Secondary egress is obstructed - keep clear	0	30	1/9/2018
199	17(f)2c	B	2	234		O	Storage must be removed from electrical room	0	60	1/9/2018
	17(f)	B	2	245		O	Multi-plug cords must plug directly into wall receptacle	1	60	4/5/2016
	(14)(o)10	N	3	309		N	Hood supression system needs to be inspected	3	0	1/14/2014
199	17(f)2c	B	3	319B		O	Storage must be removed from electrical room	0	60	1/9/2018
199	17(f)2c	B	4	408		O	Storage must be removed from electrical room	0	60	1/9/2018
199	17(f)2c	B	4	413		O	Storage must be removed from electrical room	0	60	1/9/2018
	17(f)2d	E	5	04		O	Electrical panel access is obstructed-keep clear	0	30	1/9/2018
199	008.8(a)4	F	5	12		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/5/2016
204	008.11(b)	C	5	13		M	Emergency light needs to be repaired/replaced	1	30	4/5/2016
204	008.11(b)	C	5	14		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
199	008.8(a)4	F	5	15		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/5/2016
204	008.11(b)	C	5	hall		M	Emergency light needs to be repaired/replaced	0	30	1/9/2018
	17(f)1	B	6	8G		M	Electrical outlet cover is missing - replace cover	1	60	1/10/2017
	4(d)	E	6	gym		M	Stadiums and bleachers inspections	0	30	1/9/2018
203	008.11(b)2	C	8	01		O	Exit sign needs bulb(s)	1	30	1/10/2017



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/9/2018 1

**Fish Number:** 00020 00003 00003

**School:** Greensboro Elementary

**Address:** 559 Greensboro Hwy

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
204	008.11(b)	C	8	1		M	Emergency light needs to be repaired/replaced	1	30	4/5/2016
209	008.5(b)5	F	8	1		C	Door closer needs to be installed	1	30	4/5/2016
506	008.7(b)	F	8	1		O	Fire extinguisher missing needs to be installed/replaced	1	30	4/5/2016
	17(f)	B	8	1F		M	Electrical panel box needs circuits to be labeled	1	60	4/5/2016
	2(b)6	B	99	16		M	Portable skirting needs repair	1	60	4/5/2016
	2(b)6	B	99	35		M	Portable skirting needs repair	1	60	4/5/2016
	2(b)6	B	99	37		M	Portable skirting needs repair	1	60	4/5/2016
204	008.11(b)	C	99	37		M	Emergency light needs to be repaired/replaced	1	30	4/5/2016
	9(a)	C	99	37		M	Door needs to be repaired/replaced	1	30	4/5/2016
506	008.7(b)	F	99	37		O	Fire extinguisher missing needs to be installed/replaced	0	30	1/9/2018
204	008.11(b)	C	99	45		M	Emergency light needs to be repaired/replaced	1	30	4/5/2016
	2(b)6	B	99	45		M	Portable skirting needs repair	1	60	4/5/2016
	2(b)6	B	99	47		M	Portable skirting needs repair	1	60	4/5/2016
	2(b)6	B	99	61		M	Portable skirting needs repair	1	60	4/5/2016
	2(b)6	B	99	65		M	Portable skirting needs repair	1	60	4/5/2016
199	008.8(a)4	F	99	66		O	Curtains must be labeled flame resistant from Manufacturer	6	30	6/1/2011
	2(b)6	B	99	66		M	Portable skirting needs repair	1	60	4/5/2016
	2(b)6	B	99	67		M	Portable skirting needs repair	1	60	4/5/2016
199	008.8(a)4	F	99	67		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/5/2016
	8(c)	B	99-37	01		O	Ceiling tile needs replaced	1	60	1/10/2017
204	008.11(b)	C	99-47			M	Emergency light needs to be repaired/replaced	1	30	1/10/2017



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/9/2018 1

**Fish Number:** 00020 00003 00003

**School:** Greensboro Elementary

**Address:** 559 Greensboro Hwy

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
	17(f)	B	99-47			M	Electrical panel box needs circuits to be labeled	1	60	1/10/2017
	17(f)	B	99-61	01		M	Electrical panel box needs circuits to be labeled	1	60	1/10/2017
	9(a)	C	99-66	01		M	Door needs to be repaired/replaced	1	30	1/10/2017

Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

Fl. Certificate No. 174939

Phone: (386)-397-5191

Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/10/2018

**Fish Number:** 00020 00019 00020

**School:** Havana Magnet School

**Address:** 1100 E 9th Avenue

**City:** Havana

**State:** Florida

**Zip Code:** 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
407	008.11(d)	F	01	103		M	Fire alarm in trouble mode needs repair	0	30	1/10/2018
199	008.10(c)	F	01	104		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
199	008.10(c)	F	01	131		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
205	002.5	F	1	00		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	5	30	1/11/2012
205	002.5	F	10	000		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	4	30	1/9/2013
205	002.5	F	11	000		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	4	30	1/9/2013
	10(d)	B	11	1101		M	Floor tile is missing/damaged & needs repaired/replaced	0	60	1/10/2018
	4(d)	E	11	1108		M	Stadiums and bleachers inspections	1	30	4/6/2016
501	008.7(b)	F	11	1108		M	Fire extinguisher cabinet needs repair	1	30	1/11/2017
	12(f)	E	11	1117		O	Clean lint from dryer & vent	0	30	1/10/2018
501	008.7(b)	F	11	1120 (hall)		M	Fire extinguisher cabinet needs repair	0	30	1/10/2018
899	14(f)4	E	11	boiler		O	Boiler Certificate expired	1	30	4/6/2016
205	002.5	F	12	000		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	4	30	1/9/2013
	8(c)	B	12	1202		O	Ceiling tile needs replaced	0	60	1/10/2018
505	.008.7(b)	F	12	1203		M	Fire extinguisher (K class) is required- install	1	30	4/6/2016
515	008.9(j)1	F	12	1203		M	Hood Suppression System biannual certification has expired	6	30	5/27/2011
	8(c)	B	12	1216		O	Ceiling tile needs replaced	1	60	4/6/2016
	8(c)	B	12	1216		O	Ceiling tile needs replaced	0	60	1/10/2018
	1(e)3	F	12	1223		O	Gas containers must be metal safety cans-replace	6	30	5/27/2011
	1(e)6	B	12	1223		O	Housekeeping is poor - room is cluttered and disorganized	1	60	1/11/2017
302	008.3(c)	F	12	1229A		C	Fire separation needed	1	30	4/6/2016



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/10/2018

**Fish Number:** 00020 00019 00020

**School:** Havana Magnet School

**Address:** 1100 E 9th Avenue

**City:** Havana

**State:** Florida

**Zip Code:** 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
899	14(f)4	E	12	128A		O	Boiler Certificate expired	1	30	1/11/2017
	9(c)13	C	12	128A		M	Door closer needs to be adjusted/repared	1	30	1/11/2017
	1(e)6	B	13	01		O	Housekeeping is poor - room is cluttered and disorganized	1	60	1/11/2017
509	008.10(c)3	F	14	1405		M	Fire sprinkler inspection is needed	0	30	1/10/2018
199	008.10(c)	F	14	1405A		O	Storage too close to ceiling - maintain 18" clearance	1	30	1/11/2017
199	008.10(c)	F	14	1406A		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
199	008.10(c)	F	14	1407A		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
199	008.10(c)	F	14	1426A		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
199	008.10(c)	F	14	1427A		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
199	008.10(c)	F	14	1441A		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
205	002.5	F	2	000		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	4	30	1/9/2013
205	002.5	F	4	000		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	3	30	1/15/2014
205	002.5	F	5	000		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	3	30	1/15/2014
205	002.5	F	6	000		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	4	30	1/9/2013
501	008.7(b)	F	6	606 (hall)		M	Fire extinguisher cabinet needs repair	0	30	1/10/2018
	17(f)	B	6	608		O	Multi-plug cords must plug directly into wall receptacle	0	60	1/10/2018
210	008.8(a)2	C	6	608		O	Secondary egress is obstructed - keep clear	0	30	1/10/2018
	1(d)	B	6	608		O	Air Fresheners, candles and other odor masking substances are not permitted.	0	60	1/10/2018
	14(p)	E	6	625		M	Eye wash/shower station needs repair	0	30	1/10/2018
	1(d)	B	6	625		O	Air Fresheners, candles and other odor masking substances are not permitted.	0	60	1/10/2018
210	008.8(a)2	C	6	628		O	Secondary egress is obstructed - keep clear	0	30	1/10/2018





**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/10/2018

**Fish Number:** 00020 00019 00020

**School:** Havana Magnet School

**Address:** 1100 E 9th Avenue

**City:** Havana

**State:** Florida

**Zip Code:** 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
199	008.10(c)	F	6	629		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
199	008.10(c)	F	6	633		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
199	008.10(c)	F	6	633		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
	9(c)	C	6	634		M	Door lock needs to be repaired/replaced	1	30	4/6/2016
210	008.8(a)2	C	6	636		O	Secondary egress is obstructed - keep clear	0	30	1/10/2018
	1(d)	B	6	637		O	Air Fresheners, candles and other odor masking substances are not permitted.	0	60	1/10/2018
210	008.8(a)2	C	6	639		O	Secondary egress is obstructed - keep clear	0	30	1/10/2018
506	008.7(b)	F	6	646		O	Fire extinguisher missing needs to be installed/replaced	1	30	4/6/2016
205	002.5	F	7	000		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	3	30	1/15/2014
199	008.10(c)	F	7	712		O	Storage too close to ceiling - maintain 18" clearance	1	30	1/11/2017
506	008.7(b)	F	7	715		O	Fire extinguisher missing needs to be installed/replaced	1	30	4/6/2016
205	002.5	F	8	000		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	4	30	1/9/2013
199	008.10(c)	F	8	810		O	Storage too close to ceiling - maintain 18" clearance	0	30	1/10/2018
	1(d)	B	8	819		O	Air Fresheners, candles and other odor masking substances are not permitted.	0	60	1/10/2018
205	002.5	F	9	000		O	Monthly log of emergency light, exit sign, & fire ext. must be kept	4	30	1/9/2013
	8(c)	B	9	906		O	Ceiling tile needs replaced	1	60	1/11/2017
509	008.10(c)3	F	9	918		M	Fire sprinkler inspection is needed	0	30	1/10/2018
299	008.2(f)12	C	football	bleachers		C	Hand rails need to be installed	0	30	1/10/2018

**AG & B SAFETY INSPECTORS**



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/10/2018

**Fish Number:** 00020 00019 00020

**School:** Havana Magnet School

**Address:** 1100 E 9th Avenue

**City:** Havana

**State:** Florida

**Zip Code:** 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
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Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

FI. Certificate No. 174939

Phone: (386)-397-5191

Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



Gadsden

ANNUAL COMPREHENSIVE SAFETY INSPECTION

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/11/2018

Fish Number: 00020 00013 00014

School: James A. Shanks Middle

Address: 1400 W. King Street

City: Quincy

State: Florida

Zip Code: 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
	8(c)	B	01	03		O	Ceiling tile needs replaced	0	60	1/11/2018
204	008.11(b)	C	01	29		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
	1(d)	B	02	01		O	Air Fresheners, candles and other odor masking substances are not permitted.	0	60	1/11/2018
199	008.8(a)4	F	02	03		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
199	008.8(a)4	F	02	04		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
106	008.8(a)4	F	02	05		O	Combustibles covering window/door need to be removed	1	30	1/12/2017
199	008.8(a)4	F	02	06		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
199	008.8(a)4	F	02	13		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
199	008.8(a)4	F	02	14		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
204	008.11(b)	C	02	women		M	Emergency light needs to be repaired/replaced	1	30	1/12/2017
199	008.8(a)4	F	03	05		O	Curtains must be labeled flame resistant from Manufacturer	1	30	1/12/2017
	8(c)	B	03	08		O	Ceiling tile needs replaced	1	60	1/12/2017
199	17(f)2c	B	03	13		O	Storage must be removed from electrical room	0	60	1/11/2018
	17(f)	B	03	14		O	Multi-plug cords must plug directly into wall receptacle	0	60	1/11/2018
	17(f)	B	03	26		O	Multi-plug cords must plug directly into wall receptacle	0	60	1/11/2018
204	008.11(b)	C	03	38		M	Emergency light needs to be repaired/replaced	1	30	1/12/2017
199	008.8(a)4	F	03	47		O	Curtains must be labeled flame resistant from Manufacturer	6	30	5/24/2011
199	008.8(a)4	F	03	48		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/11/2018
199	008.8(a)4	F	03	50		O	Curtains must be labeled flame resistant from Manufacturer	1	30	1/12/2017
515	008.9(j)1	F	05	007		M	Hood Suppression System biannual certification has expired	1	30	4/6/2016
505	.008.7(b)	F	05	007		M	Fire extinguisher (K class) is required- install	1	30	4/6/2016



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/11/2018

**Fish Number:** 00020 00013 00014

**School:** James A. Shanks Middle

**Address:** 1400 W. King Street

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
	17(f)	E	05	19		M	Electrical panel box needs panel blanks installed	0	30	1/11/2018
899	008.9(d)	E	05	20		O	Boiler Certificate needs to be posted	1	30	1/12/2017
	4(d)	E	06	02		M	Stadiums and bleachers inspections	1	30	4/6/2016
204	008.11(b)	C	06	34		M	Emergency light needs to be repaired/replaced	1	30	4/6/2016
204	008.11(b)	C	06	34		M	Emergency light needs to be repaired/replaced	1	30	4/6/2016
	8(c)	B	07	01		O	Ceiling tile needs replaced	1	60	1/12/2017
	8(c)	B	07	01		O	Ceiling tile needs replaced	0	60	1/11/2018
	1(e)6f	B	07	02		O	Light bulb needs to be replaced	1	60	1/12/2017
199	17(f)2c	B	07	07		O	Storage must be removed from electrical room	0	60	1/11/2018
	8(c)	B	07	13		O	Ceiling tile needs replaced	0	60	1/11/2018
	8(c)	B	07	13		O	Ceiling tile needs replaced	1	60	1/12/2017
203	008.11(b)2	C	07	14		O	Exit sign needs bulb(s)	0	30	1/11/2018
	17(f)	B	15	04		O	Multi-plug cords must plug directly into wall receptacle	0	60	1/11/2018
106	008.8(a)4	F	15	07		O	Combustibles covering window/door need to be removed	1	30	1/12/2017
204	008.11(b)	C	15	09		M	Emergency light needs to be repaired/replaced	1	30	4/6/2016
	8(c)	B	15	10		O	Ceiling tile needs replaced	0	60	1/11/2018
199	008.8(a)4	F	15	6		O	Curtains must be labeled flame resistant from Manufacturer	3	30	1/13/2014
199	008.8(a)4	F	16	104		O	Curtains must be labeled flame resistant from Manufacturer	1	30	1/12/2017
199	008.8(a)4	F	16	105		O	Curtains must be labeled flame resistant from Manufacturer	1	30	1/12/2017
199	008.8(a)4	F	16	106		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/6/2016
204	008.11(b)	C	16	113		M	Emergency light needs to be repaired/replaced	1	30	4/6/2016



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/11/2018

**Fish Number:** 00020 00013 00014

**School:** James A. Shanks Middle

**Address:** 1400 W. King Street

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
204	008.11(b)	C	16	114		M	Emergency light needs to be repaired/replaced	1	30	4/6/2016
	17(f)1	B	16	west outside		M	Electrical outlet cover is missing - replace cover	1	60	1/12/2017
	2(b)6	B	99	05		M	Portable skirting needs repair	0	60	1/11/2018
204	008.11(b)	C	99	05		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018
204	008.11(b)	C	99	55		M	Emergency light needs to be repaired/replaced	1	30	4/6/2016
204	008.11(b)	C	99	55 (hall)		M	Emergency light needs to be repaired/replaced	0	30	1/11/2018

Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

Fl. Certificate No. 174939

Phone: (386)-397-5191

Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00015 00017

**School:** Max D Walker Administrative Center

**Address:** 35 Experiment Station Road

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
402	008.11(d)	F	01	075 hall		M	Fire alarm needs inspection and current tag	1	30	1/9/2017
204	008.11(b)	C	01	79		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
199	008.8(a)4	F	99	162D		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/8/2018
199	008.8(a)4	F	99	162L		O	Curtains must be labeled flame resistant from Manufacturer	0	30	1/8/2018
204	008.11(b)	C	99	31		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
106	008.8(a)4	F	99	31		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
199	008.8(a)4	F	99	38		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/4/2016
204	008.11(b)	C	99	38		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
203	008.11(b)2	C	99	38		O	Exit sign needs bulb(s)	0	30	1/8/2018
199	008.8(a)4	F	99	38F		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/4/2016
204	008.11(b)	C	99	62		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
501	008.7(b)	F	99	63		O	Fire extinguisher expired/outdated	1	30	1/9/2017
199	008.8(a)4	F	99	63		O	Curtains must be labeled flame resistant from Manufacturer	5	30	1/9/2012
204	008.11(b)	C	99	63		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
204	008.11(b)	C	99	64 (rr)		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
204	008.11(b)	C	99	64 (west)		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
204	008.11(b)	C	99	64 east		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
204	008.11(b)	C	99	68		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
204	008.11(b)	C	99	new		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
204	008.11(b)	C	99	new		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018

**AG & B SAFETY INSPECTORS**



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00015 00017

**School:** Max D Walker Administrative Center

**Address:** 35 Experiment Station Road

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
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Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

Fl. Certificate No. 174939  
Phone: (386)-397-5191  
Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00012 00012

**School:** Stewart Street Elementary

**Address:** 749 S Stewart St

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
402	008.11(d)	F	1	01		M	Fire alarm needs inspection and current tag	6	30	5/26/2011
407	008.11(d)	F	1	01		M	Fire alarm in trouble mode needs repair	1	30	4/4/2016
515	008.9(j)1	F	2	43		M	Hood Suppression System biannual certification has expired	5	30	1/10/2012
106	008.8(a)4	F	3	20		O	Combustibles covering window/door need to be removed	5	30	1/10/2012
106	008.8(a)4	F	3	21		O	Combustibles covering window/door need to be removed	5	30	1/10/2012
106	008.8(a)4	F	3	22		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
204	008.11(b)	C	3	22 (hall)		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
106	008.8(a)4	F	3	24		O	Combustibles covering window/door need to be removed	0	30	1/8/2018
106	008.8(a)4	F	3	26		O	Combustibles covering window/door need to be removed	1	30	1/9/2017
204	008.11(b)	C	3	26 (hall)		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
106	008.8(a)4	F	3	27		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
106	008.8(a)4	F	4	08		O	Combustibles covering window/door need to be removed	0	30	1/8/2018
106	008.8(a)4	F	4	10		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
106	008.8(a)4	F	4	16		O	Combustibles covering window/door need to be removed	0	30	1/8/2018
204	008.11(b)	C	4	16 (hallway)		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
106	008.8(a)4	F	4	17		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
106	008.8(a)4	F	4	18		O	Combustibles covering window/door need to be removed	0	30	1/8/2018
204	008.11(b)	C	4	19		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
204	008.11(b)	C	4	hallway		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
106	008.8(a)4	F	5	30		O	Combustibles covering window/door need to be removed	1	30	1/9/2017





**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00012 00012

**School:** Stewart Street Elementary

**Address:** 749 S Stewart St

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
106	008.8(a)4	F	5	33		O	Combustibles covering window/door need to be removed	1	30	1/9/2017
106	008.8(a)4	F	5	34		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
106	008.8(a)4	F	5	35		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
204	008.11(b)	C	5	35 hall		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
106	008.8(a)4	F	5	36		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
106	008.8(a)4	F	5	37		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
106	008.8(a)4	F	5	38		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
106	008.8(a)4	F	5	39		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
106	008.8(a)4	F	5	40		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
203	008.11(b)2	C	5	east hall		O	Exit sign needs bulb(s)	1	30	4/4/2016
204	008.11(b)	C	7	50		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
106	008.8(a)4	F	7	50		O	Combustibles covering window/door need to be removed	1	30	1/9/2017
204	008.11(b)	C	7	51		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
204	008.11(b)	C	7	51 (hall)		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
106	008.8(a)4	F	7	52		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
204	008.11(b)	C	7	52		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
106	008.8(a)4	F	7	53		O	Combustibles covering window/door need to be removed	1	30	1/9/2017
204	008.11(b)	C	7	53		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
204	008.11(b)	C	7	54 (hall)		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
204	008.11(b)	C	7	58		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
106	008.8(a)4	F	7	58		O	Combustibles covering window/door need to be removed	1	30	4/4/2016



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00012 00012

**School:** Stewart Street Elementary

**Address:** 749 S Stewart St

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
106	008.8(a)4	F	7	59		O	Combustibles covering window/door need to be removed	5	30	1/10/2012
199	008.8(a)4	F	7	60		O	Curtains must be labeled flame resistant from Manufacturer	6	30	5/26/2011
204	008.11(b)	C	7	60		M	Emergency light needs to be repaired/replaced	3	30	1/13/2014
106	008.8(a)4	F	7	60		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
106	008.8(a)4	F	7	61		O	Combustibles covering window/door need to be removed	5	30	1/10/2012
204	008.11(b)	C	7	61		M	Emergency light needs to be repaired/replaced	4	30	1/7/2013
204	008.11(b)	C	7	62 east hall		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
204	008.11(b)	C	7	62 west hall		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
199	008.8(a)4	F	7	west hall		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/4/2016
204	008.11(b)	C	7	west hall		M	Emergency light needs to be repaired/replaced	3	30	1/13/2014
204	008.11(b)	C	98	12		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
199	008.2(f)	C	98	13		M	Ramp needs repair	0	30	1/8/2018
204	008.11(b)	C	98	13		M	Emergency light needs to be repaired/replaced	3	30	1/13/2014
204	008.11(b)	C	98	14		M	Emergency light needs to be repaired/replaced	3	30	1/13/2014
204	008.11(b)	C	98	14		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
299	008.2(f)15	C	98	14		M	Hand rails need to be repaired	1	30	1/9/2017
106	008.8(a)4	F	99	18		O	Combustibles covering window/door need to be removed	0	30	1/8/2018
204	008.11(b)	C	99	18		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
199	008.8(a)4	F	99	25		O	Curtains must be labeled flame resistant from Manufacturer	1	30	1/9/2017
204	008.11(b)	C	99	25		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
204	008.11(b)	C	99	26		M	Emergency light needs to be repaired/replaced	4	30	1/7/2013



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00012 00012

**School:** Stewart Street Elementary

**Address:** 749 S Stewart St

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
210	008.8(a)2	C	99	26		O	Secondary egress is obstructed - keep clear	1	30	4/4/2016
204	008.11(b)	C	99	27		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
106	008.8(a)4	F	99	27		O	Combustibles covering window/door need to be removed	1	30	4/4/2016
199	008.8(a)4	F	99	28		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/4/2016
204	008.11(b)	C	99	28		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
203	008.11(b)2	C	99	29		O	Exit sign needs bulb(s)	1	30	4/4/2016
199	008.8(a)4	F	99	29		O	Curtains must be labeled flame resistant from Manufacturer	1	30	4/4/2016
204	008.11(b)	C	99	29		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
199	008.2(f)	C	99	30		M	Ramp needs repair	0	30	1/8/2018
204	008.11(b)	C	99	30		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
204	008.11(b)	C	99	30		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
204	008.11(b)	C	99	40		M	Emergency light needs to be repaired/replaced	1	30	1/9/2017
209	008.5(b)5	F	99	40		C	Door closer needs to be installed	1	30	1/9/2017
204	008.11(b)	C	99	63		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
209	008.5(b)5	F	99	63		C	Door closer needs to be installed	0	30	1/8/2018

**AG & B SAFETY INSPECTORS**



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00012 00012

**School:** Stewart Street Elementary

**Address:** 749 S Stewart St

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
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Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

FI. Certificate No. 174939  
Phone: (386)-397-5191  
Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00016 00016

**School:** Transportation Center (Gadsden)

**Address:** 720 S Stewart Street

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
204	008.11(b)	C	1	09		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
204	008.11(b)	C	1	14		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
204	008.11(b)	C	1	19		M	Emergency light needs to be repaired/replaced	3	30	1/13/2014
204	008.11(b)	C	1	20		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016

Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

FI. Certificate No. 174939

Phone: (386)-397-5191

Address: 588 NW Harris Lake Dr, Lake City, Florida 32055



**Gadsden**

**ANNUAL COMPREHENSIVE SAFETY INSPECTION**

For School Year 7/1/2017 1 to 6/30/2018

Inspection Date: 1/8/2018 1

**Fish Number:** 00020 00016 00016

**School:** Transportation Center (Gadsden)

**Address:** 720 S Stewart Street

**City:** Quincy

**State:** Florida

**Zip Code:** 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Type	Deficiency	Times Cited	Cor Period	Insp Date
204	008.11(b)	C	1	09		M	Emergency light needs to be repaired/replaced	0	30	1/8/2018
204	008.11(b)	C	1	14		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016
204	008.11(b)	C	1	19		M	Emergency light needs to be repaired/replaced	3	30	1/13/2014
204	008.11(b)	C	1	20		M	Emergency light needs to be repaired/replaced	1	30	4/4/2016

Inspector: Ronald Hobbs

Signature: \_\_\_\_\_

FI. Certificate No. 174939

Phone: (386)-397-5191

Address: 588 NW Harris Lake Dr, Lake City, Florida 32055

# Fire & Safety Inspection FY 17-18

Selected Date Range for Request Dates: 1/1/2018 - 2/8/2018 Order By Purpose, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp Date	Days Aged	Labor Hours	Total Costs
Assigned To	Area Number	Reason	Created Date/Time	Actual Comp Date	Action Taken				
Location	Building	Description							
Requester Name									
<b>Purpose:</b>	<b>Safety</b>								
17580	Closed Work				1/23/2018		2	4	\$170.00
Smith, Jay					1/23/2018 11:56:36	1/25/2018			
Administration Buildings		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).				Completed per WO.			
Bill Hunter									
17582	Closed Work				1/23/2018		3	8	\$230.00
Smith, Jay	Campus Wide				1/23/2018 1:04:29 PM	1/26/2018			
Carter Parramore Academy		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
17593	Closed Work				1/23/2018		2	1.25	\$31.25
Tyus, Lynn	Campus Wide				1/23/2018 1:38:54 PM	1/25/2018			
Carter Parramore Academy		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).				Checked boiler room #34 - doesn't have any sprinklers Discussed with Angie in regards to report.			
Bill Hunter									
17583	Closed Work				1/23/2018		2	12	\$575.00
Smith, Jay	Campus Wide				1/23/2018 1:06:45 PM	1/25/2018			
Chattahoochee Elementary		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).				Complete per WO			
Bill Hunter									
17584	Closed Work				1/23/2018		2	4	\$120.00
Smith, Jay	Campus Wide				1/23/2018 1:07:52 PM	1/25/2018			
Gadsden County High School		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).				Completed per WO			
Bill Hunter									
17608	Closed Work				1/23/2018		3	5	\$125.00
Riley, Johnny	Campus Wide				1/23/2018 3:29:51 PM	1/26/2018			
Gadsden County High School		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).				Completed all items on Safety Inspection Report.			
Bill Hunter									
17585	Closed Work				1/23/2018		2	3	\$120.00
Smith, Jay	Campus Wide				1/23/2018 1:10:57 PM	1/25/2018			
Gadsden Elementary Magnet		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									

# Fire & Safety Inspection FY 17-18

Selected Date Range for Request Dates: 1/1/2018 - 2/8/2018 Order By Purpose, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp Date	Days Aged	Labor Hours	Total Costs
Assigned To	Area Number	Reason	Created Date/Time	Actual Comp Date					
Location	Building	Description	Action Taken						
Requester Name									
<b>Purpose:</b>		<b>Safety</b>							
17586	Closed Work				1/23/2018		3	6	\$192.00
Smith, Jay		Campus Wide			1/23/2018 1:12:12 PM	1/26/2018			
Gadsden Technical Institute			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).			Complete per WO			
Bill Hunter									
17609	Closed Work				1/23/2018		1	3	\$120.97
Harris, Terry		Campus Wide			1/23/2018 3:34:04 PM	1/24/2018			
Gadsden Technical Institute			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).						
Bill Hunter									
17587	Closed Work				1/23/2018		7	4	\$260.00
Smith, Jay		Campus Wide			1/23/2018 1:14:39 PM	1/30/2018			
George W. Munroe Elementary			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).			Fire alarm repairs in progress with Simplex. Completed other deficiencies.			
Bill Hunter									
17588	Closed Work				1/23/2018		2	6	\$230.00
Smith, Jay		Campus Wide			1/23/2018 1:16:25 PM	1/25/2018			
Greensboro Elementary			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).			Fire alarm repairs are in progress with Simplex. Completed other deficiencies.			
Bill Hunter									
17616	Closed Work				1/23/2018		1	5	\$100.00
Cox, David		Campus Wide			1/23/2018 3:43:10 PM	1/24/2018			
Greensboro Elementary			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).			Repair door lock and door.			
Bill Hunter									
17589	Closed Work				1/23/2018		1	2	\$40.00
Smith, Jay		Campus Wide			1/23/2018 1:17:43 PM	1/24/2018			
Havana Middle			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).			Simplex is quoting new fire alarm system; cannot get parts for old system.			
Bill Hunter									
17590	Closed Work				1/23/2018		6	5	\$425.00
Smith, Jay		Campus Wide			1/23/2018 1:19:17 PM	1/29/2018			
James A. Shanks Middle			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).			Completed per WO			
Bill Hunter									



# Fire & Safety Inspection FY 17-18

Selected Date Range for Request Dates: 1/1/2018 - 2/8/2018 Order By Purpose, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp Date	Days Aged	Labor Hours	Total Costs
Assigned To	Area Number	Reason	Created Date/Time	Actual Comp Date					
Location	Building	Description	Action Taken						
Requester Name									
<b>Purpose: Safety</b>									
17591	Closed Work				1/23/2018		8	8	\$440.00
Smith, Jay	Campus Wide				1/23/2018 1:20:53 PM	1/31/2018			
Stewart Street Elementary		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).	Fire alarm repair in progress with Simplex. Repaired other deficiencies.						
Bill Hunter									
17592	Closed Work				1/23/2018		1	2	\$80.00
Smith, Jay					1/23/2018 1:22:44 PM	1/24/2018			
Transportation - Bus Garage		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).	Completed per WO.						
Bill Hunter									
17615	Closed Work				1/23/2018		7	4.5	\$70.49
Harris, Terry	Campus Wide				1/23/2018 3:42:03 PM	1/30/2018			
West Gadsden Middle School		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).	Completed safety report assigned to myself for WGMS.						
Bill Hunter									
17605	Work In Progress				1/23/2018		16		\$0.00
Johnson, William					1/23/2018 2:36:48 PM				
Administration Buildings		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
17597	Work In Progress				1/23/2018		16		\$0.00
Johnson, William	Campus Wide				1/23/2018 2:24:31 PM				
Carter Parramore Academy		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
17598	Work In Progress				1/23/2018		16		\$0.00
Johnson, William	Campus Wide				1/23/2018 2:26:16 PM				
Chattahoochee Elementary		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
17599	Work In Progress				1/23/2018		16		\$0.00
Johnson, William	Campus Wide				1/23/2018 2:27:49 PM				
Gadsden County High School		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									

# Fire & Safety Inspection FY 17-18

Selected Date Range for Request Dates: 1/1/2018 - 2/8/2018 Order By Purpose, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp Date	Days Aged	Labor Hours	Total Costs
Assigned To	Area Number	Reason	Created Date/Time	Actual Comp Date					
Location	Building	Description	Action Taken						
Requester Name									
<b>Purpose:</b>		<b>Safety</b>							
17594	Work In Progress				1/23/2018		16		\$0.00
Tyus, Lynn		Campus Wide			1/23/2018 1:40:23 PM				
Gadsden County High School			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).						
Bill Hunter									
17600	Work In Progress				1/23/2018		16		\$0.00
Johnson, William		Campus Wide			1/23/2018 2:29:07 PM				
Gadsden Elementary Magnet			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).						
Bill Hunter									
17601	Work In Progress				1/23/2018		16		\$0.00
Johnson, William		Campus Wide			1/23/2018 2:31:18 PM				
George W. Munroe Elementary			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).						
Bill Hunter									
17610	Work In Progress				1/23/2018		16		\$0.00
Peters, John		Campus Wide			1/23/2018 3:35:28 PM				
George W. Munroe Elementary			Please reference Annual Comprehensive Safety Inspection - FY 17018 in regards to areas that need to be addressed (see attached document).						
Bill Hunter									
17611	Work In Progress				1/23/2018		16		\$0.00
Harris, Terry		Campus Wide			1/23/2018 3:36:49 PM				
Greensboro Elementary			Please reference Annual Comprehensive Safety Inspection - FY 17018 in regards to areas that need to be addressed (see attached document).						
Bill Hunter									
17602	Work In Progress				1/23/2018		16		\$0.00
Johnson, William		Campus Wide			1/23/2018 2:32:37 PM				
Greensboro Elementary			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).						
Bill Hunter									
17603	Work In Progress				1/23/2018		16		\$0.00
Johnson, William		Campus Wide			1/23/2018 2:34:18 PM				
Havana Middle			Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).						
Bill Hunter									

# Fire & Safety Inspection FY 17-18

Selected Date Range for Request Dates: 1/1/2018 - 2/8/2018 Order By Purpose, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp Date	Days Aged	Labor Hours	Total Costs
Assigned To	Area Number	Reason	Created Date/Time	Actual Comp Date					
Location	Building	Description	Action Taken						
Requester Name									
<b>Purpose: Safety</b>									
17612	Work In Progress				1/23/2018		16		\$0.00
Peters, John	Campus Wide			1/23/2018 3:38:05 PM					
Havana Middle		Please reference Annual Comprehensive Safety Inspection - FY 17018 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
17595	Work In Progress				1/23/2018		16		\$0.00
Tyus, Lynn	Campus Wide			1/23/2018 1:41:31 PM					
Havana Middle		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
17613	Work In Progress				1/23/2018		16		\$0.00
Harris, Terry	Campus Wide			1/23/2018 3:39:21 PM					
James A. Shanks Middle		Please reference Annual Comprehensive Safety Inspection - FY 17018 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
17604	Work In Progress				1/23/2018		16		\$0.00
Johnson, William	Campus Wide			1/23/2018 2:35:34 PM					
James A. Shanks Middle		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
17614	Work In Progress				1/23/2018		16		\$0.00
Peters, John	Campus Wide			1/23/2018 3:40:40 PM					
Stewart Street Elementary		Please reference Annual Comprehensive Safety Inspection - FY 17018 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
17606	Work In Progress				1/23/2018		16		\$0.00
Johnson, William	Campus Wide			1/23/2018 2:38:13 PM					
Stewart Street Elementary		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
17607	Work In Progress				1/23/2018		16		\$0.00
Johnson, William	Campus Wide			1/23/2018 2:39:23 PM					
West Gadsden High School		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									

# Fire & Safety Inspection FY 17-18

Selected Date Range for Request Dates: 1/1/2018 - 2/8/2018 Order By Purpose, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp Date	Days Aged	Labor Hours	Total Costs
Assigned To	Area Number	Reason	Created Date/Time	Actual Comp Date					
Location	Building	Description	Action Taken						
Requester Name									
<b>Purpose:</b>		<b>Safety</b>							
17596	Work In Progress				1/23/2018		0		\$0.00
Tyus, Lynn	Campus Wide			1/23/2018 1:43:15 PM		1/23/2018			
West Gadsden High School		Please reference Annual Comprehensive Safety Inspection - FY 17-18 in regards to areas that need to be addressed (see attached document).							
Bill Hunter									
<b>Count: 36 Work Orders</b>		<b>Avg. Age of WO's</b>		<b>9</b>		<b>Total for Safety</b>		<b>82.75</b>	<b>\$3,329.71</b>
<b>Count: 36 Work Orders</b>		<b>Avg. Age of</b>		<b>9</b>		<b>Grand Total</b>		<b>82.75</b>	<b>\$3,329.71</b>

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 11a

**Date of School Board Meeting:** February 27, 2018

**TITLE OF AGENDA ITEM:** George W. Munroe Elementary School

**DIVISION:** Elementary Education

\_\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. George W. Munroe Elementary School is requesting approval for an out-of-state field trip to Albany, Georgia. Please see attached documentation.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Tammy McGriff Farlin

**POSITION:** Area Director of Elementary Education

-----  
INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

50-01-000-0-001-003  
2018 FEB 27 10:05 AM

CRF  
FEB 5 11 18 RCVD

# FIELD TRIP REQUEST

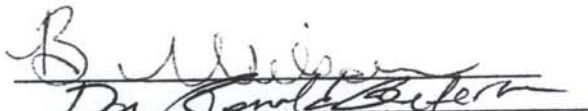
<b>SCHOOL:</b> George W. Munroe Elementary	<b>CONTACT FOR FIELD TRIP:</b> Brittanica Wilson & Judith D. Slinker @ GWM E. Lynette Davis-Sweet & A. Holton @ SSE
---	---


<b>DATE OF TRIP:</b> May 11, 2018	<b>WHO IS ATTENDING: (grade/organization)</b> Prek-3rd ESE Classes from George W. Munroe Elementary.
--------------------------------------	---



<b>LOCATION:</b> The Flint RiverQuarium 117 Pine Avenue, Albany, GA 31701 1-229-639-2650	<b>TRAVELING BY:</b> <input checked="" type="checkbox"/> School bus <input type="checkbox"/> Charter bus
---	---

**Purpose:** We will visit the Flint RiverQuarium to observe various animals and reptiles like alligators, snakes and snapping turtles. We will also learn about native species and unique ecosystems of the southeastern United States. This will enhance our students' curriculum, provide real world experiences and make learning fun.

<b>SCHOOL BUS – Required items for approval:</b> <ol style="list-style-type: none"> <li>1. Principal's signature</li> <li>2. Complete list of participants and chaperones</li> <li>3. Complete final itinerary</li> <li>4. Documentation showing correlation of the Florida Standards or benchmarks to the field trip request</li> </ol>	<b>CHARTER BUS – Required items for approval:</b> <ol style="list-style-type: none"> <li>1. Principal's signature</li> <li>2. Complete list of participants and chaperones</li> <li>3. Complete final itinerary</li> <li>4. Copy of charter bus contract with signatures</li> <li>5. Proof of Insurance showing either district or school as insured</li> </ol>
--	---

  
Signature of Person Requesting Trip (required)

 2/1/18  
Approval of Principal (signature)

<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
 Superintendent/Designee	 Date

Please forward completed form via district mail or fax to:  
Mrs. Cheryl Ellison  
Administrative Assistant for Curriculum & Instruction  
Fax: (850) 627-3530      Email: ellisonc@gcpsmail.com



George W. Munroe Elementary School Activity Request

1. Requested by: Ms. Brittanica Wilson
2. Date of Request: January 18, 2018
3. Date of requested activity: May 11, 2018
4. Describe activity requested:
5. We will visit the Flint RiverQuarium to observe various animals and reptiles like alligators, snakes and snapping turtles. We will also learn about native species and unique ecosystems of the southeastern United States. This will enhance our students' curriculum, provide real world experiences and make learning fun. This trip relates to a monthly theme about animals and their habitats. \_\_Number of students involved: 30
6. Time of Departure: 8:30 am Return: 3:00 pm
7. Bus Requested Yes  No  Number Needed: 1
8. Eating arrangements: Sack lunches will be needed to eat at a park located near the aquarium.  
( If sack lunches are needed it will be the responsibility of the person requesting this activity to contact the lunchroom manager ( at least 5 days prior to activity) and make All arrangements)
9. Will substitute(s) be needed: Yes  No  How many?  ( If yes, you will need to fill out a leave form (Leave in Line of Duty) at least 2 weeks prior activity)
10. Name of Chaperones:  See attached  -
11. Chaperones Approved by Administrator: Yes  No
12. Is a security officer needed: Yes  No  (If yes notify Principal)
13. Approximately cost of activity: Price of Entry per Student: \$ 4.50 Lunch-\$0
14. How will the activity be financed: Collect money from parents and adults for entrance to the aquarium; Bus financed by ESE

Submitted by: Brittanica Wilson  
(Person in charge and responsible for activity)

Approved: Yes  No

\*\* YOU WILL ASSUME PERSONAL RESPONSIBILITY FOR ALL UNAUTHORIZED EXPENDITURES. AUTHORIZATION MUST BE IN WRITING PRIOR TO PURCHASE.



Put this permission notice on your school's letterhead.

April 2, 2018

Dear Parent(s) and/or Guardian(s),

The end of the year is rapidly approaching! To celebrate the gains and progress our students have made this school term, we will be traveling to **Flint RiverQuarium in Albany, GA** for our end of the year trip, on Wednesday, May 11, 2018. We will leave the school at approximately at **8:30 am**; therefore, it is important that your child arrive to school on the day of the trip by 8:00 a.m. to give your child the opportunity to eat breakfast and use the restroom before we leave.

The cost of the trip is **\$4.50 for each student** to cover the cost of entrance.. Parents, if you would like to chaperone this trip, please inform your child's teacher. The cost to chaperone this trip is **\$10.00** for your admission to Flint RiverQuarium and you will need to have money for lunch.

**Itinerary:**

- 8:30 am** Pick up George W. Munroe Elementary School
- 10:30 am** Arrive at Flint RiverQuarium @ 117 Pine Avenue; Albany, Georgia 31701
- 12:30 pm** Depart Flint RiverQuarium
- 12:35 pm** Arrive at Riverfront Park or Turtle Grove Park(adjacent to aquarium)
- 1:00 pm** Depart
- 3:00 pm** Arrive at George W. Munroe Elementary School

We will return to the school by **3:00 pm**. If you are not chaperoning this trip, please make sure you have made arrangements to have your child picked up at the school. If you would like for your child to attend this trip, please sign and return this form with **payment** to your child's teacher no later than Wednesday **May 4, 2018**, so that we can have an accurate count of how many students will be attending the trip. Thank you in advance for your cooperation and please remember that all money turned into the school is **Non-Refundable**.

Thanks,

- Ms. Slinker (Pre-K ESE A)
- Ms. Wilson (Pre-K ESE B)
- Mrs. Hunter (K-3 ESE)
- Ms. Calhoun (K-3, ESE)

( ) Yes, I would like for my child \_\_\_\_\_ to participate on the end-of-the-year field trip to **Flint RiverQuarium in Albany, GA**.

( ) No, I would NOT like for my child \_\_\_\_\_ to participate on the end-of-the-year field trip to **Flint RiverQuarium in Albany, GA**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Emergency Contact

\_\_\_\_\_  
Phone Number

Slinker Pre-K ESE A

A

A

U

M

D

K

A.....

Judith Slinker

Sandra Fields

PreK ESEB:

Teacher- Ms. Wilson

Para- Mrs. McSwain

K

K

S

G

D

D

C

K

in:sent

Mail

Move to Inbox

More

COMPOSE

### Hunter & Calhoun's students

**Inbox (83)**

Starred

Important

Sent Mail

**Drafts (3)**

**Categories**

2017-18 New

Facebook Live

HES

lesson plan 2016-17

Misc

Notes

Priority

Technology Folder

More labels

**Teresita Calhoun** <calhount@gcpsmail.com>

2

to Brianna

#### Hunter's Students

C  
D  
T  
J  
S  
T  
T  
M

#### Calhoun's Students

C  
C  
E  
J  
J  
J



[Click here to Reply or Forward](#)

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11b

Date of School Board Meeting: February 27, 2018

TITLE OF AGENDA ITEM: Havana Magnet School

DIVISION: Secondary Education

\_\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Havana Magnet School is requesting approval for an out-of-state field trip to Atlanta, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sylvia R. Jackson, Ed.D.

POSITION: Director of Secondary Education/ Director of Adult, Career and Technical Education

-----  
INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

2018 FEB - 1 PM 1:20

CRZ JAN 30 18 RCVD

REVISED 08/15/17

**FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP**

### FIELD TRIP REQUEST

<b>SCHOOL:</b> HMS	<b>CONTACT FOR FIELD TRIP:</b> D. Milton
-----------------------	---

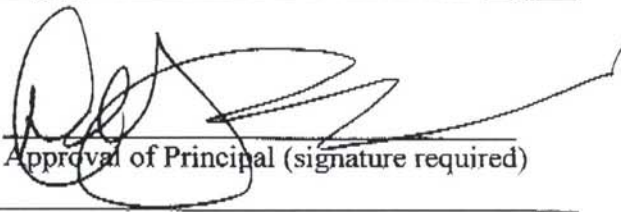
<b>DATE OF TRIP:</b> 3-03 / 3-04-18	<b>WHO IS ATTENDING: (grade/organization)</b> Cheerleaders
--	---

<b>LOCATION:</b> Atlanta, GA	<b>TRAVELING BY:</b> <input type="checkbox"/> School bus <input type="checkbox"/> Charter bus GCPS vans
---------------------------------	---

**PURPOSE:**  
Cheerleading Competition

<b>SCHOOL BUS – Required items for approval:</b> <ol style="list-style-type: none"> <li>1. Principal's signature</li> <li>2. Complete list of participants and chaperones</li> <li>3. Complete final itinerary</li> <li>4. Documentation showing correlation of the Florida Standards or benchmarks to the field trip request</li> </ol>	<b>CHARTER BUS – Required items for approval:</b> <ol style="list-style-type: none"> <li>1. Principal's signature</li> <li>2. Complete list of participants and chaperones</li> <li>3. Complete final itinerary</li> <li>4. Copy of charter bus contract with signatures</li> <li>5. Proof of Insurance showing either district or school as insured</li> </ol>
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 \_\_\_\_\_  
 Signature of Person Requesting Trip

  
 \_\_\_\_\_  
 Approval of Principal (signature required)

_____ APPROVED	_____ DENIED
_____ Superintendent/Designee	_____ Date

**Please forward completed form via district mail or fax to:**  
**Mrs. Cheryl Ellison**  
**Program Assistant for Curriculum & Instruction**  
**Fax: (850) 627-3530      Email: ellisonc@gcpsmail.com**

Trip Itinerary  
Lithia Springs, GA  
March 3-4, 2018

**Saturday, March 3<sup>rd</sup>**

Depart from HMS	5:00AM
Breakfast at Shoney's	8:00AM-9:00AM
Morning Activity (World of Coca Cola)	11:00AM-1:00PM
Lunch	1:30PM- 3:00PM
Hotel Check-In	3:30PM
Dinner at Golden Corral	6:00PM-7:30PM
Night Activity (Cascade Family Skating)	8:00PM-11:00PM

**Sunday, March 4<sup>th</sup>**

Breakfast	7:00AM-8:00AM
Depart for Competition	9:00AM-3:00PM
Dinner of Choice	4:00PM-5:30PM
Arrive at HMS	10:00PM

**Participants**

Mi

Zy

Zc

Br

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**Chaperones**

Dierra Milton

Brittani Hannah

Linda Thomas

Wynatte Simmons

Denise Smith

Shankea Brown-Shannon

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11c

Date of School Board Meeting: February 27, 2018

TITLE OF AGENDA ITEM: Stewart Street Elementary School

DIVISION: Elementary Education

*[Handwritten signature]*  
1/24/18

\_\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**  
(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Stewart Street Elementary School is requesting approval for an out-of-state field trip to Albany, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff Farlin *[Signature]*

POSITION: Area Director of Elementary Education

-----  
INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_



Chg  
JAN 23 18 RC

REVISED 08/15/17

**FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP**

### FIELD TRIP REQUEST

<b>SCHOOL:</b> Stewart Elementary School	<b>CONTACT FOR FIELD TRIP:</b> E. Lynette Davis-Sweet & A Holton
---	---

<b>DATE OF TRIP:</b> May 11, 2018	<b>WHO IS ATTENDING: (grade/organization)</b> ESE CBI 2-Classes KG-5th, EBD 2-Classes (KG-5) ESE VE 2-Classes (KG-5) & ESE Pre-K 3-Classes
--------------------------------------	--

<b>LOCATION:</b> The Flint RiverQuarium 117 PINE AVENUE, ALBANY, GEORGIA 31701 1-229-639-2650	<b>TRAVELING BY:</b> <input checked="" type="checkbox"/> School bus <input type="checkbox"/> Charter bus
---	---

**PURPOSE:** We will visit the Flint RiverQuarium to observe various animals and reptiles like alligators, snakes and snapping turtles. We also will learn about native species and unique ecosystems of the southeastern United States. This will enhance our students' curriculum, provide real world experiences and make learning fun

<b>SCHOOL BUS – Required items for approval:</b> <ol style="list-style-type: none"> <li>1. Principal's signature</li> <li>2. Complete list of participants and chaperones</li> <li>3. Complete final itinerary</li> <li>4. Documentation showing correlation of the Florida Standards or benchmarks to the field trip request</li> </ol>	<b>CHARTER BUS – Required items for approval:</b> <ol style="list-style-type: none"> <li>1. Principal's signature</li> <li>2. Complete list of participants and chaperones</li> <li>3. Complete final itinerary</li> <li>4. Copy of charter bus contract with signatures</li> <li>5. Proof of Insurance showing either district or school as insured</li> </ol>
--	---

*E. Lynette Davis-Sweet*  
Signature of Person Requesting Trip

*Lisa Robinson*  
Approval of Principal (signature required)

_____ APPROVED	_____ DENIED
_____ Superintendent/Designee	_____ Date

Please forward completed form via district mail or fax to:  
**Mrs. Cheryl Ellison**  
 Program Assistant for Curriculum & Instruction  
 Fax: (850) 627-3530      Email: ellisonc@gcpsmail.com



# Stewart Street Elementary School

"Where Children and Learning Come First"

749 South Stewart Street ← Quincy, Florida 32351  
(850) 627-3145 ← Fax: (850) 875-8750

## Field Trip Request Form

<u>Trip Type:</u>	<u>In/Out of County:</u>	<u>Duration:</u>
<input checked="" type="checkbox"/> Educational	<input type="checkbox"/> In County	<input checked="" type="checkbox"/> Day
<input type="checkbox"/> Extracurricular	<input type="checkbox"/> Out county	<input type="checkbox"/> Extended
<input type="checkbox"/> Other	<input type="checkbox"/> Out of State/Country	
<input type="checkbox"/> Recreation/Fun	<input type="checkbox"/> Overnight	
<input type="checkbox"/> Sports		

## Sponsor/Group Information

Requested by: E. Lynette Davis-Sweet & A Holton

Group Name: SSES ESE Department

Group Contact: E. Lynette Davis-Sweet & A Holton

Contact Mobile: 8504087293

### Trip Purpose:

We will visit the Flint RiverQuarium to observe various animals and reptiles like alligators, snakes and snapping turtles.  
We will also learn about native species and unique ecosystems of the southeastern United States. This will enhance our students' curriculum, provide real world experiences and make learning fun

Estimated # of Students 75

Estimated # of Chaperones 30

Total Participants         

# of Bag Lunches Required 0

## Transportation Required

Is Transportation Required?  Yes  No

Type of Transportation Required  Car  Full Bus  Mini Bus  
 Other/Van

Estimated # of Vehicles Required 2

Volunteer Driver Required  Yes  No

Specify Any Special Needs Required:

One student in a wheelchair

Lisa Robinson, Principal

Curlie Harris, Assistant Principal

# Itinerary

Depart Date: Friday, May 11,, 2018

Depart Time: 7:45 am

Return Date: Friday, May 11, 2011

Return Time: 5:30 pm

Trip Destination: The Flint RiverQuarium; 117 PINE AVENUE, Golden Corral 2524 Archwood Dr,

Destination City: ALBANY

Destination State: GEORGIA

Destination Contact Name: E. Lynette Davis-Sweet & A Holton

Destination Phone #: Flint RiverQuarium 1-229-639-2650; Golden Corral (229) 446-0101

Departure Location: Stewart Street Elementary

Return Location: Stewart Street Elementary

Fund: \$20 to purchase a Quarium souvenir, a snack & lunch at Golden Corral

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Signature: *E. Lynette Davis-Sweet*

Date Submitted: ~~December 1, 2017~~ January 11, 2018

# FIELD TRIP REQUEST EXCEPTIONAL STUDENT EDUCATION

This form must be turned into the Exceptional Education Office at least 3 weeks in advance

Person in charge of Field Trip: Davis-Sweet/Holton Date(s) of Field Trip: May 11, 2018  
Exact Destination (1): The Flint RiverQuarium; 117 PINE AVENUE,  
Exact Destination (2): Golden Corral 2524 Archwood Dr,  
Exact Destination (3): \_\_\_\_\_

Teachers Attending: Mrs. Davis-Sweet, Mrs. Holton, Mr. Davis, Mrs. Toussaint, Mrs. McNealy, Ms. Pringley, Mrs. Dowdell, Ms. Baker, Mr. Bryant

Grade Group and School Organization going on Field Trip: SSES - ESE K-5<sup>th</sup>

Departure Time: 7:45 am Return Time: 5:30 pm  
Number of Students: 0 Number of Buses Requested: 2  
Number of ESE Students: 75 Number of Chaperones: 30

**Purpose:**

We will visit the Flint RiverQuarium to observe various animals and reptiles like alligators, snakes and snapping turtles. We will also learn about native species and unique ecosystems of the southeastern United States. This will enhance our students' curriculum, provide real world experiences and make learning fun.

**The SUNSHINE STANDARD(S) BEING REINFORCED:**  
(Standards should be written out completely)

See Attached

Attach a copy of the Lesson Plans detailing activities occurring before, during, and after the field trip

**Special Request/Comments:**

After your field trip has been approved by the Director of Exceptional Student Education, a copy will be sent back to you. The original will be given to Lealer Francis to be approved and entered into the computer

Approved by: Lisa Robinson  
Principal

1/11/18  
Date

Approved by: Christa Bascom  
Program Specialist

1/11/18  
Date

Approved by: Sharon B. Thomas  
Sharon Thomas, ESE Director

1/22/18 received  
Date

## **Lesson Plans: 3-5 grade**

### **Flint RiverQuarium Lesson Plan (May 2017)**

#### **Introduce the Lesson by giving some fun facts:**

For Example:

- Did you know a sea cucumber can shoot its intestines at predators, and then regrow them, in order to avoid being eaten?
- An electric eel can produce 500 watts of electricity (that's enough to light up 10 light bulbs) to frighten away predators.
- Dolphins sleep with one half of the brain and one eye open to watch for danger.
- No matter how many pieces you cut a sea sponge into each piece will continue living and growing.
- Ocean life can do amazing things to survive. As you visit an aquarium with your students, note the different ways animals defend themselves. Just like a squid, people wouldn't bother you either if you squirted black ink in their face!

Teachers will prepare their students by:

- Tell students the purpose and structure of the trip so they know what to expect.
- Conduct a lesson prior to the trip to allow students to assess prior knowledge of the location and learn a bit of background. This will include reviewing vocabulary, discussing students' prior knowledge about marine life, or modeling how to observe exhibits.

**OVERVIEW:** Students act like scientists to observe marine life while focusing on habitat, survival, and defense mechanisms.

#### **OBJECTIVES**

- Students will observe marine animals and note the habitats and physical traits.
- Students will identify traits used for survival and defense.
- Students will understand the purpose for these survival and defense traits.

#### **MATERIALS**

- Create an observation worksheet (Includes Exhibit Name, Name of Organism, Description of Defense/Survival Mechanism, Possible Predators, Description of Marine Habitat, Comments.)
- K-W-L Chart of Survival Mechanisms. (Tracks what a student knows (K), wants to know (W), and has learned (L) about a topic, can be used before, during, and after research)
- Worksheet for Drawings. • Pencil and clipboard.

## KEY VOCABULARY/CONCEPTS

Survival          Defense          Habitat          Camouflage

**Example of a Hook :**( You are free to choose any hook that will enhance the lesson)

Imagine you are the new kid in school. What would you do in order to make new friends and be successful in school? (Answers will vary but could include wearing certain clothes to fit in, find a cool kid to hang around with, stand up for yourself, join a club, or ask questions). Explain that these are survival methods, and all living animals develop these methods to survive.

- The teacher will read a book or show a video based on the upcoming event and have the student's write a brief summary on what was read and or seen.

**Step 1:** Explain to students that we will be observing marine animals in their habitats to discover what survival and defense mechanisms are used and why.

**Step 2:** Create a K-W-L chart to assess prior knowledge.

**Step 3:** Distribute the Observation Worksheet. Explain that students will observe marine animals. On their observation sheet, they will note the exhibit name, the animal, and describe the defense mechanisms. They will describe the habitat and draw a picture of the animal.

**Step 4:** With the students, you may need to model how to observe exhibits in the aquarium. Look carefully and slowly at all parts of the exhibit - animals, plants, rocks, sand. Notice the colors, textures, and amount of organisms in the exhibit, as well as what they are doing. Read the informational signs around the exhibit. Ask questions and make hypotheses. Focus on one animal and take descriptive notes.

**Step 5:** students will move around the aquarium, observing and making notes and drawings.

**Step 6:** After viewing the exhibits, the students will be asked to share their findings. What survival mechanisms did they learn about? Add these to the "Learn" column of the K-W-L chart.

**Step 7:** On the way home and on the next day of school teachers will discuss the following questions are questions similar to the ones listed below.

1. Why do animals have defense mechanisms?
2. How are an animal's defense mechanisms related to the animal's habitat?
3. How are an animal's defense mechanisms related to possible predators?
4. Compare and contrast two animals' defense mechanisms. What do you notice?
5. Which survival mechanisms do you think are most effective? Why?

## **Flint RiverQuarium**

### **Benchmarks and Objectives**

#### **Grade: 3**

**Subject Area:** Life Science SC.3.L.15.1

Students will learn and observe that Earth is home to a great diversity of living things, but changes in the environment can affect their survival.

#### **Grade: 4**

**Subject Area:** Nature of Science SC.4.N.1.5

Students will compare the methods and results of investigations done by other classmates.

### **5<sup>th</sup> Grade**

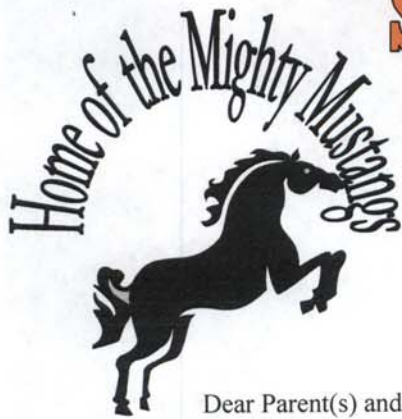
#### **Subject Area: Language Arts**

LAFS.5.RI.2.4

Students will determine the meaning of general academic and domain-specific words and phrases in a text relevant to a *grade 5 topic or subject area*.

LAFS.5.SL.1.2

Students will summarize a written text read aloud or information presented in diverse media and formats, including visually, quantitatively, and orally.



# Stewart Street Elementary School

*"Where Children and Learning Come First"*

749 South Stewart Street ♦ Quincy, Florida 32351  
 (850) 627-3145 ♦ Fax: (850) 875-8750

April 2, 2018

Dear Parent(s) and/or Guardian(s),

The end of the year is rapidly approaching! To celebrate the gains and progress our students have made this school term, we will be traveling to Flint RiverQuarium in Albany, GA for our end of the year trip, on Wednesday, May 11, 2018. We will leave the school at approximately at **7:45 am**; therefore, it is important that your child arrive to school on the day of the trip by 7:30 a.m. to give your child the opportunity to eat breakfast and use the restroom before we leave.

The cost of the trip is **\$30 for each student** to cover the cost for lunch and a T-shirt.. Parents, if you would like to chaperone this trip, please inform your child's teacher. The cost to chaperone this trip is **\$10.00** for your admission to Flint RiverQuarium and you will need to have money for lunch.

**Itinerary:**

<b>7:45 am</b>	<b>Pick up Stewart Street Elementary School</b>
<b>9:00 am</b>	<b>Bathroom Break</b>
<b>10:00 am</b>	<b>Arrive at Flint RiverQuarium @ 117 Pine Avenue; Albany, Georgia 31701</b>
<b>1:15 pm</b>	<b>Depart Flint RiverQuarium</b>
<b>12:30 pm</b>	<b>Arrive at Golden Corral @ 2524 Archwood Dr.; Albany, GA 31707</b>
<b>2:30 pm</b>	<b>Depart Golden Corral</b>
<b>3:15 pm</b>	<b>Bathroom Break</b>
<b>4:30 pm</b>	<b>Arrive at Stewart Street Elementary School</b>

We will return to the school by **4:30 pm**. If you are not chaperoning this trip, please make sure you have made arrangements to have your child picked up at the school. If you would like for your child to attend this trip, please sign and return this form with payment to your child's teacher no later than Wednesday **May 4, 2018**, so that we can have an accurate count of how many students will be attending the trip. Thank you in advance for your cooperation and please remember that all money turned into the school is **Non-Refundable**.

Thanks,

Ms. Baker (2-year-old ESE Class)  
 Mrs. Dowdell (Pre-K ESE 0)  
 Ms. Pringley (Pre-K ESE 1)  
 Mrs. Davis Sweet (K-5, ESE)  
 Mrs. Holton (3<sup>rd</sup> -5<sup>th</sup>, ESE)

Mrs. Toussaint (KG-2, ESE)  
 Mrs. McNealy (3<sup>rd</sup>-5<sup>th</sup>, ESE)  
 Mr. Davis ((KG-3<sup>rd</sup>, ESE)  
 Mr. Bryant (4<sup>th</sup>- 5<sup>th</sup>, ESE)

( ) Yes, I would like for my child \_\_\_\_\_ to participate on the end-of-the-year field trip to **Flint RiverQuarium in Albany, GA**.

( ) No, I would NOT like for my child \_\_\_\_\_ to participate on the end-of-the-year field trip to **Flint RiverQuarium in Albany, GA**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact

Phone Number

**Lisa Robinson, Principal**

**Curlie Harris, Assistant Principal**  
**Christopher Germany, Assistant Principal**



Mrs. Davis-Sweet – Teacher  
Mr. Carroll – Para  
Ms. Newsome – Para  
Mrs. Harrell – Grandparent

**Class Roster - SSES (2017-18)**

<u>Students</u>	<u>Grade</u>
1. Ja	4 <sup>th</sup>
2. Ji	3 <sup>rd</sup>
3. Je	1 <sup>st</sup>
4. K	4 <sup>th</sup>
5. G	KG
6. A	4 <sup>th</sup>
7. M	KG
8. D	KG
9. Is	mainstreamed 2 <sup>nd</sup> Gen Ed)

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**Mr. Davis, Teacher EBD**  
**Ms. White, Behavior Specialist**  
**Thomas Frazier, Paraprofessional**  
(2016-17)

<u>Students</u>	<u>Grade</u>
1. De	3 <sup>rd</sup>
2. Fe	1 <sup>st</sup>
3. Ja	1 <sup>st</sup>
4. Da	3 <sup>rd</sup>

# Mrs. A. Holton

Ms. Hall

Ms. Love (grand-parent)

Name	
1. Da	
2. Ze	
3. Bri	
4. Ka	
5. Lal	
6. Jar	
7. Jay	
8. Za	
9. Lal	
10. Ke	
11. Mi	

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## Mrs. Toussaint's Roster

Ms. Baker – Para

Mrs. Moore - Grandparent

1. Ky
2. Bc
3. W
4. Rc
5. Ya
6. Ja
7. Ja
8. Ty
9. Zj
10. M

**Mrs. Eleanor McNealy Class Roster**

**Mrs. Eleanor McNealy ESE Teacher**  
**Ms. Harris Paraprofessional**  
**2017-2018**

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**(11) Students:**

1. Ac
  2. Di
  3. Gi
  4. Jc
  5. Sr
  6. Th
  7. Yc
  8. Yc
  9. Irv
  10. W
  11. Ja
- 

**Mr. Bryant's Class Roster**

Phillip Bryant, Teacher:  
Brandon Hill, Behavior Spec  
Thahiaya Williams, Para

**Students:**

1. Ja
2. Be
3. Ja
4. Or

**ESE Pre-K**

**Brandi Pringley, ESE Teacher**

**Students**

1. Ma
  2. Brj
  3. De
  4. Jac
  5. Jor
  6. Ay
- 

**ESE Pre-K**

**Shannon Dowdell, ESE Teacher**

**Students**

1. Ki
2. Le
3. Ja
4. Ze
5. Gt
6. Mi

**ESE PreK**

**Carlicia Baker- ESE Teacher**

**Students**

Ta

-

Ba

Qt

Alk

Ge

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 11d

**DATE OF SCHOOL BOARD MEETING:** February 27, 2018

**TITLE OF AGENDA ITEM:** 2017-2018 Parent and Family Engagement Plan (PFEP)

**DIVISION:**

       This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

Title I Parent Involvement Plans (PIPs) for each Title I school and the district are required to be submitted annually by Florida Department of Education (FDOE). In 2017-2018, FDOE is no longer requiring districts and schools to use a state-developed template and submit plans online to a state database. In 2017-2018, FDOE changed the name of the plan to Parent and Family Engagement Plan (PFEP). Attached to this summary are the 2017-2018 PFEPs for the district and Title I schools. Every Student Succeeds Act (ESSA) requires a district to maintain a written PFEP. Districts are obligated to provide outreach to all parents and family members and implement programs, activities and procedures for the involvement of parents and family members. Plans and implementation of programs, activities, and procedures in the plans must involve meaningful consultation with parents of participating children. These plans should be developed jointly and should be aligned with the Title I annual application, the School Improvement Plan (SIP), the District Improvement and Assistance Plan (DIAP), district strategic plan, and other required plans for federal and state educational programs. The District PFEP should provide direction, coordination, technical assistance, and other supports to assist and build the capacity of all participating schools within the district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. Individual PFEPs should do this on a smaller scale but would be more specific to the needs of their student and community populations. These plans should be evaluated annually by parent groups such as the School Advisory Council (SAC) and updated in response to changing parent needs identified in parent meetings

**FUND SOURCE:** N/A

**AMOUNT:** \$0.00

**PREPARED BY:** Rose Raynak

**POSITION:** Area Director for Federal Programs

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

**Gadsden County School District  
Parent and Family Engagement Plan  
2017-2018**

**Parent and Family Engagement Mission Statement**

*The district will collaborate with and engage all stakeholders in providing safe, caring, rigorous and engaging environments in which students can learn and succeed. Engaged families combined with highly effective teachers and school leaders are essential to a successful school and successful students.*

## **Measurements of Parental Involvement Participation Used in 2016-2017**

*The percentage of parents attending district and school sponsored activities - attendance at parent meetings - the more we can get parents to commit to coming to meetings and activities, the greater chance we get them to learn how to be more involved in the education of their children.*

*Increasing the number of school volunteers - the more parents participate on a campus helping students through tutoring and other activities, the more involved they will be at home with their own child`s education.*

*The percent of community partners and parents who are engaged and highly satisfied with their relationship with the school and district - to be measured by various parent/climate surveys throughout the school year.*



**Actions the district will take to involve parents in the following required policies/plans:**

- **District parent and family engagement policy (PFEP) [Section 1116(2)]**
- **District Plan [Sections 1112(b), 1112(d)(1 and 2)]; and**
- **How the funds reserved for parent and family engagement will be spent [Section 1116(a)(3)]**

*The district will provide broad and effective parent services through a Parent Resource Center that is focused on a broad range of activities to serve all parents through district and community partnerships and services.*

*School and district partnerships begin with parent advisory committees at each school and extend to community service providers and business partners who are willing to help the school succeed by being active partners and sources of resources otherwise not available for the students and parents.*

*Community engagement and outreach lead to the discovery of assets from all partners to assist parents and students meet their hierarchy of needs necessary to be fully-prepared to participate in a healthy, wholesome education.*

*All schools receive information on how to include parents in the school improvement process, in their assistance with attendance and behavior issues, and how they can provide input on plans and applications for additional funding for school and student activities.*

*Annual and quarterly parent/community meetings allow avenues for parent input into all activities serving their children.*

*Early childhood coordination involves parents by preparing their children for their first level of education. Parents are involved through home visits and provision of workshops and necessary interventions to work with students from an early age.*

*ESE, Migrant, EL, and homeless parents are provided all the necessary and required accommodations through the Parent Resource Center, the EL Office and the ESE Office, including diagnosis of language barriers/learning disabilities/physical needs, development of student instructional plans/IEPs/recovery plans, and provision of all physical, health, social, and emotional assistance necessary to help students succeed - parents are active partners in the development of all the activities and plans.*

*Decisions involving the one-percent of Title I funding set aside for parent engagement will be made in alignment with the school parent policy and will be determined by a majority of parents involved in the advisory committees at the school. All activities must be necessary, reasonable, allowable and allocable. All activities must be related to the plan and its activity components which parents assist the school in developing.*

**Actions the district will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1116(a)(2)(B and C) and 1116(e)(1-14)].**

- **Include a description of the process the LEA will use to review the school-level P&FE to ensure compliance with all requirements of Section 1116 [34 CFR 200.21(c and d)].**
- **Include information on how the LEA will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request [Section 1116(e)(14)].**

*Each school has an identified parent liaison assigned to assist parents at the schools. The schools have assigned parent areas/rooms with assistive technology and resources to help them be aware of all plans, requirements, and applications that are designed to assist them. Title I Office annually provides each school with a Title I notebook that holds all the documents that parents must receive within a school year, all grant applications to enhance dissemination of plans for parents to provide input, all school grade and district grade data so parents can be informed of the school's/district's improvement efforts and actual performance, and other documents relative to school choice, parent meetings, tutoring, and other assistance that will be provided for children.*

*The district Parent Resource Center is stocked with parent experts, district information, academic resources, educational support materials, and computers for parents to use to develop digital proficiency, complete applications, research interventions and other activities planned for children, gain literacy and financial literacy instruction, and access the parent portal with all their child's classroom information on it.*

*At the annual Title I meeting, a copy of last year's PIP and a DRAFT school PFEP is presented to each parent, along with data about school grade performance. A presentation of the components parents are involved in are discussed and followed by an interactive Q & A session asking parents for input. Minutes of the meetings are developed and any input provided by parents is taken under advisement before finalization of the PFEP. Parents are given a one-week window to provide additional input after reviewing the plan at their leisure. After that, the plan is finalized and presented again to parents through: the parent resource room at the school; parent resource center; posting on the school/district websites; school announcements in newsletters, media, on marques or through backpack notices; and through presentations at the school and district advisory councils. Parents are provided another opportunity to do a similar review at the end of the school year to make recommendations for further changes to the upcoming year's PFEP.*

*Progress report meetings; review of attendance data each nine-weeks, followed by appropriate communications with parents or connection to a social worker; back-to-school assistance; state assessment trainings; and other parent meetings are provided by the parent resource center.*

**How will the district coordinate and integrate parent and family engagement strategies from Title I, Part A of with other federal programs (including but not limited to Head Start, Early Reading First, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), Voluntary Pre-Kindergarten, Title I, Part C and Part D, Title III, and Title IV, Part A) [Sections 1116 (a)(2)(D) and 1116(e)(4)].**

***Program & Coordination***

*The Title I Office has regular (formal and informal) meetings and ongoing communication (daily/weekly) with the coordinators and directors of all programs to align, integrate, and coordinate all student and parent services, including transition programs for Head Start; sharing of information from home meetings with HIPPY resource staff; sharing transition plans for VPK students; meetings regarding supplemental accommodations and instructional support for ESE students with parents as part of the decision making group; professional development for instructional staff, school leadership, and other support staff to facilitate the use of parent modules and other parent trainings; through the EL Office to provide language learners the necessary accommodations to be successful; and to homeless and foster children so that translations are provided in documents and during meetings, transportation to schools of origin are arranged, and other physical, social, and emotional services are provided as necessary to remove barriers from a student's educational process.*

**With the inclusion of parents, describe the actions the district will take to conduct an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of the Title I, Part A schools [Section 1116(a)(2)(E)].**

*An external evaluator for Title I has been hired and will evaluate all progress toward meeting program outcomes established during consultation, evaluation of the Title schools parent meetings and evaluation of professional development. The evaluation will be done after the project year is completed to capture the full year worth of data.*

*The district will monitor progress quarterly via review of data and district diagnostic results; instructional specialists and Area Directors will monitor progress monthly via review of data.*

If the LEA plans to implement LEA-wide parent and family engagement activities, describe the actions that will be taken to build the schools' and parents' capacity. The plan should demonstrate a partnership among the school, the parents, and the community to improve student academic achievement [Sections 1116(a)(2)(C), 1116(e)(1-14)].

**Person(s) responsible:**

*School leader*

*Community Coordinator*

*Parent Resource Coordinator*

**Anticipated Impact:** *Improved parent and family engagement in the child's education and in their community*

**Timeline:** *monthly meetings during the school year*

**Effectiveness:**

*Developed Plans*

*Productive meetings*

*Research-based evidence included below*

*In every community there is work to be done. In every heart there is the power to act. People will support what they help to create. Where you live and who you know (or don't know) has a huge impact on the odds of one's success. In order to leverage community assets for parents, there are several questions to be asked:*

Needs:

*What is not there?*

*What services are needed to meet these needs?*

*Who are the consumers of these services?*

Assets:

*What is there? (including hidden assets)*

*What are the connections and contributions? (what do people care enough about to act upon; what strategies will mobilize the groups; what are the roles for the people or program; what agencies can lead?)*

*Who are the citizens benefiting from these connections/contributions?*

*Community and school leaders will be invited to dream (and support what they feel they need to pursue their dreams), and to talk about their concerns (what they care about enough to act upon). The community needs to feel valued and connected as they talked about what they want to do collaboratively with the district to help the children. Individual members' knowledge, skills, and passions will be identified along with resources of public, private, and non-profit institutions. The role of voluntary associations will be discussed along with institutional policy shifts necessary to make a change. There is a need to build a grass roots asset base; attack barriers to family success; build new community and leadership habits, systems, and policies; build family assets; help each other through mutual support; and engage in collective action. A connected environment is the infrastructure for community. The district needs to discover places we should be putting our effort versus places that we need to remove our efforts from - this can only be gained through parent and community input.*

*The Gadsden community includes faith-based congregations, community-based organizations, institutions, learning groups, health initiatives, family assets, grants programs, and neighborhood groups. Communication is key for the district to create an environment where people have access to good quality information through community meetings, thus giving them a neighborhood voice. The group will identify and build connections for the residents to reach out to and eliminate the barriers to accessing these connections. The group will build bridges across boundaries that lead to greater understanding and co-investment and create a neighborhood without borders. The group will identify low-risk, low-commitment ways to make a difference and outcomes connected to people with untapped resources. This effort will identify ways to engage all stakeholders in participation and governance to create a sustainable and effective project.*

*Gadsden's vision for leveraging community assets, improving school and community collaboration, and developing family and community partnerships is to bring together identified community partners to offer a range of supports and opportunities for its students and their families. It is geared towards establishing and maintaining partnerships working to achieve results, focused on:*

- (1) children ready to enter school;*
- (2) students attending school regularly;*
- (3) students becoming motivated and actively involved in learning;*
- (4) families increasingly involved with their children's education;*
- (5) family and schools effectively working together;*
- (6) students succeeding academically;*
- (7) students healthy - physically, socially, and emotionally;*
- (8) students learning in a safe and supportive instructional environment; and*

*(9) teachers who are supported and highly effective in establishing a classroom environment conducive to learning  
(Cowan, Vaillancourt, Rossen, and Pollitt, 2013).*

*The district's efforts will focus on enhancing the delivery of existing school-based services and through its community partnerships, fill in resource and service gaps based on the needs of the school through a mutually establish framework (based on The Coalition for Community Schools robust Results Framework), for results with specific short- and long-term goals that are essential for student success and based on the relevant goals of the school improvement plans, which serve as goals and objectives of each community partnership.*

*A school-site community-partnership leadership team comprised of school and community stakeholders will be established to guide the planning, implementation, and evaluation of the partnerships in order to maximize effectiveness, alignment of resources, as well as sustainability. According to the Coalition for Community Schools and the National Association of School Psychologists, there are nine key elements (leadership team, needs assessment, designated community-partnership person, clear expectations and accountability, high quality services, ongoing comprehensive professional development, detailed plan for sustainability, evaluation measures, and communication plan) necessary for creating and sustaining effective partnerships to improve student's academic and overall wellness. District administration, faculty, and staff through the school-site leadership team, will leverage the following key elements in order to create a framework for results, based on the needs assessment identified in the school improvement plans:*

- 1. Identify a designated person (by October) to lead the coordination of school–community partnerships (co-led by a member of the school leadership team and a lead community partner), who will help maintain partnerships with community agencies and facilitate effective communication and collaboration among the leadership team to ensure that specialized instructional support personnel, service providers, school personnel, parents, families, and members of the community are active partners in the wrap-around services process.*
- 2. Establish clear expectations and shared accountability for the school and community partners (by November) with delineated roles and responsibilities for school personnel and community providers in order to enhance efficiency and effectiveness of service delivery while ensuring that the needs of the schools are being met.*
- 3. Establish a process (by November) for reviewing and identifying high-quality services that leverage school and community resources throughout the partnership, which includes making sure services are provided by specialized instructional support personnel and community service providers with the knowledge and skills critical to improving student and school outcomes.*
- 4. Establish a comprehensive professional learning methodology (by November) for school leadership, teachers, staff, and community partners, which is continuous and high quality to ensure effective partnerships, which leads to improved student learning, as well as stronger families and communities.*
- 5. Conduct monthly meetings throughout the year with all stakeholders (participating school staff and community partners) to ensure continued building of relationships and*

*trust, develop common language, and learn content and best practices around school–community partnerships for high student and school outcomes.*

- 6. Establish a plan for long-term sustainability to maintain partnerships and/or establish new partnerships based on identified and/or changing school needs, as well as identify and capitalize on financial assets of community partners to maintain a consistent funding stream in support of programs and activities aligned with a common vision.*
- 7. Conduct an external evaluation of partnership effectiveness through a variety of measures, which includes reevaluating current school/district partners and/or selecting new partners based on data that highlight their best-fit with the current needs of the school and community.*
- 8. Establish a communication plan (by December) to share progress and challenges as it relates to the success and challenges of each school-community partnership to determine: (1) what is working, (2) what is not working, (3), challenges and ways to overcome challenges, and (4) successes in order to educate the larger educational community and others seeking to improve schools through community partnerships.*

*By establishing a framework for results through a set of guiding elements, the district will be able to leverage school-based services and the services provided by its community partners (evidence of effectiveness), as well as establish a collaborative process wherein all stakeholders are actively involved in providing a wider range of services than can be accomplished singularly. Doing so ensures that the services provided are appropriate and complementary to the academic, social-emotional, and developmental focus areas of the school and the individual and collective needs of students and their families. All students will be eligible to access services made available through the school–community partnerships, with priority given to those most in need. The school-community partnership and lead persons will be identified by October, begin meetings by November, and begin implementation of coordinated activities by December with monthly meetings. External evaluation will be done at end of SY. Activities will be ongoing throughout the school year.*

**Describe the professional development activities the LEA will provide, with the assistance of the schools and parents, to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116(e)(3)].**

**Person(s) responsible:**

*Parent Resource Coordinator  
Director of Professional Learning  
Community Partners*

**Anticipated Impact:** *Improved student achievement*

**Timeline:** *ongoing throughout the year; monthly trainings; monitoring quarterly; evaluation annually*

**Evidence of effectiveness:** *outcomes on state assessment and in student incident reports; Research-based evidence*

*The district strives to strengthen its professional development through providing high quality, tailored professional learning for all stakeholders. This support is designed to cultivate leaders throughout the school and public communities who are prepared to help facilitate improvement in teaching and student learning; build awareness in the community; and build parent skills to assist their child in their education. Most importantly, the district believes that innovative competencies can be nurtured. Training will be focused on the person's ability to:*

- *Be a leader in their classroom, school, community, and/or at home;*
  - *Establish a respectful environment tailored to the cultural and linguistic diversity present in the district's student population and communities;*
  - *Build knowledge and skill to impart learning;*
  - *Facilitate learning for All stakeholders;*
  - *Use reflective practice through the lens of student data for increasing students' learning (evidence of effectiveness);*
  - *Practice varying effective teaching practices and strategies;*
  - *Incorporate effective assessment strategies; and*
  - *Know when and how to use technology to maximize high student learning.*
- (Nessipbayeva, ND 2013)*

*Sanchez, Roegman, and Goodwin (2016) identified three roles of mentors: teacher, field-based teacher educators (community/parent), and learner. The goal is to develop training and development around these three interconnected roles. Selection of teacher mentors will be a collaborative process between the school, parent, teacher, and community.*

*The district's hopes to attract and retain a collective force for improving and sustaining student achievement to meet the needs of the culturally and linguistically diverse student population it serves. On the topic of highly qualified teachers and highly effective stakeholders, in its report*



*on America's Challenge: Effective Teachers for At-Risk Schools, The National Comprehensive Center For Teacher Quality (2007), states that "the most important means of facilitating high achievement is ensuring that all students have access to highly effective teaching."*

*Similarly, Guha, Hyler, and Darling-Hammond (2016) provided the foundation for launching the framework for building the district's capacity to attract, cultivate, and maintain effective educators in order to address lower student achievement. Toward this end, the training will be designed to be responsive to the Florida Strategic Plan, highlighting the following target performance goals:*

- Goal 1: Highest Student Achievement under the teachers and leader's priority, which seeks to "increase the percentage of effective and highly-effective teachers;"*
- Goal 2: Seamless Articulation and Maximum Access*
- Goal 3: Skilled Workforce and Economic Development (FLDOE SBE, 2012-2018, p. 8).*

*The project is intended to create a sustainable clinical and professional learning model for optimizing the effectiveness of the district with its collaborative partners in which mentor teachers and classroom teachers plan together learning from each other and maximizing learning for ALL while respecting student's cultural and linguistic differences.*

*The district will develop an empirically based framework for providing each school with direct support in building their capacity for school-wide improvement. The technical assistance model provides the district with a "multi-prong" support to ensure successful implementation and sustainability. In providing extensive technical assistance, the partnership will solidify the district's capacity for a sustained model for improving policy and practice for school/district-wide improvement in student's achievement.*

*Summer professional development continues to be offered for parents and staff in how to implement Florida standards and how to monitor instruction after implementation.*

*During preplanning week each year, more training on instructional effectiveness, parent engagement, and the infusion of standards is offered at each school so that teachers are fully aware of how they can work with parents on standards that align to the state assessment and instruction. Modeling, training, data analysis and other training activities are provided throughout the year for staff and parents. Training on the different tiers of intervention and positive behavior are provided during parent meetings and other parent activities.*

*Subject expert consultants trained in standards-based implementation are contracted as necessary to assist with trainings. All trainings and strategies are based in the body of knowledge surrounding Florida standards and are reinforced throughout the school year. All trainings and modeling at the school level are developed around the alignment of the standards to the state assessment and student achievement. All activities are based on the foundational practices to promote common language and understanding of expectations for the quality of instruction and professional/community responsibility.*

*Character Standards are critical to a learning environment. There are many strategies to address character and behavior of children in school but most are derived from a Multi-tiered system of supports and Positive Behavior plans. Before working on children's behavior, the parent and teacher need to understand what the keys to misbehavior are: sleep, positive reinforcement, quality time and attention, and healthy nutrition. Understanding these four critical keys to misbehavior will be a primary charge of the supplemental support team assigned to the school. Children who do not get as much sleep as their peers have lower IQs, have higher diagnosis of ADHD, make poorer grades in school and have a higher chance for obesity. Children who are very defiant towards their parents are usually that way because of an extremely critical parent who never or rarely praise their child for doing anything right and only criticize the child for things they do wrong. As a result, the kids are confused, angry, upset, defiant, and overall very hard to manage. Once parents are taught to change their communication patterns, children's behavior improves dramatically. Parents will be taught these skills. 71% of American families have both the mother and the father working full-times, which means that children are often left at home alone after school or in after school or daycare for up to 12 hours a day. The most important factor in spending quality time with the child is not in what the parent does with the child but the fact that they are just doing something together. Even parents with good intentions can hurt their children emotionally when they dismiss the child who wants their attention while the parent is busy with other things. Teaching parents to care out quality time with their children can lead to a fuller emotional tank which results in a much happier child. Parents will be trained in understanding and rebuilding these skills. How much sugar can a child ingest during a day? Parents and schools are notorious for inundating kids with sugar. Dramatically reducing a child's sugar intake will produce remarkable results in a child's behavior and their short-term and long-term health. Detoxing them won't be easy but there are nutritional snacks that can fill the 'sugar void'. Parents will be brought into different workshops to learn about what sugar is doing to their child and how they can work with the child to change the impact. Change is not always easy or convenient. There is no such thing as a perfect parent. However, the most successful parents understand that their children's behavior is a direct correlation to the emotional and physical well-being of their child. Just like in cooking, if the parent leaves out one key ingredient the child may not turn out as well. Quality ingredients will be taught to parents so the 'cake' will rise and be a success in school and in life.*

**Describe how the LEA will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].**

*All parents are invited to every meeting with no regard to whether or not they are LEP, migrant, ESE, or homeless. Parents are provided opportunities to come to meetings at different times during the day - most prefer to come after school is out (6 p.m. or later); some schools prefer morning (8 a.m. before they go to work); all parents are free to come to the Parent Resource Center daily from 8 a.m. to 5 p.m.; there is a mobile Parent Resource bus that visits neighborhoods to bring the parent services to the people; most large parent gatherings are handled on Saturdays and are provided day care, family and child activities, and transportation. The district hosts parent expos every grading period to assist parents in understanding how their child is performing in school. Annual open houses and orientations are offered at each school for parents to familiarize them with the school, its goals, its staff, and its work with their child. The district encourages parent involvement through volunteering to assist with individual tutoring and other larger group activities at the school. Parents are provided a student database portal where they can easily access all the educational materials for a child from a teacher, including grades, attendance, and behavior information. Parents are provided individual student grade information annually to make them aware of their child's needs and growth areas. All important parent messages related to their school are announced through an electronic parent communication line called Skylert. The district shares information through various modes: media press releases, public announcements, parent portal, parent electronic messages, back pack from school level, websites, through community partners, and other modes. All messages and documents are released in English and Spanish; other translations are available upon special request through a collaboration with the Migrant and EL offices.*

**The LEA parent and family engagement policy may include additional discretionary activities that the LEA, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement [Section 1116(e)].**

**Strategy:**

*Familiarize parents with Florida Standards and interventions being used to assist children in learning standards - this will be done through workshops and through open use of computer labs in schools and public areas under guided learning by district and other qualified staff.*

**Person(s) Responsible:**

*Parent Resource Coordinator  
School leaders  
Parent liaisons*

**Evidence of Effectiveness:**

*Greater involvement in child's education*

**Timeline:**

*semi-annually  
upon request at the parent center*

*Principles both teachers and parents bring to the education of young children during early-years should including sharing, helping friends, ant team work. Teachers want their students to reflect on their lessons, but with young children, this is a learned skill and reinforcement and prompting by the parent reinforces learning - British Council Gillian Craig 2015*

*Children differ from adult learners but there are also surprising commonalities across learners of all ages. Development of learning is only established with well-established learning patterns and expertise. (How Children Learn, The National Academies Press, 2000)*

**Provide a summary of the activities offered to help build the capacity of parents improve their children academic achievement [Section 1116(e)(1-2)].**

**GED Preparation** - *parents will be offered opportunities to participate in GED classes through the Technical Center to enhance their own literacy*

**Number of Activities:** *ongoing and available throughout the school year*

**Number of Participants:** *25*

**Anticipated Impact on Student Achievement:** *the more parents are educated, know the more they can assist their child with their education - education leads to self-sustainability and improves the quality and situation of the child's home*

**Family Literacy Training** - *parents will be offered opportunities to participate in Just 20 training to enhance their love of reading*

**Number of Activities:** *ongoing and available throughout SY*

**Number of Participants:** *100*

**Anticipated Impact on Student Achievement:** *the more parents read, the more they know, the more they expect children to read*

**Parent Trainings** - *parents will be offered opportunities to participate in various workshops throughout the year to learn social, physical, safety, health, nutrition, and other principles that will assist them with raising and preparing their children for learning*

**Number of Activities:** *quarterly throughout the school year*

**Number of Participants:** *100*

**Anticipated Impact on Student Achievement:** *the more parents know the more they can ensure their child is ready to learn*

**Assessment and Grading** - *parents will be offered opportunities to come meet with teachers at the school to discuss test results, expectations, and goals for their child.*

**Number of Activities:** *every 9 weeks during SY*

**Number of Participants:** *250*

**Anticipated Impact on Student Achievement:** *the more parents know about how their child is performing in school and on assessments, the more they can assist their child at home*

**Florida Standards Trainings** - *parents will be offered opportunities to participate in training in the Florida Standards that are relative to their child's learning*

**Number of Activities:** *semi-annual activities during SY*

**Number of Participants:** *200*

**Anticipated Impact on Student Achievement:** *the more parents know the more they can assist their child with their education*

**Parent Portal Training** - *parents will be offered opportunities to learn how to access their child's student records and communicate with their child's teacher through the student database portal*

**Number of Activities:** *ongoing and available throughout the year upon request; one primary training each school year*

**Number of Participants:** *200*

**Anticipated Impact on Student Achievement:** *the more parents know about how their child is performing educationally, the more they can assist their child*

**Provide a summary of the professional development activities provided by the LEA to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116(e)(3)].**

Content and Type of Activity:

**Teacher Parent Engagement Training** - *training teachers how to interact with parents using positive customer service components in their approach*

**Number of activities:** *two per year (during pre-planning); during teacher planning day*

**Number of Participants:** *100*

**Anticipated Impact on Student Achievement:** *Better and more frequent interactions between teacher and parent building a relationship of trust to help the child*

Content and Type of Activity:

**Leadership Parent Engagement Training** - *training school leaders how to interact with parents using positive customer service components in their approach*

**Number of activities:** *two per year (during pre-planning); during summer training days*

**Number of Participants:** *50*

**Anticipated Impact on Student Achievement:** *Better and more frequent interactions between leader and parent building a relationship of trust to help the child*

Content and Type of Activity:

**Support Staff Parent Engagement Training** - *training school support staff how to interact with parents using positive customer service components in their approach*

**Number of activities:** *two per year (during pre-planning); during summer training days*

**Number of Participants:** *50*

**Anticipated Impact on Student Achievement:** *Better and more frequent interactions between support staff and parent building a relationship of trust to help the child*

Content and Type of Activity:

**Parent Portal** - *training school staff on what is available through the parent portal of the student data base and how to train parents to access it*

**Number of activities:** *every 9 weeks at parent expo*

**Number of participants:** *200*

**Anticipated Impact on Student Achievement:** *the more often that teachers and parents interact, the better the relationship; common learning and sharing between staff and parents about child's educational pursuits*

**Provide a summary of the parent and family engagement activities provided for private schools implementing a Title I, Part A program [Section 1120(a)(1)].**

Content and Type of Activity:

**Parent training on social and emotional issues children are facing including health, nutrition, safety, social media, values, bullying, etc.**

**Number of participants:** *25-30 per private school; at least one per year per school - dependent on their funding allocated*

**Schools participating:**

*Tallavana Christian*

*Heart to Heart*

*Masters Prep Academy*

*Robert F. Munroe*

**Anticipated Impact:**

*To provide parents with awareness and information to allow them to better communicate with their children and assist them in school*



**Describe the barriers which hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the LEA will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) [Section 1116(a)(2)(E)].**

**Barrier** - *Access to Technology (all subgroups):*

**Steps to Overcome:**

- *Providing access to technology through the parent resource center*
- *Providing access to technology through a mobile parent bus in the neighborhoods*
- *Providing access to technology through partnerships with local libraries and other community organizations*
- *Providing access to technology through community school formats that allow parents to come and use digital equipment outside school hours*
- *Providing access to technology through prioritizing funding so that students are provided technology to check out when they are unable to be at school*

**Barriers** - *Ability to assist children educationally because parent education is limited (all subgroups)*

**Steps to overcome:**

*GED and literacy trainings; trainings on standards*

**Barriers** *Limited participation in parent and community meetings (all subgroups):*

**Steps to overcome:**

- *Flexible meeting times/days*
- *Child care*
- *Transportation*
- *Showing parents why they should attend meetings*
- *Open door policy at parent resource center, district, and schools*

**Describe the parent and family engagement activity/strategy implemented during the previous school year that the LEA considers the most effective. This information may be shared with other LEAs as a best practice.**

Consolidating summer services for all schools and children

*Summer school programs were all consolidated onto three different campuses by grade level where students were all intertwined with each other in an effort to reduce social stigmas, stigmas of language barriers, aggravations that lead to disruptive behavior and activities, and all students were involved in common activities that required parents to participate (competitive enrichment sports activities; whole school plays where parents were involved in building sets and costumes and developing playbills; building projects where parents donated time and tools to assist children in building items for school beautification; projects where pre-school children were provided opportunities of dual-language where parents could participate and co-learn with the children)*

Community Reconfiguration Meetings

*Meetings were held throughout the summer by the Parent Resource Center to bring together groups of stakeholders from all areas of the community to understand the critical need to address reconfiguration and work together to bring everyone on board with reconfiguration.*

# Chattahoochee Elementary School

I, Valencia Denson, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## ASSURANCES

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(2)(D) and (a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)]; and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.



Signature of Principal or Designee

12/19/17

Date Signed

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### MISSION STATEMENT

CES strives to empower student(s) to discover their interests and develop the talents necessary to pursue their goals and dreams.

### INVOLVEMENT OF PARENTS

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

Chattahoochee Elementary believes that parents should be involved and help make decisions concerning Title I. The School Advisory Council is responsible for developing, implementing, and evaluating the School Improvement Plan and Parental Involvement Plan. School Advisory Council is composed of 51% parents and 49% school and community members. All parents are given the opportunity to review the plan and offer their input prior to approval. During the SACS meeting, the council will decide how the funds will be used., Chattahoochee Elementary School will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) has the responsibility for developing, implementing, and evaluating the School Improvement Plan (SIP) and Parent Involvement Plan (PIP), now known as the Parent Family Engagement Plan (PFEP). The SAC is composed of 51% parents and 49% school and community members. During the first SAC meetings, Title I pamphlets are provided along with the Florida Standards. The school involves all parents in the discussions regarding how funds will be used by seeking parents' ideas and suggestions for the expending of the funds during the first meeting of SAC. Funds are allotted according to the different goals and trainings during the first semester of school. The SAC along with all other parents provide input into the development, implementation, and evaluation of the PFEP. The annual Title I parent meeting provides information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting also informs parents about school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I schoolwide program. Other parent meetings and expos are held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the monthly SAC meetings, input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parent involvement funds for parent activities to reach those goals, and how those goals relate to the development of the SIP. Parents are also surveyed at least once for Title I and again for 21st Century Community Learning Centers (CCLC) for their input on activities and expenditures for those activities that support the PFEP and parent activities.

### ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].

Chattahoochee Elementary will continually hold meetings where information will be presented about the Title I programs, curriculum, and academic assessment during the month of September. Parents will obtain information about the schoolwide programs, how to set up conferences with teachers, and will have opportunities to participate in decisions on these topics, they will receive a copy of the PFEP. Parents will obtain the parent handbook, which includes more detailed information.

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Parents will be able to visit the classrooms during these meetings. Teachers will provide additional information on the subjects they teach, home-school folders and how parents can help at home. Teachers will maintain sign-in sheets. Teachers will also prepare an information packet for all the parents that was not able to attend. Chattahoochee Elementary School provides full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities are reviewed for ease of readability, translatability and to make certain all special populations are included. Accommodations are provided during parent activities for special populations. There is a close coordination between the school and the ESOL/EL/Migrant offices to blend activities into each other's plans, to provide appropriate services, and to ensure connections to service providers are made available to parents upon identified need. Translating machines with a Spanish translator are provided at all major parent meetings and will be available upon request for any other school or teacher parent activities. The school with the assistance of the district communicates to parents via the Skylert communication system, newsletters, flyers, school marquee, phone calls, news materials and trainings to help parents work with their children to improve their children academics achievement. Forums including Open House, SAC, Parent Teacher Association (PTA) meetings and Parent Exnos are utilized to facilitate

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

Chattahoochee Elementary will create a family friendly school and work to expand and enhance the school parent resource center to better accommodate parents and their needs. In addition, the school will work with the district parent resource center to help our parents with more resources and materials.

### Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards.,
2. Shall provide assistance to parents of children served to understand State and local assessments.,
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.,
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity		Impact of Activity	
Improve Student Behavior*, Understanding the Florida Standards Assessment Student Report		Improve Student Attendance	Improve attendance by 1%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Resource Teacher		All Parents, Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Morning (7:00am-10:30am)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Title I Annual Meeting, Professional Learning Community, School Advisory Council Meeting, Parent Training			
Communication Tools		Coordination with:	
Flyer or Invitation, Campus Display on Marquee, Skylert		Title I, Part A- Parent Involvement, Title III, Part A- ELL, Title IX Homeless Student Education, IDEA- Federal ESE	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda, Meeting Minutes		To make parent aware of state assessments.	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity to Support Parents' Involvement in School		
2. Shall provide assistance to parents of children served to understand State and local assessments.		
Building Capacity Activity	Impact of Activity	
Florida Standards Assessment- English Language Arts, Florida Standards Assessment- Mathematics Grades 3-8, Understanding the Florida Standards Assessment Student Report, Understanding i-Ready Diagnostic Report	Improve English Language Arts Achievement	Improve by 5% in grades 3-5
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Resource Teacher	All Stakeholders, Parents of At-Risk Students	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
School Advisory Council Meeting, Title I Annual Meeting		
Communication Tools	Coordination with:	
Backpack, Campus Display on Marquee, Flyer or Invitation	Title I, Part A- Parent Involvement, Title IX Homeless Student Education, Title III, Part A- ELL, IDEA- Federal ESE	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes	Based on student data from last year, only 35% of our students are proficient in Reading.	
Building Capacity to Support Parents' Involvement in School		
3. Shall provide assistance to parents of children served to understand the requirements of Title I.		
Building Capacity Activity	Impact of Activity	
Provide Information on the Title I Program, Training developed in collaboration with parents to support parent involvement, data chats, School Advisory Council Meetings	Improve knowledge of the Title I Program	Improve parent participation by 1%
Person(s) Delivering Content	Person(s) Receiving Content	
Director of Federal Programs, Parent Services Team	All Stakeholders	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Morning (7:00am-10:30am), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Title I Annual Meeting, Parent Training, School Advisory Council Meeting		
Communication Tools	Coordination with:	
School or District Website, Flyer or Invitation	Parent Involvement Resource Center, Title I, Part A- Parent Involvement	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda, Meeting Minutes		To make parents aware of the funding provided to the public schools with low-income families., To make parents aware of the funding provided to the public schools with low-income families and give them an opportunity for input.	
<b>Building Capacity to Support Parents' Involvement in School</b>			
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Understanding Report Cards, Understanding i-Ready Diagnostic Report, Understanding the STAR Diagnostic, Understanding the Florida Standards Assessment Student Report		Improve Student Attendance	Improve attendance by 1%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Resource Teacher		All Parents, Teachers	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
Second Quarter		Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent / Teacher Conference, Data chat meetings, Parent Training			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Backpack		Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA- Fe	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes		Provide parents with information that they can use to understand how their child is performing in his/her academic courses.	
<b>Building Capacity to Support Parents' Involvement in School</b>			
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Understanding i-Ready Diagnostic Report, Understanding the Florida Standards Assessment Student Report		Improve English Language Arts Achievement	Improve by 5% in grades 3-5
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Resource Teacher		All Parents	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
Second Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent / Teacher Conference, Parent Training			

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

<b>Communication Tools</b>		<b>Coordination with:</b>	
Skylert, Flyer or Invitation, Email		Title II, Part A- Staff Training	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda, Meeting Minutes		To show parents their child's strengths and areas of need down to the sub-skill level. This report help pinpoint the area of target.	
<b>Building Capacity to Support Parents' Involvement in School</b>			
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Training module on building tie between parents and the school, Training developed in collaboration with parents to support parent involvement		Improve Parent Participation Rates	Improve parent participation by 1%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Resource Teacher		All Parents, Teachers, Specialized Instructional Support Personnel, School Administrators	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
Third Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, Online Self-guided Training			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Flyer or Invitation, Email		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title IX Homeless Student Education, Early Learning Coalition	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes		Identify how perceptions effect reality and identify barriers and possible solutions to parental participation.	
<b>Building Capacity to Support Parents' Involvement in School</b>			
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Training module on communicating with parents or diverse populations, Training developed in collaboration with parents to support parent involvement		Improve parent satisfaction, Improve Parent Participation Rates	Improve parent participation by 1%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Resource Teacher		Teachers	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
First Quarter		Day (11:00am-2:00pm), Morning (7:00am-10:30am)	



## 2017-2018 Title I, Part A Parent and Family Engagement Plan

METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Staff Training		
Communication Tools	Coordination with:	
Email, School or District Website, Campus Display on Marquee	Title II, Part A- Staff Training, Title III, Part A- ELL	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Sign-in Sheets	Create parent friendly notices and create a list of the required parent notifications.	
Building Capacity to Support Parents' Involvement in School		
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.		
Building Capacity Activity	Impact of Activity	
Training module on building tie between parents and the school, Training module on parent value and contributions	Improve parent involvement program	Improve parent participation by 1%
Person(s) Delivering Content	Person(s) Receiving Content	
School Advisory Council Chair, Principal	All Stakeholders	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Third Quarter	Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
School Advisory Council Meeting, Parent Training		
Communication Tools	Coordination with:	
Skylert, Campus Display on Marquee, Flyer or Invitation	All Federal, State and Local resources coordinate to support	
Evidence of Activity	Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda, Meeting Minutes	Parents and teachers each have important roles in advancing a child's success. To make sure they both have the same goals in mind.	
Building Capacity to Support Parents' Involvement in School		
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.		
Building Capacity Activity	Impact of Activity	
Provide childcare at activity to eliminate barriers to greater participation, Provide other resources that eliminate barriers to greater participation	Improve Parent Participation Rates	Improve parent participation by 1%
Person(s) Delivering Content	Person(s) Receiving Content	
Resource Teacher	All Parents	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter	Morning (7:00am-10:30am), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Professional Learning Community, Annual parent input training		
Communication Tools	Coordination with:	
Backpack, Campus Display on Marquee, Flyer or Invitation	Parent Involvement Resource Center, Title I, Part A- Parent Involvement	
Evidence of Activity	Reason for Activity	
Meeting/Training Sign-in Sheets	Parents will be able to attend meetings.	
Building Capacity to Support Parents' Involvement in School		
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.		
Building Capacity Activity	Impact of Activity	
Training module on building tie between parents and the school, Provide information on Parent Engagement and Educational Programs	Improve parent involvement program	Improve parent participation by 1%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Parent Services Team	All Parents	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter	Afternoon (3:00pm-6:00pm), Morning (7:00am-10:30am)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training		
Communication Tools	Coordination with:	
Flyer or Invitation, Skylert, School or District Website	Parent Involvement Resource Center, Title I, Part A- Parent Involvement	
Evidence of Activity	Reason for Activity	
Meeting/Training Handouts, Meeting/Training Agenda, Meeting Minutes	To assist in the annual preparation and evaluation of the school improvement plan and in the school's annual budget.	
EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Building communication between home and school	8	125

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Increase parent and school involvement	Attendance and performance improved marginally	
BUILDING CAPACITY ADDRESSED		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Face to Face meetings	4	75
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
To make parents aware of the importance of an education and to provide grade level	Parents know the importance of the standards and how they build upon each other from grade level to grade level	
BUILDING CAPACITY ADDRESSED		
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
School Advisory Council Meetings	4	75
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Increase parent and school involvement	The school will be able to correlate parent involvement with student achievement., The school will be able to correlate parent involvement with student achievement.	
BUILDING CAPACITY ADDRESSED		
2. Shall provide assistance to parents of children served to understand State and local assessments.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expos	3	50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Increase proficiency	Marginal attendance and academic improvement, Some attendance and academic improvement	
Activities Not Implemented		
none		

# Carter-Parramore Academy

I, Pauline West, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## ASSURANCES

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(2)(D) and (a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)]; and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.

  
Signature of Principal or Designee

12/18/17  
Date Signed

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### MISSION STATEMENT

In order to accomplish our vision, Carter-Parramore Academy's Mission is to:

- Continuously and consciously strive to pursue our vision.
- Make all decisions based on what is best for students and education.
- Value faculty and staff participation in the decision making process.
- Provide faculty, staff and students the resources necessary to achieve our vision.
- Support an ongoing process of continuous professional learning.
- Communicate appropriately and honestly while working cooperatively within the district and community.
- Recognize and celebrate student, faculty and staff accomplishments.

All Carter-Parramore Academy students will:

- Meet high academic standards through a coordinated 4-12 curriculum.
- Help contribute to and maintain a safe and positive learning environment.
- Ensure and respect the rights of others.
- Develop a career plan and pathway to help transition to their next steps beyond high school.

All faculty and staff will:

- Offer a safe and positive learning environment.
- Interact positively and communicate appropriately with all students, parents and others.
- Offer a comprehensive, coordinated curriculum.
- Provide opportunities for extended application of learning beyond the classroom.
- Provide prompt feedback to students and parents.
- Make full and efficient use of instructional time.

### INVOLVEMENT OF PARENTS

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

Carter-Parramore Academy will send information to its parents in a language and format they can understand, including: parents' right to know teacher qualifications, parents' right to know non-highly qualified teacher, annual report cards, reports regarding student achievement, parental involvement policy and school-parent compact.

Carter-Parramore Academy will also include parents when needed in the development/review/revision of the parental involvement policy(s) and school-parent compact, seek input from parents to evaluate the parental involvement program, and have/offer face-to-face parent teacher conferences at least twice annually. (Policy development and program evaluation usually occur at the district level during both of the following meetings: District Parent and Family Engagement Plan (DPFEP) Committee and the Title I Parent and Family Engagement meetings.)

Furthermore, the school will assist parents in understanding the state's academic content and achievement standards and requirements of the Title I program. The school in partnership with the district will provide materials and training in areas such as literacy or technology.

As part of the evaluation process, the school will provide: results and documentation of parent and staff surveys; evidence that parental involvement activities are monitored and documented in school improvement plan and evidence of parental involvement through participation and attendance logs.

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].

Carter-Parramore Academy will ensure all can participate and/or have the opportunities to participate in parental involvement activities or other school functions through notifications provided by the Principal, Parent Involvement school representative, and Parent Services Office (district-level). Information will be posted on the school's marquee and/or website, sent via Skylert-parent link system, printed and distributed by bulletins or flyers, and included in materials in parent resource area. Also, Title I provides a translator or translator devices for LEP students, advocates for LEP and migrate children and their parents. Facility is handicap accessible. All Title I information (documents and flyers) will have English and Spanish versions.

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

1. Increasing parental involvement and participation in their children's education
2. Providing an overview of FSA and EOC assessments for parents
3. Hosing a "Know Your Rights" --- a community engagement event for families sponsored by DJJ

### Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards.,
2. Shall provide assistance to parents of children served to understand State and local assessments.,
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.,
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity		Impact of Activity	
English Language Arts Standards, Florida Standards Assessment- English Language Arts, Understanding the Florida Standards Assessment Student Report, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions, School Advisory Council Meetings		Improve English Language Arts Achievement	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Teacher, Resource Teacher		All Parents, Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Parent / Teacher Conference			
Communication Tools		Coordination with:	
Skylert, School or District Website, Flyer or Invitation, Campus Display on M		Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title III, Part A- ELL, Title I, Part C- Migrant Student Education, Title VI- Rural Education Program, Title IX Homeless Student Education, Title II, Part A- Staff Training, 21st CCLC	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts,		To inform parents of ways to assist with ELA, mathematics,	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Copies of Communication Tool Used	science, civics, biology, and algebra, To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra in preparation for standardized assessments
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### Building Capacity to Support Parents' Involvement in School

2. Shall provide assistance to parents of children served to understand State and local assessments.

Building Capacity Activity	Impact of Activity	
Florida Standards Assessment- English Language Arts, Florida Standards Assessment- Mathematics Grades 3-8, End of Course Exam- Algebra 1, End of Course Exam- Geometry, Florida Standards Assessment- 5th Grade Science, End of Course Exam- Biology, End of Course Exam- Civics, End of Course Exam- US History, District Standards Assessment Grades 6-12- English Language Arts, Understanding the Florida Standards Assessment Student Report	Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement, Improve History Achievement	improve parents' knowledge of state and local assessments and importance to overall school performance (This includes members of the School Advisory Council).

Person(s) Delivering Content	Person(s) Receiving Content
Principal, Assistant Principal, Teacher, Resource Teacher, Guidance Counselor, Assessment Coordinator	All Parents, All Stakeholders

### Timeline of Activity

Calendar Timeframe	Time of Day
Third Quarter	Evening (6:00pm-8:00pm), Morning (7:00am-10:30am)

### METHOD(S) TO DELIVER CONTENT OF ACTIVITY

Parent Training, Title I Annual Meeting, School Advisory Council Meeting

Communication Tools	Coordination with:
Skylert, School or District Website, Flyer or Invitation, Campus Display on M	Title I, Part A- Parent Involvement, Parent developed resource

Evidence of Activity	Reason for Activity
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts, Parent/Teacher Conference Completed Forms (Sampling)	FSA/EOC assessment data showed less than 10% of students grades 4-12, FSA/EOC assessment data showed less than 10% of students in 4-12 scored at levels 3-5 on any assessment during 2016-2017.

3. Shall provide assistance to parents of children served to understand the requirements of Title I.

Building Capacity Activity	Impact of Activity	
Provide Information on the Title I Program, DLOPI Training, Training module on building tie between parents and the school, School Advisory Council Meetings	Improve knowledge of the Title I Program	Improve by 5%

Person(s) Delivering Content	Person(s) Receiving Content
Principal, Director of Federal Programs, School Advisory Council Chair, Assistant Principal	All Stakeholders

### Timeline of Activity

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Calendar Timeframe		Time of Day	
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Title I Annual Meeting, Online Self-guided Training, Parent / Teacher Conference, School Advisory Council Meeting			
Communication Tools		Coordination with:	
Skylert, Flyer or Invitation, Campus Display on Marquee, School or District Website		Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts		To provide parents with awareness and knowledge of the Title I program so that they are better able to assist their children, understand the qualifications of the staff and be fully aware of test results for the district and the school.	
Building Capacity to Support Parents' Involvement in School			
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.			
Building Capacity Activity		Impact of Activity	
Understanding Report Cards, Conducting an effective parent/teacher conference, Effective utilization of parent/teacher communication tool(s)*, Improve Student Behavior*		Improve Discipline, Improve Student Attendance	Improve students' performance when parents are involved in the monitoring process
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent, Technology Staff		All Parents	
Timeline of Activity			
Calendar Timeframe		Time of Day	
Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Parent / Teacher Conference, Data Chat meetings, Staff Training			
Communication Tools		Coordination with:	
Flyer or Invitation, Backpack, Skylert, Email, Skyward Student Data System		Title I, Part A- Parent Involvement, 21st CCLC, All Federal, State and Local resources coordinate to support	
Evidence of Activity		Reason for Activity	
Copies of Communication Tool Used, Parent/Teacher Conference Completed Forms (Sampling)		To improve student achievement in academic areas	
Building Capacity to Support Parents' Involvement in School			
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.			
Building Capacity Activity		Impact of Activity	
English Language Arts Standards, Mathematics Standards, End of Course		Improve English Language Arts	Improve students'



## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Exam- Algebra 1, End of Course Exam- Geometry, Florida Standards Assessment- Mathematics Grades 3-8, Florida Standards Assessment- 5th Grade Science, End of Course Exam- US History, Understanding the Florida Standards Assessment Student Report	Achievement, Improve Mathematics Achievement	performance when parents are involved in the monitoring process
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>
Teacher, Parent Services Team, Guidance Counselor		All Parents
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>		<b>Time of Day</b>
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Parent / Teacher Conference, Staff Training		
<b>Communication Tools</b>		<b>Coordination with:</b>
Flyer or Invitation		Title I, Part A- Parent Involvement, 21st CCLC
<b>Evidence of Activity</b>		<b>Reason for Activity</b>
Meeting Minutes, Parent/Teacher Conference Completed Forms (Sampling)		To ensure all parents understand how to improve their child(ren) academic performance
<b>Building Capacity to Support Parents' Involvement in School</b>		
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.		
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>
Provide information on Parent Engagement and Educational Programs, Conducting an effective parent/teacher conference, Training module on communicating with parents or diverse populations		Improve Parent Participation Rates Improve by 5%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>
Guidance Counselor, Consultant, Professional Learning Team, Parent Services Team		Teachers, School Administrators, Specialized Instructional Support Personnel
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>		<b>Time of Day</b>
First Quarter		Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Staff Training, Online Self-guided Training, Professional Learning Community		
<b>Communication Tools</b>		<b>Coordination with:</b>
Flyer or Invitation, Email		Title II, Part A- Staff Training
<b>Evidence of Activity</b>		<b>Reason for Activity</b>
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used		To ensure all teachers know how to effectively communicate and work with parents and colleagues
<b>Building Capacity to Support Parents' Involvement in School</b>		
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.		

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity Activity		Impact of Activity	
Training module on building tie between parents and the school		Improve Parent Participation Rates	Improve teachers' knowledge base or understanding of parents in an effort to improve relations. Over 50% of parents will express satisfaction with school's relationship with their students' participation in program.
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Consultant		Teachers, School Administrators, All Parents	
Timeline of Activity			
Calendar Timeframe		Time of Day	
Third Quarter		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training, Parent Training			
Communication Tools		Coordination with:	
Flyer or Invitation, School or District Website, Email, Skylert, Campus Display on Marquee		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting/Training Agenda		Less than 25% of parents participate in open enrollment activities prior to requesting their students being admitted to the program.	
Building Capacity to Support Parents' Involvement in School			
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.			
Building Capacity Activity		Impact of Activity	
Training module on building tie between parents and the school		Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Guidance Counselor, Professional Learning Team, Parent Services Team		Teachers, School Administrators, Other Staff	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training, Online Self-guided Training, Professional Learning Community			
Communication Tools		Coordination with:	
Flyer or Invitation, Email		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Meeting/Training Sign-in Sheets, Meeting/Training Agenda		To improve ties between home and school	
<b>Building Capacity to Support Parents' Involvement in School</b>			
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Provide other resources that eliminate barriers to greater participation, Provide childcare at activity to eliminate barriers to greater participation		Improve Parent Participation Rates, Improve parent satisfaction, Improve parent involvement program	Improve by 5%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal		All Parents, Specialized Instructional Support Personnel	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, Parent / Teacher Conference			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Campus Display on Marquee, Skylert, Flyer or Invitation, School or District Website		Title I, Part A- Parent Involvement	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To increase parent participation at school-level meetings	
<b>Building Capacity to Support Parents' Involvement in School</b>			
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Provide information on Parent Engagement and Educational Programs		Improve knowledge of the Title I Program	Improve by 5%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Director of Federal Programs, Director of Elementary Education, Director of Secondary Education, Parent Services Team		All Stakeholders, Community Members	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Evening (6:00pm-8:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, School Advisory Council Meeting			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Skylert, School or District Website, Flyer or Invitation		Title I, Part A- Parent Involvement	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To improve parent relations with the school district	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Back to School Event	1	95

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
Engage the community to support students and parents with school supplies and uniforms	Various donors, including faith-based organization within the communities, Parent Services, private donors, and school business partners (Citi Trends) donated supplies for teachers and students and uniforms to students and families. A clothes closet was set-up for storage of extra uniforms and classroom supplies were distributed among teachers. All students needing backpacks were issued ones filled with school materials. Extra supplies were given to office manager to provide throughout the year as needed.

**BUILDING CAPACITY ADDRESSED**

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Trainings to include the following ones: academic skills, assessments, college readiness, and family literacy.	4	86

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
Provide information to parents on academic skills, district and state assessments, college readiness and preparation requirements, and family literacy to assist them with monitoring their students' overall school performance	While a direct correlation cannot be documented at this time, the attendance below 90% and number of course failures in ELA and Math decreased.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expos	4	75

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
To collaborative engage parents, students, and staff (teachers) in an effort to share students' academic and behavior progress on a quarterly basis	Students' 9-week report card and progress report were shared with parents; conferences were scheduled; data chats with both students and parents were held to discuss expetations, achievement, and goals; parent were apprised of ways to further monitor students throughout the year.

**Activities Not Implemented**

1. Purchase and archive resources and materials in its newly established parent lounge that parents/families can borrow and/or use for extended periods of time to promote increased levels of parental involvement and participation in the school with students.

2. For students and parents portals will be created for input and access to teachers and staff, student progress and

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

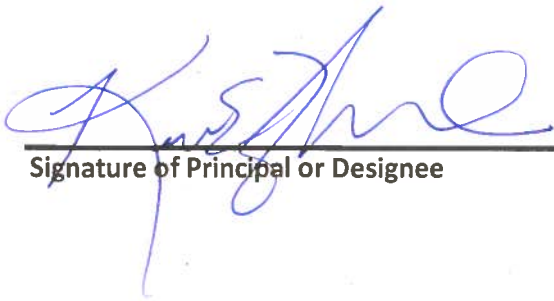
achievement data, and academic and guidance needs; school will provide assistance with the use of the tool.

# Crossroad Academy

I, Roger P. Milton, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited., I, Kevin Forehand, do hereby certify that all facts, figures, and representations made in this application are

## ASSURANCES

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(2)(D) and (a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)]: and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.



Signature of Principal or Designee



Date Signed

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### MISSION STATEMENT

Crossroad Academy Charter School believes that positive parent/family involvement is essential to student achievement and thus encourages such involvement in the school's educational planning and operations. This policy seeks to strengthen the partnership among all our parents/guardians, staff, school, the community and the board of Directors by providing for parents' involvement in decision making as members of the school-based planning teams, local parent groups, and county-wide committees. Developing training programs that help the individual parent support their child at home will further strengthen this partnership.

### INVOLVEMENT OF PARENTS

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

Crossroad Academy will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) along with all other parents provide input into the development, implementation, and evaluation of the Parent Family Engagement Plan (PFEP). The annual Title I parent meeting will provide information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting will also inform them of school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I school-wide program. Other parent meetings will be held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the School Advisory Council (SAC meetings), input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parental involvement funds for parent activities to reach those goals, and how those goals relate to the development of the School Improvement Plan (SIP) by the SAC. Parents are also surveyed at least once for Title I for their input on activities and expenditures for those activities that support the PFEP and their children.

### ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Crossroad Academy provides full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities are reviewed for ease of readability, translatability and to make certain all special populations are included. Accommodations are provided during parent activities for special populations. There is close coordination between the school and the ESOL/EL/Migrant offices to provide appropriate services and to ensure connections to service providers are made available to parents upon identified need. Spanish translators are provided at all parent meetings and are available upon request for any other parent activities. All Skylert messages are in English and Spanish and any acronyms in written correspondence are identified and explained. Spanish translations are provided for school documents as requested. The school facilities are kept in compliance with regulations regarding access for persons with disabilities. Crossroad is a school and parent friendly facility. Parents are provided information during Open House regarding the availability of parent involvement opportunities and resources. Crossroad Academy collaborates to make sure every opportunity is given to all families for participation in parent involvement activities and to have access to important resources in a language parents can understand.

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

Parental Involvement and Student Achievement

#### Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity		Impact of Activity	
English Language Arts Standards, Florida Standards Assessment- English Language Arts, Understanding the Florida Standards Assessment Student Report, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions, School Advisory Council Meetings		Improve English Language Arts Achievement	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Teacher, Resource Teacher		All Parents, Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Parent / Teacher Conference			
Communication Tools		Coordination with:	
Skylert, School or District Website, Flyer or Invitation, Campus Display on M		Title I, Part A- Parent Involvement, Title II, Part A- Staff Training, Title III, Part A- ELL, Title IX Homeless Student Education, State Voluntary Pre-K, IDEA- Federal ESE	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used		CRA believes involving parents in all aspects of its educational program so they can assist the school in helping ensure all student succeed academically. , CACS believes involving parents in all aspects of its educational program so they can	



## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity to Support Parents' Involvement in School		
2. Shall provide assistance to parents of children served to understand State and local assessments.		
Building Capacity Activity	Impact of Activity	
Florida Standards Assessment- English Language Arts, Florida Standards Assessment- Mathematics Grades 3-8, i-Ready Diagnostic- English Language Arts, End of Course Exam- Algebra 1, Florida Standards Assessment- 5th Grade Science, Florida Standards Assessment- 8th Grade Science, End of Course Exam- Biology, Understanding the Florida Standards Assessment Student Report, Parent Teacher Expos, School Advisory Council Meetings, Effective utilization of parent/teacher communication tool(s)*	Improve parent involvement program, Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Assistant Principal, Teacher, Resource Teacher	All Parents, Teachers	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Title I Annual Meeting, School Advisory Council Meeting		
Communication Tools	Coordination with:	
Skylert, School or District Website, Flyer or Invitation	Title I, Part A- Parent Involvement, Title IX Homeless Student Education, Title III, Part A- ELL, State Voluntary Pre-K, IDEA- Federal ESE	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts	To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra, To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra in preparation for standardized assessments	
3. Shall provide assistance to parents of children served to understand the requirements of Title I.		
Building Capacity Activity	Impact of Activity	
Provide information on the Title I Program, Training module on parent value and contributions, Provide other resources that eliminate barriers to greater participation	Improve knowledge of the Title I Program	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Assistant Principal, Guidance Counselor, School Advisory Council Chair, Teacher	All Stakeholders	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Title I Annual Meeting, Online Self-guided Training, Parent / Teacher Conference, School Advisory Council Meeting		

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

<b>Communication Tools</b>	<b>Coordination with:</b>	
Skylert, Flyer or Invitation, Campus Display on Marquee, School or District Website	Title I, Part A- Parent Involvement, Title III, Part A- ELL, Title IX Homeless Student Education, IDEA- Federal ESE, State Voluntary Pre-K	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts	To provide parents with awareness and knowledge of the Title I program so that they are better able to assist their children, understand the qualifications of the staff and be fully aware of test results for the district and the school.	
<b>Building Capacity to Support Parents' Involvement in School</b>		
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.		
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>	
English Language Arts Standards, Mathematics Standards, i-Ready Diagnostic- English Language Arts, Provide information on Parent Engagement and Educational Programs	Improve Parent Participation Rates	Improve by 5%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent	All Parents, Teachers	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
Second Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Parent Training, Parent / Teacher Conference, Data Chat meetings		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Flyer or Invitation, Backpack, Skylert, Email	Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA- Federal ESE	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Copies of Communication Tool Used, Parent/Teacher Conference Completed Forms (Sampling)	To improve student achievement in academic areas	
<b>Building Capacity to Support Parents' Involvement in School</b>		
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>	
Florida Standards Assessment- English Language Arts, Mathematics Standards, Understanding the Florida Standards Assessment Student Report, Curriculum nights, Training module on parent value and contributions	Improve English Language Arts Achievement, Improve Mathematics Achievement	Improve by 5%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	
Teacher, Parent Services Team, Guidance Counselor	All Parents	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Parent / Teacher Conference, Staff Training		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Flyer or Invitation	Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA-Federal ESE, State Voluntary Pre-K	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting Minutes, Parent/Teacher Conference Completed Forms (Sampling)	To ensure all parents understand how to improve their child(ren) academic performance	
<b>Building Capacity to Support Parents' Involvement in School</b>		
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.		
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>	
Provide information on Parent Engagement and Educational Programs, Conducting an effective parent/teacher conference, Training module on communicating with parents or diverse populations	Improve Parent Participation Rates	Improve by 5%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	
Guidance Counselor, Consultant, Professional Learning Team, Parent Services Team	Teachers, Professional Learning Team, Other Staff	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
First Quarter	Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Staff Training, Online Self-guided Training, Professional Learning Community		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Flyer or Invitation, Email	Title II, Part A- Staff Training	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used	To ensure all teachers know how to effectively communicate and work with parents and colleagues	
<b>Building Capacity to Support Parents' Involvement in School</b>		
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.		
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>	
Training module on communicating with parents or diverse populations, Training developed in collaboration with parents to support parent involvement, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions	Improve parent satisfaction	Improve by 5%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	
Guidance Counselor, Professional Learning Team, Consultant	Teachers	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

First Quarter, Second Quarter	Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Staff Training		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Flyer or Invitation, School or District Website, Email	Title II, Part A- Staff Training	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting/Training Agenda	To improve ties between home and school , To improve communication between home and school	
<b>Building Capacity to Support Parents' Involvement in School</b>		
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.		
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>	
Training module on building tie between parents and the school	Improve Parent Participation Rates, Improve parent involvement program	Improve by 5%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	
Guidance Counselor, Professional Learning Team, Parent Services Team	Teachers, School Administrators, Other Staff	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
First Quarter, Second Quarter	Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Staff Training, Online Self-guided Training, Professional Learning Community		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Flyer or Invitation, Email	Title II, Part A- Staff Training, Title I, Part A- Parent Involvement	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda	To improve ties between home and school	
<b>Building Capacity to Support Parents' Involvement in School</b>		
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.		
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>	
Provide other resources that eliminate barriers to greater participation, Provide childcare at activity to eliminate barriers to greater participation	Improve Parent Participation Rates, Improve parent satisfaction, Improve parent involvement program	Improve by 5%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	
Principal	All Parents	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
First Quarter, Third Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Parent / Teacher Conference		
Communication Tools	Coordination with:	
Campus Display on Marquee, Skylert, Flyer or Invitation, School or District Website	Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA-Federal ESE	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets	To increase parent participation at school-level meetings	
Building Capacity to Support Parents' Involvement in School		
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.		
Building Capacity Activity	Impact of Activity	
Provide information on Parent Engagement and Educational Programs	Improve knowledge of the Title I Program	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Director of Federal Programs, Director of Elementary Education, Director of Secondary Education, Parent Services Team	All Stakeholders, Community Members	
Timeline of Activity		
Calendar Timeframe	Time-of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Evening (6:00pm-8:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, School Advisory Council Meeting		
Communication Tools	Coordination with:	
Skylert, School or District Website, Flyer or Invitation	Title I, Part A- Parent Involvement	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets	To improve parent relations with the school district	
EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Back to school Events	4	200
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Shared student progression in regards to	Parents were informed on the changes in standards and curriculum for the	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

classwork and assessment data	school year and how to best help their students at home. The faith-based community informed parents on after school programs and tutoring services offered at their churches. Research has shown that when parents and community join forces, student academics is positively affected.	
<b>BUILDING CAPACITY ADDRESSED</b>		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
Building Ties between home and School	4	30
<b>ESTABLISHED GOAL</b>	<b>ACTUAL OUTCOME(S)</b>	
Shared student progression in regards to classwork and assessment data, Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	Staff participated in parent -communication professional development; This activity including role playing and how to handle parent-teacher conferences. When parents and teachers foster positive relationships, students benefit from the support of both stakeholders.	
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
Parent involvement training	4	30
<b>ESTABLISHED GOAL</b>	<b>ACTUAL OUTCOME(S)</b>	
Shared strategies for working with children at home; shared awareness of standards and how to maximize performance	Staff were trained on a variety of ways to involve parents in their child's education	
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
Curriculum Expectations	2	50-100
<b>ESTABLISHED GOAL</b>	<b>ACTUAL OUTCOME(S)</b>	
Shared student progression in regards to classwork and assessment data, Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	Informed parents of school curriculum expectations	
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
Parent Expo	4	100-150
<b>ESTABLISHED GOAL</b>	<b>ACTUAL OUTCOME(S)</b>	
Shared strategies for working with children at home; shared awareness of standards and how to maximize performance	Informed parents of student progress	
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
Parent Partner Program	2	50-100

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Shared student progression in regards to classwork and assessment data, Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	Students will gain assistance from parents which will impact their achievement	
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Volunteer/Conference	4	100-150
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Shared strategies for working with children at home; shared awareness of standards and how to maximize performance	Parents are made aware of their child's academic progress so that they will be able to continuously monitor progress to ensure academic success	
Activities Not Implemented		
none		

# GREENSBORO ELEMENTARY SCHOOL

I, Roger P. Milton, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## ASSURANCES

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(2)(D) and (a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)]: and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.



Signature of Principal or Designee

12/14/2017

Date Signed



## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### MISSION STATEMENT

Keep it REAL: Responsibility; Excellence; Achieving; Learning. Engaged families combined with highly effective leaders are essential to a successful school

### INVOLVEMENT OF PARENTS

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

Greensboro Elementary School will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) along with all other parents provide input into the development, implementation, and evaluation of the Parent Family Engagement Plan (PFEP). The annual Title I parent meeting will provide information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting will also inform them of school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I schoolwide program. Other parent meetings and expos will be held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the monthly School Advisory Council (SAC meetings), input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parental involvement funds for parent activities to reach those goals, and how those goals relate to the development of the School Improvement Plan (SIP) by the SAC. Parents are also surveyed at least once for Title I and again for 21st Century Community Learning Centers (CCLC) for their input on activities and expenditures for those activities that support the PFEP and their children.

### ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].

Greensboro Elementary School will provide full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities will be reviewed for ease of readability, translatability and to make certain all special populations are included. Accommodations will be provided during parent activities for special populations. There will be a close coordination between the school and

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

the ESOL/EL/Migrant offices to blend activities into each other's plans, to provide appropriate services, and to ensure connections to service providers are made available to parents upon identified need. Translating machines with a Spanish translator will be provided at all major parent meetings and will be available upon request for any other school or teacher parent activities. All Skylert messages will be in English and Spanish and any acronyms in written correspondence will be identified and explained. Spanish translations will be provided for school documents as requested. The school facilities are kept in compliance with regulations regarding access for persons with disabilities. Havana is a school and parent friendly facility. Parents will be provided information during Open House regarding the availability of parent involvement opportunities and resources. Greensboro Elementary School will collaborate to make sure every opportunity is given to all families for participation in parent involvement activities and to have access to important resources in a language parents can understand.

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

Provide parents the resources to help their child academically., We will provide parents the resources to help their child academically. The biggest barrier for accomplishing this problem is the parents lack of familiarity with FSA. We will host parent nights in November and December to help parents become familiar with strategies that will help them better help their child.

### Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity		Impact of Activity	
Florida Standards Assessment- English Language Arts, Mathematics Standards, Provide other resources that eliminate barriers to greater participation, Understanding the Florida Standards Assessment Student Report, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions		Improve English Language Arts Achievement	Improve to 50% proficiency in grade 3
Person(s) Delivering Content		Person(s) Receiving Content	
Teacher, Principal, Assistant Principal, Resource Teacher		All Parents, Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
Second Quarter		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Parent / Teacher Conference			
Communication Tools		Coordination with:	
Newsletter, Skylert, Backpack, Campus Display on Marquee		Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

	Education, Title III, Part A- ELL, Title IX Homeless Student Education, 21st CCLC
<b>Evidence of Activity</b>	<b>Reason for Activity</b>
Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting/Training Handouts	To inform parents of ways to assist with phonemic awareness, phonics, vocabulary, fluency, and comprehension, To inform parents of ways to assist with phonemic awareness, phonics, vocabulary, fluency, and comprehension; to provide them with the training and the tools to assist their children at home; to provide parents with an understanding of the testing standards and how standards are scored so that they can work with children to reach higher expectations.
<b>Building Capacity to Support Parents' Involvement in School</b>	
2. Shall provide assistance to parents of children served to understand State and local assessments.	
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>
English Language Arts Standards, Understanding the Florida Standards Assessment Student Report, Curriculum Nights	Improve English Language Arts Achievement, Improve Mathematics Achievement
	Improve by 3%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>
Teacher, Resource Teacher, Assistant Principal	All Parents
<b>Timeline of Activity</b>	
<b>Calendar Timeframe</b>	<b>Time of Day</b>
First Quarter, Second Quarter	Evening (6:00pm-8:00pm), Weekend (9 a.m. - noon), Day (11:00am-2:00pm)
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>	
Parent Training, Title I Annual Meeting, School Advisory Council Meeting	
<b>Communication Tools</b>	<b>Coordination with:</b>
Newsletter, Campus Display on Marquee, Skylert	Title I, Part A- Parent Involvement, Title III, Part A- ELL, Title I, Part C- Migrant Student Education, Title IX Homeless Student Education, IDEA- Federal ESE
<b>Evidence of Activity</b>	<b>Reason for Activity</b>
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes	To inform parents of ways to assist with ELA and mathematics. To inform parents of ways to assist with ELA and math at home with their homework and in preparation for the FSA
<b>Building Capacity to Support Parents' Involvement in School</b>	
3. Shall provide assistance to parents of children served to understand the requirements of Title I.	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity Activity		Impact of Activity	
Provide Information on the Title I Program, Training module on building tie between parents and the school, School Advisory Council Meetings		Improve knowledge of the Title I Program	Improve by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Director of Federal Programs, School Advisory Council Chair, Assistant Principal		All Parents, All Stakeholders	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Title I Annual Meeting, Online Self-guided Training, Parent / Teacher Conference, School Advisory Council Meeting			
Communication Tools		Coordination with:	
Newsletter, Skyward Student Data System, Campus Display on Marquee, School or District Website, Skylert		Title I, Part A- Parent Involvement, IDEA- Federal ESE, Headstart- Federal Pre-K, State Voluntary Pre-K, Title III, Part A-ELL, Title I, Part C- Migrant Student Education	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes		To provide parents with awareness and knowledge of the Title I program so that they are better able to assist their children, understand the qualifications of the staff and be fully aware of test results for the district and the school.	
Building Capacity to Support Parents' Involvement in School			
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.			
Building Capacity Activity		Impact of Activity	
Understanding the Florida Standards Assessment Student Report, Understanding STAR diagnostic, Understanding i-Ready Diagnostic Report, Enhance Parent Resource Center at School, Understanding Report Cards		Improve parent involvement program	improve by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Parent, Resource Teacher		All Parents, Specialized Instructional Support Personnel	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, School Advisory Council Meeting, Data Chat Meetings			

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

<b>Communication Tools</b>		<b>Coordination with:</b>	
Newsletter, Skyward Student Data System, Campus Display on Marquee, Backpack		Parent Involvement Resource Center, Title I, Part A- Parent Involvement, 21st CCLC	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Parent/Teacher Conference Completed Forms (Sampling)		To improve student achievement in academic areas	
<b>Building Capacity to Support Parents' Involvement in School</b>			
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Understanding STAR diagnostic, Develop Parent Resource Center at School, Understanding the Florida Standards Assessment Student Report, Data Chats		Improve English Language Arts Achievement, Improve Mathematics Achievement	Improve by 2%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Teacher, Parent Services Team, Guidance Counselor		All Parents	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
First Quarter, Second Quarter		Evening (6:00pm-8:00pm), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, Parent / Teacher Conference, Staff Training			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Newsletter, Flyer or Invitation, Campus Display on Marquee		Title I, Part A- Parent Involvement, 21st CCLC	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Parent/Teacher Conference Completed Forms (Sampling)		To ensure all parents understand how to improve their child(ren) academic performance	
<b>Building Capacity to Support Parents' Involvement in School</b>			
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Provide information on Parent Engagement and Educational Programs, Effective utilization of parent/teacher communication tool(s)*, Conducting an effective parent/teacher conference, Training module on communicating with parents or diverse populations		Improve Parent Participation Rates	Improve by 2%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Assistant Principal, Guidance Counselor, Parent Services Team, Professional Learning Team		Teachers, School Administrators, Specialized Instructional Support Personnel	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Timeline of Activity	
Calendar Timeframe	Time of Day
First Quarter	Morning (7:00am-10:30am), Weekend (9 a.m. - noon), Afternoon (3:00pm-6:00pm)
METHOD(S) TO DELIVER CONTENT OF ACTIVITY	
Staff Training, Online Self-guided Training, Professional Learning Community	
Communication Tools	Coordination with:
Flyer or Invitation, Email, Newsletter	Title II, Part A- Staff Training
Evidence of Activity	Reason for Activity
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used	To ensure all teachers know how to effectively communicate and work with parents and colleagues
Building Capacity to Support Parents' Involvement in School	
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.	
Building Capacity Activity	Impact of Activity
Training module on parent value and contributions, Training developed in collaboration with parents to support parent involvement, Provide information on Parent Engagement and Educational Programs	Improve parent involvement program improve by 2%
Person(s) Delivering Content	Person(s) Receiving Content
Principal, Assistant Principal, Consultant, Guidance Counselor, Professional Learning Team	Teachers, Other Staff
Timeline of Activity	
Calendar Timeframe	Time of Day
First Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)
METHOD(S) TO DELIVER CONTENT OF ACTIVITY	
Staff Training	
Communication Tools	Coordination with:
Email, Flyer or Invitation, School or District Website	Title I, Part A- Parent Involvement, Parent Involvement Resource Center, Title II, Part A- Staff Training
Evidence of Activity	Reason for Activity
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting Minutes	To improve ties between home and school; to improve communication between home and school
Building Capacity to Support Parents' Involvement in School	
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.	
Building Capacity Activity	Impact of Activity

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Provide information on Parent Engagement and Educational Programs, Training module on building tie between parents and the school	Improve Parent Participation Rates	improve by 2%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	
Principal, Assistant Principal, Professional Learning Team, Parent Services Team	Teachers, Other Staff, School Administrators	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
First Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Staff Training, Professional Learning Community, Online Self-guided Training		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Email, Flyer or Invitation	Parent Involvement Resource Center, All Federal, State and Local resources coordinate to support	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Handouts, Meeting/Training Sign-in Sheets	To improve ties between home and school; to improve communication between home and school	
<b>Building Capacity to Support Parents' Involvement in School</b>		
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.		
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>	
Provide other resources that eliminate barriers to greater participation, Provide childcare at activity to eliminate barriers to greater participation	Improve Parent Participation Rates, Improve parent satisfaction, Improve parent involvement program	Improve by 2%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	
Principal	All Parents, Specialized Instructional Support Personnel	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
First Quarter	Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Parent Training, Parent / Teacher Conference		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Campus Display on Marquee, Backpack, Skylert, School or District Website	All Federal, State and Local resources coordinate to support	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets	To increase parent participation at school-level meetings	
<b>Building Capacity to Support Parents' Involvement in School</b>		

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.

Building Capacity Activity		Impact of Activity	
Provide information on Parent Engagement and Educational Programs		Improve knowledge of the Title I Program	Improve by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Parent Services Team, Director of Federal Programs, School Advisory Council Chair		Community Members, All Stakeholders	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Third Quarter, Fourth Quarter		Weekend (9 a.m. - noon), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, School Advisory Council Meeting			
Communication Tools		Coordination with:	
Skylert, Backpack, School or District Website, Flyer or Invitation		All Federal, State and Local resources coordinate to support	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Agenda		To improve parent relations with school district	

### EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Workshop to identify strategies and activities that parents can use to help their child academically.	2	150

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
Parents will be given strategies to better help their child with homework.	Use of the I-Ready at home increased significantly.

#### BUILDING CAPACITY ADDRESSED

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent workshops; parent/teacher conferences throughout the school year, Parent workshops;	6	125

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
Shared strategies for working with children at home; shared awareness of standards and how to maximize performance	Shared student progression in regards to classwork and assessment data; shared strategies for improving standards



## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Activities Not Implemented
none

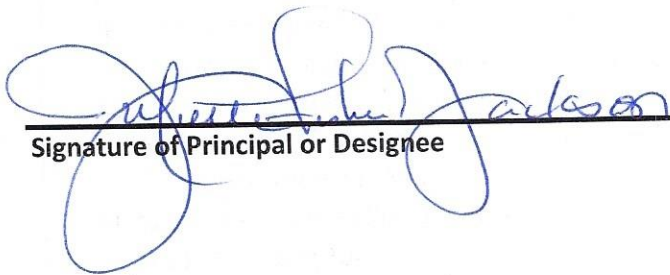
none

# GADSDEN COUNTY HIGH SCHOOL

I, Juliette Fisher-Jackson, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## ASSURANCES

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(2)(D) and (a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)]; and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.



Signature of Principal or Designee

1 - 2 - 18  
Date Signed

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

Parental Involvement and Student Achievement

#### Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

#### Building Capacity Activity

English Language Arts Standards, Florida Standards Assessment- English Language Arts, Understanding the Florida Standards Assessment Student Report, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions, School Advisory Council Meetings

#### Impact of Activity

Improve English Language Arts Achievement	Improve proficiency in grades 9-10 by 10%
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#### Person(s) Delivering Content

Principal, Assistant Principal, Teacher, Resource Teacher

#### Person(s) Receiving Content

All Parents, Teachers

#### Timeline of Activity

##### Calendar Timeframe

First Quarter, Second Quarter

##### Time of Day

Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)

#### METHOD(S) TO DELIVER CONTENT OF ACTIVITY

Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Parent / Teacher Conference

#### Communication Tools

Skylert, School or District Website, Flyer or Invitation, Campus Display on M

#### Coordination with:

Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title III, Part A- ELL, Title I, Part C- Migrant Student Education, Title VI- Rural Education Program, Title IX Homeless Student Education, Title II, Part A- Staff Training, 21st CCLC

#### Evidence of Activity

Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used

#### Reason for Activity

To inform parents of ways to assist with phonemic awareness, phonics, vocabulary, fluency, and comprehension, To inform parents of ways to assist with phonemic awareness, phonics, vocabulary, fluency, and comprehension; to provide them with the training and the tools to assist their children at home; to provide parents with an understanding of the testing standards and how standards are scored so that they can work with children to reach higher expectations.

### Building Capacity to Support Parents' Involvement in School

2. Shall provide assistance to parents of children served to understand State and local assessments.

#### Building Capacity Activity

Florida Standards Assessment- English Language Arts, Florida Standards

#### Impact of Activity

Improve parent involvement	Improve by 5%
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## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Minutes, Meeting/Training Handouts	I program so that they are better able to assist their children, understand the qualifications of the staff and be fully aware of test results for the district and the school.
<b>Building Capacity to Support Parents' Involvement in School</b>	
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.	
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>
Effective utilization of parent/teacher communication tool(s)*, Understanding the Florida Standards Assessment Student Report, Understanding i-Ready Diagnostic Report, Understanding STAR diagnostic, Parent Teacher Expos, Provide other resources that eliminate barriers to greater participation, Enhance Parent Resource Center at School, School Advisory Council Meetings	Improve Parent Participation Rates      Improve by 5%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent	All Parents, Teachers, Specialized Instructional Support Personnel
<b>Timeline of Activity</b>	
<b>Calendar Timeframe</b>	<b>Time of Day</b>
Second Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>	
Parent Training, Parent / Teacher Conference, Data Chat meetings	
<b>Communication Tools</b>	<b>Coordination with:</b>
Flyer or Invitation, Backpack, Skylert, Email	Title I, Part A- Parent Involvement, 21st CCLC
<b>Evidence of Activity</b>	<b>Reason for Activity</b>
Copies of Communication Tool Used, Parent/Teacher Conference Completed Forms (Sampling)	To improve student achievement in academic areas
<b>Building Capacity to Support Parents' Involvement in School</b>	
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.	
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>
English Language Arts Standards, End of Course Exam- Algebra 1, End of Course Exam- Geometry, End of Course Exam- Biology, Industry Certification Assessments, Improve Student Behavior*, Provide information on Parent Engagement and Educational Programs	Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Industry Certification rates      Improve by 5%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>
Teacher, Parent Services Team, Guidance Counselor	All Parents
<b>Timeline of Activity</b>	
<b>Calendar Timeframe</b>	<b>Time of Day</b>
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Staff Training		
Communication Tools	Coordination with:	
Flyer or Invitation, School or District Website, Email	Title II, Part A- Staff Training	
Evidence of Activity	Reason for Activity	
Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting/Training Agenda	To improve ties between home and school , To improve communication between home and school	
Building Capacity to Support Parents' Involvement in School		
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.		
Building Capacity Activity	Impact of Activity	
Training module on building tie between parents and the school	Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Guidance Counselor, Professional Learning Team, Parent Services Team	Teachers, School Administrators, Other Staff	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Staff Training, Online Self-guided Training, Professional Learning Community		
Communication Tools	Coordination with:	
Flyer or Invitation, Email	Title II, Part A- Staff Training, Title I, Part A- Parent Involvement	
Evidence of Activity	Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda	To improve ties between home and school	
Building Capacity to Support Parents' Involvement in School		
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.		
Building Capacity Activity	Impact of Activity	
Provide other resources that eliminate barriers to greater participation, Provide childcare at activity to eliminate barriers to greater participation	Improve Parent Participation Rates, Improve parent satisfaction, Improve parent involvement program	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal	All Parents, Specialized Instructional Support Personnel	
Timeline of Activity		
Calendar Timeframe	Time of Day	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

classwork and assessment data	sessions provided with information on grade level proficiency, strategies parents can use at home and assessment methods	
<b>BUILDING CAPACITY ADDRESSED</b>		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
Parent training on curriculum and assessment	2	75
<b>ESTABLISHED GOAL</b>	<b>ACTUAL OUTCOME(S)</b>	
Shared student progression in regards to classwork and assessment data, Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
Parent Expos	3	200
<b>ESTABLISHED GOAL</b>	<b>ACTUAL OUTCOME(S)</b>	
Shared strategies for working with children at home; shared awareness of standards and how to maximize performance	Shared student progression in regards to classwork and assessment data	
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
College Readiness	2	75
<b>ESTABLISHED GOAL</b>	<b>ACTUAL OUTCOME(S)</b>	
Assist with college readiness for seniors and other classes of students working on graduation requirements	College information was shared, scholarship information was shared, availability of financial aid information was shared and parents (along with students were assisted in filling out FASA forms)	
Activities Not Implemented		
none		

# George W. Munroe Elementary School

I, Dr. Ronald Peterson, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## ASSURANCES

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(2)(D) and (a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)]; and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.



Signature of Principal or Designee

Date Signed

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### MISSION STATEMENT

George W. Munroe Elementary School faculty and staff work cooperatively and collaboratively with students, parents and community. We will set high expectations and create a positive learning environment for students, faculty and staff in order to enhance performance and promote development of critical skills. Students will be provided a challenging curriculum in a clean, safe, non-threatening and drug free environment. High-quality staff, innovative and research-based strategies, as well as the use of modern technology will be a key in the delivery of instruction.

### INVOLVEMENT OF PARENTS

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

George W. Munroe Elementary School will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) has the responsibility for developing, implementing, and evaluating the School Improvement Plan (SIP) and Parent Involvement Plan (PIP), now known as the Parent Family Engagement Plan (PFEP). During the first SAC meetings, Title I pamphlets are provided along with the Florida Standards. The school involves parents in the discussions regarding how funds will be used by seeking parents' ideas and suggestions for the expending of the funds during the first meeting of SAC. Funds are allotted according to the different goals and trainings during the first semester of school. The SAC along with all other parents provide input into the development, implementation, and evaluation of the PFEP. The annual Title I parent meeting provides information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting also informs parents about school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I school-wide program. Other parent meetings and expos are held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the monthly SAC meetings, input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parent involvement funds for parent activities to reach those goals, and how those goals relate to the development of the SIP. Parents are also surveyed at least once for Title I and again for 21st Century Community Learning Centers (CCLC) for their input on activities and expenditures for those activities that support the PFEP and parent activities.

### ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].

George W. Munroe Elementary School provides full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities are reviewed for ease of readability, translatability and to make certain all special populations are included. Accommodations are provided during parent activities for special populations. There is a close coordination between the school and the



## 2017-2018 Title I, Part A Parent and Family Engagement Plan

ESOL/EL/Migrant offices to blend activities into each other's plans, to provide appropriate services, and to ensure connections to service providers are made available to parents upon identified need. Translating machines with a Spanish translator are provided at all major parent meetings and will be available upon request for any other school or teacher parent activities. The school with the assistance of the district communicates to parents via the Skylert communication system, newsletters, flyers, school marquee, phone calls, news materials and trainings to help parents work with their children to improve their children academics achievement. Forums including Open House, SAC, Parent Teacher Association (PTA) meetings and Parent Expos are utilized to facilitate parental involvement at the school level. The PFEP is provided to all parents the first month of school in a language parents can understand. Any informational documents sent to parents of English Language Learners (EL) and/or migratory children are transcribed and delivered in Spanish or any other language students reportedly spoken in the home. Any information sent to parents of Exceptional Student Education (ESE) is watermarked with contact information for parents to use whenever they have questions about anything they read. As requested, the school employs translators to relay messages to parents via telephone and/or issues certified letters or hand delivered letters to parents' homes to keep them fully aware of George W. Munroe Elementary School happenings, especially issues regarding their children.

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

More active parent engagement and involvement in children's education; improved student achievement

### Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity	Impact of Activity	
English Language Arts Standards, Florida Standards Assessment- English Language Arts, Mathematics Standards, Provide other resources that eliminate barriers to greater participation, Provide information on Parent Engagement and Educational Programs, Understanding the Florida Standards Assessment Student Report, School Advisory Council Meetings, Enhance Parent Resource Center at school	Improve English Language Arts Achievement	Improve by at least 5% in grade 3; improve the number of early learners prepared for grade 3 by at least 10%
Person(s) Delivering Content	Person(s) Receiving Content	
Teacher, Principal, Assistant Principal, Resource Teacher	All Parents, Teachers	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter, First Quarter, Third Quarter	Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. to noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Title I Annual Meeting, Parent / Teacher Conference, School Advisory Council Meeting		
Communication Tools	Coordination with:	
Flyer or Invitation, Campus Display on Marquee, Skylert, School or District Website	Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, IDEA- Federal ESE, Title IX Homeless Student Education, State Voluntary Pre-K, Headstart- Federal Pre-K, Early Learning Coalition	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Evidence of Activity	Reason for Activity
Meeting/Training Sign-in Sheets, Meeting Minutes	To help increase the knowledge of the Florida Standards, To help increase the knowledge and understanding of the Florida Standards Assessment. To ensure early learners are fully prepared with skills necessary to make the successful as students in upper level grades.

### Building Capacity to Support Parents' Involvement in School

2. Shall provide assistance to parents of children served to understand State and local assessments.

Building Capacity Activity	Impact of Activity	
Florida Standards Assessment- English Language Arts, District Standards Assessment Grades 6-12- English Language Arts, Parent Teacher Expos, Enhance Parent Resource Center at school, School Advisory Council Meetings	Improve English Language Arts Achievement	Improve by at least 5% in grade 3; improve the number of early learners prepared for grade 3 by at least 10%

Person(s) Delivering Content	Person(s) Receiving Content
Principal, Assistant Principal, Guidance Counselor, Teacher	All Parents

### Timeline of Activity

Calendar Timeframe	Time of Day
Open House	Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. to noon)

### METHOD(S) TO DELIVER CONTENT OF ACTIVITY

Parent Training, School Advisory Council Meeting, Title I Annual Meeting, District wide parent training

Communication Tools	Coordination with:
Flyer or Invitation, Campus Display on Marquee, Skylert, School or District Website	Title I, Part A- Parent Involvement, Title III, Part A- ELL, State Voluntary Pre-K

Evidence of Activity	Reason for Activity
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts	To help increase the knowledge of the Florida Standards, To help increase the knowledge and understanding of the Florida Standards Assessment. To ensure early learners are fully prepared with skills necessary to make the successful as students in upper level grades.

### Building Capacity to Support Parents' Involvement in School

3. Shall provide assistance to parents of children served to understand the requirements of Title I.

Building Capacity Activity	Impact of Activity	
Provide Information on the Title I Program, Training developed in collaboration with parents to support parent involvement, Data Chats, School Advisory Council Meetings, Understanding STAR diagnostic, Improve Student Behavior*	Improve parent involvement program, Improve knowledge of the Title I Program	Improve attendance by 2%

Person(s) Delivering Content	Person(s) Receiving Content
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent Services Team	All Parents, Teachers, Community Members

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Timeline of Activity			
Calendar Timeframe	Time of Day		
First Quarter, Fourth Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. to noon)		
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Annual parent input training			
Communication Tools	Coordination with:		
Campus Display on Marquee, Flyer or Invitation, Skylert, School or District Website	Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA-Federal ESE, Title IX Homeless Student Education, State Voluntary Pre-K, Headstart- Federal Pre-K, Parent Involvement Resource Center		
Evidence of Activity	Reason for Activity		
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts, Meeting Minutes	To increase parent's understanding of Title I, while providing them with resources needed to impact their child's learning.		
Building Capacity to Support Parents' Involvement in School			
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.			
Building Capacity Activity	Impact of Activity		
Understanding Report Cards, Understanding i-Ready Diagnostic Report, Understanding the Florida Standards Assessment Student Report, Conducting an effective parent/teacher conference, Understanding STAR diagnostic	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement</td> <td style="width: 40%;">Improve by at least 5% in grade 3; improve the number of early learners prepared for grade 3 by at least 10%</td> </tr> </table>	Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement	Improve by at least 5% in grade 3; improve the number of early learners prepared for grade 3 by at least 10%
Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement	Improve by at least 5% in grade 3; improve the number of early learners prepared for grade 3 by at least 10%		
Person(s) Delivering Content	Person(s) Receiving Content		
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher	All Parents, Teachers		
Timeline of Activity			
Calendar Timeframe	Time of Day		
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)		
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Parent / Teacher Conference, Data Chat meetings, District wide parent training			
Communication Tools	Coordination with:		
Skylert, School or District Website, Flyer or Invitation, Backpack	Title I, Part A- Parent Involvement, 21st CCLC, State Voluntary Pre-K, IDEA- Federal ESE, Title IX Homeless Student Education		
Evidence of Activity	Reason for Activity		
Meeting/Training Agenda, Parent/Teacher Conference Completed Forms (Sampling), Meeting/Training Sign-in Sheets	To empower parents with resources to assist their child(ren) with strategies that will lead to increased student achievement.		
Building Capacity to Support Parents' Involvement in School			
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.			

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity Activity		Impact of Activity	
Understanding i-Ready Diagnostic Report, Understanding Report Cards, Understanding the Florida Standards Assessment Student Report, Enhance Parent Resource Center at school, School Advisory Council Meetings		Improve English Language Arts Achievement, Improve Mathematics Achievement	Improve by at least 5% in grade 3; improve the number of early learners prepared for grade 3 by at least 10%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, School Advisory Council Chair, Parent Services Team		All Parents, Teachers, Community Members	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
School Advisory Council Meeting, Parent / Teacher Conference, Staff Training, District wide parent training, Professional Learning Communi			
Communication Tools		Coordination with:	
Skylert, Flyer or Invitation, School or District Website, Newsletter		Title I, Part A- Parent Involvement, 21st CCLC, Title IX Homeless Student Education, IDEA- Federal ESE, State Voluntary Pre-K	
Evidence of Activity		Reason for Activity	
Parent/Teacher Conference Completed Forms (Sampling), Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To support parents with an understanding of ways to use tools at home to raise their child's level of achievement in school.	
Building Capacity to Support Parents' Involvement in School			
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.			
Building Capacity Activity		Impact of Activity	
Training developed in collaboration with parents to support parent involvement		Improve parent involvement program, Improve Parent Participation Rates	Improve participation by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent Services Team		All Parents, Teachers, Specialized Instructional Support Personnel, School Administrators	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training, Professional Learning Community, Online Self-guided Training			
Communication Tools		Coordination with:	
Email, Flyer or Invitation, Campus Display on Marquee, Newsletter		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title IX Homeless Student Education, Early Learning Coalition	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts		To strengthen relationships between the school and parents as equal partners to increase overall communication.	
<b>Building Capacity to Support Parents' Involvement in School</b>			
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Training developed in collaboration with parents to support parent involvement, Training module on building tie between parents and the school		Improve parent involvement program, Improve Parent Participation Rates	Improve participation by 2%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher		Teachers, Specialized Instructional Support Personnel, School Administrators	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Staff Training			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Email, School or District Website, Campus Display on Marquee		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement, IDEA- Federal ESE	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts		To strengthen the relationship between the school and parents as equal partners to increase overall communication.	
<b>Building Capacity to Support Parents' Involvement in School</b>			
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Training module on parent value and contributions, Training developed in collaboration with parents to support parent involvement, Provide other resources that eliminate barriers to greater participation		Improve parent involvement program, Improve Parent Participation Rates	Improve participation by 2%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent Services Team		Teachers, Specialized Instructional Support Personnel, School Administrators	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Staff Training, Professional Learning Community, Online Self-guided Training			

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

<b>Communication Tools</b>		<b>Coordination with:</b>	
Campus Display on Marquee, School or District Website, Email, Flyer or Invitation		Title I, Part A- Parent Involvement, Title II, Part A- Staff Training	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts		To continue increasing school and home relationships between, To continue increasing the school and home relationships among all stakeholders.	
<b>Building Capacity to Support Parents' Involvement in School</b>			
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Provide childcare at activity to eliminate barriers to greater participation, Provide other resources that eliminate barriers to greater participation		Improve parent participation rates	Improve participation by 2%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Parent Services Team		All Parents	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
First Quarter, Second Quarter, Third Quarter		Weekend (9 a.m. to noon), Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, Parent / Teacher Conference			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Campus Display on Marquee, Flyer or Invitation		Title I, Part A- Parent Involvement	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To increase parent participation at school-level meetings	
<b>Building Capacity to Support Parents' Involvement in School</b>			
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Provide information on Parent Engagement and Educational Programs		Improve knowledge of the Title I Program	Improve participation by 2%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Director of Elementary Education, Director of Federal Programs, Parent Services Team		Community Members, All Stakeholders	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Evening (6:00pm-8:00pm), Weekend (9 a.m. to noon), Afternoon (3:00pm-6:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, School Advisory Council Meeting, District wide parent training			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Skylert, School or District Website, Flyer or Invitation		Title I, Part A- Parent Involvement	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Evidence of Activity	Reason for Activity
Meeting/Training Agenda, Meeting/Training Sign-in Sheets	To improve parent relations with school and district

### EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Back to school/orientation/open house	3	150

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
improve parent involvement in their child's education at home	parents provided opportunity to learn about Florida standards, and review School Public Accountability Report, followed up by actual practice in the standards they can use at home

#### BUILDING CAPACITY ADDRESSED

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expos	4	200-250

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
parent awareness of report cards and reading activities, parents involvement with	parents provided opportunity to meet with teachers to discuss grades on report cards and also provided opportunities to read with children

#### BUILDING CAPACITY ADDRESSED

5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
FSA Training/Literacy parent night out workshops/content area parent workshops	3	150-175

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
build better academic content skills and understanding of assessments	parents are able to discuss children's specific content weaknesses and strengths with teachers and receive information and strategies to be used to help children at home

#### BUILDING CAPACITY ADDRESSED

6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
staff training in customer service and Title I parent rights	2	35-40

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
awareness of federal programs and parent rights	Teachers were better aware of the responsibilities of reporting and how to assist parents in their child's education	
BUILDING CAPACITY ADDRESSED		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Grade level parent night meetings	10	75-150
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
awareness of student grades, tests, specific student weaknesses, and what parents can do to help	Teachers were better aware of the responsibilities of reporting and how to assist parents in their child's education	
Activities Not Implemented		
none		

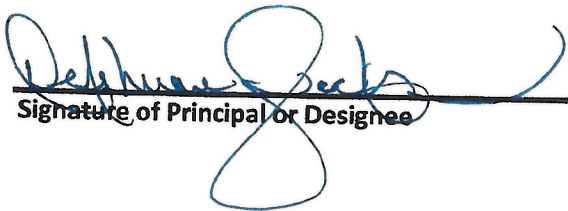



# HAVANA MAGNET SCHOOL

I, Roger P. Milton, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## ASSURANCES

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(2)(D) and (a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)]; and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.

  
Signature of Principal or Designee

  
Date Signed

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### MISSION STATEMENT

Our primary mission at Havana Magnet School is to find ways of enhancing each child's learning opportunities. We strive to help students nurture a love for learning and to develop lifelong learners. We believe that each child should be given opportunities to achieve, be successful, and understand that active participation of parents and family will help promote this success.

### INVOLVEMENT OF PARENTS

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

Havana Magnet School will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) along with all other parents provide input into the development, implementation, and evaluation of the Parent Family Engagement Plan (PFEP). The annual Title I parent meeting will provide information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting will also inform them of school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I schoolwide program. Other parent meetings and expos will be held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the monthly School Advisory Council (SAC meetings), input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parental involvement funds for parent activities to reach those goals, and how those goals relate to the development of the School Improvement Plan (SIP) by the SAC. Parents are also surveyed at least once for Title I and again for 21st Century Community Learning Centers (CCLC) for their input on activities and expenditures for those activities that support the PFEP and their children.

### ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Havana Magnet School will provide full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities will be reviewed for ease of readability, translatability and to make certain all special populations are included. Accommodations will be provided during parent activities for special populations. There will be a close coordination between the school and the ESOL/EL/Migrant offices to blend activities into each other's plans, to provide appropriate services, and to ensure connections to service providers are made available to parents upon identified need. Translating machines with a Spanish translator will be provided at all major parent meetings and will be available upon request for any other school or teacher parent activities. All Skylert messages will be in English and Spanish and any acronyms in written correspondence will be identified and explained. Spanish translations will be provided for school documents as requested. The school facilities are kept in compliance with regulations regarding access for persons with disabilities. Havana is a school and parent friendly facility. Parents will be provided information during Open House regarding the availability of parent involvement opportunities and resources. Havana Magnet School will collaborate to make sure every opportunity is given to all families for participation in parent involvement activities and to have access to important resources in a language parents can understand.

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

Parental Involvement and Student Achievement

### Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity		Impact of Activity	
English Language Arts Standards, Florida Standards Assessment- English Language Arts, Understanding the Florida Standards Assessment Student Report, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions, School Advisory Council Meetings		Improve English Language Arts Achievement	Improve to 54% proficiency in grades 3-8
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Teacher, Resource Teacher		All Parents, Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Parent / Teacher Conference			
Communication Tools	Coordination with:		
Skylert, School or District Website, Flyer or Invitation, Campus Display on M	Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title III, Part A- ELL, Title I, Part C- Migrant Student Education, Title VI- Rural Education Program, Title IX Homeless Student Education, Title II, Part A- Staff Training, 21st CCLC		
Evidence of Activity	Reason for Activity		
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used	To inform parents of ways to assist with phonemic awareness, phonics, vocabulary, fluency, and comprehension, To inform parents of ways to assist with phonemic awareness, phonics, vocabulary, fluency, and comprehension; to provide them with the training and the tools to assist their children at home; to provide parents with an understanding of the testing standards and how standards are scored so that they can work with children to reach higher expectations.		
<b>Building Capacity to Support Parents' Involvement in School</b>			
2. Shall provide assistance to parents of children served to understand State and local assessments.			
Building Capacity Activity	Impact of Activity		
Florida Standards Assessment- English Language Arts, Florida Standards Assessment- Mathematics Grades 3-8, End of Course Exam- Algebra 1, Florida Standards Assessment- 5th Grade Science, End of Course Exam- Biology, End of Course Exam- Civics, Parent Teacher Expos, Curriculum nights, Data Chats, Enhance Parent Resource Center at School, School Advisory Council Meetings	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Improve parent involvement program, Improve Parent Participation Rates</td> <td style="width: 30%;">Improve by 5%</td> </tr> </table>	Improve parent involvement program, Improve Parent Participation Rates	Improve by 5%
Improve parent involvement program, Improve Parent Participation Rates	Improve by 5%		
Person(s) Delivering Content	Person(s) Receiving Content		
Principal, Assistant Principal, Teacher, Resource Teacher	All Parents		
<b>Timeline of Activity</b>			
Calendar Timeframe	Time of Day		
Second Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)		
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, Title I Annual Meeting, School Advisory Council Meeting			
Communication Tools	Coordination with:		
Skylert, School or District Website, Flyer or Invitation	Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC		
Evidence of Activity	Reason for Activity		
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting	To inform parents of ways to assist with ELA, mathematics,		

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Minutes, Meeting/Training Handouts	science, civics, biology, and algebra, To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra in preparation for standardized assessments
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3. Shall provide assistance to parents of children served to understand the requirements of Title I.

Building Capacity Activity	Impact of Activity	
Provide Information on the Title I Program, DLOPI Training, Training module on building tie between parents and the school, School Advisory Council Meetings	Improve knowledge of the Title I Program	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Director of Federal Programs, School Advisory Council Chair, Assistant Principal	All Stakeholders	

Timeline of Activity	
Calendar Timeframe	Time of Day
First Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)

METHOD(S) TO DELIVER CONTENT OF ACTIVITY
Title I Annual Meeting, Online Self-guided Training, Parent / Teacher Conference, School Advisory Council Meeting

Communication Tools	Coordination with:
Skylert, Flyer or Invitation, Campus Display on Marquee, School or District Website	Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC

Evidence of Activity	Reason for Activity
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts	To provide parents with awareness and knowledge of the Title I program so that they are better able to assist their children, understand the qualifications of the staff and be fully aware of test results for the district and the school.

**Building Capacity to Support Parents' Involvement in School**

4. Shall provide assistance to parents of children served to understand how to monitor child's progress.

Building Capacity Activity	Impact of Activity	
Effective utilization of parent/teacher communication tool(s)*, Understanding the Florida Standards Assessment Student Report, Understanding i-Ready Diagnostic Report, Understanding STAR diagnostic, Parent Teacher Expos, Provide other resources that eliminate barriers to greater participation, Enhance Parent Resource Center at School, School Advisory Council Meetings	Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent	All Parents, Teachers, Specialized Instructional Support Personnel	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Timeline of Activity			
Calendar Timeframe	Time of Day		
Second Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)		
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Parent / Teacher Conference, Data Chat meetings			
Communication Tools	Coordination with:		
Flyer or Invitation, Backpack, Skylert, Email	Title I, Part A- Parent Involvement, 21st CCLC		
Evidence of Activity	Reason for Activity		
Copies of Communication Tool Used, Parent/Teacher Conference Completed Forms (Sampling)	To improve student achievement in academic areas		
Building Capacity to Support Parents' Involvement in School			
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.			
Building Capacity Activity	Impact of Activity		
Understanding i-Ready Diagnostic Report, Understanding Report Cards, Understanding STAR diagnostic, Understanding the Florida Standards Assessment Student Report, DLOPI Training, Training module on parent value and contributions	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Improve English Language Arts Achievement, Improve Mathematics Achievement</td> <td style="width: 30%;">Improve by 5%</td> </tr> </table>	Improve English Language Arts Achievement, Improve Mathematics Achievement	Improve by 5%
Improve English Language Arts Achievement, Improve Mathematics Achievement	Improve by 5%		
Person(s) Delivering Content	Person(s) Receiving Content		
Teacher, Parent Services Team, Guidance Counselor	All Parents		
Timeline of Activity			
Calendar Timeframe	Time of Day		
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)		
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent / Teacher Conference, Staff Training			
Communication Tools	Coordination with:		
Flyer or Invitation	Title I, Part A- Parent Involvement, 21st CCLC		
Evidence of Activity	Reason for Activity		
Meeting Minutes, Parent/Teacher Conference Completed Forms (Sampling)	To ensure all parents understand how to improve their child(ren) academic performance		
Building Capacity to Support Parents' Involvement in School			
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.			
Building Capacity Activity	Impact of Activity		

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Provide information on Parent Engagement and Educational Programs, Conducting an effective parent/teacher conference, Training module on communicating with parents or diverse populations	Improve Parent Participation Rates	Improve by 5%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>
Guidance Counselor, Consultant, Professional Learning Team, Parent Services Team	Teachers, School Administrators, Specialized Instructional Support Personnel	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
First Quarter	Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Staff Training, Online Self-guided Training, Professional Learning Community		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Flyer or Invitation, Email	Title II, Part A- Staff Training	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used	To ensure all teachers know how to effectively communicate and work with parents and colleagues	
<b>Building Capacity to Support Parents' Involvement in School</b>		
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.		
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>	
Training module on communicating with parents or diverse populations, Training developed in collaboration with parents to support parent involvement, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions	Improve parent satisfaction	Improve by 5%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>
Guidance Counselor, Professional Learning Team, Consultant	Teachers	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
First Quarter	Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Staff Training		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Flyer or Invitation, School or District Website, Email	Title II, Part A- Staff Training	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting/Training Agenda		To improve ties between home and school , To improve communication between home and school	
<b>Building Capacity to Support Parents' Involvement in School</b>			
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.			
Building Capacity Activity		Impact of Activity	
Training module on building tie between parents and the school		Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Guidance Counselor, Professional Learning Team, Parent Services Team		Teachers, School Administrators, Other Staff	
<b>Timeline of Activity</b>			
Calendar Timeframe		Time of Day	
First Quarter		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Staff Training, Online Self-guided Training, Professional Learning Community			
Communication Tools		Coordination with:	
Flyer or Invitation, Email		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda		To improve ties between home and school	
<b>Building Capacity to Support Parents' Involvement in School</b>			
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.			
Building Capacity Activity		Impact of Activity	
Provide other resources that eliminate barriers to greater participation, Provide childcare at activity to eliminate barriers to greater participation		Improve Parent Participation Rates, Improve parent satisfaction, Improve parent involvement program	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal		All Parents, Specialized Instructional Support Personnel	
<b>Timeline of Activity</b>			
Calendar Timeframe		Time of Day	
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, Parent / Teacher Conference			



## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Communication Tools		Coordination with:	
Campus Display on Marquee, Skylert, Flyer or Invitation, School or District Website		Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To increase parent participation at school-level meetings	
<b>Building Capacity to Support Parents' Involvement in School</b>			
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.			
Building Capacity Activity		Impact of Activity	
Provide information on Parent Engagement and Educational Programs		Improve knowledge of the Title I Program	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Director of Federal Programs, Director of Elementary Education, Director of Secondary Education, Parent Services Team		All Stakeholders, Community Members	
<b>Timeline of Activity</b>			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Evening (6:00pm-8:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, School Advisory Council Meeting			
Communication Tools		Coordination with:	
Skylert, School or District Website, Flyer or Invitation		Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To improve parent relations with the school district	
<b>EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION</b>			
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.			
ACTIVITY		NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expo, Parent Expo/Parent Conference Nights		3	50-100
ESTABLISHED GOAL		ACTUAL OUTCOME(S)	
Shared student progression in regards to classwork and assessment data		Shared student progression in regards to classwork and assessment data	
<b>BUILDING CAPACITY ADDRESSED</b>			
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of			

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

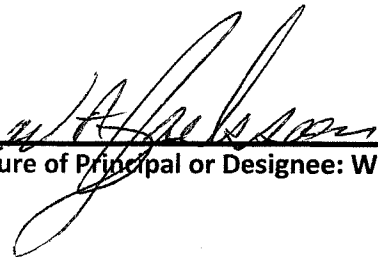
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Curriculum Nights	2	50-100
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Shared student progression in regards to classwork and assessment data, Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expo, Parent Involvement Workshops	2	30-50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Shared strategies for working with children at home; shared awareness of standards and how to maximize performance	Shared student progression in regards to classwork and assessment data	
Activities Not Implemented		
none		

# JAMES A SHANKS MIDDLE SCHOOL

I, Willie A. Jackson, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## ASSURANCES

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(2)(D) and (a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)]; and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.



Signature of Principal or Designee: W. A. Jackson

12-21-17

Date Signed, Date Signed: 12-21-17

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### MISSION STATEMENT

James A. Shanks Middle School will provide a learning environment that is safe and conducive for learning to develop students for college and/or career ready.

### INVOLVEMENT OF PARENTS

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

James A. Shanks Middle School will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) along with all other parents provide input into the development, implementation, and evaluation of the Parent Family Engagement Plan (PFEP). The annual Title I parent meeting will provide information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting will also inform them of school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I schoolwide program. Other parent meetings and expos will be held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the monthly School Advisory Council (SAC meetings), input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parental involvement funds for parent activities to reach those goals, and how those goals relate to the development of the School Improvement Plan (SIP) by the SAC. Parents are also surveyed at least once for Title I and again for 21st Century Community Learning Centers (CCLC) for their input on activities and expenditures for those activities that support the PFEP and their children.

### ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].

James A. Shanks Middle School will provide full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities will be reviewed for ease of readability, translatability and to make certain all special populations are included. Accommodations will be provided during parent activities for special populations. There will be a close coordination between the school and the ESOL/EL/Migrant offices to blend activities into each other's plans, to provide appropriate services, and to ensure connections to service providers are made available to parents upon identified need. Translating machines with a Spanish translator will be provided at all major parent meetings and will be available upon request for any other school or teacher parent activities. All Skylert messages will be in English and Spanish and any acronyms in written correspondence will be identified and explained. Spanish translations will be provided for school documents as requested. The school facilities are kept in compliance with regulations regarding access for persons with disabilities. James A. Shanks Middle School offers parent friendly environment where parents will be provided information during Open House regarding the availability of parent involvement opportunities and resources. Shanks Middle School will collaborate to make sure every opportunity is given to all families for participation in parent involvement activities and to have access to important resources in a language parents can understand.

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

<b>Parental Involvement and Student Achievement</b>		
<b>Building Capacity to Support Parents' Involvement in School</b>		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>	
English Language Arts Standards, Florida Standards Assessment- English Language Arts, Understanding the Florida Standards Assessment Student Report, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions, School Advisory Council Meetings	Improve English Language Arts Achievement	Improve by 5%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	
Principal, Assistant Principal, Teacher, Resource Teacher	All Parents, Teachers	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
First Quarter, Second Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Parent / Teacher Conference		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Skylert, School or District Website, Flyer or Invitation, Campus Display on M	Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title III, Part A- ELL, Title I, Part C- Migrant Student Education, Title VI- Rural Education Program, Title IX Homeless Student Education, Title II, Part A- Staff Training, 21st CCLC	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used	To inform parents of ways to assist with phonemic awareness, phonics, vocabulary, fluency, and comprehension, To inform parents of ways to assist with phonemic awareness, phonics, vocabulary, fluency, and comprehension; to provide them with the training and the tools to assist their children at home; to provide parents with an understanding of the testing standards and how standards are scored so that they can work with children to reach higher expectations.	
<b>Building Capacity to Support Parents' Involvement in School</b>		
2. Shall provide assistance to parents of children served to understand State and local assessments.		
<b>Building Capacity Activity</b>	<b>Impact of Activity</b>	
Florida Standards Assessment- English Language Arts, Mathematics Standards, End of Course Exam- Algebra 1, Florida Standards Assessment- 5th Grade Science, Florida Standards Assessment- 8th Grade Science, End of Course Exam- Civics, Understanding the Florida Standards Assessment Student Report	Improve parent involvement program, Improve Parent Participation Rates	Improve by 5%
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Principal, Assistant Principal, Teacher, Resource Teacher		All Parents	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
Second Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, Title I Annual Meeting, School Advisory Council Meeting			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Skylert, School or District Website, Flyer or Invitation		Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts		To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra, To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra in preparation for standardized assessments	
<b>3. Shall provide assistance to parents of children served to understand the requirements of Title I.</b>			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Provide Information on the Title I Program, DLOPI Training, Training module on building tie between parents and the school, School Advisory Council Meetings		Improve knowledge of the Title I Program	Improve by 5%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Director of Federal Programs, School Advisory Council Chair, Assistant Principal		All Stakeholders	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Title I Annual Meeting, Online Self-guided Training, Parent / Teacher Conference, School Advisory Council Meeting			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Skylert, Flyer or Invitation, Campus Display on Marquee, School or District Website		Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts		To provide parents with awareness and knowledge of the Title I program so that they are better able to assist their children, understand the qualifications of the staff and be fully aware of test results for the district and the school.	
<b>Building Capacity to Support Parents' Involvement in School</b>			
<b>4. Shall provide assistance to parents of children served to understand how to monitor child's progress.</b>			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Effective utilization of parent/teacher communication tool(s)*,		Improve Parent Participation Rates	Improve by 5%

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Understanding the Florida Standards Assessment Student Report, Understanding i-Ready Diagnostic Report, Understanding STAR diagnostic, Parent Teacher Expos, Provide other resources that eliminate barriers to greater participation, Enhance Parent Resource Center at School, School Advisory Council Meetings	
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Person(s) Delivering Content	Person(s) Receiving Content
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Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent	All Parents, Teachers, Specialized Instructional Support Personnel
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Timeline of Activity	
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Calendar Timeframe	Time of Day
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Second Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)
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METHOD(S) TO DELIVER CONTENT OF ACTIVITY	
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Parent Training, Parent / Teacher Conference, Data Chat meetings
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Communication Tools	Coordination with:
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Flyer or Invitation, Backpack, Skylert, Email	Title I, Part A- Parent Involvement, 21st CCLC
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Evidence of Activity	Reason for Activity
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Copies of Communication Tool Used, Parent/Teacher Conference Completed Forms (Sampling)	To improve student achievement in academic areas
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Building Capacity to Support Parents' Involvement in School	
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5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.
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Building Capacity Activity	Impact of Activity	
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Understanding i-Ready Diagnostic Report, Understanding Report Cards, Understanding STAR diagnostic, Understanding the Florida Standards Assessment Student Report, DLOPI Training, Training module on parent value and contributions	Improve English Language Arts Achievement, Improve Mathematics Achievement	Improve by 5%
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Person(s) Delivering Content	Person(s) Receiving Content
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Teacher, Parent Services Team, Guidance Counselor	All Parents
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Timeline of Activity	
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Calendar Timeframe	Time of Day
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First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)
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METHOD(S) TO DELIVER CONTENT OF ACTIVITY	
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Parent / Teacher Conference, Staff Training
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Communication Tools	Coordination with:
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Flyer or Invitation	Title I, Part A- Parent Involvement, 21st CCLC
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Evidence of Activity	Reason for Activity
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Meeting Minutes, Parent/Teacher Conference Completed Forms (Sampling)	To ensure all parents understand how to improve their child(ren) academic performance
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Building Capacity to Support Parents' Involvement in School	
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6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.
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## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity Activity		Impact of Activity	
Provide information on Parent Engagement and Educational Programs, Conducting an effective parent/teacher conference, Training module on communicating with parents or diverse populations		Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Guidance Counselor, Consultant, Professional Learning Team, Parent Services Team		Teachers, School Administrators, Specialized Instructional Support Personnel	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training, Online Self-guided Training, Professional Learning Community			
Communication Tools		Coordination with:	
Flyer or Invitation, Email		Title II, Part A- Staff Training	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used		To ensure all teachers know how to effectively communicate and work with parents and colleagues	
Building Capacity to Support Parents' Involvement in School			
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.			
Building Capacity Activity		Impact of Activity	
Training module on communicating with parents or diverse populations, Training developed in collaboration with parents to support parent involvement, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions		Improve parent satisfaction	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Guidance Counselor, Professional Learning Team, Consultant		Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training			
Communication Tools		Coordination with:	
Flyer or Invitation, School or District Website, Email		Title II, Part A- Staff Training	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting/Training Agenda		To improve ties between home and school , To improve communication between home and school	
Building Capacity to Support Parents' Involvement in School			



## 2017-2018 Title I, Part A Parent and Family Engagement Plan

8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.

Building Capacity Activity		Impact of Activity	
Training module on building tie between parents and the school		Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Guidance Counselor, Professional Learning Team, Parent Services Team		Teachers, School Administrators, Other Staff	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training, Online Self-guided Training, Professional Learning Community			
Communication Tools		Coordination with:	
Flyer or Invitation, Email		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda		To improve ties between home and school	

### Building Capacity to Support Parents' Involvement in School

9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.

Building Capacity Activity		Impact of Activity	
Provide other resources that eliminate barriers to greater participation, Provide childcare at activity to eliminate barriers to greater participation		Improve Parent Participation Rates, Improve parent satisfaction, Improve parent involvement program	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal		All Parents, Specialized Instructional Support Personnel	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Parent / Teacher Conference			
Communication Tools		Coordination with:	
Campus Display on Marquee, Skylert, Flyer or Invitation, School or District Website		Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To increase parent participation at school-level meetings	

### Building Capacity to Support Parents' Involvement in School

13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.

Building Capacity Activity		Impact of Activity	
Provide information on Parent Engagement and Educational Programs		Improve knowledge of the Title I	Improve by 5%

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Program		
<b>Person(s) Delivering Content</b>	<b>Person(s) Receiving Content</b>	
Director of Federal Programs, Director of Elementary Education, Director of Secondary Education, Parent Services Team	All Stakeholders, Community Members	
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>	<b>Time of Day</b>	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Evening (6:00pm-8:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Parent Training, School Advisory Council Meeting		
<b>Communication Tools</b>	<b>Coordination with:</b>	
Skylert, School or District Website, Flyer or Invitation	Title I, Part A- Parent Involvement	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets	To improve parent relations with the school district	
<b>EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION</b>		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
Parent Expo, Parent Expo/Parent Conference Nights	3	75-150
<b>ESTABLISHED GOAL</b>	<b>ACTUAL OUTCOME(S)</b>	
Shared student progression in regards to classwork and assessment data	Shared student progression in regards to classwork and assessment data	
<b>BUILDING CAPACITY ADDRESSED</b>		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
Educational Fairs - Bring your Parent to School Days	2	75-150
<b>ESTABLISHED GOAL</b>	<b>ACTUAL OUTCOME(S)</b>	
Shared student progression in regards to classwork and assessment data, Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	
<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>	<b>NUMBER OF PARTICIPANTS</b>
motivational assemblies	2	50-75
<b>ESTABLISHED GOAL</b>	<b>ACTUAL OUTCOME(S)</b>	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Parents are invited to participate in activities and events organized by school to recognize and reward students for academic accomplishments	Shared student progression in regards to classwork and assessment data	
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Community Meetings and Health Fairs	3	100
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Parents are urged to participate in informational meetings, fairs, programs throughout the year to educate, train, and provide services to families to bridge the gap between home and school	Shared strategies that helped to bridge the gap between home and school and led to improvements in academic achievement	
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Anti-bullying program implemented	2	50-75
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
parents are invited to understand the issue of bullying and what they can do to help reduce the behavior	reduced incidents of bullying	
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Assist with non-English speaking parents to participate	2	25-50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Improve communications with non-English speaking parents	hired a bi-lingual paraprofessional to assist with translations during meetings and at the parent resource center	
Activities Not Implemented		
none		

# STEWART STREET ELEMENTARY SCHOOL

I, Lisa Robinson, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## ASSURANCES

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(2)(D) and (a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)]; and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.



Signature of Principal or Designee

12/20/17

Date Signed

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### MISSION STATEMENT

Stewart Street Elementary believes that positive parental involvement is vital to student achievement and therefore encourages such involvement in school educational planning and operations. The parent involvement plan acts as a blueprint to strengthen the partnership between Stewart Street Elementary School parents, faculty, staff, and neighboring community stakeholders. We believe all students can learn. We will follow the plans in this blueprint to increase parental involvement and develop on-going partnerships in an effort to raise overall attendance rates and student achievement over the course of

### INVOLVEMENT OF PARENTS

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

Stewart Street Elementary School will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) has the responsibility for developing, implementing, and evaluating the School Improvement Plan (SIP) and Parent Involvement Plan (PIP), now known as the Parent Family Engagement Plan (PFEP). During the first SAC meetings, Title I pamphlets are provided along with the Florida Standards. The school involves parents in the discussions regarding how funds will be used by seeking parents' ideas and suggestions for the expending of the funds during the first meeting of SAC. Funds are allotted according to the different goals and trainings during the first semester of school. The SAC along with all other parents provide input into the development, implementation, and evaluation of the PFEP. The annual Title I parent meeting provides information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting also informs parents about school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I schoolwide program. Other parent meetings and expos are held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the monthly SAC meetings, input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parent involvement funds for parent activities to reach those goals, and how those goals relate to the development of the SIP. Parents are also surveyed at least once for Title I and again for 21st Century Community Learning Centers (CCLC) for their input on activities and expenditures for those activities that support the PFEP and parent activities.

### ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].

Stewart Street Elementary School provides full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities are reviewed for ease of readability, translatability and to make certain all special populations are included. Accommodations are provided during parent activities for special populations. There is a close coordination between the school and the

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

ESOL/EL/Migrant offices to blend activities into each other's plans, to provide appropriate services, and to ensure connections to service providers are made available to parents upon identified need. Translating machines with a Spanish translator are provided at all major parent meetings and will be available upon request for any other school or teacher parent activities. The school with the assistance of the district communicates to parents via the Skylert communication system, newsletters, flyers, school marquee, phone calls, news materials and trainings to help parents work with their children to improve their children academics achievement. Forums including Open House, SAC, Parent Teacher Association (PTA) meetings and Parent Expos are utilized to facilitate parental involvement at the school level. The PFEP is provided to all parents the first month of school in a language parents can understand. Any informational documents sent to parents of English Language Learners (EL) and/or migratory children are transcribed and delivered in Spanish or any other language students reportedly spoken in the home. Any information sent to parents of Exceptional Student Education (ESE) is watermarked with contact information for parents to use whenever they have questions about anything they read. As requested, the school employs translators to relay messages to parents via telephone and/or issues certified letters or hand delivered letters to parents' homes to keep them fully aware of Stewart Street Elementary School happenings, especially issues regarding their children.

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

More active parent engagement and involvement in children's education; improved student achievement

### Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity	Impact of Activity	
English Language Arts Standards, Florida Standards Assessment- English Language Arts, Mathematics Standards, Provide other resources that eliminate barriers to greater participation, Provide information on Parent Engagement and Educational Programs, Understanding the Florida Standards Assessment Student Report, School Advisory Council Meetings, Enhance Parent Resource Center at school	Improve English Language Arts Achievement	Improve by 5% in grades 3-5
Person(s) Delivering Content	Person(s) Receiving Content	
Teacher, Principal, Assistant Principal, Resource Teacher	All Parents, Teachers	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter	Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Title I Annual Meeting, Parent / Teacher Conference, School Advisory Council Meeting		
Communication Tools	Coordination with:	
Flyer or Invitation, Campus Display on Marquee, Skylert, School or District Website	Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, IDEA- Federal ESE, Title IX Homeless Student Education	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Sign-in Sheets, Meeting Minutes		To help increase the knowledge of the Florida Standards, To help increase the knowledge and understanding of the Florida Standards Assessment.	
<b>Building Capacity to Support Parents' Involvement in School</b>			
2. Shall provide assistance to parents of children served to understand State and local assessments.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Florida Standards Assessment- English Language Arts, District Standards Assessment Grades 6-12- English Language Arts, Parent Teacher Expos, Enhance Parent Resource Center at school, School Advisory Council Meetings		Improve English Language Arts Achievement	Improve by 5% in grades 3-5
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Assistant Principal, Guidance Counselor, Teacher		All Parents	
<b>Timeline of Activity</b>			
<b>Calendar Timeframe</b>		<b>Time of Day</b>	
Open House		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. to noon)	
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>			
Parent Training, School Advisory Council Meeting, Title I Annual Meeting			
<b>Communication Tools</b>		<b>Coordination with:</b>	
Flyer or Invitation, Campus Display on Marquee, Skylert, School or District Website		Title I, Part A- Parent Involvement, Title III, Part A- ELL, State Voluntary Pre-K	
<b>Evidence of Activity</b>		<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts		To help increase the knowledge of the Florida Standards, To help increase the knowledge and understanding of the Florida Standards Assessment.	
<b>Building Capacity to Support Parents' Involvement in School</b>			
3. Shall provide assistance to parents of children served to understand the requirements of Title I.			
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>	
Provide Information on the Title I Program, Training developed in collaboration with parents to support parent involvement, Data Chats, School Advisory Council Meetings		Improve parent involvement program, Improve knowledge of the Title I Program	Improve attendance by 2%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher		All Parents	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Timeline of Activity			
Calendar Timeframe	Time of Day		
First Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm)		
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Title I Annual Meeting, School Advisory Council Meeting			
Communication Tools	Coordination with:		
Campus Display on Marquee, Flyer or Invitation, Skylert, School or District Website	Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA- Federal ESE, Title IX Homeless Student Education		
Evidence of Activity	Reason for Activity		
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts, Meeting Minutes	To increase parent's understanding of Title I, while providing them with resources needed to impact their child's learning., To increase parent's understanding of Title I, while providing them with resources needed to impact their child's learning.		
Building Capacity to Support Parents' Involvement in School			
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.			
Building Capacity Activity	Impact of Activity		
Understanding Report Cards, Understanding i-Ready Diagnostic Report, Understanding the Florida Standards Assessment Student Report, Conducting an effective parent/teacher conference	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement</td> <td style="width: 30%;">Improve by 5% in grades 3-5</td> </tr> </table>	Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement	Improve by 5% in grades 3-5
Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement	Improve by 5% in grades 3-5		
Person(s) Delivering Content	Person(s) Receiving Content		
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher	All Parents, Teachers		
Timeline of Activity			
Calendar Timeframe	Time of Day		
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)		
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Parent / Teacher Conference, Data Chat meetings			
Communication Tools	Coordination with:		
Skylert, School or District Website, Flyer or Invitation, Backpack	Title I, Part A- Parent Involvement, 21st CCLC, State Voluntary Pre-K, IDEA- Federal ESE		
Evidence of Activity	Reason for Activity		
Meeting/Training Agenda, Parent/Teacher Conference Completed Forms (Sampling), Meeting/Training Sign-in Sheets	To empower parents with resources to assist their child(ren) with strategies that will lead to increased student achievement.		



## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity to Support Parents' Involvement in School		
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
Building Capacity Activity	Impact of Activity	
Understanding i-Ready Diagnostic Report, Understanding Report Cards, Understanding the Florida Standards Assessment Student Report	Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement	Improve by 5% in grades 3-5
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher	All Parents	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
School Advisory Council Meeting, Parent / Teacher Conference, Staff Training		
Communication Tools	Coordination with:	
Skylert, Flyer or Invitation, School or District Website, Newsletter	Title I, Part A- Parent Involvement, 21st CCLC	
Evidence of Activity	Reason for Activity	
Parent/Teacher Conference Completed Forms (Sampling), Meeting/Training Agenda, Meeting/Training Sign-in Sheets	To support parents with an understanding of ways to use tools at home to raise their child's level of achievement in school.	
Building Capacity to Support Parents' Involvement in School		
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.		
Building Capacity Activity	Impact of Activity	
Training developed in collaboration with parents to support parent involvement	Improve parent involvement program, Improve Parent Participation Rates	Improve participation by 2%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher	All Parents, Teachers, Specialized Instructional Support Personnel, School Administrators	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Staff Training, Professional Learning Community, Online Self-guided Training		
Communication Tools	Coordination with:	
Email, Flyer or Invitation	Title II, Part A- Staff Training, Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title IX Homeless Student Education, Early Learning Coalition	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts	To strengthen relationships between the school and parents as equal partners to increase overall communication.	
Building Capacity to Support Parents' Involvement in School		
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.		
Building Capacity Activity	Impact of Activity	
Training developed in collaboration with parents to support parent involvement	Improve parent involvement program, Improve Parent Participation Rates	Improve participation by 2%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher	Teachers, Specialized Instructional Support Personnel, School Administrators	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Staff Training		
Communication Tools	Coordination with:	
Email, School or District Website, Campus Display on Marquee	Title II, Part A- Staff Training, Title I, Part A- Parent Involvement	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts	To strengthen the relationship between the school and parents as equal partners to increase overall communication.	
Building Capacity to Support Parents' Involvement in School		
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.		
Building Capacity Activity	Impact of Activity	
Training module on parent value and contributions, Training developed in collaboration with parents to support parent involvement, Provide other resources that eliminate barriers to greater participation	Improve parent involvement program, Improve Parent Participation Rates	Improve participation by 2%

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher		Teachers, Specialized Instructional Support Personnel, School Administrators	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training, Professional Learning Community, Online Self-guided Training			
Communication Tools		Coordination with:	
Campus Display on Marquee, School or District Website, Email, Flyer or Invitation		Title I, Part A- Parent Involvement, Title II, Part A- Staff Training	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts		relationships between, To continue increasing the school and h	
Building Capacity to Support Parents' Involvement in School			
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.			
Building Capacity Activity		Impact of Activity	
Provide childcare at activity to eliminate barriers to greater participation, Provide other resources that eliminate barriers to greater participation		Improve parent participation rates	Improve participation by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal		All Parents	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter		Weekend (9 a.m. to noon), Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Parent / Teacher Conference			
Communication Tools		Coordination with:	
Campus Display on Marquee, Flyer or Invitation		Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To increase parent participation at school-level meetings	
Building Capacity to Support Parents' Involvement in School			
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.			
Building Capacity Activity		Impact of Activity	
Provide information on Parent Engagement and Educational Programs		Improve knowledge of the Title I Program	Improve participation by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Director of Elementary Education, Director of Federal Programs, Parent Services Team		Community Members, All Stakeholders	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Evening (6:00pm-8:00pm), Weekend (9 a.m. to noon), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, School Advisory Council Meeting		
Communication Tools	Coordination with:	
Skylert, School or District Website, Flyer or Invitation	Title I, Part A- Parent Involvement	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets	To improve parent relations with school and district	
EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION		
<p>1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.</p>		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parents Florida Standards Nights	2	50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
improve parent involvement in their child's education at home	parents provided opportunity to learn about Florida standards, and review School Public Accountability Report, followed up by actual practice in the	
BUILDING CAPACITY ADDRESSED		
<p>1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.</p>		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expos	3	200-250
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
parent awareness of report cards and reading activities, parents involvement with	parents provided opportunity to meet with teachers to discuss grades on report cards and also provided opportunities to read with children	
BUILDING CAPACITY ADDRESSED		
<p>5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.</p>		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Family building Better Readers Night, Family Building Better Readers Night	3	150-175
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Build better ELA skills	parents are able to discuss children's specific content weaknesses and strengths with teachers and receive information and strategies to be used to help children at home	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan


BUILDING CAPACITY ADDRESSED		
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Staff training for Title I	2	35-40
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
awareness of federal programs and parent rights	Teachers were better aware of the responsibilities of reporting and how to assist parents in their child's education	
BUILDING CAPACITY ADDRESSED		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Student cumulative folder meeting	4	50-75
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
awareness of federal programs and parent rights	Teachers were better aware of the responsibilities of reporting and how to assist parents in their child's education	
Activities Not Implemented		
none		

# WEST GADSDEN MIDDLE SCHOOL

I, Sonya Jackson, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## ASSURANCES

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(39), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1116(a)(2)(D) and (a)(2)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1112(e)(1)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)];
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)]; and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.



Signature of Principal or Designee

Date Signed

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### MISSION STATEMENT

West Gadsden High School, in partnership with its parents and community members, seeks to instill in its students high standards for academic scholarship, integrity, leadership, and responsible citizenship., West Gadsden Middle School, in partnership with its parents and community members, seeks to instill in its students high standards for academic scholarship, integrity, leadership, and responsible citizenship.

### INVOLVEMENT OF PARENTS

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

West Gadsden Middle School will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) along with all other parents provide input into the development, implementation, and evaluation of the Parent Family Engagement Plan (PFEP). The annual Title I parent meeting will provide information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting will also inform them of school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I schoolwide program. Other parent meetings and expos will be held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the monthly School Advisory Council (SAC meetings), input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parental involvement funds for parent activities to reach those goals, and how those goals relate to the development of the School Improvement Plan (SIP) by the SAC. Parents are also surveyed at least once for Title I and again for 21st Century Community Learning Centers (CCLC) for their input on activities and expenditures for those activities that support the PFEP and their children.

### ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1116(e)(5) and 1116(f)].

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

West Gadsden Middle School will provide full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities will be reviewed for ease of readability and to make certain all special populations are included. Accommodations will be provided during parent activities for special populations. There will be a close coordination between the school and the ESOL/EL/Migrant offices to blend activities into each other's plans, to provide appropriate services, and to ensure connections to service providers are made available to parents upon identified need. Translating machines with a Spanish translator will be provided at all major parent meetings and will be available upon request for any other school or teacher parent activities. All skltert messages will be in English and Spanish and any acronyms in written correspondence will be identifies and explained. Spanish translations will be provided for school documents as requested. The school facilities are kept in compliance with regulations regarding access for persons with disabilities. West Gadsden Middle is a parent friendly school. Parents will be provided information during Open House regarding the availability of parent involvement opportunities and resources. West Gadsden Middle School will make every effort and opportunity to make sure all families participate in parent involvement activities and have access to important resources in a language parents can understand.

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

Parental Involvement and Student Achievement will be our focus this year as we "Work Together to Reach our Targets" in Parental Involvement and Student Achievement.

### Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity	Impact of Activity	
Florida Standards Assessment- English Language Arts, Florida Standards Assessment- Mathematics Grades 3-8	Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve parent involvement program	Improve proficiency by 10% for grades 4-8

Person(s) Delivering Content	Person(s) Receiving Content
Principal, Assistant Principal, Teacher, Resource Teacher	All Parents, Teachers

Timeline of Activity	
Calendar Timeframe	Time of Day
First Quarter, Second Quarter, Third Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)

METHOD(S) TO DELIVER CONTENT OF ACTIVITY
Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Parent / Teacher Conference

Communication Tools	Coordination with:
Skylert, School or District Website, Flyer or Invitation, Campus Display on M	Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title III,



## 2017-2018 Title I, Part A Parent and Family Engagement Plan

	Part A- ELL, Title I, Part C- Migrant Student Education, Title VI- Rural Education Program, Title IX Homeless Student Education, Title II, Part A- Staff Training, 21st CCLC	
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used	To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra in preparation for standardized assessments.	
<b>Building Capacity to Support Parents' Involvement in School</b>		
2. Shall provide assistance to parents of children served to understand State and local assessments.		
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>
Florida Standards Assessment- English Language Arts, Florida Standards Assessment- Mathematics Grades 3-8, Mathematics Standards, End of Course Exam- Algebra 1, Florida Standards Assessment- 5th Grade Science, Florida Standards Assessment- 8th Grade Science, End of Course Exam- Civics, Industry Certification Assessments	Improve parent involvement program, Improve Parent Participation Rates	Improve proficiency by 10% for grades 4-8
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>
Principal, Assistant Principal, Teacher, Resource Teacher		All Parents
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>		<b>Time of Day</b>
Second Quarter, Third Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Parent Training, Title I Annual Meeting, School Advisory Council Meeting		
<b>Communication Tools</b>		<b>Coordination with:</b>
Skylert, School or District Website, Flyer or Invitation		Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC
<b>Evidence of Activity</b>	<b>Reason for Activity</b>	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts	To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra in preparation for standardized assessments.	
3. Shall provide assistance to parents of children served to understand the requirements of Title I.		
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>
Provide Information on the Title I Program, DLOPI Training, Training module on building tie between parents and the school, School Advisory Council Meetings	Improve knowledge of the Title I Program	Improve by 5%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>
Principal, Director of Federal Programs, School Advisory Council Chair, Assistant Principal		All Stakeholders

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Timeline of Activity			
Calendar Timeframe	Time of Day		
First Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)		
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Title I Annual Meeting, Online Self-guided Training, Parent / Teacher Conference, School Advisory Council Meeting			
Communication Tools	Coordination with:		
Skylert, Flyer or Invitation, Campus Display on Marquee, School or District Website	Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC		
Evidence of Activity	Reason for Activity		
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts	To provide parents with awareness and knowledge of the Title I program so that they are better able to assist their children, understand the qualifications of the staff and be fully aware of test results for the district and the school.		
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.			
Building Capacity Activity	Impact of Activity		
Effective utilization of parent/teacher communication tool(s)*, Understanding the Florida Standards Assessment Student Report, Understanding i-Ready Diagnostic Report, Understanding STAR diagnostic, Parent Teacher Expos, School Advisory Council Meetings, Provide other resources that eliminate barriers to greater participation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Improve Parent Participation Rates, Improve parent involvement program</td> <td style="width: 30%;">Improve by 5%</td> </tr> </table>	Improve Parent Participation Rates, Improve parent involvement program	Improve by 5%
Improve Parent Participation Rates, Improve parent involvement program	Improve by 5%		
Person(s) Delivering Content	Person(s) Receiving Content		
Principal, Director of Federal Programs, School Advisory Council Chair, Assistant Principal	All Parents, Teachers, Specialized Instructional Support Personnel		
Timeline of Activity			
Calendar Timeframe	Time of Day		
Second Quarter, Third Quarter, Fourth Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)		
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Parent / Teacher Conference, Data Chat meetings			
Communication Tools	Coordination with:		
Skylert, Flyer or Invitation, Campus Display on Marquee, School or District Website	Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC		
Evidence of Activity	Reason for Activity		
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts	o improve student achievement in academic areas		

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity to Support Parents' Involvement in School		
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
Building Capacity Activity	Impact of Activity	
Understanding i-Ready Diagnostic Report, Understanding Report Cards, Understanding STAR diagnostic, Understanding the Florida Standards Assessment Student Report, DLOPI Training, Training module on parent value and contributions	Improve Parent Participation Rates, Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent	All Parents, Teachers, Specialized Instructional Support Personnel	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter, Third Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Parent / Teacher Conference, Data Chat meetings		
Communication Tools	Coordination with:	
Flyer or Invitation, Backpack, Skylert, Email	Title I, Part A- Parent Involvement, 21st CCLC	
Evidence of Activity	Reason for Activity	
Copies of Communication Tool Used, Parent/Teacher Conference Completed Forms (Sampling)	To improve student achievement in academic areas	
Building Capacity to Support Parents' Involvement in School		
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.		
Building Capacity Activity	Impact of Activity	
Provide information on Parent Engagement and Educational Programs, Conducting an effective parent/teacher conference, Training module on communicating with parents or diverse populations	Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Guidance Counselor, Consultant, Professional Learning Team, Parent Services Team	Teachers, School Administrators, Specialized Instructional Support Personnel	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Staff Training, Online Self-guided Training, Professional Learning Community		

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Communication Tools		Coordination with:	
Flyer or Invitation, Email		Title II, Part A- Staff Training	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used		To ensure all teachers know how to effectively communicate and work with parents and colleagues	
Building Capacity to Support Parents' Involvement in School			
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.			
Building Capacity Activity		Impact of Activity	
Training module on communicating with parents or diverse populations, Training developed in collaboration with parents to support parent involvement, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions		Improve parent satisfaction	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Guidance Counselor, Professional Learning Team, Consultant		Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training			
Communication Tools		Coordination with:	
Flyer or Invitation, School or District Website, Email		Title II, Part A- Staff Training	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting/Training Agenda		To improve ties between home and school , To improve communication between home and school	
Building Capacity to Support Parents' Involvement in School			
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.			
Building Capacity Activity		Impact of Activity	
Training module on building tie between parents and the school		Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Guidance Counselor, Professional Learning Team, Parent Services Team		Teachers, School Administrators, Other Staff	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Staff Training, Online Self-guided Training, Professional Learning Community		
<b>Communication Tools</b>		<b>Coordination with:</b>
Flyer or Invitation, Email		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement
<b>Evidence of Activity</b>		<b>Reason for Activity</b>
Meeting/Training Sign-in Sheets, Meeting/Training Agenda		To improve ties between home and school
<b>Building Capacity to Support Parents' Involvement in School</b>		
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.		
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>
Provide other resources that eliminate barriers to greater participation, Provide childcare at activity to eliminate barriers to greater participation		Improve Parent Participation Rates, Improve parent satisfaction, Improve parent involvement program
		Improve by 5%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>
Principal		All Parents, Specialized Instructional Support Personnel
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>		<b>Time of Day</b>
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		
Parent Training, Parent / Teacher Conference		
<b>Communication Tools</b>		<b>Coordination with:</b>
Campus Display on Marquee, Skylert, Flyer or Invitation, School or District Website		Title I, Part A- Parent Involvement
<b>Evidence of Activity</b>		<b>Reason for Activity</b>
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To increase parent participation at school-level meetings
<b>Building Capacity to Support Parents' Involvement in School</b>		
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.		
<b>Building Capacity Activity</b>		<b>Impact of Activity</b>
Provide information on Parent Engagement and Educational Programs		Improve knowledge of the Title I Program
		Improve by 5%
<b>Person(s) Delivering Content</b>		<b>Person(s) Receiving Content</b>
Director of Federal Programs, Director of Elementary Education, Director of Secondary Education, Parent Services Team		All Stakeholders, Community Members
<b>Timeline of Activity</b>		
<b>Calendar Timeframe</b>		<b>Time of Day</b>
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Evening (6:00pm-8:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)
<b>METHOD(S) TO DELIVER CONTENT OF ACTIVITY</b>		

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Parent Training, School Advisory Council Meeting	
Communication Tools	Coordination with:
Skylert, School or District Website, Flyer or Invitation	Title I, Part A- Parent Involvement
Evidence of Activity	Reason for Activity
Meeting/Training Agenda, Meeting/Training Sign-in Sheets	To improve parent relations with the school district

### EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expo, Parent Expo/Parent Conference Nights	3	50-100
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Shared student progression in regards to classwork and assessment data	Shared student progression in regards to classwork and assessment data	

#### BUILDING CAPACITY ADDRESSED

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Family Literacy Nights	2	25-50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Shared student progression in regards to classwork and assessment data, Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Trainings	2	25-30
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Provide parents information on academic and leadership skills to assist parents in being able to help children with homework	Parents were provided hands-on workshops with strategies to assist them at home with their children	

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
College Readiness	2	25-50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
provide parents knowledge about college	Shared FASA information, provided speakers to discuss preparation details for	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

readiness and preparation, scholarships, college entrance exams, and availability of financial aid	college entrance.	
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Back to school event	1	75-100
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Provide parents with all information to begin school, orient them to school and their child's teachers, and open communication with parents	Parents were provided with introductions to all staff, all programs, and all available assistance the school will be providing.	
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Launch a parent resource center	1	25-50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Provide a parent resource center for parents to come to school and get any assistance they need for their children or any information about applications or available programs for children	several parents participated in the resources of the center during the school year; parent liaison was able to provide resources and tools to enhance parent involvement as outlined in PIP and SIP	
Activities Not Implemented		
none		

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** \_\_\_\_ 11e \_\_\_\_

**DATE OF SCHOOL BOARD MEETING:** \_\_\_\_ February 27, 2018 \_\_\_\_

**TITLE OF AGENDA ITEM:** Strategic Continuous Improvement Plan 2017-2022

**DIVISION:**

\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

Approval is requested of the 2017-2022 Strategic Continuous Improvement Plan.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Roger Milton

**POSITION:** Superintendent of Schools

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_



# *STRATEGIC/CONTINUOUS IMPROVEMENT PLAN*

*2017-2022*

*The Gadsden County Public Schools District is on a journey toward achieving excellence. Our students are the reason we exist, and everything we do must be focused on the things that are in their best interest. From this perspective, we will continue to be committed to collaborating with all stakeholders to better prepare our students for life in a global society.*

*GADSDEN COUNTY PUBLIC SCHOOLS*

## **Strategic Continuous Improvement Plan 2017-2022**

### **VISION**

*The Gadsden County Public Schools comprise a system of excellence that prepares ALL students to live and successfully compete in a global society.*

### **MISSION**

*The mission of Gadsden County Public Schools is to collaborate with and engage all stakeholders in providing safe, caring, rigorous and engaging environments in which students can learn and succeed.*

### **CORE BELIEFS**

*The Gadsden County School District believes that:*

- *all students will learn when instruction is engaging, rigorous, differentiated and individualized;*
- *learning environments must be safe and supportive;*
- *schools exist to foster the development and well-being of the whole child;*
- *understanding and respecting diversity enriches students' lives;*
- *every student has a right to a high quality education;*
- *success requires shared responsibility, collaboration and communication among all staff, families, students and the community;*
- *engaged families combined with highly effective teachers and school leaders are the central components of a successful school;*
- *positive character education is essential to whole child development;*
- *high-quality customer service is a critical component of high-quality education;*
- *everyone must be held to the highest ethical standards to achieve excellence;*
- *everyone must contribute to and be held accountable for student achievement; and*
- *all district services must clearly be linked to student achievement.*

## TEACHING AND LEARNING

**Goal Statement: The Gadsden County Public School District will prepare each student for academic and job-related success by providing rigorous learning environments that are engaging and by providing instruction that is aligned with Florida standards.**

Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
<p><b>(TL1)</b> Increased the percentage of prekindergarten students who demonstrate proficiency in all areas of the Prekindergarten (Pre-K) assessment.</p>	<p>Star Early Literacy Assessment</p> <p>Lap-3 Assessment</p> <p>Individual Student Assessments</p>	<ul style="list-style-type: none"> <li>Monitor the number of students ready to start school.</li> <li>Identify and adopt a state-approved Pre-K curriculum</li> <li>All prekindergarten classes will implement a state-approved Pre-K Curriculum.</li> <li>Modify Instruction to accommodate individual student needs/learning styles.</li> <li>Implement small group instruction in all Pre-K classes.</li> <li>Implement district-approved supplemental instructional programs with fidelity.</li> </ul>	<p>On the most recent Pre-K Assessment, 77% met expectation.</p> <p>STAR is being implemented and data will be available at the end of the 2017-2018 school year.</p>	<p><b>Baseline established</b></p>	50%	60%	70%	80%	<p>Classroom teachers</p> <p>School Principals</p> <p>Area Directors for Elementary Education/Secondary Education</p> <p>Director of Pre-Kindergarten</p>
<p><b>(TL2)</b> Increased by 60% the number of students in grades 2 and 3 who are reading on grade level.</p>	<p>STAR Assessment</p>	<ul style="list-style-type: none"> <li>All elementary schools will administer the Star Reading Assessment to Grades 2 and 3 to determine the percentage of students who achieved one year's growth and the percentage of students performing on grade level.</li> <li>All elementary schools will provide standards-based instruction that is based on</li> </ul>	<p>iReady data for the 2016-2017 data indicated that 50% of students in grades 2 and 3 were reading on grade level.</p> <p>STAR assessment data will be available at</p>	<p><b>Baseline established</b></p>	50%	60%	80%	100%	<p>Teachers</p> <p>Principals</p> <p>Area Directors for Elementary Education/Secondary Education</p> <p>Director of Pre-K</p>

## TEACHING AND LEARNING

**Goal Statement: The Gadsden County Public School District will prepare each student for academic and job-related success by providing rigorous learning environments that are engaging and by providing instruction that is aligned with Florida standards.**

Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
		baseline and progress monitoring data, <ul style="list-style-type: none"> <li>All elementary schools will use progress monitoring data to inform instruction.</li> <li>All elementary schools will implement district-approved supplemental programs such as Accelerated Reader.</li> </ul>	the end of the 2017-2018 school year.						
<b>(TL3)</b> Increased the percentage of kindergarten students who are ready to start school.	Star Early Literacy Assessment  Individual Student Assessment	<ul style="list-style-type: none"> <li>Using Star Early Literacy performance data, schools will identify students who are not ready for kindergarten and provide standards-based instruction to improve student performance.</li> </ul>	75% VPK Assessment	80%	85%	90%	95%	100%	Classroom teachers  School Principals  Area Directors for Elementary Education and Secondary Education  Director of Pre-K
<b>(TL4)</b> Increased by 100% the number and percentage of students in grades 3 through 10 who are performing satisfactorily in reading.	FSA ELA	<ul style="list-style-type: none"> <li>Schools will periodically assess students using district-approved assessments and progress monitoring tools such as iReady to determine the number and percentage of</li> </ul>	30%	40%	45%	50%	55%	60%	Classroom Teachers  School Principals

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Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
		students with one year’s growth and the number and percentage of students on grade level in preparation for state assessment. <ul style="list-style-type: none"> <li>• Core reading resources will be used with fidelity in all applicable classes and reflected in lesson plans.</li> <li>• Schools will employ intervention strategies such as small group instruction, differentiated instruction and centers to customize student instruction and support.</li> <li>• Schools will provide standards-based instruction in reading and will be documented through walk through summaries and lesson plans.</li> <li>• Schools will implement, with fidelity, district-approved supplemental programs such as Accelerated Reader</li> </ul>							Area Directors for Elementary Education and Secondary Education  Instructional Specialists

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Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
(TL5) Increased by 60% the number of K-2 students who are proficient in reading.	STAR Assessment	<ul style="list-style-type: none"> <li>Schools will periodically assess students using district-approved assessments and progress monitoring tools such as STAR Reading, to determine the number and percentage of students with one year's growth and the number of students on grade level. Data must be used to customize instruction and documented in lesson plans.</li> <li>Schools will employ intervention strategies such as small group instruction, differentiated instruction and centers to customize instruction and support.</li> <li>Schools will implement, with fidelity, district-approved supplemental programs such as Accelerated Reader</li> </ul>	<p>iReady data for the 2016-2017 data indicated that 59% of K through 2 students were reading on grade level.</p> <p>STAR assessment data will be available at the end of the 2017-2018 school year.</p>	Baseline established	12%	24%	48%	60%	Classroom teachers  School Principals  Area Director for Elementary Education
(TL6) Increased by 50% the number and percentage of students in grades 3	FSA Mathematics	<ul style="list-style-type: none"> <li>Schools will provide standards-based instruction in mathematics and be</li> </ul>	49%	54%	59%	64%	69%	74%	Classroom teachers  School Principals

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Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
through 8 who are performing satisfactorily in mathematics.		<p>documented through walk through summaries and lesson plans.</p> <ul style="list-style-type: none"> <li>Schools will periodically students by grade level using district-approved assessments and progress monitoring tools such as i-Ready, to determine the number and percentage of students with one year's growth and the number of students on grade level. Data must be used to customize instruction as documented through lesson plans.</li> <li>Schools will employ intervention strategies such as small group instruction, differentiated instruction and centers.</li> <li>Schools will implement with fidelity, district-approved supplemental programs such as Acaletics and iReady.</li> </ul>							Area Directors for Elementary Education/Secondary Education

## TEACHING AND LEARNING

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Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
(TL7) Increased by 60% the number of K-2 students who are proficient in mathematics.	Acaletics and/or iReady Assessments	<ul style="list-style-type: none"> <li>Schools will periodically assess students by grade level to determine the number and percentage of students with one year's growth and the number of students on grade level. Data will be used to customize daily instruction.</li> <li>Schools will provide standards-based instruction in mathematics and be documented through classroom walkthrough summaries and lesson plans.</li> <li>Schools will customize instruction, based on student data and employ intervention strategies, specifically small group instruction and centers.</li> <li>Schools will implement with fidelity, district-approved supplemental programs such as Acaletics and iReady. Adjustments in instruction</li> </ul>	53% (iReady)	59%	64%	70%	76%	84%	Classroom teachers  School Principals  Area Director for Elementary Education



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				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
		will be made based on the data from assessments.							
<b>(TL8)</b> Increase by 50% the number of students who are performing satisfactorily on FSA EOC Algebra.	FSA Algebra EOC	<ul style="list-style-type: none"> <li>Schools will provide standards-based instruction daily in Algebra I.</li> <li>All schools offering Algebra I will assess students to monitor their levels of proficiency.</li> <li>Small group instruction will be utilized to customize instruction.</li> <li>Common district-wide assessments will be administered periodically to determine instructional focus and monitor student progress.</li> <li>Schools will implement with fidelity, district-approved supplemental programs as appropriate. Adjustments in instruction will be made based on the data from assessments.</li> </ul>	31% Algebra I	34% Algebra I	37% Algebra I	40% Algebra I	43% Algebra I	47% Algebra I	Classroom teachers  School Principals  Area Director for Secondary Education  Instructional Specialists

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Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
<b>(TL9)</b> Increased by 100% the number of students performing satisfactorily in US History and 50% for Civics.	US History EOC Civics EOC	<ul style="list-style-type: none"> <li>Schools will provide daily standards-based instruction in US History and Civics.</li> <li>Schools will utilize the Florida Joint Center for Civics (FJCC) curriculum.</li> <li>Common district-wide assessments will be administered to determine instructional focus and monitor student progress.</li> <li>All schools will customize instruction based on student performance data.</li> </ul>	21% US History	25% US History	30% US History	35% US History	40% US History	42% US History	Classroom teachers  School Principals  Area Director for Secondary Education
			47% Civics	51% Civics	55% Civics	59% Civics	65% Civics	70.5% Civics	
<b>(TL10)</b> Increased by 50% the number of students performing satisfactorily in Science and Biology.	FSA Science FSA Biology	<ul style="list-style-type: none"> <li>All schools will provide daily standards-based instruction in Science and Biology.</li> <li>All schools will utilize the Five E's instructional model (Engage, Explore, Explain, Elaborate, and Evaluate).</li> <li>Common district-wide assessments will be periodically administered to determine instructional</li> </ul>	33%	36%	39%	42%	45%	50%	Classroom teachers  School Principals  Area Directors for Secondary Education and Elementary Education

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Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
		focus and monitor student progress.							
<b>(TL11)</b> Increased the percentage of students who enroll in Advanced Placement courses.	High School Course Enrollment Data	<ul style="list-style-type: none"> <li>Advanced Placement course Offerings</li> </ul>	4.6%	6%	7%	8%	9%	10%	School Principals Guidance Counselors Area Director, Secondary Education
<b>(TL12)</b> Increased the number of students who are dually enrolled as a high school and college student.	Dual Enrollment Data	<ul style="list-style-type: none"> <li>Provide students with courses to prepare them to be successful in obtaining a qualifying score on PERT.</li> <li>The district will maintain the partnership with postsecondary institutions to facilitate student enrollment.</li> <li>The district will purchase course textbooks for participating students.</li> </ul>	37	40	45	50	60	65	School Principals Guidance Counselors Area Director, Secondary
<b>(TL13)</b> Increased the percentage of students who are deemed college and/or career ready.	Graduation Rate CTE Program Completion Data	<ul style="list-style-type: none"> <li>All schools will conduct graduation audits each semester for all high school students.</li> <li>Provide remediation courses for students not passing US</li> </ul>	68.4%	70.4%	72.4%	74.4%	76.4%	78%	School Principals Guidance Counselors Area Director, Secondary



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				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
	Arts Partnerships	<ul style="list-style-type: none"> <li>The high school will provide electives in music instruction.</li> <li>Schools that offer after school 21<sup>st</sup> CCLC programs will offer instruction in visual and/or performing arts.</li> </ul>							

## CULTURE AND CLIMATE

**Goal Statement: Goal Statement: The Gadsden County Public School District will develop and sustain a safe, positive and healthy school environment for all stakeholders resulting in optimal school achievement.**

Objective: By the end of the 2022 School Year the school district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
<b>(CC1)</b> Decreased the number and percent of students with more than 10 unexcused absences (excluding suspensions)	Attendance data from Student Information System	<ul style="list-style-type: none"> <li>Schools will communicate with parents via multiple mediums.</li> <li>Student Study Teams will meet at least monthly to address attendance, academic, and behavioral concerns and interventions.</li> </ul>	Students with more than 10 unexcused absences: Elem: 868 (15%) Middle: 441 (8%) High: 332 (6%)	Elem: 13% Middle: 6% High: 4%	Elem: 11% Middle: 4% High: 2%	Elem: 9% Middle: 2% High: 1%	Elem: 7% Middle: 1% High: <1%	Elem: 5% Middle: <1% High: <1%	District Personnel  School Administrators,  Teachers and staff, Parents
<b>(CC2)</b> Decreased the total number of In-school and Out-of-school suspensions	Discipline data from Student Information System	<ul style="list-style-type: none"> <li>Thoroughly investigate all disciplinary infractions and administer discipline systems in a fair and consistent manner.</li> <li>Implement Positive Behavior Interventions and Supports in all schools (PBIS)</li> </ul>	Total In-school and Out-of-school suspensions: Elem: 612 Middle: 1001 High: 1629 (Total: 3242)  Three of 13 schools (23%) currently implement PBIS.	Elem: 512 Middle: 901 High: 1529	Elem: 412 Middle: 801 High: 1429	Elem: 312 Middle: 701 High: 1329	Elem: 212 Middle: 601 High: 1229	Elem: 112 Middle: 501 High: 1129	District Personnel  School Administrators  Teachers and Staff  Parents

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				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
<b>(CC3)</b> Become more customer focused	Title I Student, Staff, and Parent Climate Survey Data	<ul style="list-style-type: none"> <li>Require customer relations and Interpersonal skills professional learning for staff and administration two times per year.</li> <li>Continue meetings and activities with stakeholders such as orientations, open house and parent expos.</li> </ul>	<p>Training is offered, however it is currently optional.</p> <p>Orientations, open house, and Parent Expos are provided at all schools.</p>	All Schools	All Schools	All Schools	All Schools	All Schools	<p>District Level Personnel</p> <p>School Administrators,</p> <p>Teachers and Staff</p>
<b>(CC4)</b> Implemented structures that support a whole child approach to meet the varied needs of students	<p>Creation and implementation of structures</p> <p>Title I Student, Staff, and Parent Climate survey results</p> <p>FLDOE LEA District Profile</p> <p>Early Warning System Data</p>	<ul style="list-style-type: none"> <li>Promote structures such as Teachers as Advocates/Advisors with support for them in this role.</li> <li>Implement the Restorative Justice Program (RJP) at each school.</li> <li>Mandatory training in RJP for administrators, counselors,</li> </ul>	<p>Teachers as Advisors/Advocates structures are not in in place.</p> <p>No Schools have implemented the RJP Program.</p> <p>Eighty percent (80%) of counselors are trained in Trauma Informed Care.</p>	Implement structures at appropriate schools	Continue implementation of structures at appropriate schools	Continue implementation of structures at appropriate Schools	Continue implementation of structures at appropriate Schools	Continue implementation of structures at appropriate Schools	<p>District Level Personnel</p> <p>School Administrators</p> <p>Guidance Counselors</p> <p>Teachers and Staff</p>

**CULTURE AND CLIMATE**

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				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022		
		<ul style="list-style-type: none"> <li>• psychologist, and resource officers</li> <li>• Train counselors in Youth Mental Health First Aid, Trauma Informed Care and De-escalation Techniques.</li> <li>• Train counselors in the use of <i>Monique Burr Child Safety Maters Program</i>.</li> <li>• Continue training for counselors and other school personnel in Student Study Team (SST) and Multi Systems of Supports (MTSS) procedures.</li> <li>• Include every student in the general education setting to the maximum extent possible.</li> <li>• Increase identification and number of the</li> </ul>	<p>Eighty percent (80%) of psychologist are trained in Youth Mental Health First.</p> <p>All counselors were trained during the 2015-2016 school year and refresher training is needed.</p> <p>Sixty-nine percent (69%) of schools have been trained in SST/MTSS.</p> <p>Sixty-seven percent (67%) of Students with Disabilities are included in general education classes as compared to the state average of 73%.</p>	structures in all schools						



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				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
		students who are eligible for the Gifted Program and provide appropriate enrichment activities.	Eleven percent (11%) of students are classified as gifted.  Elem: (2.2%) Middle: (4.6%) High: (4.3%)						
<b>(CC4)</b> Improved safe and secure learning environments for all students and staff at all sites.	Climate survey results Records of safety drills Safety Inspection data Data collected on bullying programs Results of Evaluations conducted by School Resource officers.	<ul style="list-style-type: none"> <li>Provide bullying training/awareness programs at schools.</li> <li>Conduct safety and security inspections at each school site at least two times per year.</li> <li>Require each site to submit emergency preparedness plans annually and review Crisis Response Manuel.</li> <li>Monitor the implementation of and adherence to School Resource Officers Standards.</li> </ul>	Some strategies are in place at some schools.  Title I Student Climate surveys results indicate that significant bullying exists at schools.	Begin Implementation of strategies at all schools	Continue implementation at all schools	Continue implementation at all schools	Continue implementation at all schools	Continue implementation at all schools	District Personnel  District Safety Inspector  All School Staff  Students  Parents

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				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
<b>(CC5)</b> Implemented a system whereby each school recognizes and celebrates the accomplishments of students and staff members.	Data collected relative to the number and type of recognition activities	<ul style="list-style-type: none"> <li>Monthly recognition of students and staff at school board meetings</li> <li>Recognition of staff at meetings</li> <li>Publish positive accomplishments of students, teachers and staff in individual school publications and on school and district websites.</li> </ul>	Partially implemented at some sites	Full implementation at all sites	Continued implementation at all sites	Continued implementation at all sites	Continued implementation at all sites	Continued implementation at all sites	District Personnel  District Safety Inspector  All School Staff  Students  Parents

## HUMAN CAPITAL

**Goal Statement: To recruit, retain, and maintain a highly qualified professional staff.**

Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
<b>(HC1)</b> Increased the number of highly qualified recruited (hired) teachers by 50%	Percentage of highly qualified teachers recruited	<ul style="list-style-type: none"> <li>Expand recruiting efforts to include in and out of state job fairs at the various colleges and universities.</li> <li>Develop a long range plan to identify the number and types of teachers and employees needed.</li> <li>Build additional formalized partnerships with colleges and universities to create a pipeline of well- qualified professional future teachers.</li> </ul>	50%	55%	60%	65%	70%	75%	Director of Human Resources  Principals
<b>(HC2)</b> Increased by 50% the number of newly hired highly qualified teachers retained.	Percent retained	<ul style="list-style-type: none"> <li>Work toward creating incentives and maximize existing fiscal resources for teacher raises that is comparable to surrounding counties.</li> </ul>	50%	55%	60%	65%	70%	75%	Superintendent  Principals  Director of Human Resources

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				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
<b>(HC3)</b> Enhanced the diversity of the district's newly hired teachers and staff by 50%.	Percentage of Caucasians, Hispanics, and other Nationalities hired	<ul style="list-style-type: none"> <li>Include the hiring of non-African Americans as one of the hiring priorities.</li> </ul>	10%	11%	12%	13%	14%	15%	Director of Human Resources  Principals
<b>(HC4)</b> Provided professional learning opportunities to enhance growth and excellence in teachers, administrators, supervisors and classified staff.	Number and kind of district training and learning activities conducted	<ul style="list-style-type: none"> <li>Conduct an annual needs assessment to determine priority professional learning opportunities for staff.</li> </ul>	Currently in place and needs enhancing	Implement	Implement	Implement	Implement	Implement	Director of Professional Learning  Director of Human Resources  Principals
<b>(HC5)</b> Provided an enhanced teacher orientation and induction program for all teachers.	Records of teacher participation in induction activities	<ul style="list-style-type: none"> <li>Provide teachers with training that will increase knowledge and skills in the area of teaching and instruction, teacher evaluation model, classroom management and discipline as well as an overview of teacher expectations and Board policies.</li> </ul>	Program currently exists and working to expand its scope.	Planning and developing	implement	implement	implement	implement	Director of Professional Learning  Director of Human Resources
<b>(HC6)</b> Implemented a leadership development program for teacher leaders, assistant principals and principals.	Records of program participation	<ul style="list-style-type: none"> <li>Involve leaders in district developed leadership activities and utilize the services of PAEC for teacher leadership, Level I and</li> </ul>	The district currently utilizes PAEC's	Structure District Level Program	Establish and begin Cohort 1	Cohort 1 Completion	Establish and begin cohort 2	Cohort 2 Completion	Director of Human Resources

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				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
	and completion.	Level II training for administrators.	leadership training program						Director of Professional Learning Superintendent Finance Dept.
<b>(HC7)</b> Established and maintained additional formalized partnerships with colleges and universities (and other institutions) to create a conduit for well-prepared professional applicants.	Number of partnerships established	<ul style="list-style-type: none"> <li>Network and build on-going relationships to create a conduit for and access to highly qualified applicants for employment</li> </ul>	FAMU FSU Valdosta State Flagler	5	6	7	8	9	Director of Human Resources
<b>(HC8)</b> Hired at least one highly qualified (HQ) and fluent bilingual paraprofessional to provide academic support in each school having 15 or more non-English speakers as required by the Florida Consent Decree.	Staff Rosters	<ul style="list-style-type: none"> <li>Recruit fluent HQ bilinguals from local universities and/or community to work in schools with 15 or more non-English speakers.</li> </ul>	1	2	3	4	5	6	Director of Human Resources ELL Director
<b>(HC9)</b> Hired or retained ELL certified or endorsed staff in each grade strand within each school.	Staff Certification Rosters	<ul style="list-style-type: none"> <li>Require ELA/Reading teachers to be endorsed or certified in ELL or immediately begin ELL courses leading to ELL certification or endorsement.</li> </ul>	TBD	Baseline Established	Implement	Implement	Implement	Implement	Director of Human Resources ELL Director

**HUMAN CAPITAL**

**Goal Statement: To recruit, retain, and maintain a highly qualified professional staff.**

Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016-2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
(HC10) All Social Studies, Mathematics, Science and Computer Literacy teachers complete their first 60 hours of ELL by September 15 of the following year an ELL is assigned to them to avoid any FTE paybacks.	ePDC records, PD rosters	<ul style="list-style-type: none"> <li>Provide online access to ELL courses upon employment or renewal.</li> </ul>	TBD	Identify teachers within category	On-going Professional Learning	On-going Professional Learning	Ongoing Professional Learning	On-going Professional Learning	Director of Human Resources  Director of Professional Learning ELL Director

## PARENT AND COMMUNITY ENGAGEMENT

**Goal Statement: To provide a comprehensive parent and community engagement program that provides meaningful experiences to parents in an effort to help them increase their involvement in their child's education.**

Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016- 2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
<b>(PCE1)</b> Increased the number and percentage of parents attending district and school sponsored activities by 50%.	Parent Sign-in sheets and/or logs	<ul style="list-style-type: none"> <li>Each school along with the district's Office of Parent and Community Services will create and disseminate via print and electronic media, announcements of school activities intended to increase parent attendance at district and school sponsored activities</li> <li>Each school will host Parent Expos on a quarterly basis.</li> <li>Each school will facilitate the organization of PTA/PTO, and School Advisory Councils</li> </ul>	3356	Establish Baseline	20% Increase	30% Increase	40% increase	50% Increase	School Leaders Parent Engagement Coordinator Teachers Parent Liaisons
<b>(PCE2)</b> Increased the number and percentage of school volunteers by 50%.	Logs of volunteer activities List of volunteers	<ul style="list-style-type: none"> <li>Establish and annually conduct a campaign to increase school volunteering.</li> </ul>	714	Establish Baseline	20% Increase	30% Increase	40% increase	50% Increase	Principals District Volunteer Coordinator
<b>(PCE3)</b> Engaged a majority of parents at Level Four or higher on the DLOPI Scale.	DLOPI Scale Results Professional learning logs for staff Parent training logs/sign-in sheets.	<ul style="list-style-type: none"> <li>Establish an annually conduct a campaign to increase parent engagement.</li> <li>Provide professional learning activities to educate staff on the value and utility of contributions of parent and</li> </ul>	The DLOPI Scale is not currently used in all schools	Establish Baseline Data	A majority at Level One	A majority at Level Two	A majority at Level Three	A majority at Level 4	Principals Teachers Parent Involvement Coordinator

**PARENT AND COMMUNITY ENGAGEMENT**

**Goal Statement: To provide a comprehensive parent and community engagement program that provides meaningful experiences to parents in an effort to help them increase their involvement in their child's education.**

Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016- 2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
		how to reach out to, communicate, and work with parents as equal partners in the education of their children. <ul style="list-style-type: none"> <li>Provide on-going parent training in the use of the district's Parent Portal.</li> </ul>							Parent Liaison
<b>(PCE4)</b> Established at least 5 additional formal business/agency partnerships.	List of formal business partnerships for each school and the School Board	<ul style="list-style-type: none"> <li>Establish an annually conduct a campaign to solicit and engage businesses/agencies with schools through formal structures.</li> </ul>	46	Establish Baseline	Increase by two	Increase by three	Increase by four	Increase by 5	District Level Staff School Principals
<b>(PCE5)</b> Increased and maintained the level of parent satisfaction with their child's school climate.	Title I Parent Climate Survey Results	<ul style="list-style-type: none"> <li>Continue to maintain excellent relations with parents and periodically keep them apprised of activities that impact school climates.</li> </ul>	Title I climate survey results for the 2017 school year indicate a 3.42 satisfaction rate (4.00 scale)	Increase by .02 %	Increase by .04%	Increase by .06%	Increase by .08%	Increase by .010%	Superintendent  School Administrators  Teachers  Parent Involvement Coordinator  Parent Liaisons  Support Staff



**PARENT AND COMMUNITY ENGAGEMENT**

**Goal Statement: To provide a comprehensive parent and community engagement program that provides meaningful experiences to parents in an effort to help them increase their involvement in their child's education.**

Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016- 2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
<b>(PCE6)</b> Conducted native language parent workshops on strategies for increasing academic achievement at least three to four times per year.	Sign-in sheets	<ul style="list-style-type: none"> <li>Engage non-English speaking parents via personalized phone calls, and flyers to participate in native language workshops on strategies to help their children build literacy, math skills, and oral language.</li> </ul>	3	3	4	4	4	4	ELL/Migrant Director
<b>(PCE7)</b> Received ongoing ELL parent input regarding educational concerns, educational needs, comments, and/or request for parent training.	Bi-lingual Parent Surveys	<ul style="list-style-type: none"> <li>Provide surveys to ELL parents during meetings, office visits, and LEP/IEP meetings to encourage parent input.</li> </ul>	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	ELL Director

## SYSTEMS AND PROCESSES

**Goal Statement: To improve and maintain the efficacy of systems, processes and overall operations of the district.**

Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016- 2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
<b>(SP1)</b> Made major renovations, remodeling and addition of capital outlay projects as outlined in the Five Year Facilities Work Plan.	Completion of projects as scheduled	<ul style="list-style-type: none"> <li>Repair or replace HVAC systems</li> </ul>	Declining functionality	HMS- C Tower GCHS-C1 GCHS-C2	HMS-Bldg. 8 GBES-Bldg. 4	GCHS-C3	HMS-Bldg. 11	GBES-Bldg. 6 GCHS- C2 HMS-Bldg. 2	Superintendent  Director of Facilities
		<ul style="list-style-type: none"> <li>Renovations (paint, flooring as needed)</li> </ul>	Declining functionality	Planning	HMS-Bldg. 8 GBES-Bldg. 2	HMS-Bldg. 1 HMS-Bldg. 10	HMS-Bldg. 9 GBES-Bldg. 3	GBES-Bldg. 6 HMS-Bldg. 7	Superintendent  Director of Facilities
<b>(SP2)</b> Completed construction of a new K-8 School Facility.	Annual Completion of Project as Scheduled	<ul style="list-style-type: none"> <li>Design, construct and occupy a new K-8 facility and discontinue use of facilities as needed.</li> </ul>	At conceptual Stage	Planning	Planning	Begin Construction	On-going Construction	Complete Construction	Superintendent  Director of Facilities
<b>(SP3)</b> Developed a Procedures Manual that complements School Board Rules	Procedures Manual	<ul style="list-style-type: none"> <li>Develop Procedures Manual (In-house or Out-source)</li> </ul>	No Manual Exists	Procedures Created for SBR Chapters 1 and 2	Procedures Created for SBR Chapters 3 and 4	Procedures Created for SBR Chapters 5 and 6	Procedures Created for SBR Chapters 7 and 8	Procedures Created for SBR Chapter and 9	Superintendent  Area Directors  Directors  Coordinators
<b>(SP4)</b> Restructured data collection procedures for Information Technology Services (ITS) to reduce errors in of FEFP data reported to the Florida Department of Education and other external agencies.	Data processing Manual  DOE Error Reports for each survey period	<ul style="list-style-type: none"> <li>Purchase Skyward Training Module and train all Skyward Users</li> <li>Interview all personnel responsible for Skyward to determine processes and procedures needed for data processing.</li> </ul>	No Skyward Training Module is in place.  No Operational Procedures	Begin the development of a Student and Staff Information Procedures Manual.	Training Module Purchased and training begun to certify Skyward Users  First draft of procedures created and pilot tested as needed	Training provided for all first-line users of Skyward system. (School and district data	Implementation of updated data collection and reporting procedures	On-going Implementation	Superintendent  Director of Technology  Coordinator of Data Processing  Area Directors

## SYSTEMS AND PROCESSES

**Goal Statement: To improve and maintain the efficacy of systems, processes and overall operations of the district.**

Objective: By the end of the 2022 School Year the district will have . . .	Metric	Strategy	Current Data 2016- 2017	TARGET AND TIMELINES					Accountability Champion(s)
				2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
	Results of FEFP Audits	<ul style="list-style-type: none"> <li>Create Student and Staff Information Operational Procedures Manual</li> <li>Install a help desk for student information system.</li> <li>Annually revise manuals and procedures as needed for consistency with FLDOE and federal reporting requirements.</li> </ul>	<p>Manual is in place.</p> <p>Inadequate Help Desk for Skyward assistance with system usage</p>		Help Desk has been created along with procedures for its operation.	entry personnel) Certified Skyward Users at each school and in each department as appropriate are in place.			<p>Director of Human Resources</p> <p>Director of Finance</p> <p>Principals</p>
<p><b>(SP5)</b> Reorganized the Information Technology Services to increase the efficacy of data collection and reporting based on results of needs assessment.</p>	Reorganized ITS	<ul style="list-style-type: none"> <li>Conduct an ITS personnel needs assessment.</li> <li>Align current ITS position descriptions with current practice and create position descriptions for newly created positions.</li> <li>Reorganize ITS consistent with needs assessment.</li> <li>Annually analyze the efficacy of data reporting using FLDOE error reports.</li> </ul>	No needs assessment is in place.	Conduct a needs assessment and prioritize needs. Results of staff interviews are available to align current practice with position descriptions .	Draft Reorganization Chart and accompanying position descriptions.	Implement	On-going implementation and adjustments as needed	On-going implementation and adjustments as needed	<p>Director of Technology</p> <p>Coordinator of Data Processing</p> <p>Area Directors</p> <p>Director of Human Resources</p> <p>ITS Staff</p> <p>School Principals</p>

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 11f

**Date of School Board Meeting:** February 27, 2018

**TITLE OF AGENDA ITEM:** School Improvement Plans – Elementary & Secondary Schools

**DIVISION:** Elementary & Secondary Education

\_\_\_\_\_ This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**  
(Type and Double Space)

The State of Florida requires that School Improvement Plans for all public schools be approved by the School Board. The attached School Improvement Plans are for Carter-Parramore Academy, Chattahoochee Elementary School, Gadsden County High School, Gadsden Elementary Magnet School, George W. Munroe Elementary School, Greensboro Elementary School, Havana Magnet School, James A. Shanks Middle School, Stewart Street Elementary School and West Gadsden Middle School. These plans are detailed outlines of the objectives and strategies that will be utilized by the schools to increase academic achievement and school improvement.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Tammy McGriff Farlin, EdS / Sylvia R. Jackson, Ed.D.

**POSITION:** Area Director of Elementary Education / Area Director of Secondary Education and Director of Adult, Career, and Technical Education

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INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

Gadsden County Schools

# Carter Parramore Academy



## 2017-18 School Improvement Plan

## Carter Parramore Academy

631 S STEWART ST, Quincy, FL 32351

<http://www.gcps.k12.fl.us/>

### School Demographics

School Type and Grades Served (per MSID File)	2016-17 Title I School	2016-17 Economically Disadvantaged (FRL) Rate (As Reported on Survey 3)
Combination School 4-12	Yes	100%
Primary Service Type (per MSID File)	Charter School	2016-17 Minority Rate (Reported as Non-white on Survey 2)
Alternative Education	No	100%

### School Grades History

Year	2016-17	2015-16
Grade	I	I

*\*Informational Baseline School Grade*

**Note:** The school grades calculation was revised substantially for the 2014-15 school year to implement statutory changes made by the 2014 Legislature and incorporate the new Florida Standards Assessments. The 2014-15 school grades serve as informational baseline data that schools can use to improve in future years.

### School Board Approval

This plan is pending approval by the Gadsden County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies



## Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

### DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

### DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

### 2017-18 DA Category and Statuses for Carter Parramore Academy

DA Region and RED	DA Category and Turnaround Status
Northwest - <a href="#">Wallace Selph</a>	Not In DA - N/A

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

In order to accomplish our vision, Carter-Parramore Academy's Mission is to:

- Continuously and consciously strive to pursue our vision.
- Make all decisions based on what is best for students and education.
- Value faculty and staff participation in the decision making process.
- Provide faculty, staff and students the resources necessary to achieve our vision.
- Support an ongoing process of continuous professional learning.
- Communicate appropriately and honestly while working cooperatively within the district and community.
- Recognize and celebrate student, faculty and staff accomplishments.

All Carter-Parramore Academy students will:

- Meet high academic standards through a coordinated 4-12 curriculum.
- Help contribute to and maintain a safe and positive learning environment.
- Ensure and respect the rights of others.
- Develop a career plan and pathway to help transition to their next steps beyond high school.

All faculty and staff will:

- Offer a safe and positive learning environment.
- Interact positively and communicate appropriately with all students, parents and others.
- Offer a comprehensive, coordinated curriculum.
- Provide opportunities for extended application of learning beyond the classroom.
- Provide prompt feedback to students and parents.
- Make full and efficient use of instructional time.

##### b. Provide the school's vision statement

Carter-Parramore Academy will provide a safe, respectful, and inviting educational environment through:

- Positive interaction between staff and students.
- Continuous technology updates.
- Academic rigor and relevance.
- Appropriate student to teacher ratio necessary to allow for quality instruction.
- Consistent policies of attendance and discipline in the belief that these are essential.

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

Our school's population is built on diverse cultures. We have students of different ethnic groups who study together and function as a unified student body. The teachers are able to infuse their background knowledge into the student body to help foster a positive social awareness climate around the school campus. The process starts from week one when students are acclimated to the alternative school environment. Teachers' expectations are set and classes are designed to blend all races. It is through the development of social activities and community based programs that cultural differences are bridged. This contributes to the success of our school.

**b. Describe how the school creates an environment where students feel safe and respected before, during and after school**

Creating a safe and secure environment involves multiple facets of a school environment. We provide a positive school climate, establish norms, goals, values, and perform monthly school-wide safety drills. We have established excellent relationships between staff and parents and between staff and students. Additional school support from the community, including security officers, law enforcement and social agencies, has been an instrumental part of our school safety environment. Our standards for a safe school environment are associated with fewer student behavioral problems, increased academic success and higher rate of staff retention.

Our school is monitored with school cameras and security officers hours before school starts until hours after the school day has ended. All of these factors help to minimize disruptions and distractions. They help to promote an orderly and safe environment.

**c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced**

The core value system for student behavior is found in the student code of conduct book. The student code of conduct book is developed through the Gadsden County Schools District Office. The code of conduct book gives clear reference points for school wide infractions from minor to major. Carter Parramore Academy also has in place a school wide action plan. This plan has steps to follow from step one through step five. It gives references to inappropriate behaviors and the consequences. The school also utilizes a behavioral management form. This form is a teacher friendly form for parent contact for minor infractions for parental involvement. To notify parents of behavior problems with students, discipline referral are placed in our student base management system, "SKYWARD", where parents/guardians can access this information by logging in to the parent portal.

**d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services**

- The school utilizes a variety of services. For instance, the District's ESE department provides the school with personnel such as a speech and language pathologists, behavior specialists, counselors, school psychologists and program specialists. CPA has two campus based mentoring programs--- the "Brotherhood of Respect" (males) and the "Royal Leaders of Tomorrow" (females). Additional and external supports include the following organizations:

Capital City Youth Services □ Counseling for a variety of issues

Disc Village □ Counseling for substance and anger management

Apalachee Mental Health Center □ counseling services

Florida Youth Challenge Program - Credit Recovery, Graduation in 5.5 months, mentoring, counseling, and discipline

Parent Expo(s) □ Parents, Students and Teachers/Staff collaboration time

School Advisory Council- Select Staff Members, Parents, Students and Community Leaders working to

guiding the school toward continuous improvement.

In-School Suspension Program - Behavior Management

**3. Early Warning Systems**

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

**a. Describe the school's early warning system and provide a list of the early warning indicators used in the system**

CPA's Early Warning System focuses on attendance, suspensions, failure rate in English Language Arts or Mathematics classes and scores on statewide standardized assessments in English Language Arts or Mathematics. Data will come from the following:

- Students with attendance below 90 percent
- Students that had one or more suspensions
- Students that have failed courses in English Language Arts or mathematics
- Student that scored a Level 1 on the statewide, standardized assessments in English Language Arts or Mathematics

**b. Provide the following data related to the school's early warning system**

**1. The number of students by grade level that exhibit each early warning indicator:**

Indicator	Grade Level													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Attendance below 90 percent	0	0	0	0	0	0	0	1	5	7	13	11	14	51
One or more suspensions	0	0	0	0	0	2	15	15	29	29	57	49	37	233
Course failure in ELA or Math	0	0	0	0	0	0	0	1	5	13	17	21	9	66
Level 1 on statewide assessment	0	0	0	1	1	11	12	13	19	29	31	31	17	165

**The number of students identified by the system as exhibiting two or more early warning indicators:**

Indicator	Grade Level													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Students exhibiting two or more indicators	0	0	0	0	0	2	12	13	19	13	31	21	17	128

**c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**

- Documented parental notifications
- Mindset: The New Psychology of Success by Carol S. Dweck, Ph.D. (Book study)
- Conscious Classroom Management: Unlocking the Secrets of Great Teaching by Rick Smith (Professional Learning training)
- Response to Intervention (Multi-Tiered System of Supports)
- Modified curriculum of coursework in academic content areas
- Edgenuity courseware which offers a full suite of core curriculum, honors, elective, dual credit, and concept and credit recovery courses
- TEST READINESS □ preparation for high school equivalency exams and important high-stakes tests, including the GED, SAT, ACT, and state tests using Edgenuity Virtual Tutor courses
- Adherence to the District Attendance Policy
- District Social Worker (for truancy)
- Partnerships with external agencies (Gadsden County Juvenile Court System, DJJ, Gadsden County Probation Office, etc.) as intervention for deterring and reducing the number of unexcused absences and out of school

suspensions  
- Waivers for ACT and SAT

## B. Family and Community Engagement

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2) and (b)(7)(A)(iii)(I).

**1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress**

**a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?**

Yes

**1. PFEP Link**

The school completes a Parental Involvement Plan (PFEP), which is accessible through the Continuous Improvement Management System (CIMS) at <https://www.floridacims.org/documents/492715>.

**2. Description**

A PIP has been uploaded for this school or district - see the link above.

**2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement**

Carter-Parramore Academy is in the process of building a sustainable Business Partner Program with local businesses serving as partners for the school. The school has appointed a committee to serve as the Business Partner Liaison for the purpose of securing partners and developing activities that would benefit the students and their achievement. This will also allow local businesses and community partners to connect to the student clientele.

## C. Effective Leadership

**1. School Leadership Team**

**a. Membership**

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
West, Pauline	Principal
Griffin, Edgar	Administrative Support
Henderson, Stacy	Teacher, K-12
	Principal
Williams, Ronnie	Teacher, ESE
Grant, Myra	Assistant Principal
Harrell, Frances	Administrative Support
Kirkland, Nahketah	Instructional Coach
Gunn, Jeanne	Guidance Counselor
Sherman, Tammy	Instructional Coach

## b. Duties

### **1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making**

Key members are below; however, additional members may join the team at various stages depending on the situation and/or individual's role and responsibility in the district/school.

Administrative team includes Pauline West and Myra Grant -Facilitates and schedules meetings and guides the team through the problem-solving process (of developing and implementing SIP).

Administrative Support and Office Manager, Frances Harrell - Recorder and record-keeper (all plans, rosters, minutes, and participants)

Guidance Counselor, Jeanne,Gunn - Meets with the referring teacher(s) prior to the initial RTI Team meeting to review the teacher referral form(s), clarify teacher(s) concerns; decide what additional data should be collected on the students; handles follow-up with the referring teacher(s) after meeting to check that the intervention plan is running smoothly.

Behavior Specialist, Edgar Griffin - Interventionists and liaison for students and supportive student services; charts early warning data

General Education Teacher, Stacy Henderson- Provides information about core instruction, participates in student data collection, deliver Tier 1 instruction/intervention (Core Instruction and Universal Interventions), collaborates with other staff to implement Tier 2 interventions (Strategic and Targeted Group Interventions), and integrates Tier 1 materials/instruction with Tier 2/3 activities (Comprehensive and Intensive Interventions.

ESE teacher, Ronnie Williams - Participates in the data collection phase; also, integrates core instructional activities/materials into Tier 3 instruction, and collaborates with general education teachers, especially through co-teaching.

ESE Program Specialist, Millie Anderson - Serves as a resource person for interventions and evidenced-based strategies in working with all students, teacher, and parents; assists with the responsibility of keeping parents informed throughout entire process, monitoring ESE paperwork, and scheduling and conducting student study team (IEP) and manifestation conferences.

Reading and Instructional Coaches, Nahketah Kirkland and Tammy Sherman - Identifies appropriate, evidenced-based intervention strategies; assist with the whole school screening programs that provide early intervention services for students to be considered "at-risk"; assist in the design and implementation for progress monitoring, data collection, and data analysis, provide and participate in professional development, and provide support for assessment and implementation monitoring.

Responsibility for development of an appropriate intervention plan that provides solutions for the problem(s) rests upon this body.

### **2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact**

The Rtl Leadership Team includes the Principal, Assistant Principal, Behavior Specialist, Guidance Counselor, Teachers, ESE Teacher, Program Specialist, Reading and Instructional Coaches. As

needed, Speech Language Pathologist, School Psychologist, and Parents are included.

Based on school-wide data as well as that of individual students, the team utilizes a tiered approach to interventions. The RtI/MTSS process is implemented school-wide with referrals for students who might be in need of more individualized interventions. Instructional coaches and teachers use academic and early warning system data to identify those who are in need of and Math, disciplinary and truancy interventions. The RtI/MTSS team recommends a series of interventions that may include counseling, mentoring, truancy meetings, and academic enrichment activities.

The District supports the school with funding for addressing school-wide initiatives beyond budget constraints and provides support from district-level staff as needed.

Title I, Part A resources and services will be used to help students achieve a high-quality education and acquire the skills necessary to be successful beyond graduation. Requested resources will be used to hire teachers, provide teacher training, and pay for stipends that focus on raising student achievement levels. Professional development activities, ELL and Reading Competencies, will be provided for the faculty members who are currently teaching in core academic areas other..

Through the Title I, Part C-Migrant Education Program (MEP), funds, services and supports for students and parents have already been satisfied through the District. Because migrant students have the same risk factors as other minority students in our district and face additional challenges because of their frequent moves, we have established a partnership for liaison and academic services on a needs basis with local office (Migrant Office) for after-school and week-end tutorials and ESOL/ELL strategies classes. The Panhandle Area Education Consortium (PAEC) along with the District also promotes the coordination of educational and support services including the timely transfer of academic records.

The District provides funds through Title I, Part D from the Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk that support our efforts to improve educational services for students to: have the opportunities to meet the same challenging State academic content standards that all children are expected to meet; make a successful transition from institutionalization to further schooling; prevent them from dropping out of school; and assist dropouts or youths returning from correctional facilities with the follow-up services they need to continue their education as they transition to the regular school program.

Title II funds, through the District, have been used and will continue to be used for developing and implementing initiatives to assist in recruiting and retaining highly qualified teachers (particularly the annual job fair and the beginning and new teacher induction program). We propose to provide professional development activities to support Florida standards assessment implementation training for the entire faculty. As a low performing school and the District's alternative school site, we also use funds to improve student academic achievement through the infusion of innovative and engaging technology-based learning tools and programs. Technology-based programs for teachers and students include Edivate (professional development), Performance Matter (assessment and progress monitoring), and Edgenuity (course credit recovery).

While less than 1% of the students in the school are English language learners, Title III services are provided to help ensure that they become English proficient and master the same challenging state/district academic content and standards as all other students.

Title I □ funds are used to help eliminate barriers for education the District Homeless Education Liaison works with the school to help define and protect the rights of homeless students to enroll in, attend, and succeed in our public schools. For students identified as homeless under the McKinney-Vento Act, funding provides health and academic referrals as well as vouchers for resources such as,

but not limited to shoes, transportation, and school physicals. The school will continue to seek Title I assistance through the Parent Services Department to provide resources (clothing, tutorials, social services referrals --- medical, dental, mental, domestic violence, etc., school supplies, etc.) for students identified as homeless under the Mc-Kinney-Vento Act to eliminate barriers for a free and appropriate education.

The school offers a number of preventative non-violence measures to combat violence among its students including the following: partnerships with local law enforcement agencies; the teen court program; a school resource officer; three security officers; and behavior specialist/part-time court liaison; counseling services (through Disc Village, CCYS and Apalachee Mental Health Center); implementation of the district student code of conduct manual, including a bullying policy; restrictive use of cell phones on campus; faculty and staff duty assignments during school; and the wearing of school uniforms.

The school participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) which assist the district through a grant in providing nutritious meals to children free regardless of economic status. All students are encouraged to participate to minimize the stress and anxiety often associated with hunger during the school day.

Through grant funding and a partnership with the Gadsden Technical Institute and Tallahassee Community College, students in grades 10 - 12 are allowed to enroll in programs such as Adult Education, Automotive Service Technology, Barbering, Carpentry, Cosmetology, Drafting & Design, Facial Specialty, Nail Specialist, Pharmacy Technician, Power Equipment Technologies, Practical Nursing, and Welding Technology.

## 2. School Advisory Council (SAC)

### a. Membership

Identify the name and stakeholder group for each member of the SAC.:



Name	Stakeholder Group
Tony Hannah	Business/Community
Hakim Smith	Business/Community
Arrie Battles	Business/Community
Frances Harrell	Education Support Employee
Charles Flowers	Business/Community
Angela Phillips	Parent
Pauline West	Principal
Emanuel Sapp	Business/Community
Avonette Henry	Parent
Edgar Griffin	Education Support Employee
Nahketah Kirkland	Teacher
Jeanne Gunn	Education Support Employee
Evelyn Rollins	Business/Community
Nancy Sierra	Business/Community
Kaleena Bright	Parent
Trevon Davis	Student
Kenya Ray	Student
Latodd Dukes	Parent
Keysha Evans	Parent
Ladrecia Figgers	Parent
Simone Smith	Parent

## b. Duties

### 1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2).

#### a. Evaluation of last year's school improvement plan

Based on the School Advisory Council's review, Carter-Parramore Academy did not not meet all of the goals that were set forth in the plan. The SAC committee will receive an update quarterly on the School Improvement Plan and will have the opportunity to provide input, ask questions, or offer guidance. The prior year's school improvement plan will be reviewed at the SAC meeting in September 2017.. The school will solicit input on the results of meeting the goals of the SIP and use this evaluation when forming the SIP for the current year.

#### b. Development of this school improvement plan

The purpose of a SAC is to assist in the preparation and evaluation of the results of the school improvement plan. The SAC reviews relevant data, identifies problem areas, develops improvement strategies, and monitors their implementation. Goals for the current year were generated by school instructional coaches along with school administration. The plan was brought to the SAC committee for review, recommendations, and approval.

#### c. Preparation of the school's annual budget and plan

The School Advisory Council will meet quarterly and/or on a as needed basis to discuss the progress of the school and prioritize projects as well as teachers requests for funding to meet specific goals. Additionally, the Principal, in conjunction with the council, plans and approves expenditures of the annual budget.

**2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

SAC funds were used to support initiatives related to the goals of the school as well as to fund teacher requests that are in line with the goals of the SIP. The amount budgeted was \$

**3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements

**3. Literacy Leadership Team (LLT)**

**a. Membership**

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:

Name	Title
West, Pauline	Principal
Grant, Myra	Assistant Principal
Gee, Wendy	Teacher, K-12
Williams, Ronnie	Teacher, ESE
Chandler, Tamaria	Teacher, K-12
Kirkland, Nahketah	
Paschall, Edward	Instructional Technology
Sherman, Tammy	Instructional Coach
Sawyerr, Barbara	Instructional Media
Henderson, Stacy	Teacher, K-12

**b. Duties**

**1. Describe how the LLT or similar group promotes literacy within the school, if applicable**

Major initiatives include the following: initiating literacy activities across the curriculum; school-wide writing (augmentative and note-taking); engaging in peer coaching; conducting mini-workshops throughout the year; book studies; visiting schools who have had success with similar concerns; attending workshops/conferences on topics; modeling lessons in classrooms; analyzing and reviewing data; and sharing and reporting data.

The school-based LLT will be responsible for the task of monitoring the progress of reading and writing proficiency, ensuring reading and writing is addressed in all classes and content areas, and providing teachers with the support and tools needed to successfully teach reading and writing skills in the classroom.

The LLT will also assist in building capacity of reading knowledge within the school and focus on

areas of literacy concern such as the following:

- Ensuring text complexity along with close reading and rereading of texts is central to lessons
- Providing scaffolding that does not preempt or replace text reading by students
- Developing and asking text dependent questions from a range of question types
- Emphasizing students supporting their answers based upon evidence from the text
- Providing extensive research and writing opportunities (claims and evidence)

## D. Public and Collaborative Teaching

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(IV).

### 1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction

Carter-Parramore Academy is a school where teachers collaborate and provide real-life modeling of academic success in all subject areas. This dynamic creates a great environment for student learning. Teachers are encouraged to plan and work together in order for students to reap the benefits of academic excellence. Effective communication, development of shared meaning, improved teacher efficacy, a sense of belonging and enhanced understanding of students are strategic means that foster collaborative planning and instruction. Teachers embrace the theory that the most effective way to achieve true collaboration is best achieved through a structured process for exchanging insights and content. This factor promotes a positive working relationship between teachers and facilitates a great learning environment.

### 2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school

1. Each teacher will complete a Deliberate Practice Plan (highlighting goals, strategies, and professional development needs) through Edvocate online. Regular meetings with new and returning teachers will be scheduled to insure that teachers receive assistance to perfect their crafts. (Principal Pauline West)
2. The leadership team will provide support for all instructional personnel. Newly hired and beginning teachers will be assigned to grade-level and department teams as well as highly qualified and effective mentors in their subject-area departments to introduce procedures of the school and to assist with academic planning/teaching, strategies/resources, and classroom management. ( School Administrative Leadership Team)
3. Emerging and struggling faculty (less than 4 years of successful teaching experience) will be given coaching plans. The reading (English/Language Arts) coaches will provide the data, instructional focus materials, and coaching/modeling/training assistance as needed throughout the year. The administrative team will provide assistance through professional learning throughout the year for all teachers.
4. The administrative team will provide routine observations (CWTs) with feedback and use data to guide the overall instructional delivery and assessment processes (Principal Pauline West, Assistant Principal Myra Grant, and Instructional Coaches (Nahketah Kirkland and Tammy Sherman).
5. Prior to first week of employment, the Human Resources/Professional Learning Departments hosted an orientation workshop for new hires to formally welcome them to the district's way of work; complete necessary induction forms, application, email apps; register for and practice using district communication tools such as Skyward and Performance Matters. Certification/licensure processing was also provided for those requiring temporary and/or permanent issuance of teaching certificates (District Human Resources, Professional Learning Director, Secondary and Elementary Directors)
6. To effectively recruit a pool of high-quality candidates, the school's leadership team plans to use the following best practices in recruitment to guide our recruitment efforts:
  1. Develop and use compelling marketing messages and materials to emphasize the school's highlights and attract top teaching talent.

2. Use district recruitment funds strategically.
  - a. Target high-yield online recruitment sources that deliver a high return on your investment to reach a larger audience and yield better results than print sources (e.g. online teacher-specific recruitment sources like Teachers-Teachers.com.)
  - b. Attend education recruitment fairs sponsored by area universities/colleges, PAEC and FLDOE, and CareerSource Capital Regional. Interview on-site.
3. Remain open to recruiting different types of teachers to expand hiring possibilities. Refrain from recruiting just local teachers or only those who are already certified. Realize the best teacher can come from a neighboring state or be a career changer seeking new employment.
4. Create a recruitment plan (outlining the education fairs that you will attend and the online job sites you will use to attract teaching candidates).
5. Hire early and use a selection model (targeted selection) to identify the best candidates. (With district permission, the plan is to identify school's vacancies and hire early spring.)
6. For hard-to-staff positions: the team will
  - a. Contact faculty at local and regional colleges and universities in specific content areas to identify recent or upcoming graduates who may be looking for a job.
  - b. Begin recruiting prospective applicants before college graduation, by building strong partnerships with local and regional institutions of higher education
  - c. Through the district's contacts, build strong partnerships with local and regional institutions of higher education.
  - d. Consider offering open contracts to teachers in high need areas guaranteeing a job in the district/school once a position opens up.
7. Compose a recruitment team based on the best and brightest staff and school's needs.
8. Recruit year-round.

### **3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

Planned mentoring activities include:

- 1) One-on-one mentoring in lesson planning, classroom management strategies, individual student interventions, technical assistance, data analysis, organizational skills and management;
- 2) demonstration, development and sharing model lessons;
- 3) co-teaching in another classroom;
- 4) planning and/or delivering professional development;
- 5) facilitating Professional Learning Communities (PLCs);
- 6) modeling lessons for teachers; sharing best practices and developing/sharing lessons plans;
- 7) collaborating with administration and colleagues on school-based activities to promote student engagement and parent /community involvement

Rationale for pairing:

Persons (peer teachers and School-based LLTs) have the important task of monitoring the progress of reading and writing proficiency, ensuring reading and writing is addressed in all classes and content areas, and providing teachers with the support and tools needed to successfully teach reading and writing skills in the classroom.

LLT assist in building capacity of reading knowledge within the school and focus on areas of literacy concern such as the following:

- \* Ensuring text complexity along with close reading and rereading of texts are central to lessons
- \* Providing scaffolding that does not preempt or replace text reading by students
- \* Developing and asking text dependent questions from a range of question types

- \* Emphasizing students supporting their answers based upon evidence from the text
- \* Providing extensive research and writing opportunities (claims and evidence)

## E. Ambitious Instruction and Learning

### 1. Instructional Programs and Strategies

#### a. Instructional Programs

**1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards**

The District adopts a curriculum that is aligned with state standards and provides a planning guide for each subject. The school ensures teachers are using Florida Standards through implementation of lesson plans and resources. Lesson plans and instructional materials are developed from Florida Standards. District textbooks, teacher resources, state, district and school tests incorporate materials that are derived from Florida Standards. Accountability requirements help us to ensure our school curriculum alignment mirrors the state requirements.

#### b. Instructional Strategies

**1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments**

In order to make well informed school wide decisions on how to differentiate instructional classes, we collect enormous amounts of data on students' attendance, behavior, test performances (including baselines assessments in all FSA/EOC areas) and teacher input. The data collected help teachers use results to identify and address learning difficulties and academic needs. Class instruction is modified through approaches such as Response to Intervention and the Florida Continuous Improvement Model. Both of these methods use tiered level of support, promotes individual success and allows frequent monitoring to tackle students' success. Students who are having difficulty are given extra assistance with academic support. We also provide after school academic assistance through 21st CCLC and daily homework assignment assistance.

**2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy: After School Program**

**Minutes added to school year: 16,200**

CPA's plan of action involves using the 21st Century Learning Center Program to provide additional tutoring for at-risk and struggling students. Also, Edgenuity is used for students who need to recover courses as well as gain additional credits and prepare for high stakes testing. The after school program has six teachers providing academics that are aligned with the Florida standards and four enrichment specialists providing integrated instructional activities as well.

**Strategy Rationale**

This program exposes students to cultural and career activities while complimenting the regular curriculum.

**Strategy Purpose(s)**

- Core Academic Instruction
- Enrichment

**Person(s) responsible for monitoring implementation of the strategy**

Griffin, Edgar, griffine@gcpsmail.com

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

- Attendance Rosters
- Student Baseline Assessment Reports
- Report Cards
- Mid Term Reports
- Monthly Data Chats
- Edgenuity Reports
- i-Ready Data

The above data will be compared to 2016-2017 performance to measure overall program effectiveness.

**2. Student Transition and Readiness**

**a. PreK-12 Transition**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(V).

**1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another**

Students, as well as parents who missed Open Enrollment and the Open House-Back to School events, will be briefed on Failure is Not an Option. This process involves teachers 1) notifying students and their parents (guardians) of the danger of failing especially when the grade point average is less than a 2.0 on a 4-point scale; 2) allowing students opportunities to recover failing grades and completing missing assignments in advance of receiving the midterm progress report and the nine-week report card. Additional strategies include:tutoring and mentoring opportunities through resource teachers, online credit recovery using Edgenuity and Khan Academy, and after school academy enrichment with the 21st CCLC program enrichment specialists, tutors and mentors. Each grading period will focus on conferences among parents/students/teachers. Counselor and members

of the administrative team will be available as needed. Students reaching their goals (promotion to correct grade and a grade point average of 2.5 or higher) will be encouraged to transition back to the district's only regular program, Gadsden County High School.

## **b. College and Career Readiness**

### **1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations**

All students beginning with tenth graders are given two waivers annually to register and take the ACT/SAT especially if they did not pass the ELA and Algebra I EOC upon administration during their freshman or sophomore year. Eleventh and twelfth graders are required to continue taking the PERT and national assessments until they are passed. Students planning to enter college are encouraged to continue take college-entrance exams until they meet the requirements.

Below are the hard-copy and online programs provided and sponsored by Florida Department of Education for free to advance college and career awareness. Students will receive both independent and guided instruction. Teachers will utilize the 15-minute homeroom period to manage instruction. These tools are also accessible to parents who want to assist their students with planning for their futures.

#### Career Cruiser

Carter-Parramore Academy will use Career Cruiser, which is a career exploration resource used to promote career development for students. It provides self-assessment activities to assist students in thinking about the relationship between personal interests and career goals. This publication is available online through the Florida Department of Education.

Another resource that teachers will use is MyCareerShines, which is a free online comprehensive education and career planning system that help students succeed in the increasingly competitive global economy. MyCareerShines provides four portals: one for middle and high school students; college and adult students; parents; and job seekers. Through the system, students

- Plan your future
- Learn about Florida's top jobs
- Earn an industry certification
- Pursue a profession in healthcare
- Enter the field of education
- Build a career in construction
- Get into information technology
- Begin a career in business
- Check out careers in STEM
- Make a career in manufacturing
- Access the site through <http://www.floridashines.org>

#### Florida Shines

Through the Florida Shines website, students will be able to engage in the following:

1. Go to College - Participate in Virtual College Week; Explore Colleges & Universities; Discover Degree Programs; Get Ready for College; Go Back to College; and Pay for College
2. Succeed in College - Plan Your Path; Find Free Online Textbooks; Check Your Progress; Learn Online; Take a Course at Another School; Transfer Schools; and Search Libraries
3. Find a Career - Plan Your Future; Learn About Florida's Top Jobs; Earn an Industry Certification; Pursue a Profession in Healthcare; Enter the Field of Education; Get Into Information Technology  
The Florida Virtual Campus (FLVC)

A third tool that students will use is The Florida Virtual Campus (FLVC) which is a statewide provider of innovative educational services for Florida's K-20 community. Working collaboratively with the state's 12 public universities, 28 public colleges, K-12 school districts, and other partners, FLVC provides services that help students succeed in school and life after graduation. Those services

include:

An array of academic advising, career readiness, and distance learning resources for students and parents, available through the FloridaShines website

Support for the academic libraries at the state's public colleges and universities, including a discovery tool used by students and faculty to access library resources and an integrated library management system used by library staff

Tools and training materials used by academic advisors, distance learning staff, librarians, and other staff at Florida's public colleges and universities to provide services to their students and faculties.

Note: The Florida Virtual Campus is funded by the Florida Legislature, and administered by the University of West Florida.

Parent Primer

The Parent Primer, a 20-page booklet, provides information on changes taking place in education and the workplace along with strategies for parents to use when advising their teens. The primer also provides information to parents for assisting their children with educational and career choices especially teens with special needs---students with disabilities who have a "504 Accommodations Plan" (that indicates accommodations needed to ensure equal access) and exceptional student education (ESE) students that have an individual educational plan (IEP) (to describe the student's educational program, including accommodations, special classes, services and supports needed to ensure a free and appropriate public education (FAPE).

Educator's Toolkit

Effective July 1, 2017, there is no longer a promotion requirement for middle grades students to complete a Career and Education Planning course. However, FLDOE will continue to make courses available so teachers will continue integrating the eight career and education planning course standards. The purpose of this webpage is to provide resources to assist course instructors in developing and teaching this course. Some of the approved Middle School Career and Education Planning courses are designated as year-long. In those cases, the classroom teacher can determine which semester to implement the career and education content. The MyCareerShines powered by Kuder's career planning system is available free of charge to all Florida middle and high schools to assist students in exploring career options and developing an academic and career plan.

## ***2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs***

Currently, Carter-Parramore Academy only offers one Career and Technical Education program which is Business Education. Through a partnership with the Gadsden Technical Institute, students in grades 10 - 12 are allowed to enroll in programs such as Adult Education, Automotive Service Technology, Barbering, Carpentry, Cosmetology, Drafting & Design, Facial Specialty, Nail Specialist, Pharmacy Technician, Power Equipment Technologies, Practical Nursing, and Welding Technology. Programs varying in length of completion and duration.

## ***3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement***

CPA will progress monitor students English Language Arts(Reading) and Mathematics skills in 9th and 10th through Performance Matters to ensure they are on track with skill mastery as compared to learning on a continuum for 11th and 12th grade.

Strategies for integrating CTE with academic courses include:

- 1) Providing Post-secondary Education Readiness Test preparation during students' freshman year and continuing through their senior high year. After-school programs that serve our students will also be encouraged to provide test preparation services as well.
- 2) Hosting Career/College fairs, presentations, or expo on campus; invite all students in grades 4th - 12th.
- 3) Administer the ACT, SAT and PERT college placement and readiness tests to eligible 10th-12th grade students.



**4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

For those students who have not acquired at least a level 3 or higher on their EOCs nor met the requirements on the Mathematics and ELA graduation test, intensive reading or intensive mathematics courses will be placed on their schedules. The after school tutoring program will also be provided (for those participating in the program) to enhance those skills lacking in all core subjects. The district's baseline assessments will be administered at the beginning of the year to capture year to date data for ninth and tenth graders; this in turn, will possibly offer a glimpse of a students' strengths and weaknesses as they prepare for college.

## II. Needs Assessment

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(6).

### A. Problem Identification

#### 1. Data to Support Problem Identification

##### b. Data Uploads

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

Early Warning Data 2015-2017.pdf

*Carter-Parramore Academy School-wide Early Warning System Data - 2015-2016 compared to 2016-2017*

#### 2. Problem Identification Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

The school's data indicated improvement from 2016 to 2017 in the area of students with attendance below 90 percent. Results showed 73 fewer students with attendance below 90 percent. However, in the following four areas there were increases. For students that had one or more suspensions, there were 144 more students from 89 in 2015-2016. In the area of students that had failed courses in English Language Arts or mathematics, the school experienced a slight increase of 12 students from 54 previously. Student that scored a Level 1 on the statewide, standardized assessments (FSA/EOC) in English Language Arts or Mathematics increased by 21 students from 144. Lastly, students exhibiting two or more indicators increased by 149 students. Four of the five indicators must be decreased to show substantial improvement towards student performance. Attendance improvement was remarkable.

### B. Problem Analysis Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why"? or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

As an alternative education school serving

- Overage students in grades 4th through 12th
- Students who are two or more grade levels below
- High school students (grades 9-12) with grade point averages for below a 2.0
- Individuals with ongoing behavior, emotional, social, and discipline problems
- A populations of students who are waiting to be moved to or have returned from a DJJ facility

- Low-performing students (as measured by district and state assessments)
- Students expelled by the school board
- The lowest population of graduates district-wide and highest percentage of non-graduates (especially on-time)
- A highly mobile population (Students leave for brief periods, then re-enroll after not finding success or comfort in other programs or schools in and outside the district.)
- Teen parents and their infants/toddlers)
- Special needs students (ESE)

Carter-Parramore Academy faces a myriad of challenges, yet each year 200 plus students continue to enroll voluntarily compared to 50 to 60 who are administratively assigned.

Secondly, the faculty constantly changes in an effort to provide highly qualified and infield teachers in other schools in the district. Gadsden is also challenged to keep great teachers mainly due to competitive salaries in neighboring districts.

Lastly, commitment and effort on behalf of all stakeholders including staff, students, parents and community (and local businesses) is lacking to fortify ongoing partnership and sustain improvement from year to year. Stability for the sake of all is greatly needed for sustainability of all programs housed at this campus.

### C. Strategic Goals

## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

**1** = Problem Solving Step    **S123456** = Quick Key

## Strategic Goals Summary

**G1.** By the end of the 2017-2018 school year, the number of students at Carter-Parramore Academy exhibiting early warning indicators in each of the five (5) identified areas will reflect a 10% improvement (reduction).

**G2.**

## Strategic Goals Detail

For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.

**G1.** By the end of the 2017-2018 school year, the number of students at Carter-Parramore Academy exhibiting early warning indicators in each of the five (5) identified areas will reflect a 10% improvement (reduction). 1a

G092597

**Targets Supported** 1b

Indicator	Annual Target
One or More Suspensions	200.0
Students exhibiting two or more EWS indicators (Total)	10.0
Attendance Below 90%	46.0
Course Failures Mathematics	10.0
Course Failures ELA	10.0
Level 1 - All Grades	10.0

**Targeted Barriers to Achieving the Goal** 3

- Lack of knowledge regarding district and state policies regarding attendance, discipline, promotion and graduation requirement as well as inconsistency in implementation of policies

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Motivated and caring personnel
- Professional learning opportunities for developing instructional strategies/smethods
- Student Code of Conduct handbook and student progression plan (district has moved from hard copies to online resource)

**Plan to Monitor Progress Toward G1.** 8

Data will come from the following:

- Students with attendance below 90 percent
- Students that had one or more suspensions
- Students that have failed courses in English Language Arts or mathematics
- Student that scored a Level 1 on the statewide, standardized assessments (FSA/EOC) in English Language Arts or Mathematics
- Students exhibiting two or more indicators

**Person Responsible**

Myra Grant

**Schedule**

Semiannually, from 8/7/2017 to 6/29/2018

**Evidence of Completion**

Survey data that's submitted to FLDOE; warehoused data in Skyward and Performance Matters; and district requested data from MIS department.

G2. 1a

G092598

**Targets Supported** 1b

Indicator	Annual Target
-----------	---------------

**Targeted Barriers to Achieving the Goal** 3

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- School wide motivational assemblies - 21st Century Program - Edgenuity - District Parent Portal - Community & Social agencies - Tutor and mentor assistance - Field Trips

## Action Plan for Improvement

*For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.*

### Problem Solving Key

**G** = Goal                      **B** =  
   Barrier                      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key

**G1.** By the end of the 2017-2018 school year, the number of students at Carter-Parramore Academy exhibiting early warning indicators in each of the five (5) identified areas will reflect a 10% improvement (reduction). 1

G092597

**G1.B1** Lack of knowledge regarding district and state policies regarding attendance, discipline, promotion and graduation requirement as well as inconsistency in implementation of policies 2

B249756

**G1.B1.S1** Staff and faculty will begin providing face to face instruction and implementing the district's student code of conduct and other relevant policies (student progression plan) on a frequent basis so that students become more knowledgeable of their obligations and responsible for their actions. 4

S263284

### Strategy Rationale

Knowledge is power and ignorance is no excuse. After the strategy is implemented, career plans and academic goals can be developed and actualized.

### Action Step 1 5

All homeroom teachers will provide instruction, clarification and guidance on each section of the student code of conduct and student progression plan handbooks for each of their respective homeroom classes.

#### Person Responsible

Jeanne Gunn

#### Schedule

Weekly, from 10/2/2017 to 5/25/2018

#### Evidence of Completion

Student portfolios and attendance rosters indicating participation.

### Action Step 2 5

All students will develop and complete a four-year personal career and academic plan.

#### Person Responsible

Jeanne Gunn

#### Schedule

Annually, from 10/2/2017 to 12/22/2017

#### Evidence of Completion

Students' career and academic plans.

**Plan to Monitor Fidelity of Implementation of G1.B1.S1** 6

Homeroom observations of instruction and adherence to information and policies.

**Person Responsible**

**Schedule**

Weekly, from 10/2/2017 to 12/22/2017

**Evidence of Completion**

Completed observations of instruction and interactions with students by faculty and staff.

**Plan to Monitor Effectiveness of Implementation of G1.B1.S1** 7

Requests for data supporting efforts to monitor early warning system data. (The MIS department will provide data.)

**Person Responsible**

Myra Grant

**Schedule**






Quarterly, from 10/16/2017 to 6/29/2018

**Evidence of Completion**

Survey data that has been submitted to FLDOE; Skyward/Performance Matters reports regarding EWS data.



## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
<b>2018</b>					
G1.B1.S1.A2  A347842	All students will develop and complete a four-year personal career and academic plan.	Gunn, Jeanne	10/2/2017	Students' career and academic plans.	12/22/2017 annually
G1.B1.S1.MA1  M369926	Homeroom observations of instruction and adherence to information and policies.		10/2/2017	Completed observations of instruction and interactions with students by faculty and staff.	12/22/2017 weekly
G1.B1.S1.A1  A347841	All homeroom teachers will provide instruction, clarification and guidance on each section of the...	Gunn, Jeanne	10/2/2017	Student portfolios and attendance rosters indicating participation.	5/25/2018 weekly
G1.B1.S1.MA1  M369927	Requests for data supporting efforts to monitor early warning system data. (The MIS department will...	Grant, Myra	10/16/2017	Survey data that has been submitted to FLDOE; Skyward/Performance Matters reports regarding EWS data.	6/29/2018 quarterly
G1.MA1  M369925	Data will come from the following: • Students with attendance below 90 percent • Students that...	Grant, Myra	8/7/2017	Survey data that's submitted to FLDOE; warehoused data in Skyward and Performance Matters; and district requested data from MIS department.	6/29/2018 semiannually

## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

**G1.** By the end of the 2017-2018 school year, the number of students at Carter-Parramore Academy exhibiting early warning indicators in each of the five (5) identified areas will reflect a 10% improvement (reduction).

**G1.B1** Lack of knowledge regarding district and state policies regarding attendance, discipline, promotion and graduation requirement as well as inconsistency in implementation of policies

**G1.B1.S1** Staff and faculty will begin providing face to face instruction and implementing the district's student code of conduct and other relevant policies (student progression plan) on a frequent basis so that students become more knowledgeable of their obligations and responsible for their actions.

### PD Opportunity 1

All homeroom teachers will provide instruction, clarification and guidance on each section of the student code of conduct and student progression plan handbooks for each of their respective homeroom classes.

#### Facilitator

Principal Pauline West

#### Participants

All Faculty/Staff

#### Schedule

Weekly, from 10/2/2017 to 5/25/2018

### PD Opportunity 2

All students will develop and complete a four-year personal career and academic plan.

#### Facilitator

Principal Pauline West

#### Participants

All Faculty/Staff

#### Schedule

Annually, from 10/2/2017 to 12/22/2017

## VI. Technical Assistance Items

Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.

## VII. Budget

<b>1</b>	<b>G1.B1.S1.A1</b>	<b>All homeroom teachers will provide instruction, clarification and guidance on each section of the student code of conduct and student progression plan handbooks for each of their respective homeroom classes.</b>				<b>\$300.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
			0231 - Carter Parramore Academy	General Fund		\$300.00
			<i>Notes: Cost includes reproduction of plans---Student Code of Conduct and Student Progression Handbooks</i>			
<b>2</b>	<b>G1.B1.S1.A2</b>	<b>All students will develop and complete a four-year personal career and academic plan.</b>				<b>\$300.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
			0231 - Carter Parramore Academy			\$0.00
			0231 - Carter Parramore Academy	General Fund		\$300.00
			<i>Notes: Forms for plans will to be copied on card stock paper for durability.</i>			
					<b>Total:</b>	<b>\$600.00</b>

Gadsden County Schools

# Chattahoochee Elementary School



2017-18 School Improvement Plan

## Chattahoochee Elementary School

335 MAPLE ST, Chattahoochee, FL 32324

<http://www.gcps.k12.fl.us/>

### School Demographics

School Type and Grades Served (per MSID File)	2016-17 Title I School	2016-17 Economically Disadvantaged (FRL) Rate (As Reported on Survey 3)
Elementary School PK-5	Yes	100%
Primary Service Type (per MSID File)	Charter School	2016-17 Minority Rate (Reported as Non-white on Survey 2)
K-12 General Education	No	94%

### School Grades History

Year	2016-17	2015-16	2014-15	2013-14
Grade	C	B	C*	A

*\*Informational Baseline School Grade*

**Note:** The school grades calculation was revised substantially for the 2014-15 school year to implement statutory changes made by the 2014 Legislature and incorporate the new Florida Standards Assessments. The 2014-15 school grades serve as informational baseline data that schools can use to improve in future years.

### School Board Approval

This plan is pending approval by the Gadsden County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies

## Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

### DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

### DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

### 2017-18 DA Category and Statuses for Chattahoochee Elementary School

DA Region and RED	DA Category and Turnaround Status
Northwest - <a href="#">Wallace Selph</a>	Not In DA - N/A



## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

CES strives to empower student(s) to discover their interests and develop the talents necessary to pursue their goals and dreams.

##### b. Provide the school's vision statement

Chattahoochee Elementary School (CES) is to create excellence in students as we prepare them to succeed in tomorrow's world.

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

Chattahoochee Elementary School (CES) school climate survey and home language survey will provide insight of our students' cultural needs. Teachers make contact with parents at least twice a month through a variety of communication. Positive relationships will be established between the continued support of faculty and parents.

Our Parent Expos communicate our mission and values and keep families abreast of the Florida Standards and their child's academic progress.

##### b. Describe how the school creates an environment where students feel safe and respected before, during and after school

CES has a system in place for before and after school arrival with supervision at all times. The school has safety procedures in place and drills are performed on a monthly basis. Having students in uniform helps keep us alert of intruders on campus and makes us alert of our surroundings.

##### c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced

CES behavioral system is used in all classrooms. All classroom teachers follow a system of five points given daily. The area of points awarded are: attendance, on task behavior, participation in class, homework and school uniform. The points are added for a weekly total and students are rewarded every month. The rewards range from an ice cream social to an amusement park fieldtrip.

##### d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services

At CES a guidance counselor is available to all students for counseling. The guidance counselor meets with teacher to discuss ways to help alleviate situations that may arise in the classroom. Also, we have additional help from outside resources such as social workers and counselors that provide one on one counseling.

#### 3. Early Warning Systems

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

**a. Describe the school's early warning system and provide a list of the early warning indicators used in the system**

CES early warning system indicators are attendance of students who miss three or more days and one or more suspensions from school. Students who miss three or more days from school and/or who have one or more suspensions miss quality instruction when they are not in class.

**b. Provide the following data related to the school's early warning system**

**1. The number of students by grade level that exhibit each early warning indicator:**

Indicator	Grade Level													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Attendance below 90 percent	0	0	0	0	0	0	0	0	0	0	0	0	0	0
One or more suspensions	3	4	14	13	9	3	0	0	0	0	0	0	0	46
Course failure in ELA or Math	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Level 1 on statewide assessment	0	0	0	10	3	7	0	0	0	0	0	0	0	20

**The number of students identified by the system as exhibiting two or more early warning indicators:**

Indicator	Grade Level													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Students exhibiting two or more indicators	0	0	0	4	3	5	0	0	0	0	0	0	0	12

**c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**

In order to support attendance a letter is sent via certified mail to parents explaining school board policy and procedures when students miss days from school. Also, the counselor follows up with a phone call. The school offers free breakfast, lunch and snack. We have the fresh fruit and vegetable program where students receive a snack twice a week. To help support behavior and minimize suspension we have adopted the Positive Behavior Support (PBS) as a school-wide behavior program.

**B. Family and Community Engagement**

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2) and (b)(7)(A)(iii)(I).

**1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress**

**a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?**

Yes

**1. PFEP Link**

The school completes a Parental Involvement Plan (PFEP), which is available at the school site.

**2. Description**

See Parent Involvement Plan

**2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement**

The school works closely with the school district Parent Services and local partners in the community to secure and utilize resources to support the school and student achievement. Our partners include, but are not limit to: local churches, WBs Sport Bar & Grill, Pizza Hut, Focus Credit Union, Florida State Hospital, Women Club, Rotary Club and families of students.

**C. Effective Leadership**

**1. School Leadership Team**

**a. Membership**

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Denson, Valencia	Principal
Leath, Kimberly	Guidance Counselor
Nelson, Rena	Instructional Coach
O'Bryan, Katie	Teacher, ESE
Chapman-Thomas, Tylisa	Teacher, K-12
Wiggins, Mellany	Teacher, K-12

**b. Duties**

**1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making**

- ESE Resource Teacher: to conduct intensive interventions with students of any age for any academic area, to organize meeting times and Rtl schedules, to provide 7 day advance notice for any parent conference or Rtl meetings, to record anecdotal and observational data, to give simple assessments to monitor students' progress throughout the duration of the interventions, to brainstorm and come up with creative solutions for Rtl interventions, to assist teachers with applying effective intervention strategies in class, graph results of intervention using grades and other collected data.
- Guidance Counselor: to assist with planning Rtl meetings, to complete referrals for various agencies for students who need intensive behavior management or other counseling needs, to conduct behavioral interventions for students with behavioral concerns, to complete classroom observations, and to help file all student paperwork.
- Instructional Coach: to organize, interpret, and graph all school data, to brainstorm with the team and model how to conduct intensive interventions that meet common core state standards, to pull small groups or individual students during appropriate times of day to conduct interventions for math, reading, or science, to work closely with teachers making sure that they are conducting in-class interventions appropriately as outlined in the curriculum.
- Speech and language Pathologist: to complete speech and language testing for students who have completed an Rtl intervention and are moving into psychological testing to possibly be staffed for the ESE program, to brainstorm with the team and offer ideas for activities to conduct during interventions for students who seem to have speech or language issues.
- School Psychologist: to assist in determining if a student needs to be recommended for psychological testing and to conduct said tests within 60 days of having a consent for testing form

completed by the parent, to give tips or advice on how to better deliver an intervention whether academic or behavioral.

- Classroom Teacher: To conduct outlined interventions with fidelity following the curriculum, to document behaviors, to complete and enter all student grades so data may be reviewed, and to brainstorm with the team on how to accurately target students and identify in which areas students need assistance, to fill out all referral forms with the Rtl team.

**2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact**

- In order to implement and monitor the MTSS system, any teacher or staff member that observes a need for an academic or behavioral intervention must first review individual student grades in conjunction with reading, math and science data as it compares to the average of the class. If there appears to be a significant problem or one student seems to be scoring or functioning below the rest of the class the teacher must fill out a student referral form to the MTSS/RTI team. The team includes the ESE resource teacher, guidance counselor, principal, school psychologist, Academic coach and at times a Speech Language Pathologist as well as classroom teacher and parents. At this point in time the parents are notified given a 7 day advance notice of a meeting time for their child. At the meeting the parents assist the team in completing a "Problem Solving/Rtl Worksheet" which requires detailed responses to problem identification, current levels of performance, peer levels of performance, Gap analysis between benchmarks and students, and benchmarks and peers. As well as including information about replacement behaviors or target skills offered, at what tier this issue will be addressed and with what information we will come to a decision about what needs to be done now as well as in the future. The sheet that we complete for each student after the "Problem Solving/Rtl worksheet" is the "Problem Analysis worksheet". The team talks together and based on available data gathered, interviews, observations, and testing to create hypothesis statements on possible reasons for students that are struggling. Our final worksheet we use in our process is the "Comprehensive Intervention Implementation". This worksheet is to compile exact information as to what will be done, when and where the intervention will occur, and who will conduct the intervention as well as deciding how information will be shared or monitored between team members in order to collect data frequently and decide if our plans are effective and meeting the needs of the individual students.

- In regards to the SIP structures for our school that address the effectiveness of core instruction, resource allocation (funding and staffing) teacher support systems, and small group and individual student needs we have many options. Our SIP is a flexible plan that allows room for adjustments or amendments to be made as necessary based again on student data and individual needs. Our coach is responsible for addressing the effectiveness of core instruction by either modeling or co-teaching with various classroom teachers to help them adjust to the new Journey's Common Core Reading Curriculum and make sure that they are able to deliver the lessons in a precise and efficient manner. We provide supports for teachers by conducting grade group meetings weekly to discuss student progression, class data, and individual students' performances and responses to various interventions. Resource allocation is handled by our principal. The coaches supply man supplemental reading or math materials for teachers to conduct interventions. We have also created a sort of "menu" that outlines optional supplemental curriculum used at Chattahoochee elementary for both reading and math that gives a detailed outline of programs offered, which areas they target, the frequency and intensity with which they must be delivered, as well as tools to use for recording data and student progression.

Chattahoochee Elementary coordinates with Title I Part A to ensure all disadvantaged children are offered instructional opportunities and support systems to close the achievement gap, including

providing a full range of parent services. Every Title I parent receives required information, Annual Title I meetings are held to provide parents with a wealth of information about how Title I can help the school. Parent dollars from Title I assist with the development of parent involvement plans and parent expos where children and their parents come to the school for teacher conferences related to their grade reports.

Chattahoochee Elementary coordination with Title I Part C Migrant ensures that the needs of migrant students are met as they transition in and out of schools at different times of the year and move around to different cities and states. Coordinated needs addressed include language, social services, medical, and instructional.

Chattahoochee Elementary coordinates with Title II, Part A to optimize professional development opportunities for teachers and paraprofessionals based on their individual needs and to ensure that only highly qualified in-field teachers are placed in classes, with a focus on placing the best teachers with the lowest performing students. The program offers staff development at the district level and at the school level to differentiate offerings based on school needs. Teachers are provided with growth plans and timelines to complete training, being rewarded with certification and/or continuing education points. Instructional coaches are provided by this Title so that onsite modeling and progress monitoring can be provided to struggling teachers.

Coordination with Title III ensures the needs of ESOL student needs are met through language support, various accommodations required under Federal Decree, and by working with Title II, Part A to provide ESOL endorsement training. Title III is available to offer onsite translations for parents and non-English speaking students and to assist with their registration and transcript needs.

The school coordinates with the Title IV, Part B 21st Century Program to ensure a seamless system of instructional support for students who are struggling and need additional time with a different teacher and in a different way. There is ongoing communication between the teacher of record and the teacher providing afterschool instruction so that student weaknesses can be specifically addressed. There is a strong focus on project based learning to enhance student participation, engagement, and understanding.

The Title □ Homeless program is district-wide with provisions to serve all students who have been identified as homeless and their families. Title I Part A shares expenses for this program and together the two programs ensure that all instructional, social, emotional, transportation, school activities, and health needs are provided for so the homeless student will not be discriminated against and will have equal opportunity to succeed in school.

Supplemental Academic Instruction in the district is used to provide general funding for a district alternative school which serves students from all schools who are overage, have low grade point averages, have behavioral issues, and/o have had legal issues removing them from the traditional school environment. As our school discovers student challenges that cannot be met on our campus, we make recommendations to send the students to the alternative school for assistance. Students are re mediated, provided positive behavior support, provided interventions to allow them to catch up to their peers and graduate on time. Parenting services are also provided onsite to assist with reducing drop outs and continuing to assist underage parents in their pursuit of a high school credential. Once a student has successfully completed their assigned area of work at the alternative school, they return to their home school setting. Adult education programs are part of the alternative program and are funded through state dollars at the technical center with recommendations coming from the alternative center as requested and/or necessary.

Chattahoochee Elementary has a strong safety program that includes Raptor identification at the front

desk to alert the office of anyone who should not be allowed on campus; positive behavior support programs and behavior specialists work with troubled students; in-school and out-of-school suspension programs and oversight are provided; anti-bullying campaigns that support school board policies are in place to ensure that all students are safe; security cameras and fencing of grounds are in place to ensure that school leaders can protect students under their care.

The school district has volunteered to be part of the Community Eligibility Option offering free breakfast and lunch to all students. Students in after school programs are provided nutritional snacks through the food service program at the district. The district has a grant with Healthy Foods and purchases fresh fruit and vegetables by locally grown vendors who are under contract with other district agencies.

School improvement dollars are used in conjunction with Title II and Title I dollars to provide additional instructional coaches, behavior specialists, and other educational paraprofessionals to meet the additional goals of the school improvement grant. The program is closely coordinated with Title I so that there is no fragmentation of programs and no duplication of funding. Funding supports increased Response to Intervention, Positive Behavior Support, increased family participation, early warning systems, and performance incentives.

## 2. School Advisory Council (SAC)

### a. Membership

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Valencia Denson	Principal
Shirley Kennedy	Parent
Cheryl Jackson	Parent
Rena Nelson	Teacher
Ola Blue	Parent
Halle Bright	Parent
Shakirya Gilcrease	Parent
Torina Johnson	Parent
Marilyn McClendon	Education Support Employee
Cecily Myles	Parent
Flora Williams	Parent
Rondal Wimbush	Parent
Diane White	Business/Community
Ira Daniels	Business/Community
Emma Baker	Business/Community
Kelly Walker	Parent
Shavone Brooks-Horne	Parent

### b. Duties

**1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2).

*a. Evaluation of last year's school improvement plan*

During our first SAC meeting, we reviewed last year SIP for revised goals and effectiveness in conjunction with 2017 FSA results.

*b. Development of this school improvement plan*

The School Advisory Council (SAC) meets four times a year to help develop, approve and monitor the school improvement plan and school's budget.

*c. Preparation of the school's annual budget and plan*

The school budget will be shared and SAC determines allocations for professional development for teachers as well as expenditures for instructional materials.

**2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

There were no funds allocated.

**3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

*a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements*

**3. Literacy Leadership Team (LLT)**

**a. Membership**

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:

Name	Title
Denson, Valencia	Principal
Nelson, Rena	Instructional Coach
Leath, Kimberly	Guidance Counselor
O'Bryan, Katie	Teacher, ESE

**b. Duties**

**1. Describe how the LLT or similar group promotes literacy within the school, if applicable**

- To increase the number of proficient readers.
- To interpret data effectively in order to make teaching decisions.
- To enhance students' ability to become critical thinkers and independent readers.

**D. Public and Collaborative Teaching**

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(IV).

**1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction**

CES uses variety of strategies to encourage a positive working relationship between teachers and staff. We also hold weekly data meetings in order to aggregate data and continue the collaboration process.

New staff members are paired with veteran teachers for support. We have establish a Beginning Teacher program for all newly hired personnel.

## **2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school**

The principal completes a district form (Request to Advertise Form). The position is advertised on the district website for seven days. Upon the seventh day, the principal reviews the applicants application, transcripts, resumes and schedules an interview. The principal only schedule interviews with in-field highly qualified applicants. A team that consist of the principal and coaches conduct the interview using the district developed interview question form. Once all of the interviews have been completed, reference checks are done. The principal makes his/her final decision and the recommendation form is sent to the district personnel office.

Gadsden County Schools holds an annual Teacher Recruitment Day every summer. Local colleges and radio advertisement are ways the information gets out to the public.

In addition to recruiting staff, I advertise or market my school on social media websites.

## **3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

Mentee teachers are paired with veteran teachers for support through conferencing, review of weekly lesson plans/benchmarks, and modeling of effective strategies. The mentor will also have the opportunity to observe the mentee teaching strategies, provide feedback and coaching. Also, mentee will observe veteran teachers classroom at the school and around the district.

# **E. Ambitious Instruction and Learning**

## **1. Instructional Programs and Strategies**

### **a. Instructional Programs**

#### ***1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards***

CES ensures its core instructional programs and materials are aligned to Florida Standards during weekly common planning times. During these times the team discuss specific standards and ways to provide students rigorous instruction.

### **b. Instructional Strategies**

#### ***1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments***

CES uses data to drive instruction in all classes. The school provides baseline testing during the first week of school in subjects reading, writing, math and science. The data from these tests are used to provide differentiated instruction based on specific needs. Teachers give a pretest and post-test to track students growth on standard-based learning targets. In addition, a unit test will be given at the end of each unit. Small group instruction is provided in reading and math. Teachers continue to use the Florida Continuous Improvement Model (FCIM) to evaluate instruction and provide tutorial and/or enrichment.



**2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy:** After School Program

**Minutes added to school year:** 540

Reading Florida Standards are taught explicitly. Teacher use a variety of instructional tools to teach each standard. Some ways are through modeling best practices, such as peer teaching, videos, graphic organizer, and powerpoint presentation.

**Strategy Rationale**

As a result, students overall reading proficiency will increase.

**Strategy Purpose(s)**

- Core Academic Instruction
- Enrichment
- Teacher collaboration, planning and professional development

**Person(s) responsible for monitoring implementation of the strategy**

Denson, Valencia, [densonv@gcpsmail.com](mailto:densonv@gcpsmail.com)

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

There is no data collected from this strategy. Teachers work with students based on needs or provide enrichment.

**2. Student Transition and Readiness**

**a. PreK-12 Transition**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(V).

**1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another**

The Pre-K Program offers students a developmentally appropriate learning environment that will prepare student for Kindergarten. Pre-K teachers conducted home visits of all students entering the Pre-K program prior to the start of school. DLM Pre-K curriculum is used to help students enhance their literacy skills.

Each year the Pre-K teacher and kindergarten teacher collaborates to help with transition. This collaboration includes vertical articulation and common planning time. To improve instructional strategies the pre-k teachers participate in professional development opportunities.

As the 5th graders transition to middle school, they are invited to tour the campus and meet the staff. The students are also given the opportunity to select classes for the upcoming school year upon promotion.

**b. College and Career Readiness**

**1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations**

**2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs**

**3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement**

**4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

## II. Needs Assessment

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(6).

### A. Problem Identification

#### 1. Data to Support Problem Identification

##### b. Data Uploads

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

*No files were uploaded*

#### 2. Problem Identification Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

### B. Problem Analysis Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why"? or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

### C. Strategic Goals

## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

**1** = Problem Solving Step     S123456 = Quick Key

## Strategic Goals Summary

- G1.** Teachers will collaborate through professional learning structures organized as a professional learning community in planning standards-based lessons, reflecting on the effectiveness of instruction, and designing and analyzing common formative assessments as they relate to increased student learning
  
- G2.** Identify at-risk students to provide support and intervention to increase achievement.

## Strategic Goals Detail

For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.

**G1.** Teachers will collaborate through professional learning structures organized as a professional learning community in planning standards-based lessons, reflecting on the effectiveness of instruction, and designing and analyzing common formative assessments as they relate to increased student learning **1a**

G090254

**Targets Supported** **1b**

Indicator	Annual Target
Effective Teachers (Performance Rating)	100.0

**Targeted Barriers to Achieving the Goal** **3**

- Teachers lacking time to effectively plan standards-based lessons.
- Teachers lack content and procedural knowledge in planning and delivering rigorous, standards-based instruction and assessments.

**Resources Available to Help Reduce or Eliminate the Barriers** **2**

- Professional Development
- Common Planning Day
- Demonstration Lessons
- Florida Standards and Item Specifications

**Plan to Monitor Progress Toward G1.** **8**

Administrator will review lesson plans and assessments to assure teachers are using standards-based lessons and assessments

**Person Responsible**

Valencia Denson

**Schedule**

Weekly, from 8/21/2017 to 8/21/2018

**Evidence of Completion**

Formative and Summative assessments, lesson plans

**Plan to Monitor Progress Toward G1.** **8**

Data analysis will occur using student formative and summative data. Classroom observations will be conducted. PLC's and common assessment visits.

**Person Responsible**

Valencia Denson

**Schedule**

Biweekly, from 8/21/2017 to 5/31/2018

**Evidence of Completion**

Data analysis form, assessments, PLC minutes

**G2. Identify at-risk students to provide support and intervention to increase achievement.** 1a

G090255

**Targets Supported** 1b

Indicator	Annual Target
Attendance Below 90%	10.0

**Targeted Barriers to Achieving the Goal** 3

- The percentage of students who missed three or more days of the 2016-2017 school year.

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- School Counselor
- Daily Attendance Roster
- Code of Conduct
- Skyward

**Plan to Monitor Progress Toward G2.** 8

Daily attendance roster, counselor log, Skyward, PBS Data

**Person Responsible**

Kimberly Leath

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Skyward and Counselor logs

## Action Plan for Improvement


For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.

### Problem Solving Key

**G** = Goal                      **B** =  
Barrier                      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key

**G1.** Teachers will collaborate through professional learning structures organized as a professional learning community in planning standards-based lessons, reflecting on the effectiveness of instruction, and designing and analyzing common formative assessments as they relate to increased student learning **1**

 G090254

**G1.B1** Teachers lacking time to effectively plan standards-based lessons. **2**

 B247790

**G1.B1.S1** Instructional coaches will provide grade level training on creating standards based formative and summative assessments. **4**

 S261104

### Strategy Rationale

By providing training for teachers in the area of creating assessments and demonstrating lessons and providing additional strategies for teachers this will increase teachers' pedagogical skills ultimately resulting in an increase in student achievement.

### Action Step 1 **5**

Instructional Coach will provide a Reading planning day for each grade level team.

#### Person Responsible

Rena Nelson

#### Schedule

Monthly, from 8/14/2017 to 5/31/2018

#### Evidence of Completion

Teachers are given a planning day to plan lessons, create assessments and data sheets. Instructional Coach will provide teachers with an agenda. Teachers will use sign in sheets. Teachers will create lesson plans for the first two weeks. Instructional coaches will assist in this planning. Teachers will create effective standards-based lessons and common assessments that meet the amount of rigor expected for an increase in student achievement.

**Plan to Monitor Fidelity of Implementation of G1.B1.S1** 6

Instructional Coaching form

**Person Responsible**

Rena Nelson

**Schedule**

Monthly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Tracking forms will be collected.

**Plan to Monitor Effectiveness of Implementation of G1.B1.S1** 7

Administration will monitor professional development on assessments

**Person Responsible**

Valencia Denson

**Schedule**

Every 3 Weeks, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Review assessments, agendas, sign-in sheets

**G1.B2** Teachers lack content and procedural knowledge in planning and delivering rigorous, standards-based instruction and assessments. **2**

 B247791

**G1.B2.S1** Instructional Coaches will conduct Professional Development (PD) that will focus on delivering rigorous and standards-based lessons. **4**

 S261107

### **Strategy Rationale**

Instructional Coaches will provide teachers with guidance on instructional delivery of rigorous standards-based lessons that will result in more effective instruction, as well as, improved academic achievement.

### **Action Step 1 **5****

Instructional Coach will provide grade level meetings with teachers on standards-based lessons.

#### **Person Responsible**

Rena Nelson

#### **Schedule**

Biweekly, from 8/14/2017 to 5/31/2018

#### ***Evidence of Completion***

### **Plan to Monitor Fidelity of Implementation of G1.B2.S1 **6****

Administrator will participate in professional development and give feedback

#### **Person Responsible**

Rena Nelson

#### **Schedule**

Weekly, from 8/21/2017 to 5/31/2018

#### ***Evidence of Completion***

Agendas, meeting minutes and feedback



**Plan to Monitor Effectiveness of Implementation of G1.B2.S1 7**

Administration will review and provide feedback from observed notes of modeled lessons

**Person Responsible**

Valencia Denson

**Schedule**

Monthly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Observer notes and feedback

**G2. Identify at-risk students to provide support and intervention to increase achievement. 1**

G090255

**G2.B1 The percentage of students who missed three or more days of the 2016-2017 school year. 2**

B240886

**G2.B1.S1 Conduct conferences for students identified as having three or more absences in order to provide support for parents as needed. 4**

S253911

**Strategy Rationale**

Students who miss school on a regular basis are at risk for potential academic failure.

**Action Step 1 5**

Guidance counselor will conduct a conference with parents of students who miss three or more days.

**Person Responsible**

Kimberly Leath

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Attendance in Skyward, Conference Notes

**Plan to Monitor Fidelity of Implementation of G2.B1.S1** 6

The principal will review conference log of parent conferences and the results.

**Person Responsible**

Valencia Denson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Counselor notes and logs

**Plan to Monitor Effectiveness of Implementation of G2.B1.S1** 7

Attendance in Skyward will be monitored to verify students' effectiveness.

**Person Responsible**

Kimberly Leath

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Counselor phone logs, Counselor notes, Attendance in Skyward

## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
<b>2018</b>					
G1.B2.S1.A1 A344214	Instructional Coach will provide grade level meetings with teachers on standards-based lessons.	Nelson, Rena	8/14/2017		5/31/2018 biweekly
G1.MA2 M365151	Data analysis will occur using student formative and summative data. Classroom observations will...	Denson, Valencia	8/21/2017	Data analysis form, assessments, PLC minutes	5/31/2018 biweekly
G2.MA1 M349861	Daily attendance roster, counselor log, Skyward, PBS Data	Leath, Kimberly	8/14/2017	Skyward and Counselor logs	5/31/2018 weekly
G2.B1.S1.MA1 M349859	Attendance in Skyward will be monitored to verify students' effectiveness.	Leath, Kimberly	8/14/2017	Counselor phone logs, Counselor notes, Attendance in Skyward	5/31/2018 weekly
G2.B1.S1.MA1 M349860	The principal will review conference log of parent conferences and the results.	Denson, Valencia	8/14/2017	Counselor notes and logs	5/31/2018 weekly
G2.B1.S1.A1 A332550	Guidance counselor will conduct a conference with parents of students who miss three or more days.	Leath, Kimberly	8/14/2017	Attendance in Skyward, Conference Notes	5/31/2018 weekly
G1.B2.S1.MA1 M365164	Administrator will participate in professional development and give feedback	Nelson, Rena	8/21/2017	Agendas, meeting minutes and feedback	5/31/2018 weekly
G1.B1.S1.MA1 M365159	Instructional Coaching form	Nelson, Rena	8/14/2017	Tracking forms will be collected.	5/31/2018 monthly
G1.B1.S1.A1 A344211	Instructional Coach will provide a Reading planning day for each grade level team.	Nelson, Rena	8/14/2017	Teachers are given a planning day to plan lessons, create assessments and data sheets. Instructional Coach will provide teachers with an agenda. Teachers will use sign in sheets. Teachers will create lesson plans for the first two weeks. Instructional coaches will assist in this planning. Teachers will create effective standards-based lessons and common assessments that meet the amount of rigor expected for an increase in student achievement.	5/31/2018 monthly
G1.B2.S1.MA1 M365166	Administration will review and provide feedback from observed notes of modeled lessons	Denson, Valencia	8/14/2017	Observer notes and feedback	5/31/2018 monthly
G1.B1.S1.MA1 M365160	Administration will monitor professional development on assessments	Denson, Valencia	8/14/2017	Review assessments, agendas, sign-in sheets	5/31/2018 every-3-weeks
G1.MA1 M349858	Administrator will review lesson plans and assessments to assure teachers are using...	Denson, Valencia	8/21/2017	Formative and Summative assessments, lesson plans	8/21/2018 weekly

## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

**G1.** Teachers will collaborate through professional learning structures organized as a professional learning community in planning standards-based lessons, reflecting on the effectiveness of instruction, and designing and analyzing common formative assessments as they relate to increased student learning

**G1.B1** Teachers lacking time to effectively plan standards-based lessons.

**G1.B1.S1** Instructional coaches will provide grade level training on creating standards based formative and summative assessments.

### **PD Opportunity 1**

Instructional Coach will provide a Reading planning day for each grade level team.

#### **Facilitator**

Nelson, Rena

#### **Participants**

20

#### **Schedule**

Monthly, from 8/14/2017 to 5/31/2018

## VI. Technical Assistance Items

Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.

## VII. Budget

1	G1.B1.S1.A1	Instructional Coach will provide a Reading planning day for each grade level team.	\$0.00
2	G1.B2.S1.A1	Instructional Coach will provide grade level meetings with teachers on standards-based lessons.	\$0.00
3	G2.B1.S1.A1	Guidance counselor will conduct a conference with parents of students who miss three or more days.	\$0.00
<b>Total:</b>			<b>\$0.00</b>

Gadsden County Schools

# Gadsden County High School



## 2017-18 School Improvement Plan

## Gadsden County High School

27001 BLUE STAR HWY, Havana, FL 32333

<http://www.gcps.k12.fl.us/>

### School Demographics

<p><b>School Type and Grades Served</b> (per MSID File)</p> <p style="text-align: center;">High School 9-12</p>	<p><b>2016-17 Title I School</b></p> <p style="text-align: center;">Yes</p>	<p><b>2016-17 Economically Disadvantaged (FRL) Rate</b> (As Reported on Survey 3)</p> <p style="text-align: center;">100%</p>
<p><b>Primary Service Type</b> (per MSID File)</p> <p style="text-align: center;">K-12 General Education</p>	<p><b>Charter School</b></p> <p style="text-align: center;">No</p>	<p><b>2016-17 Minority Rate</b> (Reported as Non-white on Survey 2)</p> <p style="text-align: center;">91%</p>

### School Grades History

Year	2016-17	2015-16	2014-15	2013-14
Grade	D	D	D*	F

*\*Informational Baseline School Grade*

**Note:** The school grades calculation was revised substantially for the 2014-15 school year to implement statutory changes made by the 2014 Legislature and incorporate the new Florida Standards Assessments. The 2014-15 school grades serve as informational baseline data that schools can use to improve in future years.

### School Board Approval

This plan is pending approval by the Gadsden County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies

## Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

### DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

### DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

### 2017-18 DA Category and Statuses for Gadsden County High School

DA Region and RED	DA Category and Turnaround Status
Northwest - <a href="#">Wallace Selph</a>	Comprehensive Support & Improvement - Dmt

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

Gadsden County High School, in partnership with parents and community members, will provide all students with a safe and nurturing environment. The core curriculum will be rich and rigorous and respects diversity in students' learning styles. We will have one guiding principle: Restoring Academic Excellence and Pride. We strive for our students to be proficient in all curricular areas.

##### b. Provide the school's vision statement

We want all learners to believe in their power to embrace learning, to excel, and to own their future.

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

Step 1: School leaders promote collaborative problem solving and open communication among teachers, parents, community members and students, i.e. SAC and Title I Parent Meeting.

The school leaders

- Collaborates with stakeholders in the school improvement process
- Shares student achievement data with all stakeholders
- Provides time for collaborative problem solving
- Communicates the school vision, school goals and ongoing progress toward attainment of goals to staff, parents, students, and community members
- Selects a method/variety of methods that faculty members will use in the first days of school to set a positive tone and clarify the values that will guide interpersonal interaction between students and between the teacher and students
- Provides Professional Development training or collegial support for teachers who need help in devising methods and structures for expanding positive interpersonal interaction in classroom settings;
- Provides and demonstrates to faculty members simple strategies for gaining information about students' cultures
- Recognizes and celebrates the contributions of school community members to school improvement efforts

Step 2: School-Based Leadership Team (SBLT) collect, analyze and use data to identify school needs

The SBLT

- Ensures that multiple sources of data are collected and used to assess student performance
- Engages the entire staff in analyzing student achievement data
- Identifies discrepancies between current and desired outcomes
- Engages staff and other stakeholders in a collaborative process to clarify the problem(s)
- Facilitates the identification of priority needs, based on the data analysis, to address in a school-wide effort
- Models the use of data to make decisions
- Regularly asks staff to identify the data they used in making a decision
- Provides and demonstrates to faculty members simple strategies for gaining information about students' cultures

- Uses a variety of tools including technology to organize and analyze data

Step 3: Principal uses data to identify and plan for needed changes in the instructional program

The Principal

- Ensures that the school improvement plan is based on data analysis and problem clarification
- Facilitates the development of an improvement plan in which goals, evidence of attainment, objectives and strategies are clearly aligned and articulated
- Identifies with staff the knowledge and skills that teachers need to implement the school improvement instructional strategies
- Ensures that the school improvement plan has identified activities to support strategies, milestones to assess progress toward goals, staff development to support staff needs and staff responsible for each implementation step
- Ensures that assessment, curriculum, and instruction are aligned
- Embeds cultural activities within curriculum and daily course work (e.g., reading selections, writing prompts);
- Provides opportunities for staff to learn about research-based strategies that address the identified problem(s)

Step 4: The SBLT implements and monitors the school improvement plan

The SBLT

- Facilitates the development of a calendar of all school improvement activities and ensures that the calendar is shared and reviewed regularly
- Establishes a regular, predictable process to track the impact improvement efforts have on student achievement
- Closely monitors the systematic collection and analysis of data by staff to assess whether progress toward attainment of objectives is satisfactory for all groups of students
- Continuously collects and utilizes data to inform instructional decisions at the building and classroom level and provide academic interventions for individual and groups of students
- Uses a variety of tools including technology to monitor progress
- Recognizes successes of key players
- Facilitates the use of data to continuously evaluate and revise the school improvement plan
- Aligns all resources (monetary, staff, time, and staff development opportunities) to maximize attainment of school improvement priorities
- Uses regularly scheduled time with staff (e.g. staff meeting, PLC time, in-service time) to monitor, communicate, and provide staff development for school improvement efforts
- Supports staff in making the instructional changes necessary to support school improvement efforts

Step 5: The school uses systems thinking to establish a clear focus on attaining student achievement goals

The Principal

- Aligns all school resources with school improvement priorities
- Aligns school improvement goals, classroom instruction, and classroom / school assessment
- Identifies key processes that impact results
- Identifies performance measures and indicators that link key instructional processes to instructional goals
- Forms a representative student task force comprised of representative multicultural groups, i.e. Student Government Council and grade-level class organizations
- Develops and implements a comprehensive school counseling program (Student Development Plan) with dedicated time for the development of the social-emotional mindsets and behaviors that result in positive and supportive relationships between students and teachers.
- Communicates with decision makers outside the school
- Ensures that school goals are aligned to school district goals
- Helps inform district planning by articulating school needs

**b. Describe how the school creates an environment where students feel safe and respected before, during and after school**

The school creates an environment where students feel safe and respected before, during, and after school.

Before School

- Selected faculty and staff members are required to attend morning duty in courtyard, parent pick-up, cafeteria, and bus ramp.
- On inclement weather days, all students occupy either the gym or cafeteria until the first period bell rings.
- For all student drivers, a separate parking lot is designated for their vehicles. All vehicles must be registered with the School Resource Officer. Students are required to present valid vehicle registrations and proof of insurance.
- Three Security Guards and School Resource Officer are present during the full school day.
- Two or more members of the Administration are also present in the AM to ensure students' safety.

During School

- Three Security Guards and School Resource Officer are both present during the full school day.
- All five members of the Administration are also present throughout the day to ensure students' safety.
- A mentoring program for ESE students called Check and Connect is active
- Students and their families have access the district's homeless program, especially if they are experiencing homelessness, clothing needs, food and or shelter.

After School

- The 21st Century Community Learning Centers after-school program is in place for three hours, three days per week. An administrator and site coordinator will be present to assist with administrative operations and campus security.
- School funded transportation is available after-school four days weekly so that students without family transportation can access after-school tutoring, mentoring, and extra-curricular activities.

In addition to routine safety procedures, the school:

- Infuse our brand in all that we do (B.I.O.N.I.C. - Believe It Or Not, I Care)
- SRO is present for all after-school activities including the 21st Century After-school program
- Uses the Raptor Security System for checking in all visitors to the campus
- Adheres to the district's Student Code of Conduct of attendance and disciplinary actions.
- Posts directional and informational signage throughout and out the campus (especially outside main entrance) and hallway
- Implements a differentiated system of school counseling services with dedicated time for the, supplemental (data driven small group counseling) supports based on identified student need, and intensive (brief individual counseling, referral) supports students to school-based and community resources
- Provides separate guidance counselors and services per grade level classification
- Enhances a college-going culture through the Eight Components of College and Career Readiness (developing aspirations, academic planning, enrichment and extracurricular engagement, college and career exploration and selection, college and career assessments, affordability planning, admissions and transitions into post-secondary)
- Models and teaches interpersonal expectations in non-academic settings for non-instructional personnel --- office staff, bus drivers, cafeteria personnel, and after-school personnel --- and gives them instruction for reporting violations to appropriate administrator
- Stages drills where the characteristics of safety and respect can be assessed, monitored, and where strategies for improvement can be created, discussed, and supported on a monthly basis
- Clarifies school's expectations for positive interpersonal interaction and creates the structures and

processes for reporting violations of bullying/harassment/ policies

- Dictates safety protocol immediately and posts rules specific to the classroom on a classroom wall. Also, reiterates rules for common areas of the school, such as the hallways, library, gym, restrooms and school cafeteria.
- Posts emergency exit plans for tornado, earthquake and fire emergencies beside the doorway.
- Creates more opportunities for student-student and student-teacher interaction through small learning communities, as lower student-teacher ratios promote interaction, staff members who are assigned as mentors to individual students or groups
- Encourages students to express feelings and opinions regularly. This provides emotional safety and an environment where students do not have to fear recrimination.
- Promotes relationships among teachers by establishing common planning time and collaborative work opportunities (weekly Professional Learning Communities and team meetings)
- Rewards students for academic achievement, but also reward improvement and best efforts
- Encourages students to lead regular class or school meetings with open discussion of issues, i.e. Student Government
- Utilizes Skylert (parent and family phone alert and messaging center system) and Skyward (student and parent portals for grades, scheduling, etc.)

**c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced**

Gadsden County High School follows the District's Student Code of Conduct for managing students' behavior. The policy was developed/written by school and district employees and based on state statutes along with district policies resulting from numerous data sources including early warning systems data. The school manages school-wide data through Skyward. Reports include individual classroom data, by grade level, ethnicity, disabilities, and other subgroup levels. All teachers are expected to follow the Code of Conduct plan as written for disciplinary actions regarding behavior, attendance and academics. The procedure involves giving verbal warnings, making phone calls to parent/guardians, making referrals to the guidance counselor first and finally to an administrator. Besides implementing the Student Code of Conduct, students are encouraged to follow school-wide expectations which were explained and provided for faculty members during preplanning. Additionally, the district provides classroom management and positive behavior supports trainings during in-service days as requested. New and beginning teachers received training within the first three months of their hire date to ensure and maintain a safe learning environment.

**d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services**

Each grade level has a guidance counselor who works closely with the administration to keep them abreast of various issues that arise with students. When needed, the school's social worker and psychologist are consulted. Periodically, outside service agencies, which include Disc Village, Capital City Youth Services and Apalachee Mental Health, are suggested by the MTSS/RTI or administrative team. The SBLT also meets regularly to discuss students with barriers to academic and social success.

### 3. Early Warning Systems

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

**a. Describe the school's early warning system and provide a list of the early warning indicators used in the system**

The school's early warning system involves being able to identify students who may be at risk of dropping out and to help monitor these students' responses to interventions. Skyward, the data system that the school utilizes for identifying student level data including indicators for attendance, course failures, GPA, credit attainment, below grade level assessment performance, and behavior to determine potential risk for dropping out. The intended goal is to support students who have an increased risk of academic failure in order to get them back on track for academic success and eventual graduation. The list of the early warning indicators used in our system includes the following:

- Attendance below 90 percent, regardless of whether absence is excused or a result of out-of-school suspension
- One or more suspensions, whether in school or out of school
- Course failure in English Language Arts or Mathematics
- Level 1 score on the statewide, standardized assessments in English Language Arts or mathematics (Algebra 1)
- Two or more retentions
- Grade point equivalent below 2.0.
- Two or more early warning indicators
- Failure to be graduation-ready by the beginning of 12th grade

Data decision rules and interventions are developed to monitor and improve EWS which are detrimental to students' success. The district has also developed a plan of action for helping school with the identifying and monitoring through the hiring of a social worker assigned to secondary schools only. The district also partners with high schools to establish a graduation team which included the dropout prevention coordinator and guidance counselor. To ensure teachers are aware of decision rules and procedures for notification after students are identified as meeting one of the data decision rules, in-service training are held at the school level.

**b. Provide the following data related to the school's early warning system**

**1. The number of students by grade level that exhibit each early warning indicator:**

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Attendance below 90 percent	0	0	0	0	0	0	0	0	0	0	0	0	0	0
One or more suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Course failure in ELA or Math	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Level 1 on statewide assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**The number of students identified by the system as exhibiting two or more early warning indicators:**

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Students exhibiting two or more indicators	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**

Intervention strategies employed by the school to improve the academic performance of students identified by the early warning system include convening the MTSS/RTI team or the SBLT to problem solve and create action plans. The school is also using CPALMS lessons and resources, parent notifications for students identified, counseling sessions for students, and intensive courses. The Administrative team and the senior counselor hosts senior meetings with parents and students, in which grad checks are discussed. Interventions to close student need gaps related to earning

warning systems are also provided. Lastly, district initiatives such as the 21st-Century after-school program are used for state and national assessments tutorials. To add, credit recovery classes are offered using Edgenuity during and after school.

## B. Family and Community Engagement

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2) and (b)(7)(A)(iii)(I).

### 1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress

#### a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?

Yes

##### 1. PFEP Link

The school completes a Parental Involvement Plan (PFEP), which is available at the school site.

##### 2. Description

### 2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement

Gadsden County High School builds and sustains partnerships with the communities by hosting Open House and Back to School events; Parent Expos (at least four times annually); Senior and Junior Parents Night separately; School Advisory Council and School Improvement Meetings; Title 1 Parent Involvement Training and Meetings (at least four times annually including professional development); special informational meetings and training, i.e. Parent and Student Portal training, Florida Standards Awareness, Family Literacy Night, and College and Career Fairs including FAFSA and college registration for interested individuals.

Volunteers and business partners are invited to attend all events especially our college and career events as vendors and guest presenters. Occasionally, selected community business persons are requested to come and discuss ways that they can support the school in its initiatives.

## C. Effective Leadership

### 1. School Leadership Team

#### a. Membership

Identify the name, email address and position title for each member of the school leadership team.:



Name	Title
Fisher-Jackson, Juliette	Principal
Jones, Pamela	Assistant Principal
Stokes, Maurice	Assistant Principal
Cummings, Kimberly	Instructional Coach
Dowdell, Keith	Assistant Principal
Gaines, Rebecca	Assistant Principal
Lightfoot, Tomeka	Teacher, K-12
Dortch, Prudence	Teacher, K-12
Johnson, Gregory	Teacher, K-12
Black, O'Hara	Teacher, K-12
Presha, Renae	Teacher, Career/Technical
Thomas, Linda	Teacher, ESE
Harris, Ronte	Teacher, K-12

## b. Duties

### **1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making**

The SBLT's role is to meet with the SAC and Principal to help develop the SIP. The team is expected to provide data regarding the efficacy of interventions so that meaningful decisions can be made about which instruction and interventions should be maintained; help set clear expectations for instruction; facilitate the development of a systemic approach to teaching and align processes and procedures.

Other member roles include:

Juliette Fisher-Jackson- Principal

Duties: Florida Standards implementation, Accountability, Accreditation, Auditors, Budget, Business Partners, Differentiated Accountability, Ethics, Equity, Faith-based Partners, Finance, Florida Partnership, FTE, Graduation, Grants, Grievances, Hiring, Labor Relations, Leadership Development, Parent and Community Outreach, Parent Involvement Plan, Payroll, Personnel, Public Relations, SAC/PTA, School Choice, School Improvement Plan, Sexual Harassment, Staffing Plan, Strategic Plan, Title 1, Volunteers, Nurses and Medication Administration, OSHA Contact

Maurice Stokes- Vice Principal of Professional Learning

Duties: Florida Standards implementation, 21st CCLC supervision, Mathematics instruction, Non-instructional Staff, Positive Behavior Support, SESIR, SREOY, Technology, Data Analysis, Professional Development, Instructional Challenges, TOY/RTOY, Rtl/MTSS, School Improvement Plan

Pamela Jones- Vice Principal for Curriculum

Duties: Florida Standards implementation, English/Language Arts, Academic Challenges, Data Analysis, Adult Education Referrals, Advanced Placement Program, Assessment, College Readiness, Computer Labs/Laptop Carts, Textbooks, Community Service Hours, Curriculum, Dropout Prevention, ESOL, Florida Virtual School, GED Referrals, Grade Submission and Review, Guidance, Home Education Referrals, Hospital/Homebound, Instructional Materials, Master Scheduling, Migrant Students, Parent Conferences, Pupil Progression Plan, Professional Development, Recognitions,

Registration, Report Cards/Progress Reports, RtI/MTSS, Substitute Teachers, Career and Technical Education, Awards and Rewards

Rebecca Gaines- Vice Principal of Operations

Duties: Bell Schedule, Building Inspections, Master Calendar, Lunch Schedule, Assemblies, Dual Enrollment, Guidance, Exceptional Student Education, Field Trips, Master Scheduling, Registration, RtI/MTSS, Vocational Rehabilitation

Keith Dowdell- Vice Principal of Student Services

Duties: Athletics, Attendance, Custodial Services, Discipline, Duty Roster, Emergency Drills, Maintenance, Parking Permits, Radios, Safety and Security, Student Activities, Suicide Threat Assessment, Transportation, Truancy, Student Services, Students in Transition (Homeless), RtI/MTSS

Kimberly Cummings- Instructional Coach

Duties: Florida Standards, Coaching

**2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact**

The SBLT identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes through the process of a multi-tiered system of supports.

Within the MTSS, resources are allocated in direct proportion to student needs. Data collected at each tier are used to measure the efficacy of the supports so that meaningful decisions can be made about which instruction and interventions should be maintained and layered. The MTSS involves the systematic use of multi-source assessment data to most efficiently allocate resources in order to improve learning for all students, through integrated academic and behavioral supports.

To ensure efficient use of resources, GCHS began with the identification of trends and patterns using needs assessment, school-wide and grade-level data. Students who need instructional intervention beyond what was provided for positive behavior or academic content areas were provided with targeted, supplemental interventions delivered individually or in small groups at increasing levels of intensity.

The MTSS/RtI Team will function accordingly using the problem-solving method as follows:

1. Step 1, the team defines the problem by determining the discrepancy between what is expected and what is occurring. Ask, "What is the problem?"
2. Step 2, the team analyzes the problem using data to determine why the discrepancy is occurring. Ask, "Why is it taking place?"
3. Step 3, Establish a student performance goal, develop an intervention plan to address the goal, and delineate how the student's progress will be monitored and implementation integrity will be ensured. Ask, "What are we going to do about it?"
4. Step 4, Use progress monitoring data to evaluate the effectiveness of the intervention plan based on the student's response to the intervention plan. Ask, "Is it working?" If not, how will the intervention plan be adjusted to better support the student's progress?

1) The SBLT's role is to develop a school implementation plan and ensure its implementation. Meetings will be held bi-weekly and more frequently if requested.

- 2) The school psychologist will be responsible for administering the assessment(s) and completing the psychological or evaluation report(s).
- 3) General Education Teachers will provide information about core instruction, participate in student data collection, deliver Tier 1 instruction/intervention (Core Instruction and Supplementary Interventions), collaborate with other staff to implement Tier 2 interventions (Strategic and Targeted Group Interventions), and integrate Tier 1 materials/instruction with Tier 2/3 activities (Comprehensive and Intensive Interventions).
- 4) ESE teachers participate in the data collection phase also, integrate core instructional activities/material into Tier 3 instruction, and collaborate with general education teachers, especially through co-teaching.
- 5) Program Specialist will serve as a resource person for interventions and evidenced-based strategies in working with students. This person will also be responsible for keeping parents informed throughout entire process, monitoring ESE paperwork, and scheduling and conducting student study team (IEP) and manifestation conferences.
- 6) Instructional Coach (Reading) will identify appropriate, evidenced-based intervention strategies; assist with the whole school screening programs that provide early intervention services for students to be considered "at-risk", assist in the design and implementation for progress monitoring, data collection, and data analysis, participate in professional development, and provide support for assessment and implementation monitoring.

## 2. School Advisory Council (SAC)

### a. Membership

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Juliette Fisher-Jackson	Principal
Emmanual Sapp	Business/Community
Angela Burgess	Business/Community
Charles Flowers	Parent
Titus Deas	Business/Community
Charles Morris	Business/Community
Latasha Porter	Parent
Mimi Robinson	Parent
Evelyn Green	Parent
Sheila Robinette	Parent
Tashebia Roberts	Parent
Gekettia Harris	Education Support Employee
Julius Harris	Parent
Delfina Ortiz	Parent
Lucino Cervantes	Parent
Jade Franklin	Student
Tameka Lightfoot	Teacher

### b. Duties

**1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2).

*a. Evaluation of last year's school improvement plan*

The evaluation of the 2016-2017 School Improvement Plan is pending from the district.

*b. Development of this school improvement plan*

In July 2017, assessment data was provided to the School Advisory Council and members suggested improvements for areas of need. In August 2017, the leadership team developed areas of focus and those were explained to the School Advisory Council for their feedback. The School Advisory Council feedback is incorporated into the draft of the School Improvement Plan which will be presented for review at the October 2017 meeting. Throughout the school year the School Advisory Council is continually provided with updates on the instructional program at Gadsden County High School

and their feedback is solicited for any modifications throughout the school year. (Sign-in sheets and agendas are available for review.)

*c. Preparation of the school's annual budget and plan*

The school's annual budget and plan are shared for input and discussion at the first meeting the School Advisory Council each year. Updates on the school's budget, spending, and progress indicators are shared at monthly School Advisory Council meetings.

**2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

There were several schools who (by virtue of their being a focus/priority school under DA) were allocated SIG 1003a dollars. Specifically EGHS was allocated \$62,903 of the money (based on per pupil division of funds). The funding was spent primarily on PD and some on Rensselaerville Institute to provide support during the summer months in preparation for the school year.

PD included two strategies:

\*Increase PD in data analysis and technology to address new standards, new levels of rigor expected, and new state proficiency levels (to Level 4).

\*Increase PD in Reading/ELA because of the expanded rigor of new state standards and new state assessment proficiency levels

Particulars of the PD included PD in Achieve 3000; Edgenuity; Performance Matters/Unify; Marzano; and DA Institutes.

Particulars of the bulk of the money are in your Scope of Work with Rensselaerville Institute to identify turnaround recommendations, structures necessary to determine readiness and capacity of the school to meet student achievement targets; evaluation of assessments and teacher quality; and to develop a tiered intervention plan (accomplished through the first conference using data analysis).

**3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

*a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements*

**3. Literacy Leadership Team (LLT)**

**a. Membership**

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:

Name	Title
Fisher-Jackson, Juliette	Principal
Cummings, Kimberly	Instructional Coach
Jones, Pamela	Assistant Principal
Gaines, Rebecca	Assistant Principal
Lightfoot, Tomeka	Teacher, K-12
Nogowski, John	Teacher, K-12
Kenon, Aayana	Teacher, K-12
Galloway, Tireshia	Teacher, K-12
Baker, Sharita	Teacher, K-12
Smith, Kaloma	Teacher, K-12
Berry, Prance	Teacher, K-12
Combs, Eugenia	Teacher, K-12

## b. Duties

### 1. Describe how the LLT or similar group promotes literacy within the school, if applicable

The initiative for the 2017-2018 school year is to provide rigorous literary comprehension and textual analysis throughout all classrooms to meet the needs of our diverse student needs in all classrooms. The teachers will gain literacy best practices and strategies to use in the classroom for increased student achievement.

The Literacy Leadership Team will promote literacy within the school by:

- Engaging in regular, ongoing, literacy professional development
- Participating in Professional Learning Communities
- Using data to analyze the effectiveness of instruction and redesign instruction and resources to meet the student's instructional and intervention needs
- Implementing the Comprehensive Core Reading Programs and scientifically based reading instruction and strategies with fidelity
- Participating in ongoing literacy dialogues with peers
- Creating and share project based learning activities designed to promote literacy
- Supporting and participating in classroom demonstrations and modeling of research-based reading strategies
- Reflecting on practices to improve instruction

## D. Public and Collaborative Teaching

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(IV).

### 1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction

One venue for encouraging positive working relationships with teachers is participation in Professional Learning Communities (PLC). The master schedule has been designed to provide consistent time for teachers to meet by common content and/or common grade-levels. Research-based protocols are utilized to focus the meetings on students' academic needs and how students might be assessed. Student improvement is monitored and instruction is modified as needed based on decisions made through collaboration.

Teachers meet weekly in different professional learning centers including faculty meeting (each Tuesday), subject-area meetings, team meetings and department meetings. It is highly encouraged for teachers to work together in order to plan and share collaborative lessons and activities as well as problem-solve student issues such as behavior and attendance. Currently, all teachers have common planning daily. PLC opportunities will focus on professional development activities, teachers building rapport, high yield teaching strategies, and creating project-based learning activities.

## **2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school**

1. Potential applicants formally enter the job pool via the district online application process which allows the administrative team to begin the screening and selection process for potential candidates prior to the interview.

The Personnel Department along with the Director, hosts a district-wide transfer day and recruitment which are followed up with an orientation workshop to formally welcome new hires, complete necessary induction forms/applications, register for and practice using district technology programs as they pertain to job performance.

At the building site, new hires are extended the courtesy of housing and community information if they are seeking to relocate within the vicinity of the school. Certification is also provided for those requiring temporary and/or permanent issuance of teaching certificates.

2. Newly hired and beginning teachers are assigned to grade-level and department teams as well as highly qualified and effective mentors in their subject-area departments to introduce procedures of the school and assist with academic planning/teaching, strategies/resources, and classroom management. The instructional coach and assistant principal will provide the data, instructional focus materials, and coaching/modeling/ training assistance as needed throughout the year. The administrative team provides assistance through professional development, routine observations (CWTs) and feedback, and the use of data to guide the overall instructional delivery and assessment process using the DA-CIMS model.

3. The district will improve opportunities for career and professional growth. After evaluations, teachers who have raised student achievement and obtained at least 65% learning gains will be given incentive pay as a reward.

4. School level administration and district-level administrators will provide ongoing, high-quality, job embedded professional development that is aligned with the school's instructional program and designed to ensure staff are equipped to facilitate effective teaching and learning.

## **3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

Besides participation in the programs that the Gadsden district uses for mentoring --- the Florida's Professional Development Certification Program (PDCP) and Ed Training Center, new or beginning teachers are paired with mentor or peer teachers and/or the reading coach at the onset of being hired or assigned to the school. Pairings and planned activities are based mainly on the teacher's level of need and mentor's expertise and experience. Other reasons may include proximity to each other, shared planning time, and positive working relationship. The average mentor has a minimum of four or more years of successful teaching experience and holds a professional educator's certificate in the related subject area. The mentor teacher also serves as a leader in the school and is highly effective and highly qualified.

The professional development programs generally include: a support team to coordinate and support the professional development of the teacher; a peer mentor to offer face-to-face feedback and assistance throughout the learning experience; an assessor to provide guidance, assessment of program tasks and feedback (personnel department); a building-level administrator or designee to verify successful demonstration of all education competencies (teacher evaluation) and offer support throughout the program; competency-based tasks to provide in-depth acquisition of the Florida Educator Accomplished Practices; professional education test preparation to demonstrate knowledge of educational pedagogy; and a reading endorsement competency to demonstrate competency in reading methods and strategies.

While the school relies heavily on the district to take the lead in the teacher induction program, one-on-one mentoring in lesson planning; classroom management strategies; individual student interventions; technical assistance with Skyward (student management system) and instructional software; data analysis for progress monitoring purposes; organizational skills and record keeping; management of professional learning communities in-service activities; implementation of the Marzano Evaluation process; and an overview of the new Florida Standards and project based learning activities are provided. The school's objective is to help ensure that all new and beginning teachers have opportunities to strengthen their knowledge of instructional strategies, enhance their understanding of students as learners, and begin a process of lifelong learning and professional growth. We believe this leads to retention of the best and most effective teachers and reduces the stress of constantly retraining and recruiting educators year after year.

## E. Ambitious Instruction and Learning

### 1. Instructional Programs and Strategies

#### a. Instructional Programs

##### **1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards**

Gadsden County High School uses core instructional programs and materials that are adopted and supported by the District and aligned to the new Florida Standards. Teachers will receive ongoing opportunities and professional learning for unpacking the standards in both reading and mathematics. Unpacking the standard entails defining a learning target, designing a daily end product and planning a final, culminating end product. The instructional team also uses the Florida Standard Assessment test item specifications, CPALMS, reading pacing guides, and district assessments (developed and/or scanned in Performance Matters) for additional alignment. Additional time is spent in PLCs, learning how to implement the standards across the curriculum in all subject areas. Monitoring includes CWTs conducted by the administration and the district's Specialists. This supports a deeper level of comprehension. These conversations and learning opportunities promote dialogue that can dispel misunderstandings and promote opportunities for growth in instructional practice, curriculum, and the standards.

#### b. Instructional Strategies

##### **1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments**

Professional Learning Communities allow teachers to participate in weekly meetings to review formative and summative assessment data and continuously adjust their instruction accordingly. Assessment data is used to identify groups of students to receive targeted instruction during an intervention period. Teachers, alongside the literacy coach, create targeted instruction lessons during PLCs. When necessary, PLCs make recommendations for students to be reviewed and assisted by the Problem-Solving Team (PST). Additionally, department meetings are held to review student data and address specific academic and behavioral concerns across the content areas. In doing so, teachers are better able to meet the needs of all students in a process that promotes a sense of shared responsibility.

The use of instructional reviews, a Instructional Coach/District Specialists and school-based Leadership Team to assist with teacher professional development, plays a significant part in designing instruction to meet student needs. Instructional Reviews, combined with administrative walk-throughs, provide leadership with

data to identify areas in which additional follow-up coaching is needed. The leadership team meets twice a month to talk about what trends are being seen in the classrooms. This process also provides opportunities to identify exemplary teachers for the purpose of class visits. The Instructional Coach works side by side with teachers to enhance instruction. The Instructional Coach diligently completes the coaching cycle to provide maximum support, including the use of specific feedback instruments and modeling of lessons.

**2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy:** After School Program

**Minutes added to school year:** 13,500

The District offers a 21st Century Communities Learning Center which will provide a range of high-quality services to support regular school-day academics and development, including, but not limited to: tutoring and mentoring, academic enrichment (e.g. homework assistance, reading, math, science, and technology programs), physical education and recreational activities, and dropout prevention. The program will also engage adult family members in actively participating with students through educational and personal development opportunities.

**Strategy Rationale**

The purpose of providing this program is to:

1. Connect to grade-level benchmarks, standards, and the school-day curriculum to increase achievement
2. Provide real-world activities that connect to the broader community
3. Provide effective tutoring and differentiated instruction for all skill levels
4. Provide an alternative method for students to take advantage of a flexible schedule to complete course forgiveness or original course credit to meet the requirements for graduation.
5. Integrate technology
6. Provide homework help
7. Plan activities that engage students and enhance skills across the curriculum.

**Strategy Purpose(s)**

- Core Academic Instruction
- Enrichment

**Person(s) responsible for monitoring implementation of the strategy**

Stokes, Maurice, stokesm@gcpsmail.com

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

The school will be tracking grades each nine weeks of students participating in the after school program to determine if students' grades have improved. District assessment progress monitoring scores will also be used to determine gains in reading and mathematics. In addition, attendance reports will be utilized to track how frequent students are attending the program.



**Strategy:** Extended School Year

**Minutes added to school year:** 5,760

Gadsden County High School offers an extended summer school for the exceptional education students. The inclusion students work on credit recovery and academics. The low cognitive impaired students focuses on retention of learning and recouplement and recovery of information.

6 hours/day \* 4 days/week = 24 hours/week

24 hours/week \* 4 week = 96 hours total

96 hours = 5,760 minutes total

***Strategy Rationale***

Without ESY services, there is a significant likelihood of substantial regression of critical life and academic skills. Critical life skills caused by the school break, and a failure to recover those lost skills in a reasonable amount of time following the school break.

***Strategy Purpose(s)***

- Core Academic Instruction

***Person(s) responsible for monitoring implementation of the strategy***

Gaines, Rebecca, gainesr@gcpsmail.com

***Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy***

Student progression rate and percentage rate will be monitored during the program to ensure students are making progress. Critical life skills will be monitored by the personnel.

**Strategy:** Summer Program

**Minutes added to school year:** 6,240

The District offers a 21st Century Communities Learning Center which will provide a range of high-quality services to support regular school-day academics and development, including, but not limited to: tutoring and mentoring, academic enrichment (e.g. homework assistance, reading, math, science, and technology programs), physical education and recreational activities, and dropout prevention. The program will also engage adult family members in actively participating with students through educational and personal development opportunities.

***Strategy Rationale***

Students can receive instruction, remediation and opportunities to complete course forgiveness, which will allow students to complete graduation requirements on time.

***Strategy Purpose(s)***

- Core Academic Instruction
- Enrichment

***Person(s) responsible for monitoring implementation of the strategy***

Stokes, Maurice, stokesm@gcpsmail.com

***Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy***

The school will be tracking grades each nine weeks of students participating in the after school program to determine if students' grades have improved. In addition, attendance reports will be utilized to track how frequent students are attending the program.

**Strategy:** Summer Program

**Minutes added to school year:** 6,240

The District offers a 21st Century Communities Learning Center which will provide a range of high-quality services to support regular school-day academics and development, including, but not limited to: tutoring and mentoring, academic enrichment (e.g. homework assistance, reading, math, science, and technology programs), physical education and recreational activities, and dropout prevention. The program will also engage adult family members in actively participating with students through educational and personal development opportunities.

### **Strategy Rationale**

The students who are required to retake the Algebra EOC may not be currently enrolled in an Algebra course, therefore we provide a review course before the retake. The tutoring is available for any student either enrolled or not enrolled in an Algebra course.

### **Strategy Purpose(s)**

- Core Academic Instruction
- Enrichment

### **Person(s) responsible for monitoring implementation of the strategy**

Gaines, Rebecca, gainesr@gcpsmail.com

### **Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

The course instructors collect the sign in sheets and participants test scores are compared to their previous EOC score.

## **2. Student Transition and Readiness**

### **a. PreK-12 Transition**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(V).

#### **1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another**

Prior to the new school year beginning, our school counselors along with a team goes to the incoming feeder schools and discusses being prepared for the high school experience. Core academic and elective courses including meeting the requirements for the student progression plan are explained. Information for participation in extra-curricular activities, especially sports sanctioned by the FHSAA is covered. Fieldtrips are later coordinated with feeder schools for tours of the school campus so the students can become familiar with their new surroundings.

For returning students---rising 10th through 12th graders, a registration drive is held to prepare for the upcoming year. Student transcripts and graduation plans are reviewed to ensure that they remain on track academically. New term schedules are then built and issued to all students prior to summer break. During the pre-planning week in August, the guidance counselors and administration facilitate its first "Back to School" open house event for all new and returning students. Students and their family members have the opportunity to tour the campus; meet new teachers and staff; complete student data forms; review the district student code of conduct; create and sign compacts; visit classroom; view bus routes; and participate in an informational assembly for first day logistics. This

time students and their parents have the opportunity to ask questions, seek help, and share pertinent information that may prove helpful such as physical limitations and medical histories. Teachers get to share their course syllabi and class expectations for a successful year.

The administration also highly encourages students and parents to attend high school information nights offered throughout the year to keep parents abreast of school information and new policy changes regarding assessments and graduation requirements. Throughout the year, each guidance counselor is responsible for meeting individually and collectively with students and parents as needed to provide college, career, and life readiness skills.

## **b. College and Career Readiness**

### ***1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations***

School counselors meet occasionally with students to monitor individual occupational and academic future and modify their plans if there are updates to be made to previous selected options. This counseling also provides information with respect to career options, financial aid, and post-secondary options including college, technical, and post-secondary educational opportunities. For students with IEPs, accommodations have been written to incorporate academic and career planning as well as to guide course selection based on their needs, interests and strengths. All students, including those on a college track, are encouraged to pursue a CTE path and take and pass corresponding certification examinations prior to graduation. Students are also given the opportunity to be dual-enrolled at Gadsden Technical Institute and Pat Thomas Law Enforcement Academy. They may pursue vocations in carpentry, business and technology, welding, nursing, drafting and design, nail technology, cosmetology and barbering, culinary arts, small engine repairs, automotive mechanics technology, and plumbing.

For students pursuing college-ready diplomas, taking the PERT, SAT, and ACT are strongly suggested to be eligible to attend Tallahassee Community College upon entering the tenth or eleventh grade and for achieving a score that allows entry in to a post-secondary institution of choice. The district's response to assisting the school with their endeavors includes transportation, textbook purchases, distance learning accommodations, dual-enrollment, and tuition. While the district has an agreement with TCC, the school also has a partnership that has been built through that relationship. This allows for dialogues regarding students' performance and pending registrations or probations. Students that enroll during their tenth grade year may earn an associates degree upon graduation from high school.

The school also has a partnership with FSU College of Medicine through the SSTRIDE program. Its concentration is on students who are interested in pursuing careers in the medical field. Students in grade eight will take a biology course this year taught by SSTRIDE instructors. They will also have a mentor teacher to assist with tutoring, their assignments and projects. Field trips and campus visits will also be included in preparation of career and college readiness. Students will earn a credit in biology upon successful completion.

Students enrolled in GTI's (Gadsden Technical Institute) programs may earn their certificates within three months to one year. They may continue their training at TCC, Lively Vocational Technical School, or Keiser College.

To further assist students in their pursuit of college and career decisions, the school and district host College and Career Fairs with attendees from across the state of Florida. Guests include public and private colleges and universities, the armed forces, state and federal businesses, and local organizations. Guest presenters are also invited to speak to audiences ranging from classroom-size to the whole school.

Lastly, student progress is monitored not only through district assessments, but through monthly data chats (more often if needed). The Principal requires teachers to provide progress monitoring data twice during the grading period to ensure that they are not waiting too long to address issues that can be addressed immediately. The key to instruction is mastery and to not allow students to fail without intervention. Once a student starts falling behind, a team including the administration, will conduct data chats with students and provide possible assistance to improve performance within the next grading period to ensure success at each grade level in order to graduate on time. Students are also scheduled in remediation/intensive classes in order to improve their state assessments scores to Achievement Level 3 or higher. Students who are at a level 2 are targeted for extra support with the resource teacher. Administration and the counselor meet with students in grades 11-12 to take a college entrance exam such as the SAT or ACT. Students who are still lacking the required score will be pulled in order to ensure they are taking every opportunity possible to earn the score they need for graduation and post-secondary school. Other partners include TCC Talent Search for high school students and Gadsden Schools 21st CCLC for all grade levels 6-12.

**2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs**

The school offers students elective courses in fine art, business, technology and career studies. A daily focus of the school is for teachers and students to ask each other, "why are we learning this?" to ensure that instruction is always relevant.

Gadsden County High School offers the following CTE programs:

- Digital Design (DreamWeaver, Flash, Photo Shop, Premier, AutoDesk)
- Digital Media (Adobe Certification in Photo Shop)
- Finance (Microsoft Certification)
- Bio Med Sciences Academy (Bio Med Technician Certification)
- Culinary Arts (ServSafe Certification)
- Criminal Justice Operations
- Agritechnology

A certification designed for Florida's Agriculture, Food, & Natural Resources Students at the middle school level that gives students basic knowledge in geospatial skills in the context and application of agriculture. Through geospatial technology certification students are measured against multidisciplinary skills that utilize digital mapping and visual presentation skills, word processing, database/spreadsheets and database queries. Further, content specific questions measure and quantify a student's ability to use these technologies in agricultural and environmental settings.

\*\*\*Students completing the Agritechnology program are able to complete the Agriculture Technician industry certification examination, which is sanctioned by Agriculture Education Services and Technology, Inc. The Agriculture Technician is trained in Agricultural safety Environmental resource conservation and management, Plant growth and reproduction; including fertilization, irrigation and pest control, Animal systems and livestock management; including health and reproduction, Agricultural machinery and facility maintenance and operations, Agribusiness marketing and finance concepts and Mathematics and physical science skills.

\*\*\*Students are able to complete industry certifications, including Microsoft Office Specialist (MOS) Bundle Certification (3 out of 6 - Word, Excel, PowerPoint, Access, Outlook).

\*\*\*Students completing the Digital Media/Multimedia Design program are able to complete various industry certification examinations, which are all sanctioned by Adobe Systems. A list of industry certifications by course is listed below.

- 1) Digital Media/Multimedia Foundations 1: Adobe Certified Associate (ACA) - Photoshop (Creative

Cloud)

This certification is a credential that validates entry-level skills needed to plan, design, build, and maintain effective communications by using different forms of digital media. Photoshop enables users to animate video frames, paint and clone over multiple video frames, and import and export video files in a wide range of formats, engaging user experiences that create more accurate composites.

2) Digital Media/Multimedia Foundations 2: Adobe Certified Associate (ACA) - InDesign

The Adobe Certified Associate (ACA) certification in InDesign, is aimed at those who plan careers as professional designers, printers, advertisers, or publishers. Adobe InDesign certification sets the industry standard in desktop publishing for print and digital page layout. Offering pixel-perfect control over design and typography, designers can create professional page layouts for print or digital media. With so many powerful features, Adobe certified staff tend to be more skilled in their use of InDesign than their non-certified peers.

3) Digital Media/Multimedia Foundations 3: Adobe Certified Associate (ACA) - Illustrator

Adobe Certified Associate Illustrator is a powerful and versatile tool for creating illustrations, logos and graphics for print and the Web. Using vector software, you can produce detailed and scalable art for almost any application. This course will teach you how to create and maintain a broad range of graphic types for purposes such as web sites, corporate stationery, newsletters and advertising banners. Understanding the ins and outs of Adobe Illustrator will give you the creative edge when it comes to producing interesting and original graphic compositions.

4) Digital Media/Multimedia Foundations 4: Adobe Certified Associate (ACA) - Dreamweaver

This certification is a credential that validates entry-level skills needed to plan, design, build, and maintain effective communications by using different forms of digital media. Dreamweaver is the industry leading web development tool, enabling users to efficiently design, develop, and maintain standards-based web sites and applications.

5) Digital Media/Multimedia Foundations 5: Adobe Certified Associate (ACA) - Flash

This certification is a credential that validates entry-level skills needed to plan, design, build, and maintain effective communications by using different forms of digital media. Flash enables users to integrate animation, video, text, audio and graphics into engaging user experiences that span a wide variety of digital devices, from desktops to mobile phones.

6) Digital Media/Multimedia Foundations 6: Adobe Certified Associate (ACA) - Premiere Pro

The Adobe Certified Associate (ACA) certification allows you to demonstrate proficiency in Adobe digital communications tools. Become a Certified Associate and stand apart from your peers, boost your confidence, and expand your career opportunities.

7) Digital Media/Multimedia Foundations 7: Adobe Certified Expert (Premiere Pro)

As a Certified Adobe Expert (Specialist), this certification recognizes an individual's knowledge in the Adobe Premiere Pro product- Setting up Projects; Capturing Media; Editing; Working with Audio; Creating DVDs, etc.

\*\*\*Students completing the Culinary Arts program are able to complete the Certified Food Protection Manager (ServSafe) industry certification examination, which is sanctioned by the National Restaurant Association Educational Foundation. Florida Statute 509.039 requires certification of all food service managers who are responsible for the storage, preparation, display, or serving foods to the public. ServSafe training covers critical principles including personal hygiene, cross contamination, time and temperature, receiving and storage, food safety management systems, training hourly employees, sanitation, the flow of food through the operation, and sanitary facilities and pest management.

\*\*\*Once students have completed the Certified Food Protection Manager (ServSafe) industry certification, they have the option of completing the National ProStart Certificate of Achievement, which is also sanctioned by the National Restaurant Association Educational Foundation. The National Restaurant Association Educational Foundation (NRAEF) certification programs offer a professional credential achieved through completion of an in-depth course of study in the areas identified as crucial to performing a job. This may also include on-the job experience related to the

course of study.

\*\*\*Seniors and graduates completing these courses usually enroll in Pat Thomas Law Enforcement Academy and earn their certifications as dispatchers, armed and unarmed security officers, or correctional officers.

\*\*\*Students completing the Finance program are able to complete the Quickbooks Certified User industry certification examination, which is sanctioned by Intuit. The QuickBooks Certified User Program is designed for people who use QuickBooks in their day-to-day job. This includes bookkeepers, office managers and owners. The program is intended to broaden, deepen and verify your knowledge of QuickBooks Financial Software (Pro, Premier, and Enterprise editions) through training and testing. For more information, visit <http://www.realworldtraining.com>.

\*\*\*Students completing the middle-school program of study below are able to complete the Microsoft Office Specialist: Microsoft Office Word and Microsoft Office Specialist: Microsoft Office Excel CAPE Digital Tool Certificates, which are sanctioned by Microsoft Corporation. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office 2010/2013 and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Students are also eligible to complete the Microsoft Office Outlook, Microsoft Office PowerPoint, Microsoft Office Access, and Microsoft Office SharePoint certification examination. Once students have completed three of the six certifications, he or she qualifies for the Microsoft Office Specialist (MOS) Bundle Certification (3 of 6).

### **3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement**

Gadsden County High offers seven (7) career and technical education programs. These programs have been organized as programs of study attached to articulated credit with local post-secondary institutions as well as industry certifications. Students receive counseling in order to select the appropriate program as well as the correct course sequence to take.

The high school counselor and assistant principal have been involved with having students plan for post-secondary participation which begins with the entrance of new students into ninth grade. GCHS supports students and parents by placing an emphasis on the following indicators:

- Focus on improving and maintaining reading and mathematics achievement scores
- Counseling to take college preparatory math and science courses as well as meeting foreign language requirements
- Florida Gold Seal Vocational Scholarship and Bright Futures Scholarship
- Counseling to enroll in college dual enrollment courses while in high school
- Increase the number of students who may qualify for college dual enrollment courses
- Counseling to take college placement exams such as PERT, SAT, and ACT
- Counseling to enroll seniors in college level remedial English and mathematics courses
- Increased emphasis on career counseling and career planning for all students with specific focus on post-secondary options
- Increased utilization of Gadsden Technical Institute's dual enrollment program as a stepping stone to other post-secondary programs upon graduation

Additionally, the following strategies are being used for improving student readiness for the public post-secondary level:

- (1) Maximizing dual-enrollment recruitment efforts by having more 9th graders prepared to take the PERT, maintain their grade point averages, and be aware of the opportunities/take advantage of earning a two year degree prior to high school graduation.
- (2) Hosting Career/College fair or exposition on campus; invite all students in grades 9-12.

(3) Administering the PSAT to all 10th graders; provide fee waivers for all eligible 11th-12th graders to take the SAT and ACT.

**4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

Gadsden County High begins this process by providing a school wide focus on improving our reading achievement scores. Students are expected to use the close reading strategy and respond by citing text evidence in all classrooms. Students, who are not at proficiency, are given intensive or critical thinking courses that focus on both English Language Arts and Mathematics standards. While we did not have a significant percentage of students enrolled in TCC's dual enrollment program last year, we have increased from eight to thirteen and have an additional five students prepared for the spring semester. Students are scheduled to enroll via our distance learning program---a partnership made possible by PAEC. Earlier this year, the guidance counselors coordinated a college/career fair with several universities and post-secondary institutions for our students and will plan another for the spring. All 11th and 12th graders who are not graduation-ready are being encouraged to use fee waivers and take college placement exams. Also, all students are offered the opportunity to earn industry certifications in Microsoft Office Suite and ServSafe as well as complete three sequential courses in business or the culinary arts.

As a priority, individual meetings with juniors and seniors are scheduled to assist with applying for the ACT and SAT. Once the scores are posted for the second semester, the priority will be to increase the number the students attending a post-secondary institution by assisting them with the application process and/or the financial aid process. The counselors, senior sponsors, and university financial advisors will hold parent/student meetings to assist in the FAFSA application process.

GCHS will also be working with the district's Parent Services Department to improve student readiness for the post-secondary level. If students have not meet the requirements for graduation due to the FSA ELA, and Algebra I, then they will be tutored and provided interventions to take the ACT or SAT for a concordant score. The graduation coach assists students with registering for the ACT and SAT. Monthly meetings will be held at the district level from January through July and monthly reports of student results will be shared with the Principals, Superintendent, Deputy Superintendent and Counselors to plan next steps for increasing graduation rates for all high schools in Gadsden and for post-secondary participation.

## II. Needs Assessment

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(6).

### A. Problem Identification

#### 1. Data to Support Problem Identification

##### b. Data Uploads

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

*No files were uploaded*



## 2. Problem Identification Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

## B. Problem Analysis Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why"? or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

## C. Strategic Goals

## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

**1** = Problem Solving Step     S123456 = Quick Key

## Strategic Goals Summary

- G1.** Through the use of collaborative planning, professional learning communities, and research-based best practice instruction, students scoring at or above level 3 in English/Language Arts, mathematics, science and/or history as measured by the 2017-2018 state assessments will meet or exceed the strategic goal.

## Strategic Goals Detail

For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.

**G1.** Through the use of collaborative planning, professional learning communities, and research-based best practice instruction, students scoring at or above level 3 in English/Language Arts, mathematics, science and/or history as measured by the 2017-2018 state assessments will meet or exceed the strategic goal.

1a

G098632

**Targets Supported** 1b

Indicator	Annual Target
FSA ELA Achievement	40.0
ELA/Reading Lowest 25% Gains	50.0
Algebra I EOC Pass Rate	50.0
Math Lowest 25% Gains	60.0
Geometry EOC Pass Rate	30.0
Bio I EOC Pass	30.0
U.S. History EOC Pass	40.0
4-Year Grad Rate (Standard Diploma)	80.0
CTE Industry Certification Exam Passing Rate	70.0

**Targeted Barriers to Achieving the Goal** 3

- Lack of resources which provide services in all classrooms that support its purpose and direction to ensure success for all students.
- A need for professional development in the areas of teaching high yield strategies all content areas, providing effective feedback, analyzing data and increased student exposure to instruction in order to effectively ensure student improvement on assessments in all content areas

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Capital City Youth Services
- DISC Village, Inc.
- Vocational Rehabilitation
- FSU CROP
- FSU CARE
- FAMU Educational Talent Search
- TCC Educational Talent Search
- Education Transformation Office (ETO)
- USF PS/Rtl Project
- School Psychologist
- School Social Worker
- Exceptional Student Education (ESE) Department
- Gadsden County Sheriff's Office
- Barkley Security Agency
- Herff Jones (Brad Maxwell)

- Curriculum Associates (iReady/Florida Ready)
- Edgenuity (Greg Guy)
- FSU SSTRIDE
- Teen Court
- AMI Kids
- Vision Quest
- Gadsden County Department of Health
- Camelot Community Care
- Apalachee Center, Inc.
- Rensselaerville Institute

### Plan to Monitor Progress Toward G1. 8

Teacher performance on elements from Domain 1 of the Marzano Art and Science of Teaching Framework will be monitored for improvement throughout the 2017-18 school year.

#### **Person Responsible**

Juliette Fisher-Jackson

#### **Schedule**

Monthly, from 8/14/2017 to 5/30/2018

#### **Evidence of Completion**

Classroom observation data from throughout the school year will be collected through Observation 360 and will be monitored to evaluate improvements from Domain 1 of the Marzano Art and Science of Teaching Framework.

### Plan to Monitor Progress Toward G1. 8

Summative data from the FCAT 2.0, FSA, EOCs, graduation rate, and CTE exams will be collected at the end of the 2017-18 school year to monitor progress toward the SMART goals outlined in Step 1.

#### **Person Responsible**

Juliette Fisher-Jackson

#### **Schedule**

On 6/30/2018

#### **Evidence of Completion**

Graduation rate; FCAT 2.0, FSA, and EOC data

## Action Plan for Improvement

*For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.*

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

**1** = Problem Solving Step     S123456 = Quick Key

**G1.** Through the use of collaborative planning, professional learning communities, and research-based best practice instruction, students scoring at or above level 3 in English/Language Arts, mathematics, science and/or history as measured by the 2017-2018 state assessments will meet or exceed the strategic goal. **1**

G098632

**G1.B1** Lack of resources which provide services in all classrooms that support its purpose and direction to ensure success for all students. **2**

B265443

**G1.B1.S1** The school will support involved families through outreach to parents, the connection of human and social resources in the community, and building teacher-parent trust. **4**

S281355

### Strategy Rationale

The entire school staff will build strong relationships with families and communities to support learning.

### Action Step 1 **5**

The principal will establish a policy to encourage parents and community members to share ideas, concerns, and commendations regarding the operation and improvement of the school.

#### Person Responsible

Juliette Fisher-Jackson

#### Schedule

Daily, from 7/1/2017 to 6/30/2018

#### Evidence of Completion

School's website

### Action Step 2 **5**

Monthly School Advisory Council meetings will be held both at the school and in the community to promote increased engagement among stakeholders.

#### Person Responsible

Juliette Fisher-Jackson

#### Schedule

Monthly, from 7/1/2017 to 6/30/2018

#### Evidence of Completion

School Advisory Council meeting announcements in newspapers, website, and marquee

### Action Step 3 5

Teachers will update attendance in Skyward daily and grades weekly as a means to communicate student progress with parents and guardians.

**Person Responsible**

Rebecca Gaines

**Schedule**

Daily, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Skyward attendance and grade records

### Action Step 4 5

Parent meetings related to the following topics will be held throughout the school year to promote engagement with the school: College Financial Aid; Family Literacy; Edgenuity; Curriculum Fair.

**Person Responsible**

Pamela Jones

**Schedule**

Quarterly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Parent meeting agendas; sign-in sheets; materials; announcements in newspapers, website, and marquee

### Plan to Monitor Fidelity of Implementation of G1.B1.S1 6

The administrative team will monitor the frequency of attendance and grade updates made within the Skyward system.

**Person Responsible**

Rebecca Gaines

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Skyward attendance and grade records

**Plan to Monitor Fidelity of Implementation of G1.B1.S1** 6

The administrators will track student and parent attendance at quarterly parent meetings.

**Person Responsible**

Juliette Fisher-Jackson

**Schedule**

Quarterly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Parent meeting agendas and sign-in sheets

**Plan to Monitor Effectiveness of Implementation of G1.B1.S1** 7

Parent surveys will show an increase in teacher-parent trust and communication.

**Person Responsible**

Juliette Fisher-Jackson

**Schedule**

Semiannually, from 8/14/2017 to 6/2/2018

***Evidence of Completion***

Parent survey results



**G1.B1.S2** The school will build a supportive environment by focusing on safety, academic personalism, academic press, peer support for academic work, and student-teacher trust. 4

S281356

### Strategy Rationale

The school will be safe and orderly, teachers will have high expectations for students, and students will be supported by their teachers and peers.

### Action Step 1 5

The administrative team will follow the district's Student Code of Conduct to ensure consistency and implement alternatives to suspension to the extent possible to create a safe and orderly environment for teaching and learning.

#### Person Responsible

Keith Dowdell

#### Schedule

Daily, from 8/15/2017 to 5/31/2018

#### Evidence of Completion

Discipline records; counseling notes

### Action Step 2 5

Both guidance counselors will develop a comprehensive guidance plan modeled after that of the Florida Department of Education to ensure students have support in academic, social, mental, and physical aspects of the educational experience.

#### Person Responsible

Rebecca Gaines

#### Schedule

Annually, from 8/15/2017 to 5/31/2018

#### Evidence of Completion

Comprehensive Guidance Plan

**Action Step 3** 5

The school will partner with TCC, FAMU, and FSU to implement talent search and college reach out programs in an effort to support students as they move from secondary to post-secondary educational settings.

**Person Responsible**

Juliette Fisher-Jackson

**Schedule**

Monthly, from 8/15/2017 to 5/31/2018

**Evidence of Completion**

Meeting schedules; agendas; sign-in sheets; program websites

**Action Step 4** 5

A comprehensive school climate survey will be administered to teachers, students, and parents to gauge the effectiveness of the school and its programs. Results will be used with the school improvement planning process for ongoing improvements.

**Person Responsible**

Juliette Fisher-Jackson

**Schedule**

Annually, from 1/1/2018 to 3/30/2018

**Evidence of Completion**

School climate survey results

**Action Step 5** 5

All teachers will implement a rigorous and equitable curriculum that exposes students to instruction that effectively prepares them to master standards. As part of this curriculum, high expectations, as well as opportunities for remediation, enrichment, and cooperative learning, will be present.

**Person Responsible**

Juliette Fisher-Jackson

**Schedule**

Daily, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

2016-17 Program of Study; lesson plans; classroom observations; iReady and Edgenuity progress monitoring data

**Action Step 6** 5

The school will implement a multi-tiered system (MTSS) of supports that includes a robust response to intervention (Rtl), focusing heavily on Tier 1 and Tier 2 instructional and behavioral approaches during the 2016-17 school year.

**Person Responsible**

Juliette Fisher-Jackson

**Schedule**

Daily, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Lesson plans; classroom observations; teacher anecdotal records; child study team findings; guidance referrals; attendance letters

**Plan to Monitor Fidelity of Implementation of G1.B1.S2** 6

The administrative team will monitor discipline records each month to track incidents and suspensions.

**Person Responsible**

Keith Dowdell

**Schedule**

Monthly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Discipline records

**Plan to Monitor Fidelity of Implementation of G1.B1.S2** 6

The administrative team and instructional coach will monitor students participating in interventions on a monthly basis through usage reports in Edgenuity.

**Person Responsible**

Rebecca Gaines

**Schedule**

Monthly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Usage and performance reports from iReady and Edgenuity

**Plan to Monitor Fidelity of Implementation of G1.B1.S2 6**

The administrative team will conduct weekly classroom observations to examine components in Domain 1 of the Marzano Art and Science of Teaching Framework.

**Person Responsible**

Juliette Fisher-Jackson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Classroom observation data

**Plan to Monitor Effectiveness of Implementation of G1.B1.S2 7**

Through Core Leadership Team meetings each week, the administrative team and instructional coach will share classroom observation data to track improvements in teaching and learning.

**Person Responsible**

Juliette Fisher-Jackson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Classroom observation data

**Plan to Monitor Effectiveness of Implementation of G1.B1.S2 7**

Through Core Leadership Team meetings once per month, the administrative team and instructional coach will analyze progress monitoring data from Edgenuity and Performance Matters for improvements in reading, mathematics, science, and social studies.

**Person Responsible**

Juliette Fisher-Jackson


**Schedule**

Monthly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Progress monitoring data

**G1.B2** A need for professional development in the areas of teaching high yield strategies all content areas, providing effective feedback, analyzing data and increased student exposure to instruction in order to effectively ensure student improvement on assessments in all content areas **2**

 B265444

**G1.B2.S1** Provide structured time at each grading period for teachers and students to discuss the student's present academic progress and academic goals, towards graduation in order to increase the graduation rate. **4**

 S281357

### Strategy Rationale

The rationale is to increase student ownership of their academic progress and improve school graduation rate through raising awareness in stakeholder groups.

### Action Step 1 **5**

Instruct staff on binder maintenance and speaking points, set up meeting times each marking period for discussion, collect information, intervene where appropriate.

#### Person Responsible

Maurice Stokes

#### Schedule

Quarterly, from 8/7/2017 to 5/31/2018

#### Evidence of Completion

Completed Student Academic Progress sheets

### Plan to Monitor Fidelity of Implementation of G1.B2.S1 **6**

Throughout the year, teachers will learn new strategies to increase awareness about graduation requirements. Administrative monitoring will allow for reinforcement and support for those teachers requiring it.

#### Person Responsible

Maurice Stokes

#### Schedule

Quarterly, from 8/7/2017 to 5/31/2018

#### Evidence of Completion

Classroom walk-throughs and observation of teachers during student data chats.

**Plan to Monitor Effectiveness of Implementation of G1.B2.S1 7**

Upon the completion of senior audits, graduation rates will be compared with rates from the previous year.

**Person Responsible**

Rebecca Gaines

**Schedule**

On 6/14/2018

**Evidence of Completion**

Comparison of previous years graduation rate in comparison the current year plus this years retention rate should provide data points for comparison that directly infer the success of the student data chats.

**G1.B2.S2** Provide professional development in assessment related format, context vocabulary, textual analysis and other high yield strategies in all content areas so that all teachers can better instruct and assess high order tasks with their students in order to increase the percentage of students passing math, science, language arts and history assessments. 4

 S281358

**Strategy Rationale**

The rationale is rigorous textual comprehension and analysis throughout all classrooms to meet the needs of our diverse student groups in all content areas.

**Action Step 1 5**

Establish a professional development protocol for staff, issue professional development times, provide materials, monitor PLC implementation, and collect feedback.

**Person Responsible**

Maurice Stokes

**Schedule**

Weekly, from 8/7/2017 to 5/4/2018

**Evidence of Completion**

PLC sign-in sheets and minutes

**Plan to Monitor Fidelity of Implementation of G1.B2.S2 6**

Each teacher will complete a survey following their professional development on assessment related format, context vocabulary, textual analysis and other high yield strategies.

**Person Responsible**

Maurice Stokes

**Schedule**

Weekly, from 9/18/2017 to 5/4/2018

***Evidence of Completion***

PAEC In-service reports

**Plan to Monitor Effectiveness of Implementation of G1.B2.S2 7**

Observation/walk-through data from pre-strategy implementation and post strategy results will be compared to determine effectiveness of strategy at the classroom level.

**Person Responsible**

Pamela Jones

**Schedule**

Weekly, from 9/4/2017 to 5/4/2018

***Evidence of Completion***










Teacher observations and walk-through documentation

## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
<b>2018</b>					
G1.B1.S2.A4 A379381	A comprehensive school climate survey will be administered to teachers, students, and parents to...	Fisher-Jackson, Juliette	1/1/2018	School climate survey results	3/30/2018 annually
G1.B2.S2.MA1 M411460	Observation/walk-through data from pre-strategy implementation and post strategy results will be...	Jones, Pamela	9/4/2017	Teacher observations and walk-through documentation	5/4/2018 weekly
G1.B2.S2.MA1 M411461	Each teacher will complete a survey following their professional development on assessment related...	Stokes, Maurice	9/18/2017	PAEC In-service reports	5/4/2018 weekly
G1.B2.S2.A1 A379385	Establish a professional development protocol for staff, issue professional development times,...	Stokes, Maurice	8/7/2017	PLC sign-in sheets and minutes	5/4/2018 weekly
G1.MA1 M411462	Teacher performance on elements from Domain 1 of the Marzano Art and Science of Teaching Framework...	Fisher-Jackson, Juliette	8/14/2017	Classroom observation data from throughout the school year will be collected through Observation 360 and will be monitored to evaluate improvements from Domain 1 of the Marzano Art and Science of Teaching Framework.	5/30/2018 monthly
G1.B1.S2.MA2 M411454	Through Core Leadership Team meetings once per month, the administrative team and instructional...	Fisher-Jackson, Juliette	8/14/2017	Progress monitoring data	5/31/2018 monthly
G1.B1.S2.A6 A379383	The school will implement a multi-tiered system (MTSS) of supports that includes a robust response...	Fisher-Jackson, Juliette	8/14/2017	Lesson plans; classroom observations; teacher anecdotal records; child study team findings; guidance referrals; attendance letters	5/31/2018 daily
G1.B1.S1.A3 A379376	Teachers will update attendance in Skyward daily and grades weekly as a means to communicate...	Gaines, Rebecca	8/14/2017	Skyward attendance and grade records	5/31/2018 daily
G1.B1.S1.A4 A379377	Parent meetings related to the following topics will be held throughout the school year to promote...	Jones, Pamela	8/14/2017	Parent meeting agendas; sign-in sheets; materials; announcements in newspapers, website, and marquee	5/31/2018 quarterly
G1.B1.S2.A5 A379382	All teachers will implement a rigorous and equitable curriculum that exposes students to...	Fisher-Jackson, Juliette	8/14/2017	2016-17 Program of Study; lesson plans; classroom observations; iReady and Edgenuity progress monitoring data	5/31/2018 daily
G1.B2.S1.MA1 M411459	Throughout the year, teachers will learn new strategies to increase awareness about graduation...	Stokes, Maurice	8/7/2017	Classroom walk-throughs and observation of teachers during student data chats.	5/31/2018 quarterly
G1.B2.S1.A1 A379384	Instruct staff on binder maintenance and speaking points, set up meeting times each marking period...	Stokes, Maurice	8/7/2017	Completed Student Academic Progress sheets	5/31/2018 quarterly
G1.B1.S2.MA1 M411453	Through Core Leadership Team meetings each week, the administrative team and instructional coach...	Fisher-Jackson, Juliette	8/14/2017	Classroom observation data	5/31/2018 weekly
G1.B1.S1.MA2 M411452	The administrators will track student and parent attendance at quarterly parent meetings.	Fisher-Jackson, Juliette	8/14/2017	Parent meeting agendas and sign-in sheets	5/31/2018 quarterly
G1.B1.S2.MA1 M411455	The administrative team will monitor discipline records each month to track incidents and...	Dowdell, Keith	8/14/2017	Discipline records	5/31/2018 monthly
G1.B1.S1.MA1 M411451	The administrative team will monitor the frequency of attendance and grade updates made within the...	Gaines, Rebecca	8/14/2017	Skyward attendance and grade records	5/31/2018 weekly
G1.B1.S2.MA3 M411457	The administrative team will conduct weekly classroom observations to examine components in Domain...	Fisher-Jackson, Juliette	8/14/2017	Classroom observation data	5/31/2018 weekly



**Gadsden - 0051 - Gadsden County High School - 2017-18 SIP**  
*Gadsden County High School*

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
G1.B1.S2.A1  A379378	The administrative team will follow the district's Student Code of Conduct to ensure consistency...	Dowdell, Keith	8/15/2017	Discipline records; counseling notes	5/31/2018 daily
G1.B1.S2.A2  A379379	Both guidance counselors will develop a comprehensive guidance plan modeled after that of the...	Gaines, Rebecca	8/15/2017	Comprehensive Guidance Plan	5/31/2018 annually
G1.B1.S2.A3  A379380	The school will partner with TCC, FAMU, and FSU to implement talent search and college reach out...	Fisher-Jackson, Juliette	8/15/2017	Meeting schedules; agendas; sign-in sheets; program websites	5/31/2018 monthly
G1.B1.S2.MA2  M411456	The administrative team and instructional coach will monitor students participating in...	Gaines, Rebecca	8/14/2017	Usage and performance reports from iReady and Edgenuity	5/31/2018 monthly
G1.B1.S1.MA1  M411450	Parent surveys will show an increase in teacher-parent trust and communication.	Fisher-Jackson, Juliette	8/14/2017	Parent survey results	6/2/2018 semiannually
G1.B2.S1.MA1  M411458	Upon the completion of senior audits, graduation rates will be compared with rates from the...	Gaines, Rebecca	5/14/2018	Comparison of previous years graduation rate in comparison the current year plus this years retention rate should provide data points for comparison that directly infer the success of the student data chats.	6/14/2018 one-time
G1.B1.S1.A2  A379375	Monthly School Advisory Council meetings will be held both at the school and in the community to...	Fisher-Jackson, Juliette	7/1/2017	School Advisory Council meeting announcements in newspapers, website, and marquee	6/30/2018 monthly
G1.MA2  M411463	Summative data from the FCAT 2.0, FSA, EOCs, graduation rate, and CTE exams will be collected at...	Fisher-Jackson, Juliette	6/30/2018	Graduation rate; FCAT 2.0, FSA, and EOC data	6/30/2018 one-time
G1.B1.S1.A1  A379374	The principal will establish a policy to encourage parents and community members to share ideas,...	Fisher-Jackson, Juliette	7/1/2017	School's website	6/30/2018 daily

## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

## VI. Technical Assistance Items

Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.

**G1.** Through the use of collaborative planning, professional learning communities, and research-based best practice instruction, students scoring at or above level 3 in English/Language Arts, mathematics, science and/or history as measured by the 2017-2018 state assessments will meet or exceed the strategic goal.

**G1.B1** Lack of resources which provide services in all classrooms that support its purpose and direction to ensure success for all students.

**G1.B1.S1** The school will support involved families through outreach to parents, the connection of human and social resources in the community, and building teacher-parent trust.

### TA Opportunity 1

Teachers will update attendance in Skyward daily and grades weekly as a means to communicate student progress with parents and guardians.

#### Facilitator

Sonya Wilson-Lewis

#### Participants

Teachers

#### Schedule

Daily, from 8/14/2017 to 5/31/2018

## VII. Budget

1	G1.B1.S1.A1	The principal will establish a policy to encourage parents and community members to share ideas, concerns, and commendations regarding the operation and improvement of the school.	\$0.00
2	G1.B1.S1.A2	Monthly School Advisory Council meetings will be held both at the school and in the community to promote increased engagement among stakeholders.	\$0.00
3	G1.B1.S1.A3	Teachers will update attendance in Skyward daily and grades weekly as a means to communicate student progress with parents and guardians.	\$0.00
4	G1.B1.S1.A4	Parent meetings related to the following topics will be held throughout the school year to promote engagement with the school: College Financial Aid; Family Literacy; Edgenuity; Curriculum Fair.	\$0.00
5	G1.B1.S2.A1	The administrative team will follow the district's Student Code of Conduct to ensure consistency and implement alternatives to suspension to the extent possible to create a safe and orderly environment for teaching and learning.	\$0.00
6	G1.B1.S2.A2	Both guidance counselors will develop a comprehensive guidance plan modeled after that of the Florida Department of Education to ensure students have support in academic, social, mental, and physical aspects of the educational experience.	\$0.00

7	G1.B1.S2.A3	The school will partner with TCC, FAMU, and FSU to implement talent search and college reach out programs in an effort to support students as they move from secondary to post-secondary educational settings.	\$0.00
8	G1.B1.S2.A4	A comprehensive school climate survey will be administered to teachers, students, and parents to gauge the effectiveness of the school and its programs. Results will be used with the school improvement planning process for ongoing improvements.	\$0.00
9	G1.B1.S2.A5	All teachers will implement a rigorous and equitable curriculum that exposes students to instruction that effectively prepares them to master standards. As part of this curriculum, high expectations, as well as opportunities for remediation, enrichment, and cooperative learning, will be present.	\$0.00
10	G1.B1.S2.A6	The school will implement a multi-tiered system (MTSS) of supports that includes a robust response to intervention (RtI), focusing heavily on Tier 1 and Tier 2 instructional and behavioral approaches during the 2016-17 school year.	\$0.00
11	G1.B2.S1.A1	Instruct staff on binder maintenance and speaking points, set up meeting times each marking period for discussion, collect information, intervene where appropriate.	\$0.00
12	G1.B2.S2.A1	Establish a professional development protocol for staff, issue professional development times, provide materials, monitor PLC implementation, and collect feedback.	\$0.00
<b>Total:</b>			<b>\$0.00</b>

Gadsden County Schools

# Gadsden Elementary Magnet School



2017-18 School Improvement Plan

## Gadsden Elementary Magnet School

500 W KING ST, Quincy, FL 32351

<http://www.gcps.k12.fl.us/>

### School Demographics

<b>School Type and Grades Served</b> (per MSID File)	<b>2016-17 Title I School</b>	<b>2016-17 Economically Disadvantaged (FRL) Rate</b> (As Reported on Survey 3)
Combination School PK-8	No	84%
<b>Primary Service Type</b> (per MSID File)	<b>Charter School</b>	<b>2016-17 Minority Rate</b> (Reported as Non-white on Survey 2)
K-12 General Education	No	96%

### School Grades History

Year	2016-17	2015-16	2014-15	2013-14
Grade	A	A	A*	A

*\*Informational Baseline School Grade*

**Note:** The school grades calculation was revised substantially for the 2014-15 school year to implement statutory changes made by the 2014 Legislature and incorporate the new Florida Standards Assessments. The 2014-15 school grades serve as informational baseline data that schools can use to improve in future years.

### School Board Approval

This plan is pending approval by the Gadsden County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies



## Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

### DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

### DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

### 2017-18 DA Category and Statuses for Gadsden Elementary Magnet School

DA Region and RED	DA Category and Turnaround Status
Northwest - <a href="#">Wallace Selph</a>	Not In DA - N/A

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

It is the mission of the faculty and staff of Gadsden Elementary Magnet School to provide all children with a challenging, high-quality educational experience

##### b. Provide the school's vision statement

To achieve our vision, we will create a rich multicultural environment for learning by designing an integrated curriculum with strong science, fine arts, and social studies components

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

Prior to the first day of school, the site administrator provides an informal opportunity for students and parents to meet the teachers, and tour the campus. Throughout the school year, parents will have opportunities to engage in monthly parent workshops and parental involvement activities.

##### b. Describe how the school creates an environment where students feel safe and respected before, during and after school

In an effort to promote a safe environment, all visitors are required to check in at the front office. The front office is the only point of entrance onto school grounds once school is in session. All entrances are locked at the start of the day and remain in this status until dismissal.

##### c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced

The school follows the district's Student Code of Conduct procedures to minimize behavior infractions before, during, and after school. Each teacher posts rules in class and students are informed of corresponding consequences.

##### d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services

Our guidance counselor provides small group support for students who are struggling with specific issues (i.e. bullying, getting along with others, changing families..etc). Some students also receive individual one-on-one support in areas which are unique to the individual behavior plans.

#### 3. Early Warning Systems

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

##### a. Describe the school's early warning system and provide a list of the early warning indicators used in the system

The district's student information system (Skyward) has built in supports to identify early warning indicators. The school's guidance counselor maintains a log of student absences, suspensions, and course failures.

**b. Provide the following data related to the school's early warning system**

**1. The number of students by grade level that exhibit each early warning indicator:**

Indicator	Grade Level													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Attendance below 90 percent	0	0	0	0	0	0	0	0	0	0	0	0	0	0
One or more suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Course failure in ELA or Math	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Level 1 on statewide assessment	0	0	0	0	3	3	2	0	0	0	0	0	0	8

**The number of students identified by the system as exhibiting two or more early warning indicators:**

Indicator	Grade Level													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Students exhibiting two or more indicators	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**

- \* Teachers are required to document support for academic interventions on lesson plans
- \* Teachers submit data forms to Principal each week
- \* Teachers have data chats with students bi-weekly
- \* Parents are required to attend data meetings once each month

**B. Family and Community Engagement**

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2) and (b)(7)(A)(iii)(I).

**1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress**

**a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?**

No

**1. PFEP Link**

The school completes a Parental Involvement Plan (PFEP), which is available at the school site.

**2. Description**

- \* Parents are invited to join the school's Parent Teacher Association (PTA) & the School Advisory Councils (SAC).
- \* Parents are informed of staff, instructional, and policy changes through parent letters and Skylert.

**2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement**

The school's leadership team will hold quarterly meetings with area business and community leaders to implement programs/strategies to promote student achievement.

## C. Effective Leadership

### 1. School Leadership Team

#### a. Membership

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Davis, Allysun	Principal
Baker, Annette	Guidance Counselor
Porter, LaTasha	Teacher, K-12

#### b. Duties

##### **1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making**

Principal- monitors the process, leads discussions, implements improvement efforts

Guidance Counselor - assists the team in accessing and interpreting discipline data

Resource Teacher- provide feedback and ongoing support for staff

Gifted Teacher- provide feedback and ongoing support for staff

K-12 Staff- provide feedback and ongoing support for staff

##### **2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact**

The school's leadership team meets on the first Tuesday of each month to discuss data concerns, changes to the curriculum, and to complete a needs assessment.

### 2. School Advisory Council (SAC)

#### a. Membership

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Kira Brown	Student
Allysun Davis	Principal
Latasha Porter	Teacher
Cedric Chandler	Parent
Kecia Payton	Parent
Eddie Allen	Parent
Tonya Green	Parent
Timothy Cole	Business/Community
Richelle Robinson	Parent
Gerald Powell	Parent
Derilyn Dixon	Parent
Fernesha Gainous-Austin	Parent
Morena Vasquez-Hernandez	Parent
Catlerin Mendez	Parent
Lola Fulmer	Parent
Matthew Fulmer	Parent
Jari Lewis	Education Support Employee
Julius Ervin	Teacher

**b. Duties**

**1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2).

*a. Evaluation of last year's school improvement plan*

Each goal in last year's plan was achieved.

*b. Development of this school improvement plan*

During the summer, the committee met to discuss the schools annual data. The committee developed goals and agreed upon strategies to attain the goals.

*c. Preparation of the school's annual budget and plan*

Funds for the 2017-2018 school year have not been allocated.

**2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

GEMS did not receive school improvement funds last year.

**3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

*a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements*

### 3. Literacy Leadership Team (LLT)

#### a. Membership

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:

Name	Title
Davis, Allysun	Principal
Porter, LaTasha	Teacher, K-12
Baker, Annette	Guidance Counselor

#### b. Duties

##### 1. Describe how the LLT or similar group promotes literacy within the school, if applicable

- \* The school has a mini library in the front office. Students are encouraged to check out books.
- \* The Principal leads a book club with middle school students. The club meets once a week for 30 minutes.

The aims of the literacy team are to :

- \* Ensure that text complexity, along with close reading and rereading of texts, is central to lessons
- \* Provide scaffolding that does not preempt or replace text reading by students
- \* Develop and ask text dependent questions from a range of question types
- \* Emphasize students supporting their answers based upon evidence from the text
- \* Provide extensive research and writing opportunities (claims and evidence)

### D. Public and Collaborative Teaching

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(IV).

#### 1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction

Teachers meet individually in the elementary grades and collectively in the middle school areas. During the meetings, the teachers plan, discuss best practices, and identify grade level and school level strengths and deficiencies. This also provides opportunities for the district instructional coaches and our school's resource teacher to meet with grade level teams to unpack standards, develop lessons via backwards design and develop formative assessments.

#### 2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school

- \* Participation in district sponsored recruitment efforts
- \* Use of the employee database system
- \* Provide mentors to newly hired instructors
- \* Provide training to enhance instruction

#### 3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities

Novice teachers are paired with veteran teachers who have proven strengths in instruction and classroom management

### E. Ambitious Instruction and Learning

## 1. Instructional Programs and Strategies

### a. Instructional Programs

#### **1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards**

The school uses instructional materials that have been approved by the state and the district. Implementation of the materials is monitored by the Principal. Instructional practices are monitored daily and feedback is given immediately.

### b. Instructional Strategies

#### **1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments**

Based upon the analysis of our bi-weekly formative assessment data, classroom teachers will adjust their instruction and plans for whole and small group instruction. The formative assessments will be created, and closely aligned to the FSA specifications. Classroom teachers, the resource teacher, and the principal

will collaborate in the creation of these formative assessments.

Anchor texts will be selected by teachers and the district instructional coaches to ensure they are within each grade level band and meet text the complexity requirements, qualitatively and quantitatively. Assessment questions will mirror the content limits for each standard as listed in the FSA item specifications. During data meetings, teachers and school administration will look for patterns across their grade level data and plan for next instructional steps.

#### **2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy:** After School Program

**Minutes added to school year:**

**Strategy Rationale**

**Strategy Purpose(s)**

""

**Person(s) responsible for monitoring implementation of the strategy**

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

## 2. Student Transition and Readiness

### a. PreK-12 Transition

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(V).

#### **1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another**

Gadsden Elementary Magnet School has one Pre-K classroom. The Pre-K teacher meets regularly with the Kindergarten teacher to ensure the students are receiving adequate academic support. At

the end of the school year, the Pre-K students and their parents are invited to the campus to tour the Kindergarten class, speak with the teacher and discuss expectations. We also offer an opportunity for our eighth graders to visit East Gadsden High School to experience high school life.

## **b. College and Career Readiness**

### **1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations**

We have established a partnership with the National Field High Magnetic Lab and Florida State University's School of Medicine to support the science program within the school. Medical students assist our instructional staff in designing lessons to increase student achievement, expose students to science concepts, and develop mini labs that provide hands on exposure to a variety of concepts.

### **2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs**

### **3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement**

### **4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

## **II. Needs Assessment**

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(6).

### **A. Problem Identification**

#### **1. Data to Support Problem Identification**

##### **b. Data Uploads**

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

*No files were uploaded*

#### **2. Problem Identification Summary**

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

### **B. Problem Analysis Summary**

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why"? or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

### **C. Strategic Goals**



## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

**1** = Problem Solving Step    **S123456** = Quick Key

## Strategic Goals Summary

- G1.** To implement effective small group instruction in Mathematics.
- G2.** Achieve 80% passing rate as measured by the Biology EOC examination.
- G3.** Increase the percentage of students scoring level 3.0 and above on FCAT 2.0 Science from 84% to 85%.
- G4.** Increase student proficiency as measured by the Florida Standards Assessment in Reading by administering and analyzing bi-weekly formative assessments.

## Strategic Goals Detail

For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.

**G1. To implement effective small group instruction in Mathematics.** 1a

G093110

**Targets Supported** 1b

Indicator	Annual Target
FSA Mathematics Achievement	80.0
Algebra I EOC Pass Rate	85.0

**Targeted Barriers to Achieving the Goal** 3

- Novice teachers providing instruction in mathematics.

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Teachers have common planning times to discuss best practices
- Data is discussed during faculty meetings to identify strengths and weaknesses
- Teachers are given opportunities to observe veteran teachers

**Plan to Monitor Progress Toward G1.** 8

Teachers submit weekly data to the principal (iready, Acaletics, Journeys, Florida Test Power, Go Math, Ready Math)

**Person Responsible**

Allysun Davis

**Schedule**

On 5/21/2018

**Evidence of Completion**

\* Teachers will incorporate small groups and skills groups into their mathematics instructional periods. \* Classroom teachers will collect student data and identify their academic needs. \*Data will be analyzed and reviewed in PLC's, faculty meetings, and grade level meetings to determine if the intervention is successful and/or needs to be revised.

**G2. Achieve 80% passing rate as measured by the Biology EOC examination.** 1a

G093111

**Targets Supported** 1b

Indicator	Annual Target
Bio I EOC Pass	80.0

**Targeted Barriers to Achieving the Goal** 3

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- \* The school has developed a partnership with Florida State University. Medical students from the SSTRIDE program will report to GEMS daily to provide targeted instruction in Biology.

**Plan to Monitor Progress Toward G2.** 8

Data from the Science Diagnostic assessment will be analyzed and students will be targeted for small group instruction based on the branches of science and areas of need

**Person Responsible**

Allysun Davis

**Schedule**

On 5/21/2018

**Evidence of Completion**

\* Students will participate in a variety of hands-on experiments directly related to Biology standards \* Students will participate in e field trips to science based facilities

**G3.** Increase the percentage of students scoring level 3.0 and above on FCAT 2.0 Science from 84% to 85%. 1a

G093112

**Targets Supported** 1b

Indicator	Annual Target
Statewide Science Assessment Achievement	85.0

**Targeted Barriers to Achieving the Goal** 3

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- SStride Program- Florida State Medical School Partnership with the Magnetic Lab On Site Gifted Teacher

**Plan to Monitor Progress Toward G3.** 8

Teachers will submit benchmark data to the school's principal

**Person Responsible**

Allysun Davis

**Schedule**

Weekly, from 8/21/2017 to 5/21/2018

**Evidence of Completion**

Percentage of students showing mastery of science benchmarks

**G4.** Increase student proficiency as measured by the Florida Standards Assessment in Reading by administering and analyzing bi-weekly formative assessments. **1a**

 G093113

**Targets Supported** **1b**

Indicator	Annual Target
ELA/Reading Gains District Assessment	80.0

**Targeted Barriers to Achieving the Goal** **3**

**Resources Available to Help Reduce or Eliminate the Barriers** **2**

- On-site resource teacher
- Professional Development (District & School Level)

**Plan to Monitor Progress Toward G4.** **8**

- \* The instructional staff progress monitors benchmarks within the instructional program.
- \* Lesson Plans are checked weekly to document high order questioning, intervention groups, and targeted skills
- \* Teachers submit data analysis forms to the principal each week (documenting remediation, enrichment, and maintenance efforts)
- \* i-ready data is used to develop instructional paths for students and to create small group activities

**Person Responsible**

Allysun Davis

**Schedule**

Monthly, from 8/21/2017 to 5/21/2018

**Evidence of Completion**

\* Lesson plans \* Data analysis forms \* iready data \* program assessment data (Ready, Journeys)

**Action Plan for Improvement**

*For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.*

**Problem Solving Key**

**G** = Goal      **B** = Barrier      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key

## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
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## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

## VI. Technical Assistance Items

Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.

## VII. Budget

Total:	\$0.00
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## George W. Munroe Elementary School

1850 W KING ST, Quincy, FL 32351

<http://www.gcps.k12.fl.us/>

### School Demographics

<b>School Type and Grades Served</b> (per MSID File)	<b>2016-17 Title I School</b>	<b>2016-17 Economically Disadvantaged (FRL) Rate</b> (As Reported on Survey 3)
Elementary School PK-3	Yes	100%
<b>Primary Service Type</b> (per MSID File)	<b>Charter School</b>	<b>2016-17 Minority Rate</b> (Reported as Non-white on Survey 2)
K-12 General Education	No	99%

### School Grades History

Year	2016-17	2015-16	2014-15	2013-14
Grade	F	D	F*	D

*\*Informational Baseline School Grade*

**Note:** The school grades calculation was revised substantially for the 2014-15 school year to implement statutory changes made by the 2014 Legislature and incorporate the new Florida Standards Assessments. The 2014-15 school grades serve as informational baseline data that schools can use to improve in future years.

### School Board Approval

This plan is pending approval by the Gadsden County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies

## Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

### DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

### DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

### 2017-18 DA Category and Statuses for George W. Munroe Elementary School

DA Region and RED	DA Category and Turnaround Status
Northwest - <a href="#">Wallace Selph</a>	Comprehensive Support & Improvement - Dmt

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

With having expectations of excellence from all stakeholders, George W. Munroe Elementary will implement the "TEAM approach: "Together Everyone Achieves More."

##### b. Provide the school's vision statement

The vision of George W. Munroe Elementary School is: "To provide a high quality educational program that develops the whole child by implementing a rigorous standards based curriculum along with a TEAM approach."

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

The success of our students and staff is built upon the establishment of trusting relationships. The school staff demonstrates integrity throughout the school community by exhibiting behaviors that demonstrate respect for individuals, committing to complete tasks that have been agreed upon, and being honest. The school staff takes a personal interest in the well being of its students and families; maintaining open lines of communication.

##### b. Describe how the school creates an environment where students feel safe and respected before, during and after school

In an effort to promote student safety and respect, the Gadsden County School Board and George W. Munroe Elementary School prohibit any act of bullying in our schools. State and district policies regarding bullying are fully implemented. Annually, the school staff will host multi-cultural activities that teach students to embrace individual and cultural differences within the student body.

##### c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced

Each teacher has an approved behavior management tracking system which alerts parents and students of behavior occurrences. Students are given opportunities to re-direct their behavior before visiting the grade level chair. If the behavior is not sufficiently modified, the student will then be sent to the guidance counselor or the behavior specialist. Once the student has gone through pre-approved interventions, and the behavior continues to manifest itself in a negative manner, the student may be sent to the Assistant Principal.

Parents are contacted after the second intervention has been employed.

##### d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services

George W. Munroe provides a number of services that ensures the social-emotional needs of all students are met. The guidance counselor provides character education classes monthly for all students. Referrals are made to outside agencies that include; Capital City Youth Services (CCYS) and Florida Therapy. Students also participate in good citizenship assemblies monthly.

### 3. Early Warning Systems

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

#### a. Describe the school's early warning system and provide a list of the early warning indicators used in the system

Our early warning systems includes the Multi-Tier System of Supports (MTSS) process, the Student Study Team, progress monitoring, iReady diagnostic data, academic and instructional data, and attendance. The school's guidance counselor works closely with the attendance clerk to monitor student absences.

The Assistant Principal for discipline adheres to the district's student code of conduct policies to determine inappropriate behavior and reduce the number of students receiving out of school suspension. Teachers provide additional opportunities for remediation to alleviate course failure.

#### b. Provide the following data related to the school's early warning system

##### 1. The number of students by grade level that exhibit each early warning indicator:

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Attendance below 90 percent	26	25	26	23	0	0	0	0	0	0	0	0	0	100
One or more suspensions	0	2	3	8	0	0	0	0	0	0	0	0	0	13
Course failure in ELA or Math	0	0	0	0	0	0	0	0	0	0	0	0	0	
Level 1 on statewide assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	

##### The number of students identified by the system as exhibiting two or more early warning indicators:

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Students exhibiting two or more indicators	0	0	0	3	0	0	0	0	0	0	0	0	0	3

#### c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system

1. Regular Parent/Teacher Conferences
2. Attendance Incentives
3. Behavior Rewards
4. Reading Intervention
5. Computer Assistive Instruction (i-Ready)
6. Small Group Instruction
7. Regular Data Chats with Teachers
8. In-School Suspension

### B. Family and Community Engagement

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2) and (b)(7)(A)(iii)(I).

**1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress**

**a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?**

No

**1. PFEP Link**

The school completes a Parental Involvement Plan (PFEP), which is available at the school site.

**2. Description**

In order to increase parental involvement for 2017-18 school year, our school is committed to fostering and sustaining healthy relationships between families and school by creating a learning community that is respectful, reciprocal, relevant, responsive and reliable. We will accomplish this target by:

- Making it possible for all parents to be involved in their child's schooling by holding meetings that accommodate working parents as well as those parents whose primary language is not English.
- Involving parents in the decision making process by soliciting their involvement in the PTO and School Advisory Committee.
- Providing various training sessions and meetings in the language the parents can understand.
- Ensuring that all parents understand and have equal access to information regarding policies, procedures, rules, rights, and notices by having them printed in both English and Spanish.
- Improve and increase communication between teachers and parents.
- Provide programs and resources that strengthen parenting skills and help parents to provide better educational assistance to their children.
- Notifying parents of reading levels and providing them with the information to help improve independent reading.
- Soliciting parent's input through a reflection of their experiences when working with the students to complete assignments.

**2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement**

George Munroe will build and sustain a partnership with McDonalds, Pizza Hut, and the local Walmart; as well as the local Kiwanis and IFAS-The University of Florida Research and Education. In order to build and sustain partnerships, we will extend an invitation for a meet and greet, present the school's goals and vision, and develop a plan on how the partnerships can work collaboratively with us to secure and utilize resources to support the school and student achievement.

**C. Effective Leadership**

**1. School Leadership Team**

**a. Membership**

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Peterson, Ronald	Principal
Wells, Carla	Assistant Principal
Rollinson, Latonya	Instructional Media



## **b. Duties**

### **1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making**

#### School Principal

- \*Provide instructional leadership and supervision for student achievement.
- \*Manage and administer the development, implementation, and assessment of the instructional program at the assigned school.
- \*Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
- \*Promote high student achievement.
- \*Coordinate program planning with District instructional staff.
- \* Manage the selection of textbooks, materials, and equipment.
- \*Manage and administer the testing program for the school.
- \*Align school initiatives with District, state, and school goals.
- \* Establish and coordinate procedures for student, teacher, parent, and community evaluation of curriculum.
- \* Direct the development of the master schedule and assign teachers according to identified needs.
- \*Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
- \*Facilitate, monitor, and coordinate the implementation of Exceptional Student Education programs and services.
- \* Provide leadership in the effective use of technology in the classroom.
- \* Supervise the establishment and maintenance of individual professional development plans for each instructional employee

#### Assistant Principal

- \* Assist in the development, implementation and evaluation of the instructional program, including the use of technology.
- \* Supervise curricular and extracurricular activities as assigned.
- \* Provide recommendations to the Principal regarding curriculum improvement.
- \* Supervise textbook and equipment selection, acquisition and inventory.
- \* Assist the Principal in the administration of the summer school program.
- \* Assist with coordinating student field trips.
- \* Assist in developing the master schedule and assignment of students and staff.
- \* Assist in the administration of the testing program.
- \* Assist in gathering, analyzing, and interpreting data related to student performance.
- \* Assist in coordinating the school's accreditation program.

#### School Counselor

- \* Provide personal / social growth counseling including individual and group concerning academic success, understanding of self and others, communication skills, decision-making, relationship skills, conflict resolution, goal setting and effective coping skills necessary to refuse participation in substance abuse and physical violence.
- \* Recognize, appreciate and serve the cultural differences and special needs of individuals and families.
- \* Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting action.
- \* Orient new students and their parents and assist students moving from grade to grade or school to school.
- \* Provide interventions for at-risk students and those with special learning and behavioral needs.
- \* Implement programs for career awareness and, at secondary level, comprehensive educational / career plans that target high school completion, post-secondary opportunities, scholarships and

financial aid information.

#### Media/Reading Specialist

- \* Teach library media skills in collaboration with teachers to support classroom instruction.
- \* Instruct staff and students in the use of resources, services, and equipment.
- \* Provide reference assistance.
- \* Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities.
- \* Use appropriate materials, technology, and resources to help meet the learning needs of all students.
- \* Apply principles of learning and effective teaching in instructional delivery.
- \* Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- \* Develop and implement curriculum based on current research and best practices.
- \* Coordinate program design to ensure continuity in K-12, special and/or regular education.
- \* Collaborate and provide consultant and resource services for District instructional support teams, Principals, and other District personnel.
- \* Plan and facilitate staff meetings and conduct in-service training.
- \* Demonstrate successful teaching and learning strategies in the classroom setting

#### Lead Teacher

- \* Demonstrate knowledge and understanding of curriculum content.
- \* Communicate high expectations for learning for all students.
- \* Apply principles of learning and effective teaching in instructional delivery.
- \* Monitor learning activities, providing feedback and reinforcement to students.
- \* Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- \* Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.
- \* Use appropriate materials, technology, and resources to help meet learning needs of all students.
- \* Assist students in accessing, interpreting, and evaluating information from multiple sources.
- \* Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
- \* Provide quality work for students which is focused on meaningful, relevant, and engaging learning experiences.
- \* Provide instruction on safety procedures and proper handling of materials and equipment.
- \* Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.
- \* Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

**2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact**

The school leadership team evaluates and assesses each available resource to determine the extent to which it will align with other resources and to which it has the capacity to meet student and school needs. The principal and assistant principal are responsible for the twice monthly meetings of the team. The assistant principal maintains an electronic inventory of all instructional materials. In addition to instructional materials and resources, the school taps into other resources, among those resources are the following:

- Multi-tiered System of Supports which is a very integral part of the Student Study Team which determines supports and resources necessary in order to meet the needs of individual students.
- Teachers receive guidance from a group of professionals and related service providers who collaborate (along with the student's parents) to determine interventions, resources and services that will appropriately meet student needs.
- The school coordinates with Title I Part A to ensure all disadvantaged children are offered instructional opportunities and support systems to close the achievement gap, including providing a full range of parent services. Every Title I parent receives required information and Annual Title I meetings are held to provide parents with a wealth of information about how Title I can help the school and their child. Parent funds from Title I assist with the development of parent involvement plans and parent expos where children and their parents come to the school for teacher conferences related to their grade reports
- The Title I Part C Migrant ensures that the needs of migrant students are met as they transition in and out of schools at different times of the year and move around to different cities and states. Services provided include language, social services, medical, and instructional.
- Title II, Part A provides professional development opportunities for teachers and paraprofessionals based on their individual needs and to help ensure that only highly qualified in-field teachers are placed in classes. Instructional coaches are provided by so that on-site modeling and progress monitoring can be provided to struggling teachers.
- Title III ensures that ESOL student needs are met through language support, various accommodations required under Federal Decree, and by working with Title II, Part A to provide ESOL endorsement training. Title III is available to offer onsite translations for parents and non-English speaking students and to assist with their registration and transcript needs.
- The Title X Homeless program is district-wide with provisions to serve all students who have been identified as homeless and their families. Title I Part A shares expenses for this program and together the two programs ensure that all instructional, social, emotional, transportation, school activities, and health needs are provided for so the homeless student will not be discriminated against and will have equal opportunity to succeed in school.
- The Supplemental Academic Instruction (SAI) allocation in the district is used to provide general funding for a district alternative school which serves students from all schools who are overage, have low grade point averages, have behavioral issues, and/or have had legal issues. As our school discovers a challenged student through our MTSS that cannot be met on our campus, we make recommendation to send alternative school for assistance. Students are remediated, provided positive behavior support, provided interventions to allow them to catch up to their peers. Once a student has successfully completed his/her assigned area of work at the alternative school, they are returned to the school setting.
- Parenting services are also provided onsite to assist with reducing potential drop outs and continuing to assist underage parents in their pursuit of a high school credential.
- George Munroe Elementary School has a strong safety program that includes Raptor identification at the front desk to alert the office of anyone who should not be allowed on campus; positive behavior support programs and behavior specialists work with troubled students; in-school and out-of-school suspension programs and oversight are provided; anti-bullying campaigns that support school board policies are in place to ensure that all students are safe; security cameras and fencing of grounds are in place to ensure that school leaders can protect students under their care.
- The school district has volunteered to be part of the Community Eligibility Option offering free breakfast and lunch to all students. Students in after school programs are provided nutritional snacks through the food service program at the district. The district has a grant with Healthy Foods and purchases fresh fruit and vegetables by locally grown vendors who are under contract with other district agencies.
- The school participates in the early intervention programs through Voluntary prekindergarten and Head Start on full-day schedules working with very early learners to raise the level of their basic skills so they are prepared to transition into Kindergarten ready for rigorous instruction and learning. Our school uses some of our Title I money to offer Title I blended Pre-K programs providing a full day of

PreK for students with split funding from Title I. This allows us to provide even more resources for our PreK students than the state funded early learning programs.

## 2. School Advisory Council (SAC)

### a. Membership

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Phyllis Campbell	Parent
Rachelle Hall	Parent
Leticia Brady	Parent
Wendy Gee	Parent
Zelma Kelly	Parent
Maritza Torres	Business/Community
Keyanna McMillian	Parent
Michelle Moore	Education Support Employee
Queyli Torrees	Business/Community
Katisha Hitchman	Parent
Dr. Ron Peterson	Principal
Gwendolyn Forehand	Parent
Charles Bush	Parent
Michael Ray	Education Support Employee
Beth Demme	Business/Community
Gerri Patten	Business/Community
Sarah Graham	Teacher

### b. Duties

#### 1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2).

##### a. Evaluation of last year's school improvement plan

George W. Munroe's SAC is responsible for reviewing and comparing the intended outcomes developed on the previous year's SIP and the results. Consequently, the team assembled to analyze performance data in an effort to identify strengths and weaknesses. Based on the data, school goals for the 2017-2018 school year will address reading and math.

##### b. Development of this school improvement plan

SAC is responsible for the approval of our SIP and the ongoing review of our progress towards its goals.

*c. Preparation of the school's annual budget and plan*

The SAC provides recommendations for the school's budget and for the use of school improvement funds to assist in the preparation of the school budget. SAC meets with the Principal as needed to discuss purchases, needs, and goals.

**2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

School improvement funds allocated were used to support supplemental instructional activities, including after school initiatives, technology-based solutions and instructional materials.

**3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

*a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements*

**3. Literacy Leadership Team (LLT)**

**a. Membership**

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:

Name	Title
Wells, Carla	Assistant Principal
Rollinson, Latonya	Instructional Coach
Peterson, Ronald	Principal
Wilson, Brittanica	Administrative Support
Knight, Ms. Sarah	Other

**b. Duties**

**1. Describe how the LLT or similar group promotes literacy within the school, if applicable**

The major initiatives of the LLT this year will be to increase the overall proficiency of our students through quality instruction, targeted intervention, and tiered instruction. The LLT meets bi-weekly to discuss student concerns. In addition, individuals on the team play integral roles in the academic, social, and emotional plans for our students.

**D. Public and Collaborative Teaching**

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(IV).

**1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction**

George W Munroe Elementary works to ensure that teachers, school level resources and administration have time to collaborate through grade group meetings, data meetings, and lesson study; in which teachers collaboratively plan, observe, and analyze classroom lessons. Teachers are provided with common planning time across grade levels to discuss successes and challenges of daily instruction so that adaptations or modifications may be made as needed to foster student success.

## **2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school**

George W. Munroe Elementary School is committed to recruiting and retaining highly qualified, certified-in-field, effective teachers. This charge is the primary, but not sole, responsibility of the principal. In order to help students achieve at higher levels and meet the Florida State Standards, we need highly-effective and well-supported teachers for all children.

The Gadsden County School District is also conjointly responsible by making a concerted and coordinated effort to overhaul recruiting, preparation, induction, and support policies, which will ensure that every student has access to high-quality teaching in every classroom, every day. We believe that our teachers need to feel supported, prepared, justly rewarded, and confident in their ability to succeed in our school. We want our school to be a place where teachers want to work for many years. Our strategies for recruiting and retaining consist of:

- Improving teacher working conditions, including ensuring strong school leadership, time for teachers to develop their teaching craft, and sufficient materials and resources to teach effectively
- Improving preparation and support for beginning teachers
- Preparing teachers in new and innovative ways, which allows teachers to meet the needs of the racially, culturally, and linguistically diverse children at George Munroe and to become the agents of change who can help improve and sustain academic achievement for all students
- Solid academic instruction in pedagogy, subject matter, classroom management, and child development before the candidate begins to work in a school
- \* National search for Instructors using Teacher to Teacher
- An organized and comprehensive mentoring program of support by experienced, trained mentors

## **3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

The mentoring program at George W. Munroe Elementary is designed to provide new teachers with support, resources, and lessons learned from experienced and highly effective teachers with proven records of student success in the classroom. These expert teachers and coaches are providing guidance for the day-to-day challenges of classroom management and effective instruction, thus enabling new teachers to become acclimated to the new school environment, which will ultimately lead to student success. Our beginning teachers' program ensures that all new teachers are supported by comprehensive induction procedures; which allows each new teacher to perform at a higher level while their students achieve greater success. Beginning teachers are required to participate in a one-year induction program, in which during the induction period beginning teachers will have a formal orientation, mentor support, and both formative and summative evaluations. This mentoring program allows mentors to assist beginning teachers as they transition from the university or other environments to classroom practice. The primary activities of our mentoring program includes:

- group and individual mentoring sessions that provide basic teaching tips; ideas and strategies that can be immediately implemented into the classroom
- group and individual mentoring sessions that provide new ideas in teaching methodologies
- forums facilitated by experienced teachers, which allows them to share their expertise and tips

## **E. Ambitious Instruction and Learning**

### **1. Instructional Programs and Strategies**

#### **a. Instructional Programs**

##### **1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards**

The district provides Instructional Focus Calendars that includes activities and resources that are aligned to the Florida State Standards. Additionally, staff considers the cognitive complexity of each standard to ensure alignment between the standard, the instruction, and the assessments.

Curriculum frameworks for each of the core areas have been developed and are being implemented by all teachers. The frameworks include the district-adopted, state-approved materials and are aligned to Florida's standards. Lesson plans are reviewed weekly to ensure that the instructional program follows what has been adopted by the district.

## **b. Instructional Strategies**

### **1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments**

Our Leadership Team meets weekly to discuss overall trends and individual students in relationship to the progress towards mastery of learning goals. An example of how instruction is modified to assist students having difficulty attaining proficiency includes: teachers providing small segments of success, reteaching lessons, teachers provide remedial instruction to students bringing them up to grade level proficiency.

### **2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy:** Extended School Day

**Minutes added to school year:** 10,800

Our school will ensure that student tasks are aligned to the Florida Standards; as well as ensuring an alignment between the standards, instruction, and assessments. The school will provide an additional 60 minutes per day of reading that focuses on vocabulary and phonics instruction.

#### **Strategy Rationale**

After reviewing student performance data from iReady and FSA, areas of weaknesses can be determine and targeted instruction can be delivered to students in small groups; addressing the learning needs.

#### **Strategy Purpose(s)**

- Core Academic Instruction
- Enrichment

#### **Person(s) responsible for monitoring implementation of the strategy**

Wells, Carla, wellsc@gcpsmail.com

#### **Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

Data will be collected and analyzed through informal and formal data collection systems. The data will be extracted from iReady Data Reports, classroom formative and summative assessments and administrative observations.

**Strategy:** After School Program

**Minutes added to school year:** 5,400

We will provide enrichment activities to select students in core subject areas based on individual student needs after reviewing weekly exams, unit assessments and district interim assessments, using instructional resources for the adopted core reading, math and science programs.

**Strategy Rationale**

To extend and expand students' knowledge.

**Strategy Purpose(s)**

- Enrichment

**Person(s) responsible for monitoring implementation of the strategy**

Peterson, Ronald, petersonr@gcpsmail.com

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

Core program products (Journeys), attendance, and student i-Ready data will be utilized to determine the effectiveness of the strategy.

**2. Student Transition and Readiness**

**a. PreK-12 Transition**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(V).

**1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another**

The school uses a Prekindergarten transition plan for students when they move from one level or program to another. The plan provides services that are of the highest possible quality, that ensures the needs and aspirations of families and children are at the center of each child's transition, and delivers services in the least restrictive environment that is appropriate for each child.

In readiness for transition to grade school, our kindergarten students are adequately prepared through exposure to the fundamentals of reading through various routines inherent in a balanced curriculum.

To bridge the achievement gap that could deter students' preparation to transition, we employ intervention programs and strategies. Among these are:

- 1.) Star Early Literacy assessments that help the teachers build an academic profile for each student that will inform individualized instruction in Reading, Mathematics, Science and Social Studies.
- 2.) The aforementioned assessment serve as baseline for instructional support that will help address gaps in the student's level of readiness.
- 3.) A balanced literacy program is ensured through the Florida State standards. Likewise a balanced mathematics curriculum helps prepare the Kindergarten students-5th grade in acquiring the skills necessary for meeting the demands of the next grade level.
- 4.) Adequate instructional support from the i-Ready diagnostic assessments in Math and Reading help prepare our Kindergarten students academically for this great task of transitioning to grade school. the i-Ready Diagnostic. Teachers analyze the data to target areas of instruction.



5.) School-wide rallies planned at the end of the school year equally helps build the necessary excitement that motivates Kindergarten-4th grade students to long to return to our school in the the next grade level.

6.) Vertical planning among grade level teachers provide great opportunities for teachers to analyze "prior knowledge" and the "readiness level" of the in-coming group of students and to plan instructional support for the new students accordingly.

8.) Students receive small group instruction during the daily center implementation.

The plan supports successful transitions for enrolled children and families from previous child care programs, Early Head start or other child care settings into Prekindergarten.

The district's prekindergarten program has an established partnership with area Early Head Start and area child care facilities that convenes to share student progress data and expectations for students transitioning to the public school setting.

The plan supports successful transitions for enrolled children and their families from Prekindergarten into elementary schools or other childcare settings.

The district's prekindergarten program has an established partnership with area Early Head Start and area child care facilities that convenes to share student progress data and expectations for students transitioning to the public school setting.

The plan ensures that individual prekindergarten children's relevant records are transferred to the elementary schools or next placement.

The follows the district's policies and procedures for the transfer of student records. Presently, the prekindergarten program is located on the campus of the school. As a result, the records are stored in the school's guidance office and no transfer is required.

The plan encourages communication between prekindergarten staff and their counterparts in the schools and other childcare settings including principals, teachers, social workers, and health staff to facilitate continuity of the program.

The district's prekindergarten program has an established partnership with area Early Head Start and area child care facilities that convenes to share student progress data and expectations for students transitioning to the public school setting.

The plan initiates meeting involving prekindergarten teachers, parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children.

The school shares kindergarten readiness data with prekindergarten teachers and parents so that they are aware of students' progress. The district hosts professional learning events for prekindergarten teachers based on student performance data.

The plan assists parents in becoming their child's advocate as they transition from the home or other childcare setting into prekindergarten, through trainings and workshops.

Prior to enrollment, home visits are conducted by the prekindergarten teacher in collaboration with the paraprofessional who will work with the child and families. The prekindergarten program provides trainings and workshops for parents monthly. Parent meetings are held by the prekindergarten teacher to share student progress and next steps for development. Parents are required to attend the meetings.

The plan assists parents in becoming their child's advocate as they transition from the prekindergarten into elementary school or other childcare setting, through trainings and workshops.

The prekindergarten program provides trainings and workshops for parents monthly. Parent meetings are held by the prekindergarten teacher to share student progress and next steps for development. Parents are required to attend the meetings.

The plan provides training for prekindergarten staff on planning for successful transitions to and from the prekindergarten program, through trainings and workshops.

The school shares kindergarten readiness data with prekindergarten teachers and parents so that they are aware of students' progress. The district hosts professional learning events for prekindergarten teachers based on student performance data.

The plan assists 5th grade students acclimate to the middle school environment by allowing the students to participate in the middle school orientation day.

## **b. College and Career Readiness**

**1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations**

N/A

**2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs**

N/A

**3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement**

N/A

**4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

N/A

## **II. Needs Assessment**

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(6).

### **A. Problem Identification**

#### **1. Data to Support Problem Identification**

##### **b. Data Uploads**

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

Grade_3_Individual_Teacher_Data.docx
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FSA Data for ELA.
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#### **2. Problem Identification Summary**

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

Area of weakness in ELA is vocabulary, comprehension, and Phonics.

### **B. Problem Analysis Summary**

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why"? or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

### **C. Strategic Goals**

## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

**1** = Problem Solving Step    **S123456** = Quick Key

## Strategic Goals Summary

- G1.** By the end of the 2017-2018 school year, there will be an increase in the number of students scoring at or above Level 3 on the ELA portion of the FSA.
- G2.** By the end of the 2017-2018 school year, there will be a 10 percent reduction in the number of chronically absent staff and students. Chronically absent is defined as those individuals who are absent 10% or more of a school year.

## Strategic Goals Detail

For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.

**G1.** By the end of the 2017-2018 school year, there will be an increase in the number of students scoring at or above Level 3 on the ELA portion of the FSA. 1a

G091776

**Targets Supported** 1b

Indicator	Annual Target
ELA/Reading Gains	50.0

**Targeted Barriers to Achieving the Goal** 3

- Limited differentiated lessons to address multiple learning styles and student performance.

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Marzano professional development
- Reading Resource Teacher
- i-Ready
- Instructional Specialist for reading and mathematics

**Plan to Monitor Progress Toward G1.** 8

Walk through observations and Unify Data Management will be used to decide if progress toward the goal is satisfactory. Success will be measured by student performance on weekly assessments. It is expected that 30% of the students will score 70% or better on the assessments. If that criteria is not reached, then the content will be retaught.

Daily Maintenance will occur on previously taught content. The teachers and the Instructional Specialists for reading and mathematics will collaborate to assure that maintenance includes all assessed content and in particular those benchmarks that are specifically historically troublesome to 3rd grade students.

**Person Responsible**

Latonya Rollinson

**Schedule**

Monthly, from 9/25/2017 to 5/11/2018

**Evidence of Completion**

Improved student performance in reading and math as determined by Star Early Literacy, Star and i-Ready data.

**G2.** By the end of the 2017-2018 school year, there will be a 10 percent reduction in the number of chronically absent staff and students. Chronically absent is defined as those individuals who are absent 10% or more of a school year. 1a

G091777

**Targets Supported** 1b

Indicator	Annual Target
Attendance rate	10.0

**Targeted Barriers to Achieving the Goal** 3

- Parents or caregivers not understanding the importance of attendance in school.
- Parental stress.

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Parent Services, Parent Liaison

**Plan to Monitor Progress Toward G2.** 8

Collect and analyze attendance data of all chronically absent students.

**Person Responsible**

Ronald Peterson

**Schedule**

Weekly, from 8/14/2017 to 5/11/2018

**Evidence of Completion**

Increased number of students eligible for perfect attendance awards, decreased number of students with attendance indicator on the EWS

## Action Plan for Improvement

*For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.*

### Problem Solving Key

**G** = Goal                      **B** =  
   Barrier                      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key

**G1.** By the end of the 2017-2018 school year, there will be an increase in the number of students scoring at or above Level 3 on the ELA portion of the FSA. **1**

 G091776

**G1.B1** Limited differentiated lessons to address multiple learning styles and student performance. **2**

 B245610

**G1.B1.S1** Implement small group instruction across grade levels. **4**

 S258890

### **Strategy Rationale**

To provide students with a foundation essential to understanding foundational concepts in all core subject areas.

### **Action Step 1** **5**

The use of an ELA Framework that outlines and provides a common learning experience across all grade levels. It outlines student expectations aligned to the Florida Standards Assessment.

#### **Person Responsible**

Ronald Peterson

#### **Schedule**

Weekly, from 8/14/2017 to 5/11/2018

#### **Evidence of Completion**

Pacing Guide, Focus Calendar, Assessments,

### **Action Step 2** **5**

Provide standards-based instruction in all core subjects

#### **Person Responsible**

Ronald Peterson

#### **Schedule**

Daily, from 8/14/2017 to 5/11/2018

#### **Evidence of Completion**

Lesson plans



**Action Step 3** 5

Provide professional learning to teachers with a focus on expanding vocabulary, teaching comprehension, conducting lab assignments, and administering assessments.

**Person Responsible**

Ronald Peterson

**Schedule**

Monthly, from 8/14/2017 to 5/11/2018

***Evidence of Completion***

ePDC records, Sign-in sheets, Agenda

**Plan to Monitor Fidelity of Implementation of G1.B1.S1** 6

The core curricular areas of ELA, Math and Science will be taught according to the Frameworks and Focus Calendars that assures that prerequisite skills are taught and learned. Informal observations and data review in will allow stakeholders to determine if the strategies are implemented with fidelity.

**Person Responsible**

Ronald Peterson

**Schedule**

Monthly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Observations, Grade Group Meeting Minutes, Data from Assessments

**Plan to Monitor Effectiveness of Implementation of G1.B1.S1** 7

Data to be collected will be scores and item analysis from Performance Matters, i-Ready, Star and Star Early Literacy. For each assessment, the monitoring team will determine how effective implementation strategies have been. If data indicates a specific percentage of students did not master the content, it will be retaught. In addition, data will be monitored to determine the maintenance activities per the FCIM Model.

**Person Responsible**

Ronald Peterson

**Schedule**

Monthly, from 8/14/2017 to 5/12/2018

**Evidence of Completion**

Observation notes, notes from Leadership Team, Data from Performance Matters, Star Early Literacy, Star

**G1.B1.S2** Provide professional learning to teachers with a focus on expanding vocabulary, teaching comprehension, conducting lab assignments, and administering assessments. 4

 S272078

**Strategy Rationale**

Professional learning opportunities focused on areas identified through student performance data.

**Action Step 1** 5

Utilize student performance data to determine and schedule professional learning opportunities.

**Person Responsible**

Carla Wells

**Schedule**

Monthly, from 9/4/2017 to 5/11/2018

**Evidence of Completion**

ePDC records, Sign-in sheets, Agenda

**Plan to Monitor Fidelity of Implementation of G1.B1.S2** 6

Conduct classroom walk throughs

**Person Responsible**

Carla Wells

**Schedule**

Monthly, from 9/4/2017 to 5/11/2018

***Evidence of Completion***

Informal summaries, coaching notes

**Plan to Monitor Effectiveness of Implementation of G1.B1.S2** 7

Conduct classroom walk throughs

**Person Responsible**

Carla Wells

**Schedule**

Monthly, from 8/14/2017 to 5/11/2018

***Evidence of Completion***

Informal reviews, coaching logs

**G1.B1.S3** Collaborate with district prekindergarten department and local day cares to align instruction with standards in order to improve kindergarten readiness. 4

S272120

### Strategy Rationale

Addressing deficiencies that are identified early will improve students' readiness for kindergarten and lead to improve performance on state assessments in grade 3.

### Action Step 1 5

Prekindergarten director will participate in district curriculum and instruction department to align services

#### Person Responsible

Ronald Peterson

#### Schedule

Weekly, from 9/29/2017 to 5/25/2018

#### Evidence of Completion

Sign-in sheets, agenda

### Plan to Monitor Fidelity of Implementation of G1.B1.S3 6

Attendance will be maintained

#### Person Responsible

Ronald Peterson

#### Schedule

Monthly, from 9/29/2017 to 5/25/2018

#### Evidence of Completion

Sign-in sheets

**Plan to Monitor Effectiveness of Implementation of G1.B1.S3 7**

Increased number of prekindergarten students ready for kindergarten

**Person Responsible**

Latonya Rollinson

**Schedule**

Semiannually, from 9/29/2017 to 5/31/2018

**Evidence of Completion**

Star Early Literacy Data, PreK Assessment Data

**G2.** By the end of the 2017-2018 school year, there will be a 10 percent reduction in the number of chronically absent staff and students. Chronically absent is defined as those individuals who are absent 10% or more of a school year. 1

G091777

**G2.B1** Parents or caregivers not understanding the importance of attendance in school. 2

B245612

**G2.B1.S1** The Title I Parent Meetings shows the importance of parental involvement. It encourages parents to become active in the school's parent group. 4

S258891

**Strategy Rationale**

Parents can set goals with their children and foster achievement of those goals.

**Action Step 1 5**

Create a calendar of activities and events that will engage parents and families.

**Person Responsible**

Carla Wells

**Schedule**

Monthly, from 9/19/2017 to 5/11/2018

**Evidence of Completion**

School calendar with events proposed

**Plan to Monitor Fidelity of Implementation of G2.B1.S1** 6

There will be monthly parent meetings for parents of all 3rd grade students.

**Person Responsible**

Ronald Peterson

**Schedule**

Weekly, from 10/9/2018 to 10/9/2018

***Evidence of Completion***

meeting agenda, meeting sign-in sheets, notes/summaries

**Plan to Monitor Effectiveness of Implementation of G2.B1.S1** 7

Daily classroom walkthroughs, review of attendance data

**Person Responsible**

Carla Wells

**Schedule**

Weekly, from 8/21/2017 to 8/21/2017

***Evidence of Completion***

Improved attendance of staff and students

**G2.B2 Parental stress.** 2

B245613

**G2.B2.S1 A Parent Liaison serves as the voice for the parents.** 4

S258892

**Strategy Rationale**

Recognizes the needs of our children on campus and are better equip to explain these needs to our parents.

**Action Step 1** 5

The school will hold a meeting for parents of participating children to provide a chance to get to know the parents, give parents information on the Title I program and provide suggestions on ways parents can be involved in the school.

**Person Responsible**

Carla Wells

**Schedule**

Monthly, from 9/19/2017 to 5/11/2018

**Evidence of Completion**

sign-in sheets, agenda, Parent Student Teacher Compact, Climate Surveys

**Plan to Monitor Fidelity of Implementation of G2.B2.S1** 6

Favorable increase in the the number of parents responding positively on climate surveys.

**Person Responsible**

Carla Wells

**Schedule**

On 5/31/2018

**Evidence of Completion**

Teacher logs on parent contacts

**Plan to Monitor Effectiveness of Implementation of G2.B2.S1 7**

Administer surveys at the end of each parent/family event to assess whether the activity met the needs of the attendees.

**Person Responsible**

Carla Wells

**Schedule**

Monthly, from 8/21/2017 to 5/31/2018

***Evidence of Completion***


Increase in the number of parents responding favorably to the climate surveys.



## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
<b>2018</b>					
G2.B1.S1.MA1 M360306	Daily classroom walkthroughs, review of attendance data	Wells, Carla	8/21/2017	Improved attendance of staff and students	8/21/2017 weekly
G1.B1.S1.A2 A364972	Provide standards-based instruction in all core subjects	Peterson, Ronald	8/14/2017	Lesson plans	5/11/2018 daily
G1.B1.S2.A1 A364974	Utilize student performance data to determine and schedule professional learning opportunities.	Wells, Carla	9/4/2017	ePDC records, Sign-in sheets, Agenda	5/11/2018 monthly
G1.B1.S2.MA1 M390753	Conduct classroom walk throughs	Wells, Carla	9/4/2017	Informal summaries, coaching notes	5/11/2018 monthly
G1.B1.S1.A1 A340498	The use of an ELA Framework that outlines and provides a common learning experience across all...	Peterson, Ronald	8/14/2017	Pacing Guide, Focus Calendar, Assessments,	5/11/2018 weekly
G2.MA1 M360310	Collect and analyze attendance data of all chronically absent students.	Peterson, Ronald	8/14/2017	Increased number of students eligible for perfect attendance awards, decreased number of students with attendance indicator on the EWS	5/11/2018 weekly
G1.B1.S1.A3 A364973	Provide professional learning to teachers with a focus on expanding vocabulary, teaching...	Peterson, Ronald	8/14/2017	ePDC records, Sign-in sheets, Agenda	5/11/2018 monthly
G1.MA1 M360305	Walk through observations and Unify Data Management will be used to decide if progress toward the...	Rollinson, Latonya	9/25/2017	Improved student performance in reading and math as determined by Star Early Literacy, Star and i-Ready data.	5/11/2018 monthly
G1.B1.S2.MA1 M390754	Conduct classroom walk throughs	Wells, Carla	8/14/2017	Informal reviews, coaching logs	5/11/2018 monthly
G2.B2.S1.A1 A340500	The school will hold a meeting for parents of participating children to provide a chance to get to...	Wells, Carla	9/19/2017	sign-in sheets, agenda, Parent Student Teacher Compact, Climate Surveys	5/11/2018 monthly
G2.B1.S1.A1 A340499	Create a calendar of activities and events that will engage parents and families.	Wells, Carla	9/19/2017	School calendar with events proposed	5/11/2018 monthly
G1.B1.S1.MA1 M360303	Data to be collected will be scores and item analysis from Performance Matters, i-Ready, Star and...	Peterson, Ronald	8/14/2017	Observation notes, notes from Leadership Team, Data from Performance Matters, Star Early Literacy, Star	5/12/2018 monthly
G1.B1.S3.MA1 M390755	Attendance will be maintained	Peterson, Ronald	9/29/2017	Sign-in sheets	5/25/2018 monthly
G1.B1.S3.A1 A364975	Prekindergarten director will participate in district curriculum and instruction department to...	Peterson, Ronald	9/29/2017	Sign-in sheets, agenda	5/25/2018 weekly
G1.B1.S1.MA1 M360304	The core curricular areas of ELA, Math and Science will be taught according to the Frameworks and...	Peterson, Ronald	8/14/2017	Observations, Grade Group Meeting Minutes, Data from Assessments	5/31/2018 monthly
G2.B2.S1.MA1 M379825	Favorable increase in the the number of parents responding positively on climate surveys.	Wells, Carla	8/14/2017	Teacher logs on parent contacts	5/31/2018 one-time
G2.B2.S1.MA1 M360308	Administer surveys at the end of each parent/family event to assess whether the activity met the...	Wells, Carla	8/21/2017	Increase in the number of parents responding favorably to the climate surveys.	5/31/2018 monthly
G1.B1.S3.MA1 M390756	Increased number of prekindergarten students ready for kindergarten	Rollinson, Latonya	9/29/2017	Star Early Literacy Data, PreK Assessment Data	5/31/2018 semiannually

**Gadsden - 0041 - George W. Munroe Elem. School - 2017-18 SIP**  
*George W. Munroe Elementary School*

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
G2.B1.S1.MA1  M360307	There will be monthly parent meetings for parents of all 3rd grade students.	Peterson, Ronald	10/9/2018	meeting agenda, meeting sign-in sheets, notes/summaries	10/9/2018 weekly

## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

**G1.** By the end of the 2017-2018 school year, there will be an increase in the number of students scoring at or above Level 3 on the ELA portion of the FSA.

**G1.B1** Limited differentiated lessons to address multiple learning styles and student performance.

**G1.B1.S1** Implement small group instruction across grade levels.

### PD Opportunity 1

The use of an ELA Framework that outlines and provides a common learning experience across all grade levels. It outlines student expectations aligned to the Florida Standards Assessment.

#### Facilitator

Administrators

#### Participants

All Teachers

#### Schedule

Weekly, from 8/14/2017 to 5/11/2018

### PD Opportunity 2

Provide standards-based instruction in all core subjects

#### Facilitator

Dr. Ida Walker, Mrs. Sarah Knight, Mr. Abria Harris

#### Participants

Classroom teachers

#### Schedule

Daily, from 8/14/2017 to 5/11/2018

### PD Opportunity 3

Provide professional learning to teachers with a focus on expanding vocabulary, teaching comprehension, conducting lab assignments, and administering assessments.

#### Facilitator

Dr. Ida Walker, Mrs. Sarah Knight, Mr. Abria Harris

#### Participants

Classroom teachers

#### Schedule

Monthly, from 8/14/2017 to 5/11/2018

**G1.B1.S2** Provide professional learning to teachers with a focus on expanding vocabulary, teaching comprehension, conducting lab assignments, and administering assessments.

### PD Opportunity 1

Utilize student performance data to determine and schedule professional learning opportunities.

#### Facilitator

Dr. Ida Walker

#### Participants

Classroom teachers

#### Schedule

Monthly, from 9/4/2017 to 5/11/2018

## VI. Technical Assistance Items

Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.

**G1.** By the end of the 2017-2018 school year, there will be an increase in the number of students scoring at or above Level 3 on the ELA portion of the FSA.

**G1.B1** Limited differentiated lessons to address multiple learning styles and student performance.

**G1.B1.S3** Collaborate with district prekindergarten department and local day cares to align instruction with standards in order to improve kindergarten readiness.

### TA Opportunity 1

Prekindergarten director will participate in district curriculum and instruction department to align services

#### Facilitator

Ms. Tammy McGriff Farlin

#### Participants

School administrators, Instructional specialists

#### Schedule

Weekly, from 9/29/2017 to 5/25/2018

## VII. Budget

1	G1.B1.S1.A1	The use of an ELA Framework that outlines and provides a common learning experience across all grade levels. It outlines student expectations aligned to the Florida Standards Assessment.				\$275,401.00
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
	5100	130-Other Certified Instructional Personnel	0041 - George W. Munroe Elem. School	Title, I Part A	1.0	\$44,000.00
			<i>Notes: Salary for the Instructional Specialist for mathematics (.80)</i>			
	5100	200-Employee Benefits	0041 - George W. Munroe Elem. School	Title, I Part A		\$11,000.00
			<i>Notes: Benefits</i>			
	5100	510-Supplies	0041 - George W. Munroe Elem. School	UniSIG		\$15,000.00
			<i>Notes: Materials and supplies necessary to provide instruction in core curricular areas.</i>			
	5500	360-Rentals	0041 - George W. Munroe Elem. School	UniSIG		\$35,000.00
			<i>Notes: Instructional software for classroom use (diagnostics and interventions)</i>			

**Gadsden - 0041 - George W. Munroe Elem. School - 2017-18 SIP**  
*George W. Munroe Elementary School*

	5500	510-Supplies	0041 - George W. Munroe Elem. School	UniSIG		\$55,401.00
			<i>Notes: Supplies and resources for early learning including manipulatives, book bags,</i>			
	6100	130-Other Certified Instructional Personnel	0041 - George W. Munroe Elem. School	UniSIG		\$45,000.00
			<i>Notes: Early learning interventionist to provide strategic support and interventions including addressing early warning indicators</i>			
	6100	200-Employee Benefits	0041 - George W. Munroe Elem. School	UniSIG		\$15,000.00
			<i>Notes: Benefits for Early Learning Interventionist</i>			
	5500	641-Furniture, Fixtures and Equipment Capitalized	0041 - George W. Munroe Elem. School	UniSIG		\$5,000.00
			<i>Notes: Capitalized furniture for charging carts for laptops and digital devices being used for classroom instruction</i>			
	5500	644-Computer Hardware Non-Capitalized	0041 - George W. Munroe Elem. School	UniSIG		\$50,000.00
			<i>Notes: Computer hardware and digital devices to improve technology access for instructional purposes, including Nooks, iPads and laptop computers</i>			
<b>2</b>	<b>G1.B1.S1.A2</b>	<b>Provide standards-based instruction in all core subjects</b>				<b>\$0.00</b>
<b>3</b>	<b>G1.B1.S1.A3</b>	<b>Provide professional learning to teachers with a focus on expanding vocabulary, teaching comprehension, conducting lab assignments, and administering assessments.</b>				<b>\$0.00</b>
<b>4</b>	<b>G1.B1.S2.A1</b>	<b>Utilize student performance data to determine and schedule professional learning opportunities.</b>				<b>\$0.00</b>
<b>5</b>	<b>G1.B1.S3.A1</b>	<b>Prekindergarten director will participate in district curriculum and instruction department to align services</b>				<b>\$0.00</b>
<b>6</b>	<b>G2.B1.S1.A1</b>	<b>Create a calendar of activities and events that will engage parents and families.</b>				<b>\$2,600.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
	6150	510-Supplies	0041 - George W. Munroe Elem. School	Title, I Part A		\$2,600.00
			<i>Notes: Materials and supplies for parent and family engagement activities</i>			
<b>7</b>	<b>G2.B2.S1.A1</b>	<b>The school will hold a meeting for parents of participating children to provide a chance to get to know the parents, give parents information on the Title I program and provide suggestions on ways parents can be involved in the school.</b>				<b>\$0.00</b>
					<b>Total:</b>	<b>\$278,001.00</b>

Gadsden County Schools

# Greensboro Elementary School



2017-18 School Improvement Plan

## Greensboro Elementary School

559 GREENSBORO HWY, Quincy, FL 32351

<http://www.gcps.k12.fl.us/>

### School Demographics

<p><b>School Type and Grades Served</b> (per MSID File)</p> <p>Elementary School PK-3</p>	<p><b>2016-17 Title I School</b></p> <p>Yes</p>	<p><b>2016-17 Economically Disadvantaged (FRL) Rate</b> (As Reported on Survey 3)</p> <p>100%</p>
<p><b>Primary Service Type</b> (per MSID File)</p> <p>K-12 General Education</p>	<p><b>Charter School</b></p> <p>No</p>	<p><b>2016-17 Minority Rate</b> (Reported as Non-white on Survey 2)</p> <p>83%</p>

### School Grades History

Year	2016-17	2015-16	2014-15	2013-14
Grade	C	C	D*	C

*\*Informational Baseline School Grade*

**Note:** The school grades calculation was revised substantially for the 2014-15 school year to implement statutory changes made by the 2014 Legislature and incorporate the new Florida Standards Assessments. The 2014-15 school grades serve as informational baseline data that schools can use to improve in future years.

### School Board Approval

This plan is pending approval by the Gadsden County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.



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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies

## Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

### DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

### DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

### 2017-18 DA Category and Statuses for Greensboro Elementary School

DA Region and RED	DA Category and Turnaround Status
Northwest - <a href="#">Wallace Selph</a>	Not In DA - N/A

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

The mission of the Greensboro Elementary School, is to foster a love of learning in an innovative, cooperative climate using research based programs and educational best practices.

##### b. Provide the school's vision statement

Our vision at Greensboro Elementary, is to provide students with opportunities to learn valuable skills in Reading , Writing, Math, and Science from caring and supportive teachers and staff.

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

Greensboro Elementary teachers and staff are culturally aware of the students and their community. Administration ensures that all new teachers are acclimated to the community by taking teachers on tours of the community. Parent EXPOS and Parent involvement nights also give teachers an opportunity to interact with parents/guardians in an effort to build by in from parents.

##### b. Describe how the school creates an environment where students feel safe and respected before, during and after school

Greensboro Elementary teachers take an active role in securing the safety of its students. All students are instructed to inform adults about any situation they need help with. Furthermore, they are instructed to report any situation the teacher does not address to the Principal, Assistant Principal, or Guidance Counselor. The guidance counselor works with individual students and small groups of students on conflict resolution strategies. Teachers and parents are encouraged to communicate frequently so the students progress academically and socially can be discussed.

##### c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced

The school wide behavioral system or PBS is a positive reinforcement system that rewards good behavior and outlines the behaviors that are expected from the students on a daily basis. Bulldog bucks are used to track students behavior a compliance to expected behaviors. There are dates on the calendar that are set aside so students earning Bulldog Bucks have an opportunity to spend on different activities or items.

##### d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services

The school's Student Study Team is responsible for monitoring students needs as reported by teachers, The team meets weekly when teachers have any concerns about academics or behavior that may influence a child's well being.

#### 3. Early Warning Systems

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

**a. Describe the school's early warning system and provide a list of the early warning indicators used in the system**

The school's procedure for tracking attendance is initiated with the classroom teachers. They take attendance daily and make parental contact with any student missing more than 3 consecutive days in a row or 6 days during the 9 week period. If the problem continues the student is referred to the guidance counselor that sends a certified letter to the parent outlining the rights and responsibilities of the parent in regard to school attendance. Suspensions are minimal but are monitored by guidance and administration. Any student with more than one suspension is subject to a student study team meeting to discuss behavior plans and management strategies for home and school. Course data and state assessment data are monitored and used to identify students that may be at risk.

**b. Provide the following data related to the school's early warning system**

**1. The number of students by grade level that exhibit each early warning indicator:**

Indicator	Grade Level													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Attendance below 90 percent	15	18	6	6	0	0	0	0	0	0	0	0	0	45
One or more suspensions	0	0	0	4	0	0	0	0	0	0	0	0	0	4
Course failure in ELA or Math	0	0	0	0	0	0	0	0	0	0	0	0	0	
Level 1 on statewide assessment	0	0	0	22	0	0	0	0	0	0	0	0	0	22

**The number of students identified by the system as exhibiting two or more early warning indicators:**

Indicator	Grade Level													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Students exhibiting two or more indicators	0	0	0	8	0	0	0	0	0	0	0	0	0	8

**c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**

We try and target students at risk by enrolling them in the after school program. We give incentive rewards to students with good attendance. The PBS helps reward students for positive behaviors and encourage students to become better students socially and academically.

**B. Family and Community Engagement**

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2) and (b)(7)(A)(iii)(I).

**1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress**

**a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?**

No

**1. PFEP Link**

The school completes a Parental Involvement Plan (PFEP), which is available at the school site.

**2. Description**

The school will continue to utilize Parent Expo's, School Advisory Council and PTA meetings to communicate the expectations and engage parents in our efforts. Parent conference will also be a venue to share students' process and inform parents on ways to improve student performance. Meetings will be held at times that are convenient for parents.

**2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement**

The school district is working to build partnerships that will support community engagement. Local restaurants have agreed to support the superintendent's efforts to facilitate school attendance by offering discounts and other incentives to students who maintain perfect attendance each grading period. The retired teachers' association has also agreed to support school efforts.

**C. Effective Leadership**

**1. School Leadership Team**

**a. Membership**

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Akins, Zola	Assistant Principal
Pitts, Stephen	Principal
Weeks, Dawn	Instructional Media
Joseph, Sandra	Teacher, K-12
Bates-Jackson, Erica	Teacher, K-12
Castenada, Gloria	Teacher, K-12
Murphy, Sallie	Teacher, K-12

**b. Duties**

**1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making**

A member of administration (Principal or Assistant Principal) participates in the MTSS team meetings and provides valuable information about the allocation of resources, and monitors intervention fidelity. School coaches assist in monitoring intervention fidelity, providing teachers with appropriate interventions and conducting progress monitoring probes. School Counselors generally schedule MTSS team meetings, facilitate meetings, discuss student referrals with teachers, conduct observations of referred students, and monitor intervention fidelity. School Psychologists play a critical role in ensuring that all parties understand the MTSS process. In addition, School Psychologists assist in facilitating meetings, analyzing data, suggesting appropriate interventions and monitoring intervention fidelity.

**2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact**

The effectiveness of core intervention is assessed by analyzing student performance on measures such as I-Ready and District assessments as well as through weekly classroom assessments. As a rule of thumb, at least 70% of the students should be achieving at or above grade level expectations. Within an MTSS framework, student data is entered into Skyward where the class average for each student is computed automatically. Consequently, classroom performance can be easily analyzed. Retention information, FCAT scores, I-Ready Diagnostics, and district benchmark assessments are all analyzed to determine which students need additional support. The progress of struggling students is monitored and trend lines indicate whether or not student performance is improving, regressing or plateauing. The gap between students' performance and that of their peers is also analyzed to determine the level of support that students require.

Teachers receive support through a Multi-tiered System of Supports as they are a very integral part of the Student Study Team meetings that are held to determine which support and resources are necessary in order to meet the needs of individual students. Teachers receive guidance from a group of professionals and related service providers who collaborate (along with the student's parents) to determine interventions, resources and services that will appropriately meet student needs.

#### Title I, Part A

Part A Title I, Part A funds will be used to fund supplemental resources, activities and personnel in the areas where the school failed to make AYP, specifically reading, mathematics and science. Such funding includes salaries for teachers and paraprofessionals, licensure for computer-assisted instruction and supplemental resources such as reading intervention kits, science kits and Kaplan resources. Title I, Part A will also provide support to teachers to become highly-qualified through tuition reimbursement for college courses or fee reimbursement for the teacher certification examination. Eligible students will be encouraged to enroll in Supplemental Educational Services (SES), and free tutoring, which is funded through Title I, Part A, and NCLB Public School Options. Title I, Part A will also support the school in parent involvement activities and resources by offering funding for attendance of in-services and conferences for parents and parent liaisons. Further, Title I, Part A will support the VPK program by through a program extension to include teacher and paraprofessional salaries and the provision of supplemental supplies.

#### Title I, Part C- Migrant

#### Title I, Part D

Migrant Liaison provides services and support to students and parents. The liaison coordinates with Title I and other programs to ensure student needs are met.

#### Title II

District receives supplemental funds for improving basic education programs through the purchase of small equipment to supplement education programs.

#### Title III

Services are provided through the district for education materials and ELL district support services to improve the education of immigrant and English Language Learners.

#### Title X- Homeless

District Homeless Social Worker provides resources (clothing, school supplies, and social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education.

#### Supplemental Academic Instruction (SAI)

SAI funds will be coordinated with Title I funds to provide after-school support for Level 1 readers

## 2. School Advisory Council (SAC)

### a. Membership

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Greensboro Methodist Church	Business/Community
Gloria Castenada	Teacher
Sycamore Methodist Church	Business/Community
Stephen Pitts	Principal
Latina Pride-Gadeo	Parent
Maria Flores	Parent
Rosalvia Ortiz	Parent
Martha Trejo	Parent
Leslie Childress	Parent
Dawn Weeks	Education Support Employee
Pine Bloom Primitive Baptist Church	Business/Community
Sherinika Wilson	Parent

### b. Duties

#### **1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2).

##### *a. Evaluation of last year's school improvement plan*

The SAC met and discussed the school performance from the previous year in relation to the goals that were created. We looked at what goals needed to be addressed for the current year and came up with strategies to best help us meet those goals.

##### *b. Development of this school improvement plan*

The SAC met at the beginning of the school year to discuss the school's previous year's performance and recommendations to foster student achievement. The plan is presented to the SAC to approve after revising with their input.

##### *c. Preparation of the school's annual budget and plan*

.

#### **2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

School improvement funds when available are dispersed under the guidance of the School Advisory Council. When ever a need arises, a proposal is presented to the SAC for their approval. Also, when School recognition money is available the SAC helps develop a plan for teacher and staff bonuses.

#### **3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

##### *a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements*



### 3. Literacy Leadership Team (LLT)

#### a. Membership

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:

Name	Title
Akins, Zola	Assistant Principal
Clark, Debra	
Murphy, Sallie	Teacher, K-12
Taylor, Jeanne	Teacher, ESE
Weeks, Dawn	Instructional Media
Castenada, Gloria	Teacher, K-12
Kauffman, Megan	Teacher, K-12

#### b. Duties

##### 1. Describe how the LLT or similar group promotes literacy within the school, if applicable

The team will work to effectively use the results of the I-Ready Diagnostic test to move our students and their teachers in appropriate goal setting for learning to read and reading to learn. We will also work to significantly increase the complexity of our reading instruction and student tasks to better align with Florida Standards. The Literacy Leadership Team will meet to review the most recent data and problem solve ways to meet the needs of students at the individual, class and school levels. The team will also spend time developing ways to provide enrichment to those students who are showing continual mastery. The Read N Quiz program was selected to by the LLT team to give students more eye to print opportunities and devise a rewards program for participation. Professional development needs will also be discussed, planned and implemented through the input of the team. Some modeling and PD opportunities will be provided by the LLT. Community involvement activities will be planned to bridge the gap between home and school literacy. GES participated in the Read for the Record during Literacy Week to boost student independent reading.

### D. Public and Collaborative Teaching

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(IV).

#### 1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction

Common planning times are established to ensure that all teachers have adequate time to plan with colleagues and participate in lesson study.

#### 2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school

1. In order to assist instructors and paraprofessionals who are not highly qualified to satisfy the requirements for becoming highly qualified employees, the district/school level support includes, but is not limited to the following:

1) Securing highly knowledgeable subject area trainers and mentors;

2) Continuing partnership with Panhandle Area Educational Consortium (PAEC), Florida Agricultural and Mechanical University (FAMU), Florida State University (FSU), Tallahassee Community College (TCC),

and the Department of Education Teacher Recruitment and Retention Office;

The focus of the partnership above is to continue to utilize the expertise and services offered by each of the constituents to provide resources and/or professional development opportunities that will help the district to develop, as well as recruit and/or retain highly qualified personnel; and

3) The district's Human Resource Department and the school level administrators are also assisting instructional employees with meeting the requirements for highly qualified through the HOUSSSE process, Alternative Certification, and by providing assistance with tuition or examination fees to targeted employees.

4) In addition to district efforts to recruit teachers , the school has fostered a relationship with FSU's and FAMU's college of education. This relationship gives their students opportunities to interact on our campus and become familiar with faculty and administration.

### **3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

New teachers are paired with highly effective veteran teachers to guide them through their first year of teaching. The mentoring teacher is responsible for answering questions and providing opportunities for the new teacher to grow. Shadowing and modeling opportunities are provided so the new teacher has a frame of reference when setting up his/her classroom and behavior plan.

## **E. Ambitious Instruction and Learning**

### **1. Instructional Programs and Strategies**

#### **a. Instructional Programs**

##### ***1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards***

All instructional programs go through a review process at the school level. Teachers are selected to review different programs and meet in their respective grade groups to discuss how each program addresses the standards and the overall needs of the school. Representatives from the school are then sent to the district adoption meeting, where they will give the schools selection to the and insight to the district committee.

#### **b. Instructional Strategies**

##### ***1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments***

Standardized Test Data is reviewed at the beginning of each year so teachers are aware of students that need intervention. Small group and center activities are used to allow teachers an opportunity to do teacher led groups with students. Data from I-Ready is used to determine student needs and provide the appropriate intervention material.

##### ***2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:***

**Strategy: After School Program**

**Minutes added to school year: 36,720**

The 21st Century After School program is offered to 1st - 5th grade students. Preference is given to students that scored a level 1 or 2 on FCAT 2.0 Math or Reading.

**Strategy Rationale**

Through the use of PBLs students will use math and reading skills to complete thematic projects.

**Strategy Purpose(s)**

- Enrichment

**Person(s) responsible for monitoring implementation of the strategy**

Pitts, Stephen, pittss@gcpsmail.com

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

I-Ready CAI is used daily for students that attend the after school program. This system allows us to take a look at time on task, grade level equivalence, and percentage correct.

**Strategy: Extended School Day**

**Minutes added to school year: 10,800**

Increase Reading instruction for an additional hour daily.

**Strategy Rationale**

Increased time on task and eye to print should improve reading skills.

**Strategy Purpose(s)**

- Core Academic Instruction

**Person(s) responsible for monitoring implementation of the strategy**

Pitts, Stephen, pittss@gcpsmail.com

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

I-Ready will be used to progress monitor and determine growth for all students.

## 2. Student Transition and Readiness

### a. PreK-12 Transition

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(V).

#### 1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another

There is currently 1 Pre-K class on campus funded by Title I and VPK. Pre-K parents will be invited to a "Get Acquainted" session during the last month of school. They will meet the Kindergarten teachers, discuss school and district policies concerning attendance, curriculum, and discipline. They

will meet the principal and special area teachers, as well. During the last week of school the Pre-K class will be divided among the three kindergarten classes and they will attend lunch, and special area classes with kindergarten. Informational materials pertaining to this transition from the district's Pre-K office will be shared with parents. The success of these efforts will be monitored by evaluating students during the early weeks of school. The school in conjunction with West Gadsden High School provides rising sixth grades a day to visit the High School and meet the administration and staff. It also gives them an opportunity to fill out registration papers.

## **b. College and Career Readiness**

**1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations**

NA

**2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs**

NA

**3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement**

NA

**4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

NA

## **II. Needs Assessment**

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(6).

### **A. Problem Identification**

#### **1. Data to Support Problem Identification**

##### **b. Data Uploads**

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

*No files were uploaded*

#### **2. Problem Identification Summary**

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

### **B. Problem Analysis Summary**

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why"? or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

**C. Strategic Goals**

## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

 = Problem Solving Step     S123456 = Quick Key

## Strategic Goals Summary

- G1.** By the end of the 2017-2018 school year, the number of students scoring level 3 or above on the FSA mathematics, will increase by 10%.
  
- G2.** By the end of the 2017-2018 school year, the number of students scoring level 3 or above on the FSA ELA, will increase by 10%.

## Strategic Goals Detail

For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.

**G1.** By the end of the 2017-2018 school year, the number of students scoring level 3 or above on the FSA mathematics, will increase by 10%. 1a

G092094

**Targets Supported** 1b

Indicator	Annual Target
FSA Mathematics Achievement	41.0

**Targeted Barriers to Achieving the Goal** 3

- Time Constraints

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- GO Math
- Acaletics
- i-Ready

**Plan to Monitor Progress Toward G1.** 8

I-Ready Diagnostics, Acaletics testing and FSA results..

**Person Responsible**

Stephen Pitts

**Schedule**

On 5/18/2018

**Evidence of Completion**

Increased number of students scoring at or above Level 3 on FSA Mathematics

**G2.** By the end of the 2017-2018 school year, the number of students scoring level 3 or above on the FSA ELA, will increase by 10%. 1a

G092095

**Targets Supported** 1b

Indicator	Annual Target
FSA ELA Achievement	21.0

**Targeted Barriers to Achieving the Goal** 3

- Core Reading program being taught without fidelity.
- Insufficient amount of time spent actively engaged with text on a daily basis.

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Journeys Core Reading Program
- i-Ready
- Journeys Intervention Program for tier 2 students.
- Florida Ready Workbooks aligned with FL Standards
- Accelerated Reader

**Plan to Monitor Progress Toward G2.** 8

Progress monitoring

**Person Responsible**

Stephen Pitts

**Schedule**

Monthly, from 9/11/2017 to 5/14/2018

**Evidence of Completion**

Accelerated Reader Reports



## Action Plan for Improvement


For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.

### Problem Solving Key

**G** = Goal                      **B** =  
Barrier                      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key


**G1.** By the end of the 2017-2018 school year, the number of students scoring level 3 or above on the FSA mathematics, will increase by 10%. **1**

 G092094

**G1.B1** Time Constraints **2**

 B246646

**G1.B1.S1** Teachers will utilize small group instruction/centers to address the individual needs of students. After school will be prioritized for struggling students. **4**

 S260101

### Strategy Rationale

By creating instructional groups, teachers will be able to differentiate instruction and increase the amount of time available to assist students.

### Action Step 1 **5**

Establish instructional groups using i-Ready diagnostic data.

#### Person Responsible

Zola Akins

#### Schedule

On 5/25/2018

#### Evidence of Completion

Lesson plans reflecting the instructional groups

**Plan to Monitor Fidelity of Implementation of G1.B1.S1** 6

Administrators will review lesson plans and conduct walk throughs

**Person Responsible**

Stephen Pitts

**Schedule**

Monthly, from 9/25/2017 to 5/25/2018

***Evidence of Completion***

Summary of walk throughs

**Plan to Monitor Effectiveness of Implementation of G1.B1.S1** 7

Review progress monitoring data

**Person Responsible**

Zola Akins

**Schedule**

On 5/31/2018

***Evidence of Completion***

Improved student performance in i-Ready and Acaletics

**G2.** By the end of the 2017-2018 school year, the number of students scoring level 3 or above on the FSA ELA, will increase by 10%. 1

G092095

**G2.B1** Core Reading program being taught without fidelity. 2

B246648

**G2.B1.S1** Reading Coach will assist teachers with Journeys implementation. 4

S259981

### Strategy Rationale

#### Action Step 1 5

Reading Coach will work with teachers in grades K-3 to strengthen their delivery of the Journeys Reading Program

#### Person Responsible

Zola Akins

#### Schedule

Weekly, from 9/11/2017 to 5/14/2018

#### Evidence of Completion

Reading Coach will observe instruction, plan with teachers , model for teachers, and debrief with administration.

#### Plan to Monitor Fidelity of Implementation of G2.B1.S1 6

Planning schedules for teachers will be set to meet with ETO and administration.

#### Person Responsible

#### Schedule

Quarterly, from 9/1/2016 to 5/26/2017

#### Evidence of Completion

**Plan to Monitor Effectiveness of Implementation of G2.B1.S1** 7

Administrators will participate in the planning between grade group levels and ETO.

**Person Responsible**

Stephen Pitts

**Schedule**

On 5/26/2017

**Evidence of Completion**

Walk-throughs and observations

**G2.B3** Insufficient amount of time spent actively engaged with text on a daily basis. 2

B246650

**G2.B3.S1** Students will be participate in the Accelerated Reader Program to increase the amount of time they spend actively engaged in eye to print reading. 4

S259982

**Strategy Rationale**

**Action Step 1** 5

Accelerated Reader reports will be pulled bi-weekly to monitor student participation and progress.

**Person Responsible**

Dawn Weeks

**Schedule**

Monthly, from 9/11/2017 to 5/14/2018

**Evidence of Completion**

Accelerated Reader Reports

**Plan to Monitor Fidelity of Implementation of G2.B3.S1** 6

Reports will be turned in monthly to administration.

**Person Responsible**

Dawn Weeks

**Schedule**

Biweekly, from 8/17/2015 to 5/20/2016

***Evidence of Completion***

Read N Quiz reports will be monitored bi-weekly.

**Plan to Monitor Effectiveness of Implementation of G2.B3.S1** 7

Check to see if student Lexile level is increasing.

**Person Responsible**

Stephen Pitts

**Schedule**

Monthly, from 10/25/2017 to 5/1/2018

***Evidence of Completion***

S259983

### Strategy Rationale

Additional hour mandated for lowest 300 schools.

### Action Step 1 5

All students will participate in an additional hour of Reading instruction daily.

#### Person Responsible

Zola Akins

#### Schedule

On 5/14/2018

#### Evidence of Completion

FL Ready Pre and Post Test

## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
<b>2018</b>					
G2.B3.S1.MA1 M362611	Reports will be turned in monthly to administration.	Weeks, Dawn	8/17/2015	Read N Quiz reports will be monitored bi-weekly.	5/20/2016 biweekly
G2.B1.S1.MA1 M362608	Administrators will participate in the planning between grade group levels and ETO.	Pitts, Stephen	9/2/2016	Walk-throughs and observations	5/26/2017 one-time
G2.B1.S1.MA1 M362609	Planning schedules for teachers will be set to meet with ETO and administration.		9/1/2016		5/26/2017 quarterly
G2.B3.S1.MA1 M362610	Check to see if student Lexile level is increasing.	Pitts, Stephen	10/25/2017		5/1/2018 monthly
G2.MA1 M362612	Progress monitoring	Pitts, Stephen	9/11/2017	Accelerated Reader Reports	5/14/2018 monthly
G2.B1.S1.A1 A342131	Reading Coach will work with teachers in grades K-3 to strengthen their delivery of the Journeys...	Akins, Zola	9/11/2017	Reading Coach will observe instruction, plan with teachers , model for teachers, and debrief with administration.	5/14/2018 weekly
G2.B3.S1.A1 A342132	Accelerated Reader reports will be pulled bi-weekly to monitor student participation and progress.	Weeks, Dawn	9/11/2017	Accelerated Reader Reports	5/14/2018 monthly
G2.B3.S2.A1 A342133	All students will participate in an additional hour of Reading instruction daily.	Akins, Zola	9/11/2017	FL Ready Pre and Post Test	5/14/2018 one-time
G1.MA1 M362607	I-Ready Diagnostics, Acaletics testing and FSA results..	Pitts, Stephen	9/29/2017	Increased number of students scoring at or above Level 3 on FSA Mathematics	5/18/2018 one-time
G1.B1.S1.MA1 M382332	Administrators will review lesson plans and conduct walk throughs	Pitts, Stephen	9/25/2017	Summary of walk throughs	5/25/2018 monthly
G1.B1.S1.A1 A357880	Establish instructional groups using i-Ready diagnostic data.	Akins, Zola	9/4/2017	Lesson plans reflecting the instructional groups	5/25/2018 one-time
G1.B1.S1.MA1 M382333	Review progress monitoring data	Akins, Zola	9/29/2017	Improved student performance in i-Ready and Acaletics	5/31/2018 one-time

## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

**G1.** By the end of the 2017-2018 school year, the number of students scoring level 3 or above on the FSA mathematics, will increase by 10%.

### **G1.B1** Time Constraints

**G1.B1.S1** Teachers will utilize small group instruction/centers to address the individual needs of students. After school will be prioritized for struggling students.

#### **PD Opportunity 1**

Establish instructional groups using i-Ready diagnostic data.

##### **Facilitator**

Dr. Ida Walker

##### **Participants**

All classroom teachers

##### **Schedule**

On 5/25/2018



## VI. Technical Assistance Items

Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.

## VII. Budget

1	G1.B1.S1.A1	Establish instructional groups using i-Ready diagnostic data.				\$17,500.00
Function	Object	Budget Focus	Funding Source	FTE	2017-18	
6300	200-Employee Benefits	0141 - Greensboro Elementary School			\$2,500.00	
<i>Notes: Benefits for instructional specialist for mathematics</i>						
6300	160-Other Support Personnel	0141 - Greensboro Elementary School	Title, I Part A		\$15,000.00	
<i>Notes: Instructional specialist for mathematics</i>						
2	G2.B1.S1.A1	Reading Coach will work with teachers in grades K-3 to strengthen their delivery of the Journeys Reading Program				\$30,600.00
Function	Object	Budget Focus	Funding Source	FTE	2017-18	
6300	160-Other Support Personnel	0141 - Greensboro Elementary School	Title, I Part A	0.2	\$25,000.00	
<i>Notes: Salaries for instructional specialist for reading</i>						
6300	200-Employee Benefits	0141 - Greensboro Elementary School	Title, I Part A		\$5,600.00	
<i>Notes: Benefits for instructional specialist for reading</i>						
3	G2.B3.S1.A1	Accelerated Reader reports will be pulled bi-weekly to monitor student participation and progress.				\$3,300.00
Function	Object	Budget Focus	Funding Source	FTE	2017-18	
		0141 - Greensboro Elementary School	Title I, Part A		\$3,300.00	
4	G2.B3.S2.A1	All students will participate in an additional hour of Reading instruction daily.				\$72,000.00
Function	Object	Budget Focus	Funding Source	FTE	2017-18	
		0141 - Greensboro Elementary School			\$72,000.00	
<b>Total:</b>					<b>\$123,400.00</b>	

Gadsden County Schools

# Havana Magnet School



## 2017-18 School Improvement Plan

## Havana Magnet School

1210 KEMP RD, Havana, FL 32333

<http://www.gcps.k12.fl.us/>

### School Demographics

<b>School Type and Grades Served</b> (per MSID File)	<b>2016-17 Title I School</b>	<b>2016-17 Economically Disadvantaged (FRL) Rate</b> (As Reported on Survey 3)
Combination School PK-8	Yes	100%
<b>Primary Service Type</b> (per MSID File)	<b>Charter School</b>	<b>2016-17 Minority Rate</b> (Reported as Non-white on Survey 2)
K-12 General Education	No	96%

### School Grades History

Year	2016-17	2015-16	2014-15	2013-14
Grade	A	C	D*	F

*\*Informational Baseline School Grade*

**Note:** The school grades calculation was revised substantially for the 2014-15 school year to implement statutory changes made by the 2014 Legislature and incorporate the new Florida Standards Assessments. The 2014-15 school grades serve as informational baseline data that schools can use to improve in future years.

### School Board Approval

This plan is pending approval by the Gadsden County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies

## Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

### DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

### DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

### 2017-18 DA Category and Statuses for Havana Magnet School

DA Region and RED	DA Category and Turnaround Status
Northwest - <a href="#">Wallace Selph</a>	Not In DA - N/A

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

The mission of Havana Magnet School is to deliver integrated curricula rich in communication and creativity from master teachers who seek continual self-development and school improvement while embracing and providing a climate of mutual respect between the families, the community, and the school. Students will actively participate in learning through engaging use of technology and arts-enriched lessons as they grow towards academic mastery.

##### b. Provide the school's vision statement

The vision of Havana Magnet School is to achieve a legacy of developing young minds that utilize critical thinking skills to creatively approach challenges and embrace diversity. Students will become self-driven learners and active participants in society by taking personal ownership of their academic journey. Learning at Havana Magnet School will reach outside its walls so that students develop a global perspective of their future role in protecting and improving the world in which they live.

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

Havana Magnet School offers many opportunities for teachers and students to build relationships. Our school's climate survey and language survey help to provide a snapshot of our students' cultural needs. During core subject area instruction, students are allowed to include their real world experiences to enhance the lesson and offer various cultural perspectives. Core subject area teachers are required to include real world applications during instruction daily. Teachers make an effort to include students' interests in enhancing the relevancy of these experiences. In addition, History of Holocaust, History of African and African Americans, Hispanic Contributions, Women's Contributions, and Sacrifices of Veterans are acknowledged in our middle grades.

Teachers establish and maintain a positive rapport with students daily and beyond matriculation to the next grade level. This positively impacts the overall school culture and further facilitates student success and motivation.

##### b. Describe how the school creates an environment where students feel safe and respected before, during and after school

Havana Magnet School ensures the following activities take place daily to guarantee students feel safe and respected before, during, and after school:

- 1) School staff meets students as the buses arrive in the morning and load in the afternoon;
- 2) School staff monitors and directs a safe drop-off and pick-up operation for car riders;
- 3) All visitors are screened via the Raptor system;
- 4) School staff monitors the cafeteria during breakfast and lunch;
- 5) Guidance counselor provides bullying assemblies on a quarterly basis;
- 6) School staff monitors the hallways and corridors during transition of classes;
- 7) Monthly emergency drills are conducted; and
- 8) Resource officer provides character and anti-bullying class discussions on a daily basis.

**c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced**

Havana Magnet School adheres to the district's Student Code of Conduct to ensure there are minimal disruptions during instructional time. Additionally, all teachers have a clear set of rules and expectations for students to follow. When a student commits an infraction, the teacher follows the established guidelines set forth in the Student Code of Conduct. All teachers participate in a mini-inservice during preplanning that addresses the district's Student Code of Conduct.

**d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services**

The guidance counselor is available to all students if counseling services are needed. The guidance counselor has created a form for teachers to identify and request services in order to meet the needs of all students. Also, additional outside counseling services such as social workers and psychologists are available to provide one-on-one counseling if deemed necessary. Teachers and volunteers serve as mentors on a daily basis. College students from area universities and colleges serve as mentors to assist students with homework, social or emotional needs.

**3. Early Warning Systems**

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

**a. Describe the school's early warning system and provide a list of the early warning indicators used in the system**

The school adheres to the district's Multi-Tier System of Supports (MTSS) plan and uses Unify/ Performance Matters and Skyward systems to identify those students who have daily attendance below 90%, have been suspended one or more times, have course failures in ELA or mathematics, and who performed at level one on prior statewide assessments.

**b. Provide the following data related to the school's early warning system**

**1. The number of students by grade level that exhibit each early warning indicator:**

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Attendance below 90 percent	8	18	16	15	5	14	18	25	30	0	0	0	0	149
One or more suspensions	10	14	12	21	13	20	29	28	24	0	0	0	0	171
Course failure in ELA or Math	8	5	6	9	11	12	10	4	1	0	0	0	0	66
Level 1 on statewide assessment	0	0	0	36	20	21	23	8	19	0	0	0	0	127

**The number of students identified by the system as exhibiting two or more early warning indicators:**

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Students exhibiting two or more indicators		3	2	0	9	12	6	16	4	13	0	0	0	65

**c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**



Havana Magnet School employs several intervention strategies for students who exhibit early warning system indicators and they are as follows:

- 1) Parents receive phone calls on a daily basis that notify them of their child's absences and/or tardies. The social worker is also notified of excessive absences and asked to follow up to ascertain the reasons for the absences and offer ways to curb the unexcused absences;
- 2) A student study team meeting is held for students who are being suspended often and intervention strategies are discussed and utilized to improve student behavior;
- 3) Students at the middle school level who fail the prior year's statewide ELA and/or mathematics standardized assessments are enrolled in a remedial course the following school year.

## B. Family and Community Engagement

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2) and (b)(7)(A)(iii)(I).

### 1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress

#### a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?

No

##### 1. PFEP Link

The school completes a Parental Involvement Plan (PFEP), which is available at the school site.

##### 2. Description

Teachers and administrators use multiple strategies to contact families, including but not limited to, contacting families prior to the start of school to welcome students to the new school year, inviting families to curriculum nights, Parent Expos, and Open House to meet teachers and school staff and to learn about the curriculum. Havana Magnet also provides access to students' grades and attendance via the Skyward Parent Portal. Parent conferences are scheduled as needed. Families are encouraged to participate in SAC, PTA and other school-related events, using multiple genres of social networking, as well as sending electronic/paper-based letters to families on a regular basis.

### 2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement

The administration at Havana Magnet School seeks donations and volunteer participation from faith-based partners, community organizations, and businesses to assist with school projects and activities. The school has an active volunteer program in place that supports classroom learning, functions, and school-wide programs.

## C. Effective Leadership

### 1. School Leadership Team

#### a. Membership

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Jackson, Delshuana	Principal
Weeks, Kameelah	Assistant Principal
Peterson , Cheryl	Instructional Coach
Franklin, Micheal	Assistant Principal
Robinson, Portia	Guidance Counselor

## b. Duties

### **1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making**

Havana Magnet School seeks to implement a distributed leadership model wherein all stakeholders have the opportunity to develop leadership skills, contribute to leadership decisions, and assume leadership roles. The Leadership Team consists of the principal, assistant principals, instructional coach, and guidance counselor.

The principal's role is to coordinate and align the leadership efforts and resources within the school to create a quality educational setting and thereby increase student achievement. She consistently reviews student data and provides the necessary resources to teachers to ensure student mastery. The assistant principals develop curriculum frameworks and pacing guides for all core academic areas. The assistant principals are responsible for reviewing data on a weekly basis to ensure students are mastering the standards set forth in pacing guides. In addition, they monitor and model instructional programs and strategies for teachers. The assistant principals provide inservices in their areas of expertise for all teachers. The instructional coach is responsible for making certain the core English Language Arts (ELA) program is implemented with fidelity. Also, she reviews data on a weekly basis to make sure all students' needs are being met. The instructional coach develops and provides inservice to all teachers. The guidance counselor provides a comprehensive guidance program for all students that includes character education and social skills. She assists the principal in identifying early warning system indicators for students and provide intervention strategies when deemed necessary. The guidance counselor coordinates Student Study Team Meetings for students who are at risk behaviorally and academically. She is responsible for checking that struggling students are receiving the necessary accommodations to ensure they are successful in all core subject areas. She certifies that student Individual Education Plans (IEPs) are current and followed with fidelity. The Leadership Team meets and collaborates daily to ensure there is a well-balanced instructional program at Havana Magnet School.

### **2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact**

Teachers receive support through a Multi-tiered System of Supports, and are a very integral part of the Student Study Team meetings that are held to determine which supports and resources are necessary in order to meet the needs of individual students. Teachers receive guidance from a group of professionals and related service providers who collaborate (along with the student's parents) to determine interventions, resources and services that will appropriately meet student needs.

Havana Magnet School coordinates with Title I, Part A to ensure all disadvantaged children are offered instructional opportunities and support systems to close the achievement gap, including providing a full range of parent services. Annual Title I meetings are held to provide parents with a wealth of information about how Title I can help the school. Parent dollars from Title I assist with the development of Parent Involvement Plans (PIPs) and Parent Expos where children and their parents

come to the school for teacher conferences related to their grade reports.

Havana Magnet School's coordination with Title I, Part C Migrant ensures that the needs of migrant students are met as they transition in and out of schools at different times of the year and move around to different cities and states. Coordinated needs addressed include language, social services, medical, and instructional.

Havana Magnet School coordinates with Title II, Part A to optimize professional development opportunities for teachers and paraprofessionals based on their individual needs and to ensure that only highly qualified in-field teachers are placed in classes, with a focus on placing the best teachers with the lowest performing students. The program offers staff development at the district level and at the school level to differentiate offerings based on school needs. Teachers are provided with growth plans and timelines to complete trainings, being rewarded with certification and/or continuing education points. Instructional coaches are provided by this Title so that onsite modeling and progress monitoring can be provided to struggling teachers.

Coordination with Title III ensures the needs of ESOL students are met through language support, various accommodations required under Federal Decree, and by working with Title II, Part A to provide ESOL endorsement training. Title III is available to offer onsite translations for parents and non-English speaking students and to assist with their registration and transcript needs.

The school coordinates with the Title IV, Part B 21st Century Program to ensure a seamless system of instructional support for students who are struggling and need additional time with a different teacher and in a different way. There is ongoing communication between the teacher of record and the teacher providing afterschool instruction so that student weaknesses can be specifically addressed. There is a strong focus on project based learning to enhance student participation, engagement, and understanding.

The Title X Homeless program is district-wide with provisions to serve all students and families who have been identified as homeless. Title I, Part A shares expenses for this program and together the two programs ensure that all instructional, social, emotional, transportation, school activities, and health needs are provided for so the homeless students will not be discriminated against and will have equal opportunity to succeed in school.

Supplemental Academic Instruction in the district is used to provide general funding for a district alternative school which serves students from all schools who are over age, have low grade point averages, have behavioral issues, and/or have had legal issues removing them from the traditional school environment. As our school discovers student challenges that cannot be met on our campus, we make recommendations to send the students to the alternative school for assistance. Students are remediated, provided positive behavior support, provided interventions to allow them to catch up to their peers and graduate on time. Parenting services are also provided onsite to assist with reducing dropouts and continuing to assist underage parents in their pursuit of a high school credential. Once a student has successfully completed their assigned area of work at the alternative school, they return to their home school setting.

Havana Magnet School has a strong safety program that includes Raptor identification at the front desk to alert the office of anyone who should not be allowed on campus; positive behavior support programs and behavior specialists who work with troubled students; in-school and out-of-school suspension programs and oversight are provided; anti-bullying campaigns that support school board policies are in place to ensure that all students are safe; security cameras and fencing of grounds are in place to ensure that school leaders can protect students under their care.

The school district has volunteered to be part of the Community Eligibility Option offering free breakfast and lunch to all students. Students in after school programs are provided nutritional snacks through the food service program at the district. The district has a grant with Healthy Foods and purchases fresh fruit and vegetables by locally grown vendors who are under contract with other district agencies.

## **2. School Advisory Council (SAC)**

**a. Membership**

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Kimberly Grant	Teacher
Delshuana Jackson	Principal
Kimberly Sailor	Parent
Ashley Griffin	Teacher
Fert Richardson	Business/Community
Cedrick Akins	Parent
Kameelah Weeks	Parent
Chandra Ruiz-Martinez	Parent
LaSandra Lynn	Parent
Marquisha Bryant	Parent
Domonique Daniels	Parent
Raphael Knight	Parent
Teaira Smith	Parent
Serena Akins	Parent
Daphnee Rouse	Parent
Curtricia Douglas	Parent
Tracy Grullon	Parent
Kimberly Wooden	Parent
Tomeca Brown	Parent
Latasha Maxwell	Parent
Cheryl Peterson	Teacher
Mariah Jones	Teacher
Portia Robinson	Education Support Employee
Pamela Bryant	Teacher
Stephanie Coxwell	Teacher
Cathy Holmes	Teacher
Ashley Griffin	Parent
Terry Hatcher	Teacher
Chandra Richardson	Teacher

**b. Duties**

**1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2).

**a. Evaluation of last year's school improvement plan**

At the initial School Advisory Council (SAC) meeting, the prior year's School Improvement Plan will be evaluated and reviewed and members will have the opportunity to provide suggestions and/or feedback.

*b. Development of this school improvement plan*

The School Advisory Council (SAC) is given the opportunity to review the current School Improvement Plan (SIP) and provide suggestions and/or feedback. The principal routinely engages SAC in quarterly data updates and the SAC provides input and suggestions for improvement.

*c. Preparation of the school's annual budget and plan*

The school has not been allocated School Improvement funds for 2017-2018 at this time. When those funds become available, the SAC will have direct input into how the funds will be used.

**2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

No funds were allocated last year and there were no projects for which a budget was developed.

**3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

*a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements*

**3. Literacy Leadership Team (LLT)**

**a. Membership**

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:

Name	Title
Jackson, Delshuana	Principal
Bryant, Pamela	Teacher, K-12
Smtih-Peterson, Cheryl	Instructional Coach
Milton, Dierra	Instructional Media
Jones, Tanya	Teacher, K-12
Jones, Mariah	Teacher, K-12
Weeks, Kameelah	Assistant Principal
Franklin, Micheal	Assistant Principal
Thomas, Byron	Teacher, K-12
McNair, Cassandra	Teacher, ESE
Jones , Da'Sheona	Teacher, K-12
Williams, Omeka	Teacher, K-12
Edwards , Danyale	Teacher, K-12
Lawrence , Kaya	Teacher, K-12
Smith , Rose	Teacher, K-12
Richardson , Shareese	Teacher, K-12
Johnson , Brittiney	Teacher, K-12

**b. Duties**

**1. Describe how the LLT or similar group promotes literacy within the school, if applicable**

The Literacy Leadership Team (LLT) plays an integral role in fostering a rich literacy environment at the school for all students and staff. The team builds professional conversations, promotes collegiality, collaboration, and a literacy culture. Initiatives are based on literacy-related data and needs assessments related to the school, including literacy achievement, motivation, and building a community of readers, both at school and home. Major initiatives for Literacy Leadership Team include the implementation of a school-wide reading plan via Renaissance Learning (Accelerated Reader, STAR Early Literacy, and STAR Reading), national/state-wide literacy celebrations, parent trainings, reading workshops, and the implementation of school wide reading incentive programs and classroom standards-based projects. This is a continuous process throughout the entire school year.

## D. Public and Collaborative Teaching

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(IV).

### 1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction

A variety of strategies is used to encourage a positive working relationship between teachers at Havana Magnet School. Bi-weekly departmental/team meetings are held to discuss data and curriculum. During these meetings, teachers are required to share strategies, resources, and materials that have proven to be successful in their classrooms. Additionally, teachers are given the opportunity to share concerns as they relate to curriculum and instruction. Teachers are encouraged to meet outside of departmental/team meetings to encourage additional collaboration. Teachers attend professional development activities in district and outside of the district and return to share the concepts/strategies with fellow colleagues. Faculty meetings allow teachers to collaborate across grade levels and content areas.

### 2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school

In conjunction with the district's initiatives, our school's strategies to recruit and retain highly qualified, certified-in-field, effective teachers to the school are as follows: promote and host district recruitment fairs; create pool positions to attract the maximum number of qualified candidates; work with teacher bargaining unit to identify ways to offer differentiated and performance pay; provide reimbursement for fees for college courses and certification test fees to become highly qualified; assist teachers in obtaining ELL (English Language Learners) and reading endorsements; and provide paid summer trainings for teachers professional growth and inservice points toward recertification.

### 3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities

All teachers with less than three years in the district are assigned a mentor teacher within their grade level. The mentor teacher assists with instructional planning, behavior management, development of daily routines, and motivation, etc.

The mentors hold regular mentor/mentee meetings to focus on the Florida Educator Accomplished Practices, as well as to assist the mentees as needed. In addition to the mentor support, new teachers meet with grade level teams for monthly meetings. The administration also meets with the new teachers on an as needed basis.

## E. Ambitious Instruction and Learning

### 1. Instructional Programs and Strategies

#### a. Instructional Programs

**1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards**

The District adopted English Language Arts (ELA) and mathematics core instructional programs from a state adopted instructional materials list that is aligned with the Florida Standards. Teachers are required to follow district-approved pacing guides for ELA and school-level pacing guides for mathematics. For progress monitoring purposes, the school's administration provides baseline, interim, and post assessments for all core subject areas that are aligned to the Florida Standards.

**b. Instructional Strategies**

**1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments**

Havana Magnet School uses a data-driven approach to differentiated instruction in order to meet the needs of diverse learners. Beginning the first week of school, baseline assessments are administered in English Language Arts (ELA), mathematics, science, and social studies to determine students' strengths and weaknesses. The data from these assessments are utilized to create school level pacing guides. After the initial assessments, teachers focus on specific skills aligned to the pacing guides and assess students on a weekly or bi-weekly basis via mini-assessments. Students who do not achieve a score of seventy percent (70%) or higher on the mini-assessments are provided intervention via small groups with additional classroom instruction. Additionally, students who scored a level one (1) on the prior year's English Language Arts (ELA) statewide standardized assessment are enrolled in an intervention class for one hundred (100) minutes to receive additional instruction in reading and writing. In mathematics, low performing students are enrolled in an intervention class to receive fifty (50) minutes of additional instruction to include Acaletics Math Club. Acaletics Math Club allows for the teacher to provide additional instruction in skills that students are struggling with during core instruction.

The principal, assistant principals, and instructional coach monitor student data in all core areas to ensure students are sustaining and making growth. The data is reviewed weekly and action is taken immediately. For example, if students display proficiency on an assessment, teachers are required to provide enrichment activities to extend the standard. Students who do not display proficiency on the assessment will be addressed via small group or in a one-on-one setting during intervention. The instructional plan is flexible to ensure the needs of all learners are met.

**2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy: After School Program**

**Minutes added to school year: 25,200**

The purpose of the 21st Century After School program is to provide extra remediation in the areas of reading, writing, mathematics, and science. Additionally, enrichment courses are provided to ensure all students receive a well-rounded education.

**Strategy Rationale**

To improve student proficiency in English Language Arts (ELA), mathematics, and science. Also to expose students to various enrichment opportunities.

**Strategy Purpose(s)**

- Teacher collaboration, planning and professional development

**Person(s) responsible for monitoring implementation of the strategy**

Jackson, Delshuana, jacksond@gcpsmail.com

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

Data is collected and analyzed via the students' standardized assessment scores and report card grades in English Language Arts (ELA), mathematics, and science to determine the effectiveness of the extended learning program. The after-school program analyzes the data using a pre-test and post-test design where the post-test data are statistically compared with pre-test data to determine the degree to which students have improved their performance over time. The first nine weeks' grades are compared with fourth nine weeks' grades in the same fashion.

**2. Student Transition and Readiness**

**a. PreK-12 Transition**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(V).

**1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another**

Havana Magnet School continues to implement our district's transition plan for students. The District Headstart Program Specialist coordinates the curriculum and provides resources to prepare three- and four-year-olds developmentally for school. Headstart funds are coordinated with Title I funds to meet student needs. The Pre-K Early Childhood Program prepares students for a seamless transition to kindergarten.

The high school guidance counselor in our school's feeder pattern provides an orientation for incoming ninth graders that provides information regarding scheduling, extracurricular activities, transition, etc. The Florida Standards have made academic transition more coherent by design, as the new curriculum framework includes a natural progression of skills across grade levels.

**b. College and Career Readiness**

**1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations**

NA



**2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs**

NA

**3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement**

NA

**4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

NA

## II. Needs Assessment

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(6).

### A. Problem Identification

#### 1. Data to Support Problem Identification

##### b. Data Uploads

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

*No files were uploaded*

#### 2. Problem Identification Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

### B. Problem Analysis Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why"? or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

### C. Strategic Goals

## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

**1** = Problem Solving Step     S123456 = Quick Key

## Strategic Goals Summary

- G1.** Through the use of explicit standards-based instruction, the number of students scoring at or above level 3 will increase by 5% in fifth and eighth grades by the end of the 2017-2018 school year.
- G2.** Through the use of explicit, standards-based instruction, maintain Civics EOC proficiency by the end of the 2017-2018 school year.
- G3.** Through the use of explicit, standards-based instruction, increase the number of students scoring at or above level 3 on the Mathematics FSA and Algebra I EOC in grades 3-8 by the end of the 2017-2018 school year by 5% .
- G4.** Through the use of explicit, standards-based instruction, increase the number of students scoring at or above level 3 on the English Language Arts FSA in grades 3-8 by the end of the 2017-2018 school year by 5%.

## Strategic Goals Detail

For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.

**G1.** Through the use of explicit standards-based instruction, the number of students scoring at or above level 3 will increase by 5% in fifth and eighth grades by the end of the 2017-2018 school year. 1a

G092785

**Targets Supported** 1b

Indicator	Annual Target
Statewide Science Assessment Achievement	32.0
Bio I EOC Level 3	90.0

**Targeted Barriers to Achieving the Goal** 3

- Gaps in Basic Foundational Skills

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Science Fusion Ancillaries
- FCAT 2.0 Science Item Specifications
- Interactive Science Textbook
- FSU COM SSTRIDE Program
- FCAT 2.0 Science Coach
- Houghton Mifflin Benchmarks and Review Practice
- Escambia County District Website
- Polk County District Website

**Plan to Monitor Progress Toward G1.** 8

Principal will review weekly assessments and interim assessments to ensure students are making adequate progress toward targeted standards.

**Person Responsible**

Delshuana Jackson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Formal, informal, and interim assessments will reveal evidence of adequate progress in achieving Goal 1.

**G2.** Through the use of explicit, standards-based instruction, maintain Civics EOC proficiency by the end of the 2017-2018 school year. 1a

G092786

**Targets Supported** 1b

Indicator	Annual Target
Civics EOC Pass	75.0

**Targeted Barriers to Achieving the Goal** 3

- Gaps in Basic Foundational Skills

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Florida Joint Center for Citizenship
- McGraw-Hill Florida Civics, Economics and Geography Textbook
- Holt McDougal Civics in Practice Textbook
- Escambia County District Website
- Primary Sources

**Plan to Monitor Progress Toward G2.** 8

Principal will review weekly assessments and interim assessments to ensure students are making adequate progress toward targeted standards.

**Person Responsible**

Delshuana Jackson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Formal, informal, and interim assessments will reveal evidence of adequate progress in meeting Goal 2.

**G3.** Through the use of explicit, standards-based instruction, increase the number of students scoring at or above level 3 on the Mathematics FSA and Algebra I EOC in grades 3-8 by the end of the 2017-2018 school year by 5% . 1a

G092787

**Targets Supported** 1b

Indicator	Annual Target
FSA Mathematics Achievement	84.0
Algebra I EOC Level 3	94.0

**Targeted Barriers to Achieving the Goal** 3

- Gaps in Basic Foundational Skills

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Go Math Textbook
- Acaletics
- i-Ready
- Forward Mathematics (Everglades) Supplemental Materials
- Triumph Learning Supplemental Materials
- Go Math Leveled Readers
- Escambia County District Website
- Ready MAFS

**Plan to Monitor Progress Toward G3.** 8

The administration will review weekly assessments and interim assessments to ensure students are making adequate progress toward targeted standards.

**Person Responsible**

Delshuana Jackson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

The results of classroom walkthroughs, review of lesson plans and students' assessment data will reveal evidence of completion of this action step.

**G4.** Through the use of explicit, standards-based instruction, increase the number of students scoring at or above level 3 on the English Language Arts FSA in grades 3-8 by the end of the 2017-2018 school year by 5%. 1a

G092788

**Targets Supported** 1b

Indicator	Annual Target
FSA ELA Achievement	54.0

**Targeted Barriers to Achieving the Goal** 3

- Gaps in Basic Foundational Skills

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- HMH Florida Collections Textbook
- Journeys Program
- i-Ready
- STAR Reading Assessments/Accelerated Reader 360
- Triumph Learning Supplemental Materials
- Ready LAFS
- Vocabulary Explosion

**Plan to Monitor Progress Toward G4.** 8

Principal will review weekly assessments and interim assessments to ensure students are making adequate progress toward targeted standards.

**Person Responsible**

Delshuana Jackson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Formal, informal, and interim assessments will reveal evidence of adequate progress in achieving Goal 4.

## Action Plan for Improvement


For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.

### Problem Solving Key

**G** = Goal                      **B** =  
Barrier                      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key

**G1.** Through the use of explicit standards-based instruction, the number of students scoring at or above level 3 will increase by 5% in fifth and eighth grades by the end of the 2017-2018 school year. **1**

 G092785

**G1.B1** Gaps in Basic Foundational Skills **2**

 B248859

**G1.B1.S1** Standards-Based Instruction **4**

 S262269

### Strategy Rationale

Standards-based instruction requires teachers to provide students with clear and precise instructions aligned to the targeted standards.

### Action Step 1 **5**

All teachers will be required to implement standards-based instruction in science.

#### Person Responsible

Delshuana Jackson

#### Schedule

Daily, from 8/14/2017 to 5/31/2018

#### Evidence of Completion

The findings from classroom observations, review of lesson plans, and monitoring of students' assessment data will be evidence of completion of this action step.

**G2.** Through the use of explicit, standards-based instruction, maintain Civics EOC proficiency by the end of the 2017-2018 school year. **1**

 G092786

**G2.B1** Gaps in Basic Foundational Skills **2**

 B248864

**G2.B1.S1** Standards-Based Instruction **4**

 S262270

### **Strategy Rationale**

Standards-based instruction requires teachers to provide students with clear and precise instructions aligned to the targeted standards.

### **Action Step 1** **5**

All teachers will be required to implement standards-based instruction in Civics.

#### **Person Responsible**

Delshuana Jackson

#### **Schedule**

Daily, from 8/14/2017 to 5/31/2018

#### **Evidence of Completion**

The findings from classroom observations, review of lesson plans, and monitoring of students' assessment data will be evidence of completion of this action step.

### **Plan to Monitor Fidelity of Implementation of G2.B1.S1** **6**

Principal will review weekly assessments and interim assessments to ensure students are making adequate progress toward targeted standards.

#### **Person Responsible**

Delshuana Jackson

#### **Schedule**

On 5/31/2018

#### **Evidence of Completion**

The results of classroom walkthroughs, review of lesson plans, and students' assessment data will reveal evidence of completion of this action step.



**G2.B1.S2 Small Group Collaboration** 4

 S262271

**Strategy Rationale**

Small group collaboration afford students the opportunity to take ownership of their learning as well as to receive additional remediation for challenging standards.

**Action Step 1** 5

All teachers will be required to ensure small group collaboration is evident during instruction.

**Person Responsible**

Delshuana Jackson

**Schedule**

Daily, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Principal observation of group collaborative activities during classroom walkthroughs along with a review of lesson plans will provide evidence of completion of this action step.

**G3.** Through the use of explicit, standards-based instruction, increase the number of students scoring at or above level 3 on the Mathematics FSA and Algebra I EOC in grades 3-8 by the end of the 2017-2018 school year by 5% . 1

G092787

**G3.B1** Gaps in Basic Foundational Skills 2

B248869

**G3.B1.S1** Standards Based Instruction 4

S262272

### Strategy Rationale

Standards-based instruction requires teachers to provide students with clear and precise instructions aligned to the targeted standards.

### Action Step 1 5

All teachers will be required to implement standards-based instruction in Mathematics.

#### Person Responsible

Delshuana Jackson

#### Schedule

Daily, from 8/14/2017 to 5/31/2018

#### Evidence of Completion

The results of classroom walkthroughs, review of lesson plans, and students' assessment data will reveal evidence of completion of this action step.

### Action Step 2 5

All teachers will be required to develop anchor charts in Mathematics.

#### Person Responsible

Delshuana Jackson

#### Schedule

Daily, from 8/14/2017 to 5/31/2018

#### Evidence of Completion

Observations during classroom walkthroughs will reveal evidence that anchor charts have been developed by teachers and students.

**Plan to Monitor Fidelity of Implementation of G3.B1.S1** 6

**Person Responsible**

**Schedule**

***Evidence of Completion***

**G4.** Through the use of explicit, standards-based instruction, increase the number of students scoring at or above level 3 on the English Language Arts FSA in grades 3-8 by the end of the 2017-2018 school year by 5%. 1

G092788

**G4.B1** Gaps in Basic Foundational Skills 2

B248873

**G4.B1.S1** Close Reading 4

S262273

**Strategy Rationale**

Students lack basic reading skills necessary for comprehension, thus close reading will allow them to understand the general content of a text even when they don't understand every word or concept in it.

**Action Step 1** 5

All teachers will be required to implement close reading strategies when reading fiction and non-fiction texts.

**Person Responsible**

Delshuana Jackson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

The results of observations during classroom walkthroughs will reveal evidence of implementation of close reading strategies with fidelity.

#### G4.B1.S2 Text Marking 4

 S262274

##### **Strategy Rationale**

Students lack basic reading skills necessary for comprehension; therefore, text marking is a strategy that helps students identify and isolate essential information in a text.

##### **Action Step 1 5**

All teachers will be required to implement text marking when reading fiction and non-fiction texts.

##### **Person Responsible**

Delshuana Jackson

##### **Schedule**

Daily, from 8/14/2017 to 5/31/2018

##### **Evidence of Completion**

The results of observations during classroom walkthroughs will reveal evidence of implementation of text marking techniques when students are reading fiction and non-fiction text.

#### G4.B1.S4 Small Group Collaboration 4

 S262276

##### **Strategy Rationale**

Small group collaboration afford students the opportunity to take ownership of their learning as well as to receive additional remediation for challenging standards.

##### **Action Step 1 5**

All teachers will be required to ensure small group collaboration is evident during instruction.

##### **Person Responsible**

Delshuana Jackson















##### **Schedule**

Daily, from 8/14/2017 to 5/31/2018

##### **Evidence of Completion**

The administration will conduct classroom walkthroughs and review lesson plans.

## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
<b>2018</b>					
G3.B1.S1.MA1  M378579	[no content entered]		No Start Date		No End Date one-time
G1.MA1  M367674	Principal will review weekly assessments and interim assessments to ensure students are making...	Jackson, Delshuana	8/14/2017	Formal, informal, and interim assessments will reveal evidence of adequate progress in achieving Goal 1.	5/31/2018 weekly
G3.MA1  M367677	The administration will review weekly assessments and interim assessments to ensure students are...	Jackson, Delshuana	8/14/2017	The results of classroom walkthroughs, review of lesson plans and students' assessment data will reveal evidence of completion of this action step.	5/31/2018 weekly
G4.MA1  M367678	Principal will review weekly assessments and interim assessments to ensure students are making...	Jackson, Delshuana	8/14/2017	Formal, informal, and interim assessments will reveal evidence of adequate progress in achieving Goal 4.	5/31/2018 weekly
G1.B1.S1.A1  A346118	All teachers will be required to implement standards-based instruction in science.	Jackson, Delshuana	8/14/2017	The findings from classroom observations, review of lesson plans, and monitoring of students' assessment data will be evidence of completion of this action step.	5/31/2018 daily
G2.B1.S1.MA1  M367675	Principal will review weekly assessments and interim assessments to ensure students are making...	Jackson, Delshuana	8/14/2017	The results of classroom walkthroughs, review of lesson plans, and students' assessment data will reveal evidence of completion of this action step.	5/31/2018 one-time
G2.B1.S1.A1  A346119	All teachers will be required to implement standards-based instruction in Civics.	Jackson, Delshuana	8/14/2017	The findings from classroom observations, review of lesson plans, and monitoring of students' assessment data will be evidence of completion of this action step.	5/31/2018 daily
G2.MA1  M367676	Principal will review weekly assessments and interim assessments to ensure students are making...	Jackson, Delshuana	8/14/2017	Formal, informal, and interim assessments will reveal evidence of adequate progress in meeting Goal 2.	5/31/2018 weekly
G3.B1.S1.A1  A346121	All teachers will be required to implement standards-based instruction in Mathematics.	Jackson, Delshuana	8/14/2017	The results of classroom walkthroughs, review of lesson plans, and students' assessment data will reveal evidence of completion of this action step.	5/31/2018 daily
G3.B1.S1.A2  A346122	All teachers will be required to develop anchor charts in Mathematics.	Jackson, Delshuana	8/14/2017	Observations during classroom walkthroughs will reveal evidence that anchor charts have been developed by teachers and students.	5/31/2018 daily
G4.B1.S1.A1  A346123	All teachers will be required to implement close reading strategies when reading fiction and...	Jackson, Delshuana	8/14/2017	The results of observations during classroom walkthroughs will reveal evidence of implementation of close reading strategies with fidelity.	5/31/2018 weekly
G2.B1.S2.A1  A346120	All teachers will be required to ensure small group collaboration is evident during instruction.	Jackson, Delshuana	8/14/2017	Principal observation of group collaborative activities during classroom walkthroughs along with a review of lesson plans will provide evidence of completion of this action step.	5/31/2018 daily
G4.B1.S2.A1  A346124	All teachers will be required to implement text marking when reading fiction and non-fiction...	Jackson, Delshuana	8/14/2017	The results of observations during classroom walkthroughs will reveal evidence of implementation of text marking techniques when students are reading fiction and non-fiction text.	5/31/2018 daily
G4.B1.S4.A1  A346125	All teachers will be required to ensure small group collaboration is evident during instruction.	Jackson, Delshuana	8/14/2017	The administration will conduct classroom walkthroughs and review lesson plans.	5/31/2018 daily

## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

**G1.** Through the use of explicit standards-based instruction, the number of students scoring at or above level 3 will increase by 5% in fifth and eighth grades by the end of the 2017-2018 school year.

### **G1.B1** Gaps in Basic Foundational Skills

#### **G1.B1.S1** Standards-Based Instruction

##### **PD Opportunity 1**

All teachers will be required to implement standards-based instruction in science.

##### **Facilitator**

Kameelah Weeks, Micheal Franklin, and Cheryl Peterson

##### **Participants**

Teachers

##### **Schedule**

Daily, from 8/14/2017 to 5/31/2018

**G2.** Through the use of explicit, standards-based instruction, maintain Civics EOC proficiency by the end of the 2017-2018 school year.

### **G2.B1** Gaps in Basic Foundational Skills

#### **G2.B1.S1** Standards-Based Instruction

##### **PD Opportunity 1**

All teachers will be required to implement standards-based instruction in Civics.

##### **Facilitator**

Kameelah Weeks, Micheal Franklin, and Cheryl Peterson

##### **Participants**

Teachers

##### **Schedule**

Daily, from 8/14/2017 to 5/31/2018

## G2.B1.S2 Small Group Collaboration

### PD Opportunity 1

All teachers will be required to ensure small group collaboration is evident during instruction.

#### Facilitator

Kameelah Weeks, Micheal Franklin, and Cheryl Peterson

#### Participants

Teachers

#### Schedule

Daily, from 8/14/2017 to 5/31/2018

**G3.** Through the use of explicit, standards-based instruction, increase the number of students scoring at or above level 3 on the Mathematics FSA and Algebra I EOC in grades 3-8 by the end of the 2017-2018 school year by 5% .

## G3.B1 Gaps in Basic Foundational Skills

### G3.B1.S1 Standards Based Instruction

### PD Opportunity 1

All teachers will be required to implement standards-based instruction in Mathematics.

#### Facilitator

Kameelah Weeks, Micheal Franklin, and Cheryl Peterson

#### Participants

Teachers

#### Schedule

Daily, from 8/14/2017 to 5/31/2018

## PD Opportunity 2

All teachers will be required to develop anchor charts in Mathematics.

### Facilitator

Kameelah Weeks, Micheal Franklin, and Cheryl Peterson

### Participants

Teachers

### Schedule

Daily, from 8/14/2017 to 5/31/2018

**G4.** Through the use of explicit, standards-based instruction, increase the number of students scoring at or above level 3 on the English Language Arts FSA in grades 3-8 by the end of the 2017-2018 school year by 5%.

## G4.B1 Gaps in Basic Foundational Skills

### G4.B1.S1 Close Reading

## PD Opportunity 1

All teachers will be required to implement close reading strategies when reading fiction and non-fiction texts.

### Facilitator

Cheryl Peterson

### Participants

Teachers

### Schedule

Weekly, from 8/14/2017 to 5/31/2018



#### G4.B1.S2 Text Marking

##### PD Opportunity 1

All teachers will be required to implement text marking when reading fiction and non-fiction texts.

##### Facilitator

Kameelah Weeks and Cheryl Peterson

##### Participants

Teachers

##### Schedule

Daily, from 8/14/2017 to 5/31/2018

#### G4.B1.S4 Small Group Collaboration

##### PD Opportunity 1

All teachers will be required to ensure small group collaboration is evident during instruction.

##### Facilitator

Kameelah Weeks, Micheal Franklin, and Cheryl Peterson

##### Participants

Teachers

##### Schedule

Daily, from 8/14/2017 to 5/31/2018

## VI. Technical Assistance Items

Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.

## VII. Budget

1	G1.B1.S1.A1	All teachers will be required to implement standards-based instruction in science.	\$0.00
2	G2.B1.S1.A1	All teachers will be required to implement standards-based instruction in Civics.	\$0.00
3	G2.B1.S2.A1	All teachers will be required to ensure small group collaboration is evident during instruction.	\$0.00
4	G3.B1.S1.A1	All teachers will be required to implement standards-based instruction in Mathematics.	\$0.00
5	G3.B1.S1.A2	All teachers will be required to develop anchor charts in Mathematics.	\$0.00
6	G4.B1.S1.A1	All teachers will be required to implement close reading strategies when reading fiction and non-fiction texts.	\$0.00
7	G4.B1.S2.A1	All teachers will be required to implement text marking when reading fiction and non-fiction texts.	\$0.00
8	G4.B1.S4.A1	All teachers will be required to ensure small group collaboration is evident during instruction.	\$0.00
<b>Total:</b>			<b>\$0.00</b>



## James A. Shanks Middle School

1400 W KING ST, Quincy, FL 32351

<http://www.gcps.k12.fl.us/>

### School Demographics

School Type and Grades Served (per MSID File)	2016-17 Title I School	2016-17 Economically Disadvantaged (FRL) Rate (As Reported on Survey 3)
Combination School 4-8	Yes	100%
Primary Service Type (per MSID File)	Charter School	2016-17 Minority Rate (Reported as Non-white on Survey 2)
K-12 General Education	No	99%

### School Grades History

Year	2016-17	2015-16	2014-15	2013-14
Grade	I	C	D*	D

*\*Informational Baseline School Grade*

**Note:** The school grades calculation was revised substantially for the 2014-15 school year to implement statutory changes made by the 2014 Legislature and incorporate the new Florida Standards Assessments. The 2014-15 school grades serve as informational baseline data that schools can use to improve in future years.

### School Board Approval

This plan is pending approval by the Gadsden County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies

## Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

### DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

### DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

### 2017-18 DA Category and Statuses for James A. Shanks Middle School

DA Region and RED	DA Category and Turnaround Status
Northwest - <a href="#">Wallace Selph</a>	Not In DA - N/A

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

The mission of James A. Shanks is to provide a learning environment that is safe and conducive for learning to develop students for college and/or careers.

##### b. Provide the school's vision statement

James A. Shanks will build a culture of excellence by stimulating minds for success.

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

At James A. Shanks Middle School opportunities are provided for the school to learn about students' cultures by organizing school activities and assemblies where students display their talents and wear their native attire. The school also purchases multi-cultural books and videos for our library, which are checked out by students and/or teachers for class discussions throughout the year. Teachers and students are afforded the opportunity to participate in field trips to see plays, art and performances at local universities and galleries to gain understanding and appreciation of different cultures. In addition, our core curriculum resources and daily assignments have cultural activities embedded in them to assist with explicit teaching and learning about various cultures.

We strive daily to build positive relationships between teachers and students by setting high expectations and providing engaging experiences and activities to assist with accomplishing goals and performance tasks. Students are assigned to grade level teams where they are taught by the same core teachers, which promote a sense of family and belonging. In addition, opportunities are provided weekly for teachers and students to collaborate in a conducive environment for data chats and student/teacher conferences in order to monitor progress, set goals and enhance the learning process. In addition, teachers provide differentiated instruction based on individual needs and work with small groups to assist with mastery of skills. Teachers strive to collaborate with parents on a regular basis in an effort to bridge the gap between home and school wherein they can work together to promote student achievement.

##### b. Describe how the school creates an environment where students feel safe and respected before, during and after school

James A. Shanks Middle School strives to create a safe and conducive environment by providing daily positive reinforcement through the recitation of our school's mission, vision and pride pledge. In addition, the signing of our school's alma mater helps to promote a sense of pride in the school and community. Daily reminders of student behavior and expectations are provided through our live morning broadcast. Classroom and school rules, policies and procedures are incorporated into the daily operations of the school to ensure safety of all and respect for self and others.

In addition, Parent-Student-Teacher Compacts were signed as a pledge to keep the school environment safe and respectful. Grade-level administrative chats are held throughout the year to assist with building a positive culture where students can talk with the administration about school-related safety concerns. Administrators and school counselor meets with students individually or in groups to discuss and resolve issues throughout the year. Appropriate supervision and security measures are provided before, during and after school to ensure the safety of all students. Video cameras are strategically placed to assist us with monitoring the campus at all times. The School



Resource Officer (SRO), Barkley Security and the school administrative team work together to ensure that all students feel safe and respected. Providing our students with a safe learning environment is a non-negotiable at JASMS.

**c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced**

School-wide classroom expectations have been established for students to follow. In addition, school-wide policies and procedures are implemented to assist with organization, management and safety of the school. A Positive Behavior Support System is utilized to reward students with incentives and awards for adhering to established policies and procedures, demonstrating positive behavior and/or outstanding performance of a task or assignment. Teachers are provided opportunities for training in the areas of classroom management; effective use of curriculum resources; infusing technology across the curriculum; RTi and positive behavior support systems in order to minimize disruptive behavior and distractions and to keep students engaged in the learning process. In addition, administrators and academic coaches continuously monitor the fidelity of instruction, as well as student engagement during classroom walkthroughs, observations, administrative conferences and data chats.

Teachers utilize various interventions to modify deviant behavior in an effort to keep students in class and on task. During school level meetings (i.e. faculty meetings, grade-level team meetings, department meetings, leadership meetings, & RTi Meetings), behavior concerns are addressed and strategies are provided to assist teachers with effective management and placement of students. However, when rules and policies are not followed as expected, the school uses the District's Code of Conduct to aid in providing consequences.

**d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services**

The school provides counseling services to students through our counseling department. We also offer students additional opportunities for counseling through social workers and school psychologists as needed. Teachers and staff have been provided look-fors to ensure that the needs of the whole child are met with our counseling department serving as our lead resource. Teachers refer students for individual or small group counseling as need or requested by the student. In addition, whole group counseling through social studies classes is provided by our counselors and SRO throughout the year to assist with positive character development, drug awareness, and reducing acts of bullying and physical altercations.

The school provides opportunities for students to participate in clubs, sports, performing arts and academic competitions. Through their involvement in these activities, students receive mentoring, homework assistance, behavior modification strategies and progress monitoring from sponsors throughout the year.

### 3. Early Warning Systems

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

**a. Describe the school's early warning system and provide a list of the early warning indicators used in the system**

Using the district's Response to Intervention Plan as a guide, JASMS focuses on the following student indicators:

- Attendance below 90 percent, regardless of whether absence is excused or a result of out-of-school suspension

- One or more suspensions,
- Course failure in English Language Arts (ELA) or mathematics
- A Level 1 score on the statewide, standardized assessments in English Language Arts or mathematics

The Counseling Department teams with administration and faculty to ensure proper student placement and that these early warning signals are not only detected but addressed through appropriate interventions and differentiated instruction in a timely manner.

**b. Provide the following data related to the school's early warning system**

**1. The number of students by grade level that exhibit each early warning indicator:**

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Attendance below 90 percent	0	0	0	0	23	17	35	19	14	0	0	0	0	108
One or more suspensions	0	0	0	0	31	20	42	19	37	0	0	0	0	149
Course failure in ELA or Math	0	0	0	0	27	16	7	3	15	0	0	0	0	68
Level 1 on statewide assessment	0	0	0	0	86	74	97	63	71	0	0	0	0	391

**The number of students identified by the system as exhibiting two or more early warning indicators:**

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Students exhibiting two or more indicators	0	0	0	0	17	10	46	18	39	0	0	0	0	130

**c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**

We use individualized data chats with our struggling students on a bi-monthly basis in order to address current progress, strengths, weaknesses and to set academic goals where interventions and differentiated instruction is prescribed through strategies. We also provide each student with the opportunity to spend at least 50 minutes per day in the computer lab to work on the skills prescribed through i-Ready. The data is first shared in Progress Monitoring Meetings with the Assistant Principals and adjustments are made accordingly. Data meetings are held bi-monthly during grade level meetings to monitor and share progress towards meeting academic goals school-wide.

**B. Family and Community Engagement**

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2) and (b)(7)(A)(iii)(I).

**1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress**

**a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?**

Yes

**1. PFEP Link**

The school completes a Parental Involvement Plan (PFEP), which is accessible through the Continuous Improvement Management System (CIMS) at <https://www.floridacims.org/documents/457255>.

## 2. Description

A PIP has been uploaded for this school or district - see the link above.

## 2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement

JASMS encourages relationships with various community entities (i.e. Florida State University, Florida A & M University, Tallahassee Community College, local Federal/State law enforcement agencies; local retailers; churches; and health organizations) to ensure that resources are available to support school functions and student achievement. Representatives serve as teachers, mentors, tutors, counselors, and trainers for students, parents, and staff. In addition, the school provided practicum experiences and mentoring to interns from local universities, and teachers serve as directing teachers to help with the graduating process of each intern.

## C. Effective Leadership

### 1. School Leadership Team

#### a. Membership

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Jackson, Willie	Principal
Samson, Marilyn	Teacher, K-12
Jones, Shalandria	Teacher, ESE
Jackson, Hilda	Other
Tindall, Melinda	Teacher, ESE
Simmons-Russ, Catina	Teacher, K-12
Wright, Jo Lynda	Instructional Coach
Mandela, Judith	Teacher, K-12
Brown, Germaine	Assistant Principal
Commodore, Shirley	Instructional Coach
Ali, Rosita	Guidance Counselor

#### b. Duties

##### 1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making

Principal:

The principal provides leadership and direction for the school which is necessary in the development, implementation and evaluation of a comprehensive instructional program and support services. She also provides a common vision for the use of data-based decision making and uses current research, performance data, and feedback from students, teachers, parents and other stakeholders to make decisions related to improvement of instruction and student performance. She ensures that the

school-based team implements programs and policies according to district, state and federal mandates. The principal is instrumental in providing leadership in the school improvement process and the implementation of the school improvement plan. In addition, the principal manages the school's budget and available resources to establish for a safe, nurturing learning environment to promote student development and academic success.

#### Assistant Principals:

The assistant principal assists the principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District. The duties of the assistant principal also include, but are not limited to, assisting with the gathering, analyzing and interpreting data related to student performance, behavior and attendance. The assistant principal also assists with scheduling, student supervision and discipline and confers with students, parents and teachers to resolve problems and facilitate learning. In addition the AP works with teachers in developing professional development plans and coordinates school's in-service program.

#### JASMS Instructional Coaches:

Coaches develop, lead, and evaluate school core content standards/programs; identify and analyze existing resources on research-based curriculum, reliable assessments and effective intervention strategies; collaborate with district personnel to identify systematic patterns of student needs and recommend appropriate, evidence-based intervention strategies; assist with whole school screening programs that provide early intervening services for children to be considered "at risk"; assists in the collection of data and data analysis; participate in the design and delivery of professional development; and provide support for administering assessments and monitoring implementation of effective strategies and programs.

#### Guidance Counselors:

In addition to counseling and providing conflict resolution, positive behavior interventions and referrals, counselors collaborate with school social workers to link child-serving and community agencies to the school and families in an effort to support the child's academic, emotional, behavioral, and social success.

#### ESE Resource:

Participates in collection, interpretation, and analysis of student data; facilitates development of intervention plans; provides support for intervention with fidelity and documentation; provides professional development and technical assistance for problem-solving activities including data collection, data analysis, intervention planning, and program evaluation; facilitates data-based decision making activities to support address needs of students.

#### Media Specialist:

Manages media, technology and other resources necessary to increase effective teaching and learning; organize, inventory and update technology needed to store and display data; provide professional development and technical support to teachers and staff regarding data management and display; and assist with implementation of literacy-building initiatives.

**2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact**

The Leadership Team meets monthly to discuss progress monitoring data and the effectiveness of instruction in academic and social/emotional areas. In addition, the team monitors goals and

expectations for instruction (Rigor, Relevance and Relationship) and the action plan for teaching and aligning benchmarks, as well as the implementation of research-based strategies across the curriculum. The team collaborates and makes decisions on the allocation of resources (funding and staffing), staff development needs and interventions/strategies for meeting the needs of struggling students. A monthly report is shared with the School Advisory Council (SAC) to monitor progress toward meeting School Improvement Plan (SIP) goals.

Federal, state, and local funds, services, and programs will be coordinated and integrated in the school through the following activities/services:

#### Title I, Part A

Title I Funds are allocated in order to:

1. Provide funding for resources and equipment to assist with skill development,
2. Provide parent trainings to support active engagement and partnership with JASMS.

#### Title II

Title II Funds are allocated in order to:

1. Provide teachers with training to enhance skills, knowledge, and abilities to increase student achievement and teacher preparedness,
2. Provide substitute teachers for individuals and subject area departments to enable them to attend staff development,
3. Provide Professional development sessions for teachers in Rtl, FCIM, Skyward, process writing, Performance Matters, Florida Standards, i-Ready, reading endorsement, NG-CARpd, Acaletics, Science, ESOL, technology integration, and research-based strategies and best practices to improve instruction.

## 2. School Advisory Council (SAC)

### a. Membership

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Willie Jackson	Principal
Rosita Ali	Teacher
Bill Stinson	Business/Community
Latoya Copeland	Parent
Jennifer McGhee	Parent
Anika Hall	Parent
Kenya Lee	Business/Community
Esmaralda Velasco	Business/Community
Rosa Villegas	Education Support Employee
Martha Beavers	Education Support Employee
Letheria Randolph	Parent
Janaye Davis	Parent
Peelar Goldwire	Parent
Gracetta Favors	Parent
Alicia Smith	Parent
Kenya Ray	Parent
Evelyn Lee	Parent
Greg Forehand	Parent
Keith Goldwire	Business/Community

**b. Duties**

**1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2).

*a. Evaluation of last year's school improvement plan*

Our School Advisory Council (SAC) used our student data to evaluate last year's plan. SAC determined the gaps in student achievement to determine where the school is, compared to where they wanted the school to be. Needs assessment is an ongoing process which is consistently tied to our mission and vision where our evaluation is based on long term goals. SAC used measurable goals based on test data with our low student performance, reviewed and identified goals, objectives and strategies for student achievement.

*b. Development of this school improvement plan*

The council's primary goals are to assist in developing our school's improvement plans for increasing achievement, as well as monitoring students' progress and initiatives for continued school improvement. At JASMS, the SAC provides input in decisions made for funding student incentive requests.

*c. Preparation of the school's annual budget and plan*

The School Advisory Council assists with budgeting school improvement funds based on plans and goals outline in the School Improvement Plan. Due to the needs of JASMS, as a low performing school, some of the funds were appropriated specifically by the district to ensure monies were allocated according to the goals set by the district leadership team.

**2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

The School Advisory Council (SAC) provided guidance and leadership as an overseer of the allocated funds from the district. SAC offered mini-grants to teachers in order to support the school's goals and objectives, as well as provide incentives for students. Recipients were determined on a case by case and as needed basis.

Budgeted amounts were as follows:

- Honor roll end of year trip-----\$
- 6th Grade end of the year achievement trip----\$
- 7th Grade end of the year achievement trip----\$
- 8th Grade end of the year achievement trip----\$

**3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

*a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements*

**3. Literacy Leadership Team (LLT)**

**a. Membership**

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:

Name	Title
Wright, Jo Lynda	Instructional Coach
Jackson, Willie	Principal
Brown, Germaine	Assistant Principal
Gonzalez, Charlotte	Teacher, K-12
Simmons-Russ, Catina	Teacher, K-12
Tindall, Melinda	Teacher, ESE

**b. Duties**

**1. Describe how the LLT or similar group promotes literacy within the school, if applicable**

The team will establish school-wide goals in each area and provide experiences that will promote the development of reading skills throughout the school year. To create a capacity for developing effective reading, writing, and speaking skills across the curriculum, professional development will be held for special area and select teachers. On-going progress monitoring results will determine effectiveness of the initiative, as well as the need for possible interventions and re-evaluation of school and individual student goals. In addition, opportunities are provided for students to participate in spelling bees, declamation contests, brain brawls, Tropicana speaking contest, debates, writing contests and school-wide reading challenges.

**D. Public and Collaborative Teaching**

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(IV).

**1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction**

Positive working relationships among faculty serve an integral role in the achievement level of our students. With this in mind, JASMS offers teachers various opportunities to develop the necessary collaborative tools through:

- Grade-level teams with a common planning
- Bi-monthly faculty meetings
- Bi-monthly Professional Learning Communities
- Team-building exercises throughout the school year during faculty meetings
- Teacher mentoring program

Use of these strategies will ensure school-wide success and positive working relationships.

## **2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school**

Strategies for recruiting and retaining Highly-qualified teachers at JASMS include but are not limited to the following:

1. Networking with local colleges and universities to recruit new teachers.
2. Attending job fairs to recruit and hire new faculty members.
3. Advertising vacant positions in local media and district websites, as well as on the "Teach in Florida" website to cast a wider net and gain more exposure.
4. Meeting throughout the school year with new teachers and beginning teachers, mentor teachers and administrators to foster professional relationships and to build learning communities.
5. Assigning veteran teachers to mentor and coach new teachers as a part of our Beginning Teachers Program.

## **3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

Our school's teacher mentoring program includes the pairing of new teachers with veterans teachers who have years of successful teaching experience. The mentor teachers meet regularly with new teachers to collaborate on lesson plans, model effective strategies, analyze student data, and provide feedback. Our teachers also participate in on-going professional development sessions throughout the school year, which focuses on areas of need as indicated by administration, mentor teachers, coaches and/or district personnel.

## **E. Ambitious Instruction and Learning**

### **1. Instructional Programs and Strategies**

#### **a. Instructional Programs**

##### ***1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards***

All materials and programs incorporated into instructional practices are aligned with the Florida Standards. The District's prescribed textbooks and companion resources are also aligned with LAFS and MAFS; furthermore, all online resources implemented also meet these requirements (i.e. - iReady, That Quiz, Studies Weekly, Acaletics and AR 360).

#### **b. Instructional Strategies**

##### ***1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments***



Allowing the data to drive classroom instruction is important at JASMS. Student data is reviewed on a bi-monthly basis within grade-level PLC and then used to differentiate the instruction for all students. Based on levels, students are assigned small group or i-Ready lessons to address specific and diverse needs throughout the year. Administration and school staff monitor data weekly.

Lesson modifications include, but are not limited to: small group instruction, cooperative learning groups, one-on-one teacher assistance and homework help (Level Up Tutorials) thorough the Florida Collections curriculum.

**2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy:** After School Program

**Minutes added to school year:** 90

The after school program is used for remediation and enrichment of skills to be assessed on the State Assessment.

**Strategy Rationale**

Student data indicates that there are wide-spread achievement gaps in learning among our students. Therefore, an after school program will be provided throughout the school year for remediation of skills for struggling students and enrichment activities for accelerated learners.

**Strategy Purpose(s)**

- Core Academic Instruction
- Enrichment

**Person(s) responsible for monitoring implementation of the strategy**

Jackson, Willie, jacksonwi@gcpsmail.com

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

Student data will be collected from technology-assisted programs and teacher-made assessments at the end of each week. It will be analyzed to determine level of skill mastery and to assist in the development of individual instructional plans. At least 66% of participants are expected to meet learning goals set by classroom teachers.

**2. Student Transition and Readiness**

**a. PreK-12 Transition**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(V).

**1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another**

In order to support incoming and outgoing students, at JASMS we review all records, including test scores and discipline reports to ensure the student is placed in the correct grade and at the appropriate level. We encourage our students to matriculate through middle school as a cohort, in order to establish relationships beneficial to academic growth and development as they enter high school. Subsequently, we measure the student's successes against the requirements by our district's to make an appropriate determination on course level placement - intensive, regular and/or advanced

classes. We make the necessary adjustments on incoming students as well as the outgoing students in order to create a smooth transition from elementary school to middle school and from middle school to high school.

## b. College and Career Readiness

**1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations**

NA

**2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs**

Students are afforded an opportunity to earn industry certifications through our CTE program. This highly success program allows students to become certified in one or more computer programs as they matriculate through our school. The goal is for each student to earn at least (3) certificates by the time they enter ninth grade. However, some students achieve this goal by the end of their 8th grade school year.

**3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement**

CTE Program

**4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

NA

## II. Needs Assessment

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(6).

### A. Problem Identification

#### 1. Data to Support Problem Identification

##### b. Data Uploads

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

School_Grade_Calculation_JAS.doc
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School Grade Calculation
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#### 2. Problem Identification Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

NA

## **B. Problem Analysis Summary**

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why"? or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

NA

## **C. Strategic Goals**

## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

**1** = Problem Solving Step     S123456 = Quick Key

## Strategic Goals Summary

- G1.** To have at least 35% of our students score at level 3 or above in ELA on the Florida Standards Assessment as compared to other students statewide, and at least 45% of the students will make learning gains.
  
- G2.** To have 40% of the students to score at level 3 or above in math on the Florida Standards Assessment, and at least 50% of the students will make learning gains.

## Strategic Goals Detail

For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.

**G1.** To have at least 35% of our students score at level 3 or above in ELA on the Florida Standards Assessment as compared to other students statewide, and at least 45% of the students will make learning gains. 1a

G094242

**Targets Supported** 1b

Indicator	Annual Target
ELA/Reading Gains	45.0
FSA ELA Achievement	35.0

**Targeted Barriers to Achieving the Goal** 3

- Student conduct interferes with the learning process

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Florida Collections and Journeys are used as the primary curriculum for reading and language arts classes.
- Florida Ready LAFS is used as a supplement to the reading and language arts curriculum.
- i-Ready is an online/audio supplemental resource used to enhance the prescribed curriculum and allows the students to receive differentiated instruction while utilizing keyboarding skills.
- Gmetrix is a technology software used to assist students in becoming industry certified specialist in Microsoft Office 2010.
- Florida Coach Workbooks

**Plan to Monitor Progress Toward G1.** 8

Sign-in sheets from all school-sponsored parent meetings and progress monitoring activities

**Person Responsible**

Willie Jackson

**Schedule**

Every 2 Months, from 8/21/2017 to 5/31/2018

**Evidence of Completion**

Parental involvement log -- improved student preparation, attendance, and classroom behavior

**G2.** To have 40% of the students to score at level 3 or above in math on the Florida Standards Assessment, and at least 50% of the students will make learning gains. 1a

G094243

**Targets Supported** 1b

Indicator	Annual Target
FSA Mathematics Achievement	40.0
ABE Mathematics - Percentage of LCP per Enrolled	50.0
	50.0

**Targeted Barriers to Achieving the Goal** 3

- Time constraints--Lack of opportunity to train staff, especially new instructional staff, and acquire extended knowledge of the Florida Math Standards
- Limited hands-on resources-- There is a need for performance-based projects for each grade level that are aligned with the Florida math standards
- Student Readiness

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Online resources including technology enabled textbook "Go Math"
- i-Ready online tutorial software
- Tenmarks online tutorial software
- That Quiz online assessment
- Acaletics (supplemental resources)
- Math lead teacher
- APC
- DOE (on-line resources)

**Plan to Monitor Progress Toward G2.** 8

On-going classroom walkthroughs, benchmark assessments, and data chats will be used to gauge effectiveness of instruction.

**Person Responsible**

Willie Jackson

**Schedule**

Weekly, from 8/21/2017 to 5/31/2018

**Evidence of Completion**

Classroom walkthroughs, progress monitoring data, lesson plans, and IPDPs will be used to provide evidence of progress toward meeting the goal.

## Action Plan for Improvement


For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.

### Problem Solving Key

**G** = Goal                      **B** =  
Barrier                      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key

**G1.** To have at least 35% of our students score at level 3 or above in ELA on the Florida Standards Assessment as compared to other students statewide, and at least 45% of the students will make learning gains. **1**

 G094242

**G1.B3** Student conduct interferes with the learning process **2**

 B253030

**G1.B3.S1** Structured mentoring and career awareness programs have been implemented to assist with modifying inappropriate classroom behavior and increasing awareness of future career opportunities available to them in order to reduce inappropriate behavior, increase the desire to learn, and build self-confidence. **4**

 S267041

### Strategy Rationale

Students need positive role models to emulate and mentors to provide nurturing, real world learning experiences, and extracurricular activities to improve self-confidence, conduct, and academic achievement.

### Action Step 1 **5**

The school will implement a mentoring/career program to identify and focus on the critical needs of the students, which will include providing educational activities, resources, counseling, and incentives to improve behavior and increase learning.

#### Person Responsible

Willie Jackson

#### Schedule

Weekly, from 8/14/2017 to 5/31/2018

#### Evidence of Completion

**Plan to Monitor Fidelity of Implementation of G1.B3.S1 6**

Weekly Check and Connect meetings are held with mentees to address discipline, academic progress, social behavior and attendance. In addition, administrative and department meetings are held to discuss students' progress and analyze data. Discipline reports are developed bi-weekly to monitor discipline issues and referrals for disruptive behavior. Data is analyzed and shared in faculty meetings and professional learning communities. Strategies are modified as needed to address trends in deviant behavior. Incentives such as field trips, awards, and certificates are provided for students with positive behavior.

**Person Responsible**

Willie Jackson

**Schedule**

Weekly, from 8/21/2017 to 5/31/2018

***Evidence of Completion***

Check and Connect mentoring logs, meeting agendas, meeting minutes, data notebooks, and visitors logs are used to monitor implementation of strategies throughout the school year.

**Plan to Monitor Effectiveness of Implementation of G1.B3.S1 7**

Classroom walk-throughs, parent/teacher conferences, data chats, discipline meetings, mentoring meetings, small group and individual counseling, and student engagement initiatives are implemented with fidelity to improve student behavior.

**Person Responsible**

Willie Jackson

**Schedule**

Weekly, from 8/21/2017 to 5/31/2018

***Evidence of Completion***

Observation feed back forms, behavior contracts, data chat logs, parent sign-in sheets, counseling referral logs, meeting agendas, and behavior management forms are used as evidence to determine effectiveness of strategies used to modify behavior.



**G2.** To have 40% of the students to score at level 3 or above in math on the Florida Standards Assessment, and at least 50% of the students will make learning gains. 1

G094243

**G2.B1** Time constraints--Lack of opportunity to train staff, especially new instructional staff, and acquire extended knowledge of the Florida Math Standards 2

B253036

**G2.B1.S1** 1) Administer pre and post-assessments and utilize performance task items to monitor progress throughout the year (on-going). 4

S267048

### Strategy Rationale

To assess students' prior knowledge and evaluate their performance after delivery of instruction

### Action Step 1 5

Provide ongoing professional development for teachers that focuses on best practices sustained through data-driven instruction.

#### Person Responsible

Willie Jackson

#### Schedule

Weekly, from 8/14/2017 to 5/31/2018

#### Evidence of Completion

PD sign-in sheets, lesson plans, IPDP, progress monitoring

### Plan to Monitor Fidelity of Implementation of G2.B1.S1 6

Ongoing professional development for teachers that focuses on best practices sustained through data-driven instruction.

#### Person Responsible

#### Schedule

Biweekly, from 8/15/2017 to 5/31/2018

#### Evidence of Completion

PD Sign-insheets, IPDP, progress monitoring

**Plan to Monitor Effectiveness of Implementation of G2.B1.S1 7**

Ongoing classroom walk-throughs, observations, and progress monitoring

**Person Responsible**

Willie Jackson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Lesson Plans, Benchmark Assessments, portfolios, IPDP

**G2.B1.S2 2)** Provide specific feedback by strand and item analysis of assessments to students and parents on a continuous basis 4

 S267049

**Strategy Rationale**

To routinely inform students and parents of skill deficiencies and provide differentiated and small group instruction, as well as assignments based on progress monitoring results and individual needs

**Action Step 1 5**

Schedule professional development during planning periods & Tuesday's faculty meetings to monitor progress towards meeting goals.

**Person Responsible**

Willie Jackson

**Schedule**

Biweekly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

PD sessions, IPDP, sign-in sheets.

**Plan to Monitor Fidelity of Implementation of G2.B1.S2** 6

Ongoing Professional Development sessions - during Tuesday's faculty meeting and during teacher planning, as needed.

**Person Responsible**

Willie Jackson

**Schedule**

Monthly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

CWT, progress monitoring, Lesson Plans, IPDP

**Plan to Monitor Effectiveness of Implementation of G2.B1.S2** 7

Bi-monthly Professional Learning Communities and faculty meeting as needed.

**Person Responsible**

Willie Jackson

**Schedule**

Monthly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

PD sessions sign-in sheets, IPDP

**G2.B1.S3** 3) Provide opportunities for student engagement and collaboration for peer-assisted learning in a whole or small group setting **4**

 S267050

### Strategy Rationale

To ensure all students experience success with the new Florida standards by customizing and optimizing the learning environment

### Action Step 1 **5**

Develop/implement MAFS lessons that differentiate mathematical instruction using Technology & Cooperative Learning. Incorporate content vocabulary and reading strategies in mathematics and engage all students in performance-based learning, Increase intervention opportunities for corrective math instruction.

#### Person Responsible

Shirley Commodore

#### Schedule

Monthly, from 8/14/2017 to 5/31/2018

#### Evidence of Completion

PDs and IPDP - progress monitoring

### Plan to Monitor Fidelity of Implementation of G2.B1.S3 **6**

CWT & observations

#### Person Responsible

Willie Jackson

#### Schedule

Daily, from 8/14/2017 to 5/31/2018

#### Evidence of Completion

Written feedback from CWT & observations

**Plan to Monitor Effectiveness of Implementation of G2.B1.S3 7**

CWT & Observations

**Person Responsible**

Germaine Brown

**Schedule**

Daily, from 8/28/2017 to 5/11/2018

**Evidence of Completion**

Written Feedback from CWT & Observations.

**G2.B3 Student Readiness 2**

 B253038

**G2.B3.S1** The school will schedule more time on task within the school day in core areas, as well as an after school program to aid students in acquiring critical skills in math. 4

 S267052

**Strategy Rationale**

To provide students and teachers more time to analyze problem areas and work to correct deficits in those areas.

**Action Step 1 5**

Develop a master schedule which will afford more time on task for learning within the regular school day.

**Person Responsible**

Willie Jackson

**Schedule**

Daily, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Master schedule, computer lab schedule, and lesson plans

**Plan to Monitor Fidelity of Implementation of G2.B3.S1** 6

On-going CWTs, lesson plans, progress monitoring will be done to ensure implementation of strategy

**Person Responsible**

Willie Jackson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Lesson plans, observation data, and achievement data

**Plan to Monitor Effectiveness of Implementation of G2.B3.S1** 7

on-going CWTs, progress monitoring, Weekly grade group meetings, and data chats

**Person Responsible**

Willie Jackson

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

***Evidence of Completion***

Lesson plans, achievement data, Observation data

## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
<b>2018</b>					
G2.B1.S3.MA1 M378842	CWT & Observations	Brown, Germaine	8/28/2017	Written Feedback from CWT & Observations.	5/11/2018 daily
G2.B3.S1.MA1 M378844	on-going CWTs, progress monitoring, Weekly grade group meetings, and data chats	Jackson, Willie	8/14/2017	Lesson plans, achievement data, Observation data	5/31/2018 weekly
G1.B3.S1.MA1 M378831	Classroom walk-throughs, parent/teacher conferences, data chats, discipline meetings, mentoring...	Jackson, Willie	8/21/2017	Observation feed back forms, behavior contracts, data chat logs, parent sign-in sheets, counseling referral logs, meeting agendas, and behavior management forms are used as evidence to determine effectiveness of strategies used to modify behavior.	5/31/2018 weekly
G1.B3.S1.MA1 M378832	Weekly Check and Connect meetings are held with mentees to address discipline, academic progress,...	Jackson, Willie	8/21/2017	Check and Connect mentoring logs, meeting agendas, meeting minutes, data notebooks, and visitors logs are used to monitor implementation of strategies throughout the school year.	5/31/2018 weekly
G1.B3.S1.A1 A354939	The school will implement a mentoring/ career program to identify and focus on the critical needs of...	Jackson, Willie	8/14/2017		5/31/2018 weekly
G2.B1.S1.MA1 M378838	Ongoing classroom walk-throughs, observations, and progress monitoring	Jackson, Willie	8/14/2017	Lesson Plans, Benchmark Assessments, portfolios, IPDP	5/31/2018 weekly
G2.B1.S1.MA1 M378839	Ongoing professional development for teachers that focuses on best practices sustained through...		8/15/2017	PD Sign-insheets, IPDP, progress monitoring	5/31/2018 biweekly
G2.B1.S1.A1 A354942	Provide ongoing professional development for teachers that focuses on best practices sustained...	Jackson, Willie	8/14/2017	PD sign-in sheets, lesson plans, IPDP, progress monitoring	5/31/2018 weekly
G2.MA1 M378846	On-going classroom walkthroughs, benchmark assessments, and data chats will be used to gauge...	Jackson, Willie	8/21/2017	Classroom walkthroughs, progress monitoring data, lesson plans, and IPDPs will be used to provide evidence of progress toward meeting the goal.	5/31/2018 weekly
G2.B3.S1.MA1 M378845	On-going CWTs, lesson plans, progress monitoring will be done to ensure implementation of strategy	Jackson, Willie	8/14/2017	Lesson plans, observation data, and achievement data	5/31/2018 weekly
G2.B3.S1.A1 A354945	Develop a master schedule which will afford more time on task for learning within the regular...	Jackson, Willie	8/14/2017	Master schedule, computer lab schedule, and lesson plans	5/31/2018 daily
G2.B1.S2.MA1 M378840	Bi-monthly Professional Learning Communities and faculty meeting as needed.	Jackson, Willie	8/14/2017	PD sessions sign-in sheets, IPDP	5/31/2018 monthly
G2.B1.S2.MA1 M378841	Ongoing Professional Development sessions - during Tuesday's faculty meeting and during teacher...	Jackson, Willie	8/14/2017	CWT, progress monitoring, Lesson Plans, IPDP	5/31/2018 monthly
G2.B1.S2.A1 A354943	Schedule professional development during planning periods & Tuesday's faculty meetings to monitor...	Jackson, Willie	8/14/2017	PD sessions, IPDP, sign-in sheets.	5/31/2018 biweekly
G1.MA1 M378837	Sign-in sheets from all school-sponsored parent meetings and progress monitoring activities	Jackson, Willie	8/21/2017	Parental involvement log -- improved student preparation, attendance, and classroom behavior	5/31/2018 every-2-months
G2.B1.S3.MA1 M378843	CWT & observations	Jackson, Willie	8/14/2017	Written feedback from CWT & observations	5/31/2018 daily
G2.B1.S3.A1 A354944	Develop/implement MAFS lessons that differentiate mathematical instruction using Technology &...	Commodore, Shirley	8/14/2017	PDs and IPDP - progress monitoring	5/31/2018 monthly

## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

**G1.** To have at least 35% of our students score at level 3 or above in ELA on the Florida Standards Assessment as compared to other students statewide, and at least 45% of the students will make learning gains.

### **G1.B3** Student conduct interferes with the learning process

**G1.B3.S1** Structured mentoring and career awareness programs have been implemented to assist with modifying inappropriate classroom behavior and increasing awareness of future career opportunities available to them in order to reduce inappropriate behavior, increase the desire to learn, and build self-confidence.

#### **PD Opportunity 1**

The school will implement a mentoring/career program to identify and focus on the critical needs of the students, which will include providing educational activities, resources, counseling, and incentives to improve behavior and increase learning.

#### **Facilitator**

Sylvia Jackson, Director of Secondary Education

#### **Participants**

Catina Simmons-Russ, JoLynda Wright, Kim McNeal, Melinda Tindall, Sanura Fraizer, Sabrina Allen, Charlotte Gonzalez, Shannon Glynn, Christina Smith, Marvin Thomas, Milca Joseph, Megan Nelson, Sharise Habersham, Akeisha Mandela, Shavon Edwards, Sarah Williams and Patrick Hodges

#### **Schedule**

Weekly, from 8/14/2017 to 5/31/2018



**G2.** To have 40% of the students to score at level 3 or above in math on the Florida Standards Assessment, and at least 50% of the students will make learning gains.

**G2.B1** Time constraints--Lack of opportunity to train staff, especially new instructional staff, and acquire extended knowledge of the Florida Math Standards

**G2.B1.S1** 1) Administer pre and post-assessments and utilize performance task items to monitor progress throughout the year (on-going).

### **PD Opportunity 1**

Provide ongoing professional development for teachers that focuses on best practices sustained through data-driven instruction.

#### **Facilitator**

Principal, APC, Reading Coach and Teachers

#### **Participants**

All teachers

#### **Schedule**

Weekly, from 8/14/2017 to 5/31/2018

**G2.B1.S2** 2) Provide specific feedback by strand and item analysis of assessments to students and parents on a continuous basis

### **PD Opportunity 1**

Schedule professional development during planning periods & Tuesday's faculty meetings to monitor progress towards meeting goals.

#### **Facilitator**

State, district and school level trainers

#### **Participants**

Victoria Hill, Rashid Ormsby, Carrie Price, Shirley Commodore, Frederic Hussein, Judith Mandela, Marvin Thomas, Christina Smith, Patrick Hodges, Akeisha Mandela and administrators

#### **Schedule**

Biweekly, from 8/14/2017 to 5/31/2018

**G2.B1.S3** 3) Provide opportunities for student engagement and collaboration for peer-assisted learning in a whole or small group setting

**PD Opportunity 1**

Develop/implement MAFS lessons that differentiate mathematical instruction using Technology & Cooperative Learning. Incorporate content vocabulary and reading strategies in mathematics and engage all students in performance-based learning, Increase intervention opportunities for corrective math instruction.

**Facilitator**

APC, Math Chair/Coach, Math Teachers

**Participants**

All Teachers

**Schedule**

Monthly, from 8/14/2017 to 5/31/2018

## VI. Technical Assistance Items

Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.

## VII. Budget

<b>1</b>	<b>G1.B3.S1.A1</b>	<b>The school will implement a mentoring/career program to identify and focus on the critical needs of the students, which will include providing educational activities, resources, counseling, and incentives to improve behavior and increase learning.</b>				<b>\$54,000.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
	1141	131304-CONSULTING	0211 - James A. Shanks Middle School	Title I, Part A		\$15,000.00
			<i>Notes: Kagan Strategies in-service will be provided school-wide for student engagement.</i>			
	1141	140-Substitute Teachers	0211 - James A. Shanks Middle School	General Fund		\$14,000.00
			<i>Notes: Substitute teachers will be provided to cover for teachers during in-service training throughout the year.</i>			
	1140	330-Travel	0211 - James A. Shanks Middle School	Other		\$25,000.00
			<i>Notes: Incentives such as field trips, awards, certificates, educational as well as social activities, and other resources will be provided to modify behavior.</i>			
	1140		0211 - James A. Shanks Middle School			\$0.00
<b>2</b>	<b>G2.B1.S1.A1</b>	<b>Provide ongoing professional development for teachers that focuses on best practices sustained through data-driven instruction.</b>				<b>\$30,000.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
		120-Classroom Teachers	0211 - James A. Shanks Middle School	Title II		\$30,000.00
			<i>Notes: Additional funds from Title I funds will be used for some professional development expenses during the year.</i>			
<b>3</b>	<b>G2.B1.S2.A1</b>	<b>Schedule professional development during planning periods &amp; Tuesday's faculty meetings to monitor progress towards meeting goals.</b>				<b>\$3,000.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
			0211 - James A. Shanks Middle School	Title I, Part A		\$3,000.00
<b>4</b>	<b>G2.B1.S3.A1</b>	<b>Develop/implement MAFS lessons that differentiate mathematical instruction using Technology &amp; Cooperative Learning. Incorporate content vocabulary and reading strategies in mathematics and engage all students in performance-based learning, Increase intervention opportunities for corrective math instruction.</b>				<b>\$2,000.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2017-18

**Gadsden - 0211 - James A. Shanks Middle School - 2017-18 SIP**  
*James A. Shanks Middle School*

			0211 - James A. Shanks Middle School	Title I, Part A		\$2,000.00
5	G2.B3.S1.A1	<b>Develop a master schedule which will afford more time on task for learning within the regular school day.</b>				<b>\$0.00</b>
					<b>Total:</b>	<b>\$89,000.00</b>

Gadsden County Schools

# Stewart Street Elementary School



2017-18 School Improvement Plan

## Stewart Street Elementary School

749 S STEWART ST, Quincy, FL 32351

<http://www.gcps.k12.fl.us/>

### School Demographics

<b>School Type and Grades Served</b> (per MSID File)	<b>2016-17 Title I School</b>	<b>2016-17 Economically Disadvantaged (FRL) Rate</b> (As Reported on Survey 3)
Elementary School PK-5	Yes	100%
<b>Primary Service Type</b> (per MSID File)	<b>Charter School</b>	<b>2016-17 Minority Rate</b> (Reported as Non-white on Survey 2)
K-12 General Education	No	98%

### School Grades History

Year	2016-17	2015-16	2014-15	2013-14
Grade	C	B	C*	A

*\*Informational Baseline School Grade*

**Note:** The school grades calculation was revised substantially for the 2014-15 school year to implement statutory changes made by the 2014 Legislature and incorporate the new Florida Standards Assessments. The 2014-15 school grades serve as informational baseline data that schools can use to improve in future years.

### School Board Approval

This plan is pending approval by the Gadsden County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies



## Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

### DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

### DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

### 2017-18 DA Category and Statuses for Stewart Street Elementary School

DA Region and RED	DA Category and Turnaround Status
Northwest - <a href="#">Wallace Selph</a>	Not In DA - N/A

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

Stewart Street Elementary School's mission is to provide all students with opportunities for quality learning and the necessary support to ensure academic acceleration, consistent demonstration of appropriate social behavior, and continuous personal improvement. Excellence and a desire to learn will become a way of life.

##### b. Provide the school's vision statement

Stewart Street Elementary School faculty and staff work cooperatively and collaboratively with students, parents and community. We will set high expectations and create a positive learning environment for students, faculty and staff in order to enhance performance and promote development of critical thinking skills. Students will be provided a challenging curriculum in a clean, safe, non-threatening, and drug free environment. High-quality staff, innovative and research-based strategies, as well as the use of modern technology will be a key in the delivery of instruction.

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

Stewart Street Elementary School (SSES) has built a culture of respect for students we serve. School staff is provided insight of students' cultural needs as assessed by the school climate and language surveys. We take a personal interest in the well-being of our students and their families. The school has an open door policy and welcomes parents to visit our campus. Positive relationships are established as we make every effort to communicate regularly. Parent Expos, PTA/SAC meetings, and school-wide assemblies are held to keep families abreast of the new Florida Standards and students' academic progress.

##### b. Describe how the school creates an environment where students feel safe and respected before, during and after school

SSES has the following procedures in place to ensure that students feel safe and respected before, during, and after school:

- School staff meets students as they arrive in the morning and leave in the afternoon.
- School staff monitors the hallway, cafeteria, and corridors as students move about on campus.
- Visitors are screened using the Raptor system.
- Monthly emergencies drills are performed.
- Guidance counselor conducts character education classes and host assemblies to discourage bullying.

In addition to the aforementioned procedures, the school's security gate helps us to keep intruders off campus.

##### c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced

Stewart Street Elementary adheres to the District's Student Code of Conduct to reduce disruptions during instructional time. Additionally, each teacher has in place behavioral management systems which clearly convey expected conduct for students to display.

**d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services**

The guidance counselor is available to all students if counseling services are needed. Also, we have additional help from outside resources such as social workers, psychologists, and counselors that are capable of providing one- on-one counseling if considered necessary. Teachers, staff, and volunteers serve as mentors on a daily basis.

**3. Early Warning Systems**

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

**a. Describe the school's early warning system and provide a list of the early warning indicators used in the system**

Stewart Street Elementary School early warning system indicators are attendance of students below ninety percent and students who have received one or more out of school suspensions.

**b. Provide the following data related to the school's early warning system**

**1. The number of students by grade level that exhibit each early warning indicator:**

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Attendance below 90 percent	24	11	17	8	11	10	0	0	0	0	0	0	0	81
One or more suspensions	0	2	5	5	5	6	0	0	0	0	0	0	0	23
Course failure in ELA or Math	6	11	16	9	18	13	0	0	0	0	0	0	0	73
Level 1 on statewide assessment	0	0	0	69	68	45	0	0	0	0	0	0	0	182

**The number of students identified by the system as exhibiting two or more early warning indicators:**

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Students exhibiting two or more indicators	0	4	3	12	9	5	0	0	0	0	0	0	0	33

**c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**

Stewart Street Elementary School implements several intervention strategies to improve the academic performance of students identified by the early warning system. Students scoring level 1 and/or have failing grades in ELA or Math will receive Tier 3 instruction, an additional 30 minutes of explicit intervention in addition to the 90 minute block of reading. All students for the 2017-2018 school term will receive an additional hour of reading intervention; this is in addition to the 90 minute block of reading. Also, students will receive daily on -line iReady instruction in the lab and small group differentiated instruction in the classroom based on the student's areas of deficiency.

All classroom teachers will receive professional development in the six components of reading, assessment and instructional practices, phonemic awareness, phonics/words analysis, fluency,

vocabulary, comprehension, assessment and instructional practices.

In regards to students attendance, parents receive phone calls by the teachers to support early absentee warnings, followed by parent conferences if needed. Parents also are sent written documentation via certified mail explaining district school attendance policies. In addition, the district social worker provides assistance in making contact with parents to deter excessive absentees of students.

## B. Family and Community Engagement

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2) and (b)(7)(A)(iii)(I).

### 1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress

#### a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?

Yes

##### 1. PFEP Link

The school completes a Parental Involvement Plan (PFEP), which is available at the school site.

##### 2. Description

### 2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement

The school works closely with faith-based partners, community organizations, businesses, and Gadsden County Schools Parent Services office to secure resources that are utilized to support the school and student achievement. Volunteers, Mentors, and Classroom Grandparents support academics, extra-curricular activities, and school-wide programs.

## C. Effective Leadership

### 1. School Leadership Team

#### a. Membership

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Robinson, Ms. Lisa	Principal
Harris, Robert	Guidance Counselor
Germany, Christopher	Assistant Principal
Toussaint, Karen	Teacher, K-12
Pruitt, Shonda	Teacher, K-12
Youmans, Mildred	Instructional Media
Harris, Clurie	Assistant Principal
Dudley, Karema	Teacher, K-12
Anderson, Jennifer	Teacher, K-12
Gordon, Shakilla	Teacher, K-12
Sailor, Barbara	Teacher, K-12
Murray-McMillan, Shannon	Teacher, K-12
Thompson, Tiffany	Teacher, K-12
Dickeys, Shelia	Teacher, K-12

## b. Duties

### **1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making**

A member of administration (Principal or Assistant Principal) participates in the MTSS team meetings and provides valuable information about the allocation of resources, and monitors intervention fidelity. Lead teachers assist in monitoring intervention fidelity, providing teachers with appropriate interventions and conducting progress monitoring probes. School Counselors generally schedule MTSS team meetings, facilitate meetings, discuss student referrals with teachers, conduct observations of referred students, and monitor intervention fidelity. School Psychologists play a critical role in ensuring that all parties understand the MTSS process. In addition, School Psychologists assist in facilitating meetings, analyzing data, suggesting appropriate interventions and monitoring intervention fidelity.

### **2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact**

The effectiveness of core intervention is assessed by analyzing student performance on measures such as the FAIR as well as through weekly classroom assessments. As a rule of thumb, at least 70% of the students should be achieving at or above grade level expectations. Within an MTSS framework, student data is entered into such programs as Engrade and Skyward where the class average for each student is computed automatically. Consequently, classroom performance can be easily analyzed. Retention information, FCAT scores, FAIR data, iReady and district benchmark assessments are all analyzed to determine which students need additional support. The progress of struggling students is monitored and trend lines indicate whether or not student performance is improving, regressing or plateauing. The gap between the students' performance and that of their peers is also analyzed to determine the level of support that students require.

Teachers receive support through a Multi-tiered System of Supports as they are a very integral part of

the Student Study Team meetings that are held to determine which supports and resources are necessary in order to meet the needs of individual students. Teachers receive guidance from a group of professionals and related service providers who collaborate (along with the student's parents) to determine interventions, resources and services that will appropriately meet student needs.

Stewart Street Elementary coordinates with Title I Part A to ensure all disadvantaged children are offered instructional opportunities and support systems to close the achievement gap, including providing a full range of parent services. Every Title I parent receives required information, Annual Title I meetings are held to provide parents with a wealth of information about how Title I can help the school. Parent dollars from Title I assist with the development of parent involvement plans and parent expos where children and their parents come to the school for teacher conferences related to their grade reports.

Stewart Street coordination with Title I Part C Migrant ensures that the needs of migrant students are met as they transition in and out of schools at different times of the year and move around to different cities and states. Coordinated needs addressed include language, social services, medical, and instructional.

Stewart Street coordinates with Title II, Part A to optimize professional development opportunities for teachers and paraprofessionals based on their individual needs and to ensure that only highly qualified in-field teachers are placed in classes, with a focus on placing the best teachers with the lowest performing students. The program offers staff development at the district level and at the school level to differentiate offerings based on school needs. Teachers are provided with growth plans and timelines to complete trainings, being rewarded with certification and/or continuing education points. Instructional coaches are provided by this Title so that onsite modeling and progress monitoring can be provided to struggling teachers.

Coordination with Title III ensures the needs of ESOL student needs are met through language support, various accommodations required under Federal Decree, and by working with Title II, Part A to provide ESOL endorsement training. Title III is available to offer onsite translations for parents and non-English speaking students and to assist with their registration and transcript needs.

The Title X Homeless program is district-wide with provisions to serve all students who have been identified as homeless and their families. Title I Part A shares expenses for this program and together the two programs ensure that all instructional, social, emotional, transportation, school activities, and health needs are provided for so the homeless student will not be discriminated against and will have equal opportunity to succeed in school.

Supplemental Academic Instruction in the district is used to provide general funding for a district alternative school which serves students from all schools who are overage, have low grade point averages, have behavioral issues, and/or have had legal issues removing them from the traditional school environment. As our school discovers student challenges that cannot be met on our campus, we make recommendations to send the students to the alternative school for assistance. Students are remediated, provided positive behavior support, provided interventions to allow them to catch up to their peers and graduate on time. Parenting services are also provided onsite to assist with reducing drop outs and continuing to assist underage parents in their pursuit of a high school credential. Once a student has successfully completed their assigned area of work at the alternative school, they return to their home school setting. Adult education programs are part of the alternative program and are funded through state dollars at the technical center with recommendations coming from the alternative center as requested and/or necessary.

Stewart Street Elementary has a strong safety program that includes Raptor identification at the front

desk to alert the office of anyone who should not be allowed on campus; positive behavior support programs and behavior specialists work with troubled students; in-school and out-of-school suspension programs and oversight are provided; anti-bullying campaigns that support school board policies are in place to ensure that all students are safe; security fencing of grounds are in place to ensure that school leaders can protect students under their care.

The school district has volunteered to be part of the Community Eligibility Option offering free breakfast and lunch to all students. Students in after school programs are provided nutritional snacks through the food service program at the district. The district has a grant with Healthy Foods and purchases fresh fruit and vegetables by locally grown vendors who are under contract with other district agencies.

Stewart Street participates in the early intervention programs through Voluntary prekindergarten and HeadStart on full-day schedules working with very young students to raise basic skills so they are prepared to transition into Kindergarten ready for rigorous instruction and learning . Our school uses some of our Title I money to offer Title I blended preK programs providing a full day of preK for students with split funding from Title I. This allows us to provide even more resources for our preK students than the state funded early learning programs.

The AmeriCorp Vista volunteer partnership will provide regional parent volunteers to the school to assist with parent liaison services. They are supervised daily by the district Parent Resource Coordinator. Ongoing coordination is provided to parents via Title I annual meetings, parent expos, parent town hall meetings, faith based meetings, and other community level meetings.

## 2. School Advisory Council (SAC)

### a. Membership

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Lisa Robinson	Principal
Shonda Pruitt	Teacher
Michelle Hogue	Parent
Kimi Green	Teacher
Shakilla Gordon	Teacher
Mimi Robinson	Parent
Samantha Starks-Harrison	Parent
Mechelle Robinson	Parent
Cathy Robinson	Parent
Shamerice Daniels	Parent
Jose Lopez	Parent
Francisco Hernandez	Business/Community
Jennifer Anderson	Teacher
Mary Jackson	Business/Community
Polly Love	Education Support Employee
	Student

### b. Duties

**1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2).

*a. Evaluation of last year's school improvement plan*

During our initial School Advisory Council meeting key stakeholders of the school reviewed last year's school improvement plan, discussed its effectiveness, and made informed decisions of strategies to implement to alleviate challenges that may arise.

*b. Development of this school improvement plan*

The SAC assists in the preparation of the annual budget and in the development and evaluation of the school improvement plan. Quarterly meetings are held so that members are able to monitor the SIP and provide input during the decision making process.

*c. Preparation of the school's annual budget and plan*

The School Advisory Council will meet to develop and disseminate funds for students' needs, professional development, and school incentives.

**2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

The SAC has allocated \$18,000 to fund the after school program that will serve students in the 3rd through 5th grades. The allocated amount will be used to pay stipends for eight instructional positions.

**3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

*a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements*

**3. Literacy Leadership Team (LLT)**

**a. Membership**

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:



Name	Title
Robinson, Ms. Lisa	Principal
Harris, Clurie	Assistant Principal
Youmans, Mildred	Instructional Media
Pruitt, Shonda	Teacher, K-12
Germany, Christopher	Teacher, K-12
Toussaint, Karen	Teacher, K-12
Harris, Robert	Guidance Counselor
Anderson, Jennifer	Teacher, K-12
Bell-Key, Twanda	Teacher, K-12
Dudley, Karema	Teacher, K-12
Thompson, Tiffany	
Calhoun, LaDarius	Teacher, K-12
Sailor, Barbara	Teacher, K-12

## b. Duties

### 1. Describe how the LLT or similar group promotes literacy within the school, if applicable

The major initiatives of the LLT this year are to implement ELA instruction in accordance with the new Florida standards and engage in ongoing literacy professional development. The school also participates in district literacy initiatives.

## D. Public and Collaborative Teaching

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(IV).

### 1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction

Stewart Street Elementary supports positive working relationships between teachers by fostering support through professional learning communities, weekly data chats in grade group meetings, and supporting the needs of beginning teachers through peer mentoring.

### 2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school

Stewart Street Elementary school in cooperation with the district collectively and individually utilizes the following strategies to recruit and retain highly qualified teachers.

1. Participates in district recruitment fairs
2. Utilizes the various media to recruit highly qualified teachers
3. Provide on site training for teachers to assist in them becoming more proficient and effective.
4. Encourage teachers to utilize the district reimbursement system to assist in becoming highly qualified.
5. Assist teachers in becoming reading/ESE and ESOL endorsed,

6. Encourage teachers participation in paid summer training to increase skills and knowledge base as well as increase income.
7. Work closely with teacher's bargaining unit to identify ways to offer differentiated and performance pay.
8. Provide incentives for HQ teachers to serve as mentors for new teachers.

### **3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

Highly effective teachers are paired with novice teachers to assist them with research based practices to implement instructional delivery methods, classroom management, and transitioning in the process to promote students' academic achievement. All novice teachers are required to participate in the district beginning teacher program. Professional development is provided on a continuous basis.

## **E. Ambitious Instruction and Learning**

### **1. Instructional Programs and Strategies**

#### **a. Instructional Programs**

##### **1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards**

Stewart Street Elementary uses district adopted English Language Arts (ELA) and mathematics core instructional programs from a state adopted instructional materials list that are aligned with the Florida Standards.

#### **b. Instructional Strategies**

##### **1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments**

Stewart Street Elementary use a data driven approach coupled with methods of differentiated instruction in order to meet the diverse learning needs of all students. Diagnostic assessments are given in core subjects and data from these assessments are utilized to drive instructional focus on skills that must be achieved for mastery of Florida standards. Ongoing progress monitoring is used, data is assessed in weekly data chat meetings and informed decisions are made on how to best implement effective research based practices to ensure academic growth. To ensure that no child is left behind we support students as individual learners by using MTSS and RTI process.

##### **2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy: After School Program**

**Minutes added to school year: 2,400**

Stewart Street Elementary Extended Learning Day Tutorial Program is to provide students in grades 1- 5 with resources from The 21st Century after school program that will promote the development of skills essential to matriculating through school.

**Strategy Rationale**

To improve students proficiency in English Language Arts (ELA), mathematics, and science. Also to expose students to various enrichment opportunities.

**Strategy Purpose(s)**

- Core Academic Instruction
- Enrichment

**Person(s) responsible for monitoring implementation of the strategy**

Robinson, Ms. Lisa, robinsonl@gcpsmail.com

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

District wide progress monitoring assessments will be used to assess effectiveness. After school staff will meet periodically to analyze data, and make informed instructional decisions.

**2. Student Transition and Readiness**

**a. PreK-12 Transition**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(V).

**1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another**

Stewart Street Elementary has a Pre-K program which is geared toward assisting young children in making a successful transition from home or other child care programs, as well as from one grade level to the next. Children are provided age-appropriate activities and experiences that promote social and academic growth, which are essential to their overall development.

The Pre-K coordinator, principal, teachers, staff, and parents meet regularly to discuss provisions for activities and services to address the needs of the children and facilitate learning. A Pre-K Parent Orientation Day is scheduled during August to plan activities for children and their families and disseminate information concerning the program.

Pre-K teachers make home visits to meet with families as part of the transition process. In addition, parents are invited to visit their child's classroom in order to keep abreast of their progress. Pre-K Headstart resource teachers administer regular assessments to children for the purpose of collecting baseline data and monitoring developmental skills. Vertical articulation between pre-kindergarten and kindergarten teachers ensures a continuum of core knowledge standards.

**b. College and Career Readiness**

**1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations**

n/a

**2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs**

n/a

**3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement**

n/a

**4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

## II. Needs Assessment

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(6).

### A. Problem Identification

#### 1. Data to Support Problem Identification

##### b. Data Uploads

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

*No files were uploaded*

#### 2. Problem Identification Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

### B. Problem Analysis Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why"? or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

### C. Strategic Goals

## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

 = Problem Solving Step     S123456 = Quick Key

## Strategic Goals Summary

- G1.** For the 2017-2018 school year, 40 percent of our 3rd-5th grade students will be proficient on the English Language Arts on the FSA, increasing our percentage by 25% based on the 2016-17 FSA.
- G2.** Increase students' comprehension of complex text through the use of effective research based reading strategies that mirror best practices to foster meaningful reading experiences.
- G3.** Based on 2017 FCAT 2.0 Science 5% of students were proficient. Our goal for 2017-2078 is to increase the proficiency rate 20%.

## Strategic Goals Detail

*For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.*

**G1.** For the 2017-2018 school year, 40 percent of our 3rd-5th grade students will be proficient on the English Language Arts on the FSA, increasing our percentage by 25% based on the 2016-17 FSA. **1a**

G092509

**Targets Supported** **1b**

Indicator	Annual Target
FSA ELA Achievement	50.0

**Targeted Barriers to Achieving the Goal** **3**

- Students entering grade levels multiple years below reading levels.
- Students have a wide variety of skill levels in a classroom

**Resources Available to Help Reduce or Eliminate the Barriers** **2**

- Florida Continuous Improvement Model
- Core Curriculum Reading Assessments
- Paraprofessionals assigned to self-contained ESE classes
- All students receive intervention on iReady in the computer labs.
- Professional learning communities provide on-site on-going professional development to all teachers

**Plan to Monitor Progress Toward G1.** **8**

Reports from iReady, Accelerated Reader, district assessments and core reading assessments will be collected and reviewed throughout the year to determine students progress.

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Weekly, from 8/31/2017 to 5/31/2018

**Evidence of Completion**

Teachers' data notebooks, lesson plans, grade group meetings and district assessment reports

**G2.** Increase students' comprehension of complex text through the use of effective research based reading strategies that mirror best practices to foster meaningful reading experiences. 1a

G091532

**Targets Supported** 1b

Indicator	Annual Target
FSA ELA Achievement	50.0

**Targeted Barriers to Achieving the Goal** 3

- Limited Professional Development

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- 
- Comprehension Instructional Sequence (CIS) Model
- Florida Continuous Improvement Model
- Core Curriculum Reading Assessments
- District Assessments
- i-Ready
- CPALMS

**Plan to Monitor Progress Toward G2.** 8

FCIM, District Assessments, Core Curriculum Assessments, and iReady reports

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Monthly, from 9/5/2017 to 5/30/2018

**Evidence of Completion**

Classroom walk throughs, data notebooks, grade group agendas and sign in sheets.

**G3.** Based on 2017 FCAT 2.0 Science 5% of students were proficient. Our goal for 2017-2078 is to increase the proficiency rate 20%. 1a

G091533

**Targets Supported** 1b

Indicator	Annual Target
FCAT 2.0 Science Proficiency	20.0

**Targeted Barriers to Achieving the Goal** 3

- Lack of prior knowledge of Science

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- 
- Core Curriculum
- Supplemental resources provided by the Core Curriculum i.e. Untamed Science Videos
- Science Lab Activities

**Plan to Monitor Progress Toward G3.** 8

Coordinate with community stakeholders, local universities, IFAS Centers, and local 4-H Agency to provide real world situations and meaningful learning experiences.

**Person Responsible**

Clurie Harris

**Schedule**

Quarterly, from 9/5/2017 to 5/30/2018

**Evidence of Completion**

STEM participation and field trip itineraries.

**Plan to Monitor Progress Toward G3.** 8

District Assessments, Core Curriculum Assessments,

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Monthly, from 9/5/2017 to 5/30/2018

**Evidence of Completion**

Lesson plans, classroom walk throughs, grade group collaboration meetings, and data notebooks.



## Action Plan for Improvement


For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.

### Problem Solving Key

**G** = Goal                      **B** =  
Barrier                      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key


**G1.** For the 2017-2018 school year, 40 percent of our 3rd-5th grade students will be proficient on the English Language Arts on the FSA, increasing our percentage by 25% based on the 2016-17 FSA. **1**

 G092509

**G1.B1** Students entering grade levels multiple years below reading levels. **2**

 B247951

**G1.B1.S1** Teachers will screen for early identification of below grade level students and provide daily interventions to move them to grade level performance. **4**

 S261250

### Strategy Rationale

Students need ample opportunities to practice in order to meet the level of proficiency expected on the FSA.

### Action Step 1 **5**

Students performing multiple years below reading levels will receive Tier 3 instruction; an additional 30 minutes of explicit intervention in addition to the 90 minute reading block.

#### Person Responsible

Ms. Lisa Robinson

#### Schedule

Daily, from 8/31/2017 to 5/31/2018

#### Evidence of Completion

Data notebook, lesson plans, classroom walk throughs, grade group collaboration meetings, district assessments and FSA

**Plan to Monitor Fidelity of Implementation of G1.B1.S1** 6

Classroom Observations

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Daily, from 8/31/2017 to 5/31/2018

***Evidence of Completion***

Data notebook, lesson plans, grade group meetings

**Plan to Monitor Effectiveness of Implementation of G1.B1.S1** 7

Classroom teachers will receive support in analyzing student performance data

**Person Responsible**

Christopher Germany

**Schedule**

Weekly, from 8/31/2017 to 5/31/2018


***Evidence of Completion***

Data notebook ,iReady and Accelerated Reader reports, grade group meetings

**G1.B2** Students have a wide variety of skill levels in a classroom **2**

 B247952

**G1.B2.S1** Teachers will review students' data to identify students in need of intensive instruction and provide interventions daily. **4**

 S261268

**Strategy Rationale**

Students need ample opportunities to practice in order to meet the level of proficiency expected on the FSA.

**Action Step 1** **5**

Teachers will lead small group activities that meet students' reading deficiencies.

**Person Responsible**

Clurie Harris

**Schedule**

Weekly, from 8/31/2017 to 5/31/2018

***Evidence of Completion***

Lesson plans and data notebooks

**Plan to Monitor Fidelity of Implementation of G1.B2.S1** **6**

Lesson plans will be reviewed weekly

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Weekly, from 8/31/2017 to 5/28/2018

***Evidence of Completion***

All lesson plans are filed.

**Plan to Monitor Effectiveness of Implementation of G1.B2.S1 7**

Weekly grade group and data meeting will be held

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Weekly, from 8/31/2017 to 5/31/2018

**Evidence of Completion**

Lesson plans and data notebooks

**G2.** Increase students' comprehension of complex text through the use of effective research based reading strategies that mirror best practices to foster meaningful reading experiences. 1

G091532

**G2.B1** Limited Professional Development 2

B244960

**G2.B1.S1** In addition the use of PAEC, modeling from lead teachers, CPALMS, support from the literacy leadership team, and site visits to other schools for modeling of best practices will assist with limitations caused by this barrier. 4

S258169

**Strategy Rationale**

On-site professional development from teacher peers will allow instructors to have continuous and readily accessible professional development.

**Action Step 1 5**

Ongoing Professional Development Opportunities

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Biweekly, from 9/5/2017 to 5/29/2018

**Evidence of Completion**

Follow up activities, sign in sheets, grade group participation log, classroom walkthroughs, and data notebooks.

**Plan to Monitor Fidelity of Implementation of G2.B1.S1** 6

Ongoing professional development opportunities.

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Biweekly, from 9/5/2017 to 5/30/2018

***Evidence of Completion***

Data Notebooks, Sign Sheets, Agendas, and Grade Group Participation Log

**Plan to Monitor Effectiveness of Implementation of G2.B1.S1** 7

Ongoing professional development opportunities.

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Biweekly, from 9/5/2017 to 5/30/2018

***Evidence of Completion***

Data Notebooks, Sign Sheets, Agendas, and Grade Group Participation Log

**G3.** Based on 2017 FCAT 2.0 Science 5% of students were proficient. Our goal for 2017-2078 is to increase the proficiency rate 20%. 1

G091533

**G3.B1** Lack of prior knowledge of Science 2

B244961

**G3.B1.S1** Increase the time of Science instruction. 4

S258170

### Strategy Rationale

By increasing the science instruction in all grade levels, students will come equipped with the prior knowledge needed to be proficient learners.

### Action Step 1 5

Teachers will model scientific thinking and the practice of Science, target vocabulary, and use Science stations within the classroom.

#### Person Responsible

Ms. Lisa Robinson

#### Schedule

Daily, from 9/5/2017 to 5/30/2018

#### Evidence of Completion

Lesson plans, classroom walk throughs, grade group collaboration meetings, and data notebooks.

### Plan to Monitor Fidelity of Implementation of G3.B1.S1 6

Teachers will model scientific thinking and the practice of Science, target vocabulary, and use Science stations within the classroom.

#### Person Responsible

Ms. Lisa Robinson

#### Schedule

Daily, from 9/5/2017 to 5/30/2018

#### Evidence of Completion

Lesson plans, classroom walk throughs, grade group collaboration meetings, and data notebooks.

**Plan to Monitor Effectiveness of Implementation of G3.B1.S1 7**

Teachers will model scientific thinking and the practice of Science, target vocabulary, and use Science stations within the classroom.

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Weekly, from 8/29/2016 to 5/29/2017

***Evidence of Completion***

Lesson plans, classroom walk throughs, grade group collaboration meetings, and data notebooks.

**G3.B1.S2 Educational field trips** 4

S258171

**Strategy Rationale**

Educational field trips allows students' to experience science beyond the classroom, and provides a culminating activity for big ideas.

**Action Step 1** 5

Coordinate with community stakeholders, local universities, IFAS Centers, and local 4-H Agency to provide real world situations and meaningful learning experiences.

**Person Responsible**

**Schedule**

Quarterly, from 9/5/2017 to 5/30/2018

**Evidence of Completion**

STEM participation and field trip itineraries.

**Action Step 2** 5

District Assessments and Core Curriculum Assessments

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Monthly, from 9/5/2017 to 9/5/2017

**Evidence of Completion**



**Plan to Monitor Fidelity of Implementation of G3.B1.S2 6**

Coordinate with community stakeholders, local universities, IFAS Centers, and local 4-H Agency to provide real world situations and meaningful learning experiences.

**Person Responsible**

Shonda Pruitt

**Schedule**

Monthly, from 9/5/2017 to 5/30/2018

***Evidence of Completion***

STEM participation and field trip itineraries.

**Plan to Monitor Effectiveness of Implementation of G3.B1.S2 7**

Coordinate with community stakeholders, local universities, IFAS Centers, and local 4-H Agency to provide real world situations and meaningful learning experiences.

**Person Responsible**

Ms. Lisa Robinson

**Schedule**

Quarterly, from 9/5/2017 to 5/30/2018


***Evidence of Completion***

STEM participation and field trip itineraries.

## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
<b>2018</b>					
G3.B1.S1.MA1 M358781	Teachers will model scientific thinking and the practice of Science, target vocabulary, and use...	Robinson, Ms. Lisa	8/29/2016	Lesson plans, classroom walk throughs, grade group collaboration meetings, and data notebooks.	5/29/2017 weekly
G3.B1.S2.A2 A339314	District Assessments and Core Curriculum Assessments	Robinson, Ms. Lisa	9/5/2017		9/5/2017 monthly
G1.B2.S1.MA1 M365519	Lesson plans will be reviewed weekly	Robinson, Ms. Lisa	8/31/2017	All lesson plans are filed.	5/28/2018 weekly
G2.B1.S1.A1 A339311	Ongoing Professional Development Opportunities	Robinson, Ms. Lisa	9/5/2017	Follow up activities, sign in sheets, grade group participation log, classroom walkthroughs, and data notebooks.	5/29/2018 biweekly
G3.B1.S1.MA1 M358782	Teachers will model scientific thinking and the practice of Science, target vocabulary, and use...	Robinson, Ms. Lisa	9/5/2017	Lesson plans, classroom walk throughs, grade group collaboration meetings, and data notebooks.	5/30/2018 daily
G2.B1.S1.MA1 M358779	Ongoing professional development opportunities.	Robinson, Ms. Lisa	9/5/2017	Data Notebooks, Sign Sheets, Agendas, and Grade Group Participation Log	5/30/2018 biweekly
G3.MA2 M358786	District Assessments, Core Curriculum Assessments,	Robinson, Ms. Lisa	9/5/2017	Lesson plans, classroom walk throughs, grade group collaboration meetings, and data notebooks.	5/30/2018 monthly
G2.MA1 M358780	FCIM, District Assessments, Core Curriculum Assessments, and iReady reports	Robinson, Ms. Lisa	9/5/2017	Classroom walk throughs, data notebooks, grade group agendas and sign in sheets.	5/30/2018 monthly
G2.B1.S1.MA1 M358778	Ongoing professional development opportunities.	Robinson, Ms. Lisa	9/5/2017	Data Notebooks, Sign Sheets, Agendas, and Grade Group Participation Log	5/30/2018 biweekly
G3.B1.S1.A1 A339312	Teachers will model scientific thinking and the practice of Science, target vocabulary, and use...	Robinson, Ms. Lisa	9/5/2017	Lesson plans, classroom walk throughs, grade group collaboration meetings, and data notebooks.	5/30/2018 daily
G3.B1.S2.A1 A339313	Coordinate with community stakeholders, local universities, IFAS Centers, and local 4-H Agency to...		9/5/2017	STEM participation and field trip itineraries.	5/30/2018 quarterly
G3.B1.S2.MA1 M358784	Coordinate with community stakeholders, local universities, IFAS Centers, and local 4-H Agency to...	Pruitt, Shonda	9/5/2017	STEM participation and field trip itineraries.	5/30/2018 monthly
G3.B1.S2.MA1 M358783	Coordinate with community stakeholders, local universities, IFAS Centers, and local 4-H Agency to...	Robinson, Ms. Lisa	9/5/2017	STEM participation and field trip itineraries.	5/30/2018 quarterly
G3.MA1 M358785	Coordinate with community stakeholders, local universities, IFAS Centers, and local 4-H Agency to...	Harris, Clurie	9/5/2017	STEM participation and field trip itineraries.	5/30/2018 quarterly
G1.B1.S1.MA1 M365505	Classroom teachers will receive support in analyzing student performance data	Germany, Christopher	8/31/2017	Data notebook ,iReady and Accelerated Reader reports, grade group meetings	5/31/2018 weekly
G1.B2.S1.A1 A344526	Teachers will lead small group activities that meet students' reading deficiencies.	Harris, Clurie	8/31/2017	Lesson plans and data notebooks	5/31/2018 weekly
G1.B1.S1.A1 A344505	Students performing multiple years below reading levels will receive Tier 3 instruction; an...	Robinson, Ms. Lisa	8/31/2017	Data notebook, lesson plans, classroom walk throughs, grade group collaboration meetings, district assessments and FSA	5/31/2018 daily
G1.B1.S1.MA1 M365503	Classroom Observations	Robinson, Ms. Lisa	8/31/2017	Data notebook, lesson plans, grade group meetings	5/31/2018 daily
G1.B2.S1.MA1 M365522	Weekly grade group and data meeting will be held	Robinson, Ms. Lisa	8/31/2017	Lesson plans and data notebooks	5/31/2018 weekly

**Gadsden - 0201 - Stewart Street Elementary Schl - 2017-18 SIP**  
*Stewart Street Elementary School*

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
G1.MA1  M365509	Reports from iReady, Accelerated Reader, district assessments and core reading assessments will be...	Robinson, Ms. Lisa	8/31/2017	Teachers' data notebooks, lesson plans, grade group meetings and district assessment reports	5/31/2018 weekly

## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

**G1.** For the 2017-2018 school year, 40 percent of our 3rd-5th grade students will be proficient on the English Language Arts on the FSA, increasing our percentage by 25% based on the 2016-17 FSA.

**G1.B1** Students entering grade levels multiple years below reading levels.

**G1.B1.S1** Teachers will screen for early identification of below grade level students and provide daily interventions to move them to grade level performance.

### **PD Opportunity 1**

Students performing multiple years below reading levels will receive Tier 3 instruction; an additional 30 minutes of explicit intervention in addition to the 90 minute reading block.

#### **Facilitator**

District Resource Team

#### **Participants**

All Classroom Teachers

#### **Schedule**

Daily, from 8/31/2017 to 5/31/2018

**G1.B2** Students have a wide variety of skill levels in a classroom

**G1.B2.S1** Teachers will review students' data to identify students in need of intensive instruction and provide interventions daily.

### **PD Opportunity 1**

Teachers will lead small group activities that meet students' reading deficiencies.

#### **Facilitator**

Reading Teacher/ Ms. Anderson

#### **Participants**

Teachers

#### **Schedule**

Weekly, from 8/31/2017 to 5/31/2018

**G2.** Increase students' comprehension of complex text through the use of effective research based reading strategies that mirror best practices to foster meaningful reading experiences.

**G2.B1** Limited Professional Development

**G2.B1.S1** In addition the use of PAEC, modeling from lead teachers, CPALMS, support from the literacy leadership team, and site visits to other schools for modeling of best practices will assist with limitations caused by this barrier.

**PD Opportunity 1**

Ongoing Professional Development Opportunities

**Facilitator**

Administrators and Lead Teachers

**Participants**

K-5th Classroom Teachers

**Schedule**

Biweekly, from 9/5/2017 to 5/29/2018

**G3.** Based on 2017 FCAT 2.0 Science 5% of students were proficient. Our goal for 2017-2018 is to increase the proficiency rate 20%.

**G3.B1** Lack of prior knowledge of Science

**G3.B1.S1** Increase the time of Science instruction.

**PD Opportunity 1**

Teachers will model scientific thinking and the practice of Science, target vocabulary, and use Science stations within the classroom.

**Facilitator**

Dr. Ida Walker

**Participants**

K - 5 Classroom Teachers

**Schedule**

Daily, from 9/5/2017 to 5/30/2018

**G3.B1.S2** Educational field trips

**PD Opportunity 1**

District Assessments and Core Curriculum Assessments

**Facilitator**

Dr. Ida Walker

**Participants**

K - 5 Classroom Teachers

**Schedule**

Monthly, from 9/5/2017 to 9/5/2017

## VI. Technical Assistance Items

Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.

## VII. Budget

1	G1.B1.S1.A1	Students performing multiple years below reading levels will receive Tier 3 instruction; an additional 30 minutes of explicit intervention in addition to the 90 minute reading block.	\$0.00
2	G1.B2.S1.A1	Teachers will lead small group activities that meet students' reading deficiencies.	\$0.00
3	G2.B1.S1.A1	Ongoing Professional Development Opportunities	\$0.00
4	G3.B1.S1.A1	Teachers will model scientific thinking and the practice of Science, target vocabulary, and use Science stations within the classroom.	\$0.00
5	G3.B1.S2.A1	Coordinate with community stakeholders, local universities, IFAS Centers, and local 4-H Agency to provide real world situations and meaningful learning experiences.	\$0.00
6	G3.B1.S2.A2	District Assessments and Core Curriculum Assessments	\$0.00
<b>Total:</b>			<b>\$0.00</b>

Gadsden County Schools

# West Gadsden Middle School



## 2017-18 School Improvement Plan



## West Gadsden Middle School

200 PROVIDENCE RD, Quincy, FL 32351

<http://www.wghs.gcps.k12.fl.us>

### School Demographics

School Type and Grades Served (per MSID File)	2016-17 Title I School	2016-17 Economically Disadvantaged (FRL) Rate (As Reported on Survey 3)
Combination School 4-8	No	0%
Primary Service Type (per MSID File)	Charter School	2016-17 Minority Rate (Reported as Non-white on Survey 2)
K-12 General Education	No	0%

### School Grades History

Year  
Grade

### School Board Approval

This plan is pending approval by the Gadsden County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies

## Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

### DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

### DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

### 2017-18 DA Category and Statuses for West Gadsden Middle School

DA Region and RED	DA Category and Turnaround Status
Northwest - <a href="#">Wallace Selph</a>	Not In DA - N/A

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

West Gadsden Middle School, in partnership with its parents and community members, seeks to instill in its students high standards for academic scholarship, integrity, leadership, and responsible citizenship.

##### b. Provide the school's vision statement

Nurtured and educated students who are career, college, and civic ready

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

Step 1: School leaders promote collaborative problem solving and open communication among teachers, parents, community members and students, i.e. SAC and Title I Parent Meeting.

The school leaders:

- Collaborates with stakeholders in the school improvement process
- Shares student achievement data with all stakeholders
- Provides time for collaborative problem solving
- Communicates the school vision, school goals and ongoing progress toward attainment of goals to staff, parents, students, and community members
- Selects a method/variety of methods that faculty members will use in the first days of school to set a positive tone and clarify the values that will guide interpersonal interaction between students and between the teacher and students
- Provides Professional Development training or collegial support for teachers who need help in devising methods and structures for expanding positive interpersonal interaction in classroom settings;
- Provides and demonstrates to faculty members simple strategies for gaining information about students' cultures
- Recognizes and celebrates the contributions of school community members to school improvement efforts

Step 2: The School Base Leadership Team will collect, analyze and use data to identify school needs.

The SBLT:

- Ensures that multiple sources of data are collected and used to assess student performance
- Engages the entire staff in analyzing student achievement data
- Identifies discrepancies between current and desired outcomes
- Engages staff and other stakeholders in a collaborative process to clarify the problem(s)
- Facilitates the identification of priority needs, based on the data analysis, to address in a schoolwide effort
- Models the use of data to make decisions
- Regularly asks staff to identify the data they used in making a decision
- Provides and demonstrates to faculty members simple strategies for gaining information about students' cultures

- Uses a variety of tools including technology to organize and analyze data

Step 3: The Principal will use data to identify and plan for needed changes in the instructional program.

The Principal:

- Ensures that the school improvement plan is based on data analysis and problem clarification
- Facilitates the development of an improvement plan in which goals, evidence of attainment, objectives and strategies are clearly aligned and articulated
- Identifies with staff the knowledge and skills that teachers need to implement the school improvement instructional strategies
- Ensures that the school improvement plan has identified activities to support strategies, milestones to assess progress toward goals, staff development to support staff needs and staff responsible for each implementation step
- Ensures that assessment, curriculum, and instruction are aligned
- Embeds cultural activities within curriculum and daily course work (e.g., reading selections, writing prompts);
- Provides opportunities for staff to learn about research-based strategies that address the identified problem(s)

Step 4: The SBLT will implement and monitor the school improvement plan.

The SBLT:

- Facilitates the development of a calendar of all school improvement activities and ensures that the calendar is shared and reviewed regularly
- Establishes a regular, predictable process to track the impact improvement efforts have on student achievement
- Closely monitors the systematic collection and analysis of data by staff to assess whether progress toward attainment of objectives is satisfactory for all groups of students
- Continuously collects and utilizes data to inform instructional decisions at the building and classroom level and provide academic interventions for individual and groups of students
- Uses a variety of tools including technology to monitor progress
- Recognizes successes of key players
- Facilitates the use of data to continuously evaluate and revise the school improvement plan
- Aligns all resources (monetary, staff, time, and staff development opportunities) to maximize attainment of school improvement priorities
- Uses regularly scheduled time with staff (e.g. staff meeting, PLC time, in-service time) to monitor, communicate, and provide staff development for school improvement efforts
- Supports staff in making the instructional changes necessary to support school improvement efforts

Step 5: The school uses systems thinking to establish a clear focus on attaining student achievement goals

The Principal

- Aligns all school resources with school improvement priorities
- Aligns school improvement goals, classroom instruction, and classroom / school assessment
- Identifies key processes that impact results
- Identifies performance measures and indicators that link key instructional processes to instructional goals
- Forms a representative student task force comprised of representative multicultural groups, i.e. Student Government Council and grade-level class organizations
- Develops and implements a comprehensive school counseling program (Student Development Plan) with dedicated time for the development of the social-emotional mindsets and behaviors that result in positive and supportive relationships between students and teachers.

- Communicates with decision makers outside the school
- Ensures that school goals are aligned to school district goals
- Helps inform district planning by articulating school needs

#### **b. Describe how the school creates an environment where students feel safe and respected before, during and after school**

The school creates an environment where students feel safe and respected before, during and after school.

Before:

- Faculty and staff members are required to attend morning duty in one of three areas: campus (courtyard) parent pick-up, cafeteria, and bus ramp. On inclement weather days, all students occupy either the gym or cafeteria until the first period bell rings.
- A Security Guard and School Resource Officer are both present during the full school day.
- All three members of the Administration are also present throughout the day to ensure students' safety.
- Students and their families have access the district's homeless program, especially if they are experiencing homelessness, clothing needs, food and or shelter.

After School:

- The 21st Century Community Learning Center after-school program has recently been launched for two hours, four days a week for the remainder of the year. An administrator and site coordinator will be present to assist with administrative operations and campus security.
- School funded transportation is available for after-school four days weekly so that students without family transportation can access after-school tutoring, mentoring, and extra-curricular activities.
- In addition to routine safety procedures, the school Uses the Raptor Security System for checking in all visitors to the campus.
- The school Adheres to the district's Student Code of Conduct of attendance and disciplinary actions.
- The school provides professional development through the district, state and at the school level on social emotional learning (i.e. learning strategies, social skills, and self-management skills) and its relationship to creating a positive, caring and supportive school community.
- The school implements a differentiated system of school counseling services with dedicated time for the, supplemental (data driven small group counseling) supports based on identified student need, and intensive (brief individual counseling, referral) supports students to school-based and community resources
- The school Provides separate guidance counselors and services for both elementary and middle school students.
- The school promotes a college-going culture through preparing our students to be College and Career Ready. (developing aspirations, enrichment and extracurricular engagement, college and career discussions)
- Stages drills where the characteristics of safety and respect can be assessed, monitored, and where strategies for improvement can be created, discussed, and supported on a monthly basis.
- Administration clarifies school's expectations for positive interpersonal interaction and creates the structures and processes for reporting violations of bullying/harassment/ policies.
- Posts emergency exit plans for tornado, earthquake and fire emergencies beside the doorway.
- Encourages students to express feelings and opinions regularly. This provides emotional safety and an environment where students do not have to fear recrimination.
- Has a standing rule in the classroom that everyone's opinion is valued and being disrespectful to classmates is not acceptable.
- Promotes relationships among teachers by establishing common planning time and collaborative work opportunities (Professional Learning Communities and team meetings).

- Rewards students for academic achievement, but also reward improvement and best efforts.
- Utilizes Skylert (parent and family phone alert and messaging center system) and Skyward (student and parent portals for grades, scheduling, etc.) additionally to communicate with parents.

**c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced**

West Gadsden Middle School follows the District's Student Code of Conduct for managing students' behavior. It was developed/written by school and district employees and based on state statutes along with district policies resulting from numerous data sources including early warning systems data. The school manages school-wide data through Skyward. Reports include individual classroom data, by grade level, ethnicity, disabilities, and other subgroup levels. All teachers are expected to follow the Code of Conduct plan as written for disciplinary actions regarding behavior, attendance and academics. The procedure involves giving verbal warnings, making phone calls to parent/guardians, making referrals to the guidance counselor first and finally to an administrator. Besides implementing the Student Code of Conduct, students are encouraged to follow school-wide expectations which were explained and provided for faculty members during preplanning. Additionally, the district provides classroom management and positive behavior supports trainings during in-service days as requested. New and beginning teachers received training within the first three months of their hire date to ensure and maintain a safe learning environment.

**d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services**

West Gadsden Middle has two school counselors who share the responsibility of working with students in grades 4th-8th and works closely with the administration to keep them abreast of various issues that arise with students. When needed, the school's social worker and psychologist are consulted. Periodically, outside service agencies, which include Capital City Youth Services and Apalachee Mental Health, are suggested by the MTSS/RTI or administrative team. The SBLT also meets regularly to discuss students with barriers that prevent academic and social success.

### 3. Early Warning Systems

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

**a. Describe the school's early warning system and provide a list of the early warning indicators used in the system**

West Gadsden's Early Warning System signals whether students are off-track through their attendance, behavior, and course/standardized testing performance. The Early Warning System focuses on absenteeism, student failure rate, student behavior, and pass/failure rate of standardize testing.

**b. Provide the following data related to the school's early warning system**

**1. The number of students by grade level that exhibit each early warning indicator:**



Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Attendance below 90 percent	0	0	0	0	0	0	3	9	10	4	5	3	2	36
One or more suspensions	0	0	0	0	0	0	1	92	122	118	78	50	27	488
Course failure in ELA or Math	0	0	0	0	0	0	1	4	5	13	12	11	0	46
Level 1 on statewide assessment	0	0	0	0	0	0	93	80	99	40	36	0	0	348

**The number of students identified by the system as exhibiting two or more early warning indicators:**

Indicator	Grade Level												Total	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Students exhibiting two or more indicators	0	0	0	0	0	0	50	50	0	0	0	0	0	100

**c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**

Intervention strategies employed by the school to improve the academic performance of students identified by the early warning system include convening the MTSS/RTI team or the SBLT to problem solve and create action plans. The school is also using i-Ready for reading, mathematics and writing, Go Math, Acaletics, CPALMS lessons and resources; Parent notifications for students identified ; and counseling sessions for students, and intensive courses. The Administrative team and school counselors meet with parents and students in which students' grades and performance are discussed. Interventions to close students' learning gaps related to earning warning system are also provided. Lastly, district initiatives such as Edgenuity; credit recovery classes are offered using Edgenuity; and targeted summer school sessions are also held.

**B. Family and Community Engagement**

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2) and (b)(7)(A)(iii)(I).

**1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress**

**a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?**

Yes

**1. PFEP Link**

The school completes a Parental Involvement Plan (PFEP), which is available at the school site.

**2. Description**

**2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement**

West Gadsden Middle School builds and sustains partnerships with the local community by hosting Open House and Back to School evening events; Parent Expos (at least three times annually); School

Advisory Council and School Improvement Meetings; Title I Parent Involvement Training and Meetings (at least six times annually including professional development); special informational meetings and training, i.e. Parent and Student Portal training, Florida Standards Awareness, and Family Literacy Night. Volunteers and business partners are invited to attend all events. Occasionally, selected community business persons are requested to come and discuss ways they can support the school in its initiatives.

**C. Effective Leadership**

**1. School Leadership Team**

**a. Membership**

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Jackson, Sonya	Principal
Moody, Cheryl	Assistant Principal
Pace, Rocky	Assistant Principal
Williams, Shannon	Other

**b. Duties**

**1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making**

The Principal meets with the leadership team on a monthly basis to discuss academic, discipline, and attendance issues. Team members take back the information from the Leadership Team meetings to their grade levels and departments. Members of the Administrative Team perform walk-throughs weekly and provide immediate feedback for plan of action. The team also attend and plan common department meetings.

Additionally, the Leadership Team meets with the SAC to help develop the SIP. The team is expected to provide data regarding the efficacy of interventions so that meaningful decisions can be made about which instruction and interventions should be maintained; help set clear expectations for instruction; facilitate the development of a systemic approach to teaching and align processes and procedures.

**2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact**

The Leadership Team will function accordingly using the Problem-Solving Method as follows:

- Step 1. The team defines the problem by determining the discrepancy between what is expected and what is occurring.
- Step 2. The team analyzes the problem using data (attendance, discipline, academics) to determine why the discrepancy is occurring.
- Step 3. Establish a student performance goal, develop an intervention plan to address the goal, and delineate how the student's progress will be monitored.
- Step 4. Use progress monitoring data (attendance, discipline, academics) to evaluate the effectiveness of the intervention plan based on the student's response to the intervention plan.

Some of the resources West Gadsden Middle School utilize include the current textbook adoptions aligned with ELA and Math standards. CPALMS is also used to align instruction to the standards. An additional resource like Edgenuity is being used to provide students the opportunity to recover credits that will help students stay on target for graduation. Training has been provided to teachers on the IReady Reading, IReady Math, and Acaletics. These programs targets reading and math instruction. We also utilize Edivate as a necessity for instructional training and Professional Development. Teachers utilize complex texts to engage students in rigorous reading passages which includes analyzing and synthesizing of higher order questions. Administrators monitor instructional practices utilizing a weekly rotational walk-through schedule. The school is also being monitored by the Turnaround Team that supports academics and student performance at West Gadsden Middle School.

## 2. School Advisory Council (SAC)

### a. Membership

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Sonya Jackson	Principal
Shelanda Shaw	Parent
Leydia Alvarado	Parent
Michael Isaac	Business/Community
Annette Vickers	Teacher
Daniel Mecedo	Student
Alex Aguin Ortiz	Student
Jaylin Isaac	Student
Claretha White	Business/Community
Laura Cayetano	Parent
Ofelia Ortiz	Parent
Kahryn Boykin	Parent
Bridget Copeland	Parent
Barry Corker	Education Support Employee

### b. Duties

**1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(2).

*a. Evaluation of last year's school improvement plan*

Based on the SACS review the school did not meet all of the goals that were set forth in the plan.

*b. Development of this school improvement plan*

The School Advisory Council provides support and input into the development of the school improvement plan. They also help to monitor student progress and operational affairs of the school. Periodically the council assists in making necessary corrections and updating of the plan.

*c. Preparation of the school's annual budget and plan*

The School Advisory Council meets quarterly to discuss the progress of the school and prioritize projects as well as teachers requests for funding to meet specific goals. In addition, the council in conjunction with the principal serves to approve budget expenditures of the School Improvement Funds.

**2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

A budget was created last year, however none of the funds were allocated.

**3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements

yes

**3. Literacy Leadership Team (LLT)**

**a. Membership**

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:

Name	Title
Jackson, Sonya	Principal
Moody, Cheryl	Assistant Principal
Williams, Shannon	Instructional Coach
Taylor, Michelle	Instructional Media

**b. Duties**

**1. Describe how the LLT or similar group promotes literacy within the school, if applicable**

The literacy leadership team will work to increase the number of students meeting grade level expectations and proficiency standards. The focus of the literacy team will be to develop a plan to increase readership of non-fiction and complex text and implement the Core Reading Program with fidelity.

The Literacy Leadership Team will promote literacy within the school by:

- Engaging in regular, ongoing, literacy professional development
- Participating in Professional Learning Communities
- Using data to analyze the effectiveness of instruction and redesign instruction and resources to meet the student’s instructional and intervention needs
- Implementing the Comprehensive Core Reading Programs and scientifically based reading instruction and strategies with fidelity
- Participating in ongoing literacy dialogues with peers
- Creating and share project based learning activities designed to promote literacy
- Supporting and participating in classroom demonstrations and modeling of research-based reading strategies
- Reflecting on practices to improve instruction

**D. Public and Collaborative Teaching**

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(IV).

### **1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction**

One venue for encouraging positive working relationships with teachers is participation in Professional Learning Communities. All faculty actively participates in Professional Learning Communities (PLC) and ongoing Professional Development (PD). The master schedule has been designed to provide consistent time for teachers to meet by common content and/or common grade-levels. Research-based protocols are utilized to focus the meetings on students' academic needs and how students might be assessed. Student improvement is monitored and instruction is modified as needed based on decisions made through collaboration.

Teachers meet weekly in different professional learning centers including faculty meeting (first and third Wednesday of each month), subject-area meetings, team meetings and department meetings. It is highly encouraged for teachers to work together in order to plan and share collaborative lessons and activities as well as problem-solve student issues such as behavior and attendance. Currently, the majority of teachers have common planning daily.

### **2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school**

Newly hired and beginning teachers are provided with a faculty/staff handbook that aligns with the school's mission and vision. During pre-planning week, teachers attend extensive trainings and work collaboratively with their subject/departments. Teachers are placed on various committees and receive support from veteran faculty and staff members. They are also assigned a mentor which provides new teachers with a go-to-person for questions, concerns, and support.

The Reading Coach will provide the data, instructional focus materials, and coaching/modeling/training assistance as needed throughout the year. The administrative team provides assistance through professional development, routine observations (CWTs) and feedback, and the use of data to guide the overall instructional delivery and assessment process.

School-level administration and district-level administrators will provide ongoing, high-quality, jobembedded professional development that is aligned to the school's instructional program and designed to ensure staff is equipped to facilitate effective teaching and learning. The school will take advantage of Job Fair opportunities provided by Tallahassee Community College, Florida State University, Florida A&M University, and/or Workforce Development.

### **3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

West Gadsden Middle School teacher mentoring program participate in the programs that the Gadsden County School District uses for mentoring --- the Florida's Professional Development Certification Program (PDCP) and Ed Training Center, new or beginning teachers are paired with mentor or peer teachers and/or the reading coach at the onset of being hired or assigned to the school. Pairings and planned activities are based mainly on the teacher's level of need and mentor's expertise and experience. Other reasons may include proximity to each other, shared planning time, and positive working relationship. The average mentor has a minimum of four or more years of successful teaching experience and holds a professional educator's certificate in the related

subject area. The mentor teacher also serves as a leader in the school and is highly effective and highly qualified.

## E. Ambitious Instruction and Learning

### 1. Instructional Programs and Strategies

#### a. Instructional Programs

##### **1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards**

West Gadsden uses core instructional programs and materials that are adopted and supported by the District and aligned to the new Florida Standards. The school receives ongoing opportunities and trainings for unpacking the standards in both reading and mathematics. Unpacking the standard entails defining a learning target, designing a daily end product and planning a final, culminating end product. (A PBL plan is currently being developed by subject area teacher teams.) The instructional team also uses the Florida Standard Assessment test item specifications, CPALMS, district reading pacing guides, and district assessments (developed in Performance Matters) for additional alignment. CPALMS training was provided during pre-planning so that teachers would have readily available lessons, resources and activities. These tools aid in progress monitoring and assurance that the school adheres to the district's instructional goals. Additional time is spent in PLCs, learning how to implement the standards across the curriculum in all subject areas. Monitoring includes CWTs conducted by the administration and the Turnaround Team. This supports a deeper level of comprehension. These conversations and learning opportunities promote dialogue that can dispel misunderstandings and promote opportunities for growth in instructional practice, curriculum, and the standards

#### b. Instructional Strategies

##### **1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments**

West Gadsden Middle School uses a data-driven approach to differentiated instruction in order to meet the diverse needs of our students. During the first grading period of school, all students are given baseline assessments in English/Language Arts, reading, mathematics, social studies, and science. The data provided from these assessments will be used to differentiate instruction based on proficiency level. After the baseline assessments, teachers will give bi-weekly formative assessments to track students' growth based on specific standards-based learning targets. In addition, summative assessments will be given at the end of each unit to track students' achievement relative to the standards-based learning goal. Students who are performing at a low proficiency level will receive response to intervention specific to their needs during MTSS. The grade level and department teams will meet bi-weekly to review, discuss, and take action on current student data. Instruction will be modified based on student data. For example, if students display proficiency on a pre-assessment, the teacher will modify the instructional plan to address the standards at an advanced level. Students who do not display proficiency will be addressed in small groups and during intervention. In addition, if students display deficits, the instructional plan will be modified to address foundational learning targets. Students who are proficient will receive advanced instruction in small groups.

**2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy:** After School Program

**Minutes added to school year:** 20,400

The District offers a 21st Century Communities Learning Center which will provide a range of high-quality services to support regular school-day academics and development, including, but not limited to: tutoring and mentoring, academic enrichment (e.g. homework assistance, reading, math, science, and technology programs), physical education and recreational activities.

**Strategy Rationale**

The purpose of providing this program is to:

1. Connect to grade-level benchmarks, standards, and the school-day curriculum to increase achievement
2. Provide real-world activities that connect to the broader community
3. Provide effective tutoring and differentiated instruction for all skill levels
4. Integrate technology
5. Provide homework help
6. Plan activities that engage students and enhance skills across the curriculum.

**Strategy Purpose(s)**

- Core Academic Instruction
- Enrichment

**Person(s) responsible for monitoring implementation of the strategy**

Jackson, Sonya, jacksonsonya@gcpsmail.com

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

The school will be tracking grades each nine weeks of students participating in the after school program to determine if students' grades have improved. District assessment progress monitoring scores will also be used to determine gains in reading and mathematics.

**2. Student Transition and Readiness**

**a. PreK-12 Transition**

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(7)(A)(iii)(V).

**1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another**

Prior to the new school year beginning, the middle school counselor along with a team goes to the incoming elementary schools and discusses being prepared for the middle school experience. Core academic and elective courses including meeting the requirements for the student progression plan are explained as students develop their three year plans. Information for participation in extracurricular activities, especially sports sanctioned by the FHSAA is covered. Fieldtrips are later coordinated with feeder elementary schools for tours of the school campus so the students can become familiar with their new surroundings.

For returning students---rising 4th through 8th graders, a registration drive is held to prepare for the upcoming year. Student transcripts are reviewed to ensure that they remain ontrack academically. New term schedules are then built and issued to all students prior to summer break. During the pre-planning week in August, the guidance counselors and administration facilitate its first “Back to School” open house event for all new and returning students. Students and their family members have the opportunity to tour the campus; meet new teachers and staff; complete student data forms; review the district student code of conduct; create and sign compacts; visit classroom; view bus routes; and participate in an informational assembly for first day logistics. This time students and their parents have the opportunity to ask questions, seek help, and share pertinent information that may prove helpful such as physical limitations and medical histories. Teachers get to share their course syllabi and class expectations for a successful year.

## **b. College and Career Readiness**

**1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations**

NA

**2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs**

NA

**3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement**

NA

**4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

NA

## **II. Needs Assessment**

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, § 1114(b)(6).

### **A. Problem Identification**

#### **1. Data to Support Problem Identification**

##### **b. Data Uploads**

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

*No files were uploaded*

#### **2. Problem Identification Summary**

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

NA



## **B. Problem Analysis Summary**

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why"? or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

NA

## **C. Strategic Goals**

## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

**1** = Problem Solving Step     S123456 = Quick Key

## Strategic Goals Summary

- G1.** By the end of the 2017-2018 school year, 50% of the students in grades 4th-8th will score a level 3 on the FSA in Reading.

## Strategic Goals Detail

For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.

**G1.** By the end of the 2017-2018 school year, 50% of the students in grades 4th-8th will score a level 3 on the FSA in Reading. 1a

G094343

**Targets Supported** 1b

Indicator	Annual Target
	50.0

**Targeted Barriers to Achieving the Goal** 3

- Core Reading program not being aligned with the FSA.
- Insufficient time spent actively engaged with text on a daily basis.

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- Additional Reading lab
- I-Ready
- Curriculum Framework
- Supplemental materials
- Professional development

**Plan to Monitor Progress Toward G1.** 8

Monitor district assessments, I-Ready diagnostics (3 times a year), and weekly standards mastery.

**Person Responsible**

Shannon Williams

**Schedule**

Weekly, from 8/14/2017 to 5/31/2018

**Evidence of Completion**

Walk-through, lessons plans, I-Ready weekly reports, and data chats

**Action Plan for Improvement**

*For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.*

**Problem Solving Key**

**G** = Goal

**B** =  
Barrier

**S** = Strategy

1 = Problem Solving Step    S123456 = Quick Key

## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
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## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

## VI. Technical Assistance Items

*Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.*

## VII. Budget

<b>Total:</b>	<b>\$0.00</b>
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**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA  
NOTICE OF INTENT TO AMEND AND ADOPT A POLICY**

DATE OF THIS NOTICE: February 27, 2018

The School Board of Gadsden County, Florida hereby gives notice of its intent to amend and adopt Gadsden County School Board Policy Numbered 2.95+ (Wellness Program).

**PURPOSE AND EFFECT:** The purpose and effect of this policy is to encourage a comprehensive wellness approach that is sensitive to both individual and community needs.

**RULEMAKING AUTHORITY:** Subsection 1001.41(2), Florida Statutes

**LAWS IMPLEMENTED:** 1001.42(5), and 1001.43(11), Florida Statutes

**SUMMARY OF THE ESTIMATED ECONOMIC IMPACT:** NONE

**FACTS AND CIRCUMSTANCES JUSTIFYING RULE:** It is necessary to amend and adopt Policies Numbered 2.95+.

**A PUBLIC HEARING WILL BE HELD DURING THE BOARD MEETING SCHEDULED FOR 6:00 P.M.  
ON:** Tuesday, March 27, 2018

**PLACE:** Max D. Walker School Administration Building  
35 Martin Luther King, Jr., Blvd.  
Quincy, Florida 32351

IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE SCHOOL BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT ANY SUCH HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

**NAME OF THE PERSON ORIGINATING THIS RULE:** Bruce James  
Safety Coordinator

**NAME OF THE PERSON WHO APPROVED THIS RULE:** Roger P. Milton  
Superintendent of Schools

**DATE OF SUCH APPROVAL:** February 27, 2018

A COPY OF THE POLICY PROPOSED FOR AMENDMENT MAY BE EXAMINED DURING BUSINESS HOURS AT THE MAX D. WALKER SCHOOL ADMINISTRATION BUILDING, 35 MARTIN LUTHER KING, JR. BLVD., QUINCY, FLORIDA 32351.

Roger P. Milton, Superintendent of Schools  
For Gadsden County, Florida, and Secretary and  
Chief Executive Officer of the School Board of  
Gadsden County, Florida.



**WELLNESS PROGRAM**

**2.95\*+**

**I. Philosophy**

The Gadsden County School Board believes that students who begin each day as healthy individuals will increase health awareness, promote positive lifestyles, decrease the risks of disease and enhance the quality of life for children, staff and district level personnel. The Board also believes that a healthy staff can effective staff and that healthy staff members can serve as role models for healthy lifestyles. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.

The Gadsden County School Board believes that students who begin each day as healthy individuals will increase health awareness, promote positive lifestyles, decrease the risks of disease and enhance the quality of life for children, staff and district level personnel. The Board also believes that a healthy staff can serve as role models for healthy lifestyles. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.

The Gadsden County School Board is committed to creating school environments that promote and protect the overall well-being of all students and staff. The guidelines listed below encourage a comprehensive wellness approach that is sensitive to both individual and community needs.

**II. Nutrition Goals and Guidelines**

\* To promote good nutrition for students and staff.

\* To provide meals that are appealing and attractive and served in clean and pleasant settings.

\* To establish guidelines for content and portion size of food and beverages in vending machines located at schools and at other worksites.

A. **Nutrition.** The Gadsden County Food Services Department will continue to emphasize meals that meet nutrition standards established by the USDA, conform to good menu planning principals and feature a variety of healthy choices that are tasty, attractive and of excellent quality. Academic performance and quality of life issues are affected by the choices and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

1) Nutrition guidelines that continue to use food preparation techniques to provide school meals which are lower in saturated fats, sodium, sugar and served in appropriate portion sizes consistent with USDA standards shall be established

~~for all foods offered by the district's Food Services Department. Menu and product selection shall utilize students, parents, staff and community advisory groups whenever possible.~~

- ~~(2) Guidelines for reimbursable meals shall not be less restrictive than federal and state regulations require.~~
- ~~(3) A la carte offerings to students shall be nutritious foods selected with input from students, parents and staff.~~
- ~~(4) Snack and vending standards shall provide for single serving snacks that meet at least two, and preferably three of the following: low sodium, low fat, low sugar and one or more grams of fiber per serving. Low fat and fat free snacks, baked chips, even baked French fries, assorted salads, fresh fruit, yogurt plates, granola bars and trail mix will be made available. Beverages shall include water, 50%-100% fruit-based or vegetable based juice with no added sweeteners, non-fat, low fat, plain or flavored milk in cartons and "chugs". Electrolyte replacement beverages will be available in secondary schools.~~
- ~~(5) Meal times will be scheduled at appropriate times within the academic time frame of the school site allowing for a minimum of ten (10) minutes to eat breakfast and twenty (20) minutes to eat lunch, after being seated.~~
- ~~(6) Shall provide and encourage participation in the school breakfast program.~~
- ~~(7) Shall sponsor a summer nutrition program consistent with Florida Statutes.~~
- ~~(8) Shall provide nutritional staff training for food service and school site staff as well as students families, through pamphlets, school news letters and web sites.~~
- ~~(9) Shall encourage and assist with participation of eligible students in the free and reduced price meal program.~~
- ~~(10) Classroom activities shall be provided to all students that include hands-on applications of good nutrition practices that promote health and reduce obesity.~~
- ~~(11) School staff will be encouraged to consider not using food as a reward, celebrations and school sponsored events for students, especially that of low nutritional value.~~
- ~~(12) Schools should encourage organizations to sell non-food items or nutritious food items for fundraiser, rather than candy or other low nutritional value food as fundraiser item choice.~~

~~**B. Health Education and Life Skills.** Healthy living skills will be taught by a licensed or certified or trained instructor as part of a regular instructional program that provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.~~

- ~~(1) Each school community shall value and promote sequential skill-based health education~~

- (2) ~~Students shall have access to valid and useful health information and health promotion products and services.~~
- (3) ~~Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks.~~
- (4) ~~Students shall be taught communication, goal setting and decision-making skills that enhance personal, family and community health.~~

### **III. ~~Physical Education Goals and Guidelines~~**

- ~~\* To provide a physical education program that emphasizes physical fitness and healthy lifestyles.~~
- ~~\* To provide a physical education program that includes the development of positive attitudes toward wellness and physical activity, safety guidelines, responsible behavior in physical activity settings, appreciation for a variety of physical activities, and understanding of the relationship between physical activity and wellness.~~
- ~~\* To encourage and assist students to set personal fitness goals.~~

~~A. **Physical Education and Activity.** Physical education, taught by a certified instructor, is the core of each school's instructional program that provides the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.~~

- (1) ~~School physical education programs shall provide for individual student skill acquisition, individual practice and a sequential curriculum that will develop an enjoyment of life-long participation in fitness activities.~~
- (2) ~~Students shall be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.~~
- (3) ~~Students shall be provided the opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.~~

### **IV. ~~Health and Safety Goals and Guidelines~~**

- ~~\* To provide a comprehensive health and safety education program for students.~~
- ~~\* To maintain a school and worksite environment that is free from tobacco.~~

~~A. **Healthy and Safe Environment.** A healthy and safe environment for all, before, during and after school supports academic success. Safer communities promote healthier students. Healthier students do better in school and make greater contributions to their community.~~

- (1) ~~District buildings and grounds, structures, buses and equipment shall meet current standards and be kept inviting, clean, safe and in good repair.~~

~~(2) District buildings shall maintain an environment that is free of tobacco, alcohol and other drugs.~~

~~(3) Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.~~

~~(4) Each work site, school and classroom shall work to create an environment where students, parents/guardians and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.~~

~~B. **Social and Emotional Well-Being.** Programs and services that support and value the social and emotional well being of students, families and staff build a healthy school environment.~~

~~(1) Each school shall provide a supportive environment that encourages students, families and staff to request assistance when needed and links them to school or community resources.~~

~~(2) Students shall be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others.~~

~~(3) Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.~~

~~(4) Students and staff shall be encouraged to balance work with recreation and be aware of stresses that may interfere with health development.~~

~~C. **Health Services.** An effective health care delivery system that promotes academic achievement by providing appropriately trained personnel to respond to health needs of students.~~

~~1. Primary coordination of health services shall be through the school health coordinator with the support and direction of the Gadsden County School District and the Gadsden County Health Department.~~

~~2. Gadsden County School District shall collaborate with community health liaisons and resources to promote health and wellness for students, families, staff and community.~~

~~3. A coordinated program of accessible health services shall be provided to students and staff and shall include violence prevention, school safety, communicable disease prevention, health screening, community health referrals, immunizations, parenting skills, first aid and other priority health education topics.~~

#### ~~V. **Family and Community Involvement Goals and Guidelines**~~

~~\* To promote the involvement of families in wellness activities.~~

~~\* To promote nutritional awareness by families.~~

~~\* To sponsor family wellness activities at schools and worksites~~

A. **Family, School and Community Partnership.** Long term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

(1) Family, student and community partners shall be included in school and district wellness planning processes.

(2) The equality and diversity of the school and district community shall be valued in planning and implementing wellness activities.

(3) Community partnerships shall be developed as a resource for school and district programs, projects, activities and events.

(4) Schools and the district shall actively develop and support the engagement of students, families and staff in community enhancing activities at the school or throughout the community.

B. **Staff Wellness.** The district and each work site shall establish a staff committee to assist in identifying and supporting the health, safety and well-being of site staff.

(1) Each school and district site shall be in compliance with drug, alcohol and tobacco free policies.

(2) Each school and district site shall insure a safe, accessible and productive work environment free from physical dangers and emotional threat.

(3) Employee vending machines shall include food and beverages that are low in fat, sugar and/or calories.

## VI. **Monitoring**

Proper monitoring is an essential component in determining if a policy and its procedures are meeting the intended goals. It also provides valuable input to update and improve the process of meeting the intended objectives

The Superintendent shall designate one or more persons within the Local Education Agency (LEA) charged with operational responsibilities to ensure that the schools meet the local Wellness Policy.

The Superintendent shall direct the Wellness Advisory Committee (WAC) to monitor and review the district wide Wellness Policy and related procedures. WAC is an ongoing established committee consisting of District staff as well as representatives from the public and private sectors.

The WAC shall:

- Monitor the implementation of the wellness program.
- Prepare a questionnaire to be completed at each school site that monitors the progress of the program and tracks the success toward meeting the goals of the policy.

- ~~Assess annually and compare data to previous year.~~
- ~~Report the results of the annual assessment to the Superintendent and the School Board.~~
- ~~Recommend modifications in this policy and/or the program, if appropriate, after analyzing the assessment data.~~

## II. Local School Wellness Policy Leadership

The Gadsden County School Board will assemble a representative wellness committee that will meet bi-annually (July and January) to monitor and set goals for the development and implementation of its local school wellness policy. As required by K-20 Education Code 1003.23 the policy shall be reviewed annually and an updated copy shall be sent to the Florida Department of Agriculture and Consumer Services when a change or revision is made.

1. The Food Service Management Team shall ensure overall compliance with the local school wellness policy.
2. Parents, students, teachers of physical education, school health professionals, the school board, school administrators and the general public shall be permitted to participate in the development, implementation, and periodic review and update of the local school wellness policy.

### School level

Each school, within The Gadsden County School District, will establish an ongoing Healthy School Team that will meet bi-annually to ensure compliance and to facilitate the implementation of The Gadsden County School Board's wellness policy.

1. The school principal and local school staff shall have the responsibility to comply with federal and state regulations as they relate to The Gadsden County School Board's wellness policy.
2. In each school, the Cafeteria Manager will be responsible for establishing the Healthy School Team that will ensure compliance with the policy.
3. The Healthy School Team should include, but not be limited to, the following stakeholders: parents, students, school food service program representatives, school administrators, school health professionals, physical education teachers and the general public.
4. The Healthy School Team is responsible for:
  - o Ensuring compliance with federal and state regulations for competitive food and beverage items sold on the school campus (7 CFR 210.11 and FAC 5P-1.003);
  - o Maintaining a school calendar identifying the dates when exempted competitive food fundraisers will occur in accordance with the frequency

- specified in paragraph (c) of FAC 5P-1.003; and
- o Reporting its school's compliance of the aforementioned regulations to the Food Service Management Team the person responsible for ensuring overall compliance with The Gadsden County School Board wellness policy.

The Gadsden County School Board will review and consider evidence-based strategies and techniques in establishing goals for nutrition promotion and education, physical activity and other school based activities that promote student wellness to include, at a minimum, a review of Smarter Lunchroom tools and techniques.

### **III. Nutrition Goals and Guidelines**

Nutrition promotion can positively influence lifelong eating behaviors by creating food environments that encourage healthy choices and encourage participation in the school meal programs.

1. The school environment, including the cafeteria and classroom, shall provide clear and consistent messages that promote and reinforce healthy eating.
2. Students will have access to useful nutrition information. Posters, worksheets and brochures will be available in classrooms and throughout each school's campus.
3. Schools will provide parents with healthy snack ideas, lists of foods for healthy celebrations and opportunities for physical activity before and after school.
4. Organizations operating concessions at school functions will promote healthy food choices at a lower profit margin to encourage student selection.

#### **A. Nutrition**

The Gadsden County Food Service Department will continue to emphasize meals that meet nutrition standards established by the USDA, conform to good menu planning principals and feature a variety of healthy choices that are tasty, attractive and of excellent quality. Academic performance and quality of life issues are affected by the choices and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

1. Students will understand how food reaches the table and the implications that has for their health and future. Staff shall integrate hands-on experiences such as working in a garden, cooking activities and enrichment activities such as farmers market tours and visits to community gardens with the core curriculum. Students will receive homework supporting these activities to ensure comprehension.
2. Nutrition education will be incorporated within the larger school community. The nutrition education program shall work with the school meal program to

- develop school gardens and use the cafeteria as a learning lab. Students will harvest vegetables from the school garden and work with the cafeteria staff to create wholesome snacks.
3. Nutrition education will teach skills that are behavior-focused. Students will be taught about calorie balance, energy expenditure and how to read and interpret nutrition facts labels.
  4. The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program as planned. Preparation and professional development activities will provide basic knowledge of nutrition combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits.
  5. Nutrition guidelines that continue to use food preparation techniques to provide school meals which are lower in saturated fats, sodium, sugar and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district's Food Services Department.
  6. A la carte offerings to students shall be nutritious foods selected with input from students, parents and staff.
  7. Meal times will be scheduled at appropriate times within the academic time frame of the school site allowing for a minimum of ten (10) minutes to eat breakfast and twenty (20) minutes to eat lunch, after being seated.
  8. Provide and encourage participation in the school breakfast program.
  9. Provide nutritional staff training for food service and school site staff as well as student's families through pamphlets, school newsletters and web sites.
  10. Classroom activities shall be provided to all students that include hands-on applications of good nutrition practices that promote health and reduce obesity.

#### IV. Physical Activity

The School Board of Gadsden County shall ensure that physical activity is an essential element of each school's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of physical activity.

Provide a physical education program that includes the development of positive attitudes toward wellness and physical activity, safety guidelines, responsible behavior in physical activity settings, appreciation for a variety of physical activities, and understanding of the relationship between physical activity and wellness.

1. All students in grades K-5 shall receive 150 minutes per week of instructionally relevant physical education. For middle school physical education in grades 6-8,



all students shall receive a minimum of one semester of physical education in each of the three years. In grades 9-12, students receive a minimum of one credit of physical education in senior high school as required. One semester must be personal fitness while the second semester may be any physical education course offered by The School Board of Gadsden County with the approved state course codes. (Sunshine State Standards)

2. All elementary school students will have at least 20 minutes of daily recess. Each school will provide space, equipment and an environment conducive to safe and enjoyable play.
3. Students will have the opportunity to be involved in physical activity through physical education programs, before and after school activities or other activity programs. Students will be encouraged to participate in community-offered fitness and athletic programs.
4. Staff will be encouraged to participate in 150 minutes of moderate-intensity aerobic activity (e.g., brisk walking, jogging, swimming) every week.
5. Staff will be informed of the opportunity to participate in physical activity in afterschool programs and community events.
6. Regular classroom teachers will be encouraged to provide short physical activity breaks between lessons or classes, as appropriate.

#### **V. Other School-Based Activities**

The School Board of Gadsden County will integrate wellness activities across the entire school setting. These initiatives will include nutrition, physical activity and other wellness components so that all efforts work towards the same set of goals and objectives used to promote student well-being, optimal development and strong educational outcomes.

#### **General Guidelines**

1. The School Board of Gadsden County shall consider the components of the Centers for Disease Control's Whole School, Whole Community, Whole Child (WSCC) model in establishing other school-based activities that promote wellness.
2. The goals outlined by the wellness policy will be considered in planning all school-based activities (such as school events, field trips, dances, etc.).
3. Afterschool programs will encourage healthy snacking and physical activity.
4. The School Board of Gadsden County shall actively develop and support the engagement of students, families and staff in community health-enhancing activities and events at the school or throughout the community.
5. Each school within The School Board of Gadsden County shall be in compliance with drug, alcohol and tobacco-free policies.

### Eating Environment

1. Students will be provided an adequate amount of time to consume their meal after receiving their food from the line.
2. Each school will provide nutritious, fresh, locally grown food that reflects Florida's bountiful harvest.
3. Convenient access to facilities for hand washing and oral hygiene will be available during meal periods.

### Healthier US School Challenge

1. All schools will be encouraged to join the United States Department of Agriculture (USDA) Team Nutrition program and submit an application to be recognized as a Healthier US School Challenge Smarter Lunchrooms (HUSSC: SL) school.

### Recycling

1. Each school shall maximize the reduction of waste by recycling, reusing, composting and purchasing recycled products.

### Employee Wellness

1. The School Board of Gadsden County wellness committee will have a staff wellness subcommittee that focuses on staff wellness issues, identify and distribute wellness resources and performs other functions that support staff wellness.
2. All staff will be provided with opportunities to participate in physical activities and healthy eating programs that are accessible and free or low-cost.

### Health Services

1. A coordinated program of accessible health services shall be provided to students and staff and shall include, but not be limited to, violence prevention, school safety, communicable disease prevention, health screening, including body mass index, community health referrals, immunizations, parenting skills and first aid/CPR training.

### Behavior Management

1. The School Board of Gadsden County is committed to prohibiting the use of food as a reward, unless incorporated into an activity that promotes positive nutrition messages (such as a guest chef or field trip to a farm).
2. Teachers and other school personnel will not deny or require physical activity as a means of punishment.

## VI. Guidelines for All Foods and Beverages Available During the School Day

The School Board of Gadsden County shall operate and provide food service in accordance with USDA's National School Lunch Program (NSLP) standards and applicable laws and regulations of the state of Florida. The guidelines for reimbursable

school meals shall not be less restrictive than regulations and guidance issued by USDA.

### General Guidelines

1. All reimbursable meals will meet nutrition standards mandated by USDA, as well as any additional state nutrition standards that go beyond USDA requirements.
2. School meals will include a variety of nutrient-dense foods, including whole grains and fiber-rich fruits and vegetables, while accommodating special dietary needs.
3. To the maximum extent possible, all schools in The School Board of Gadsden County will participate in available federal school meal programs, including the SBP, NSLP, ASSP, FFVP, and SFSP.
4. Free, portable water will be made available to all children during each meal service.

### Competitive Foods

1. All foods and beverages sold on the school campus to students, outside of reimbursable school meals, are considered "competitive foods," and must comply with the nutrition standards for competitive food as defined and required in 7 CFR 210.11.
  - a. School campus means, for the purpose of competitive food standards implementation, all areas of the property under the jurisdiction of the school that are accessible to students during the school day.
  - b. School day means, for the purpose of competitive food standards implementation, the period from the midnight before to 30 minutes after the end of the official school day.
2. Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, snack bars and for in-school fundraisers.
3. Unless being sold by The School Board of Gadsden County food service program, it is impermissible for any competitive food item sold to students during the school day to consist of ready-to-eat combination foods of meat or meat alternate and grain products, as defined in 7 CFR 210.10 and 210.11. (FAC 5P-1.003)
4. To be allowable, all competitive food items sold to students must meet general nutrition requirements and nutrient standards.

### General nutrition requirements for competitive foods:

1. Be a grain product that contains 50 percent or more whole grains by weight or have a whole grain as the first ingredient; or
2. Have as the first ingredient one of the non-grain major food groups: fruits,

vegetables, dairy or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or

3. Be a combination food that contains 1/2 cup of fruit and/or vegetable.
4. If water is the first ingredient, the second ingredient must be one of the above.

**Nutrient standards for competitive foods:**

<b>Nutrient Standards</b>	<b>Snack Items and Side Dishes</b> <i>(including any added accompaniments)</i>	<b>Entrée Items</b> <i>(including any added accompaniments)</i>
Calories	200 calories or less	350 calories or less
Sodium Limits	200 mg or less	480 mg or less
Total Fat Limits	35% or less of total calories	35% or less of total calories
Saturated fat	Less than 10% of total calories	Less than 10% of total calories
Trans fat	0 g of trans fat as served (less than or equal to 0.5 g per portion)	0 g of trans fat as served (less than or equal to 0.5 g per portion)
Sugar	35% of weight from total sugar as served or less	35% of weight from total sugar as served or less

**Exemptions:**

1. Any entrée item offered as part of the breakfast or lunch program is exempt if it is served as a competitive food on the day of service or the day after service in the breakfast or lunch program.
2. Fresh or frozen fruits and vegetables with no added ingredients, except water.
3. Canned fruits with no added ingredients except water, which are packed in 100 percent juice, extra light syrup or light syrup.
4. Low sodium/No salt added canned vegetables with no added fats.
5. Reduced fat cheese, nuts, seeds and nut/seed butters, as well as seafood and whole eggs with no added fat are exempt from the total fat and saturated fat standards.

\*Refer to 7 CFR 210.11 competitive food service standards for additional exemptions.

### Nutrition standards for beverages:

Portion sizes listed are the maximum that can be offered.

Beverages	Elementary	Middle	High
Plain water	unlimited	unlimited	unlimited
Unflavored low-fat milk	8 fl. oz.	12 fl. oz.	12 fl. oz.
Unflavored or flavored fat-free milk	8 fl. oz.	12 fl. oz.	12 fl. oz.
100% fruit or vegetable juice	8 fl. oz.	12 fl. oz.	12 fl. oz.
100% fruit or vegetable juice diluted with water but no added sweeteners	8 fl. oz.	12 fl. oz.	12 fl. oz.
Other flavored and/or carbonated beverages that are labeled to contain 5 calories or less per 8 fl. oz., or 10 calories or less per 20 fl. oz.	Not allowed	Not allowed	20 fl. oz.
Other flavored and/or carbonated beverages that are labeled to contain 40 calorie or less per 8 fl. oz. or 60 calories or less per 12 fl. oz.)	Not allowed	Not allowed	12 fl. oz.

For elementary and middle school students, foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances. Food and beverages for high school students may contain caffeine.

#### Standards for food and beverages available during the school day that are not sold to students:

1. The school will provide parents and teachers a list of ideas for healthy celebrations/parties, and fundraising activities.
2. Class parties or celebrations shall be held after the lunch period and only foods that meet the Smart Snacks in School nutrition standards can be served.
3. Schools will limit celebrations that involve food during the school day to no more than one party per class per month.

## Fundraising

1. Fundraising efforts will be supportive of healthy eating by complying with all applicable regulations and nutrition standards for competitive foods while also emphasizing the sale of nonfood items.
2. No fundraisers that include the sale of food items will occur until thirty (30) minutes after the conclusion of the last designated meal service period.
3. The school board is permitted to grant a special exemption from the standards for competitive foods as specified above for the purpose of conducting infrequent school-sponsored fundraisers, not to exceed the following maximum number of school days per school campus each school year:

<b>School Type</b>	<b>Maximum Number of School Days to Conduct Exempted Fundraisers</b>
Elementary Schools	5 days
Middle School/Junior High Schools	10 days
Senior High Schools	15 days
Combination Schools	10 days

- Each school's Healthy School Team will maintain a school calendar identifying the dates when exempted competitive food fundraisers will occur. (FAC 5B-1.003)

## VII. Policy for Food and Beverage Marketing

School-based marketing will be consistent with policies for nutrition education and health promotion. As such, the following guidelines apply:

1. Schools will only be allowed to market and advertise those foods and beverages that meet or exceed USDA's Smart Snacks in School nutrition standards.
2. Marketing activities that promote healthful behaviors are encouraged. Examples may include: vending machine covers promoting water, pricing structures that promote healthy options in a la carte lines or vending machines, sales of fruit for fundraisers and coupons for discounted gym memberships.
3. The School Board of Gadsden County nutrition department's replacement and purchasing decisions will reflect the marketing guidelines mentioned above.

## VIII. Evaluation and Measurement of the Implementation of the Wellness Policy

The School Board of Gadsden County wellness committee will update and make modifications to the wellness policy based on the results of the annual review and triennial assessments and/or as local priorities change, community needs change, wellness goals are met, new health information and technology emerges and new federal or state guidance or standards are issued. The wellness policy will be assessed as indicated at least every three years following the triennial assessment.

### Triennial Progress Assessments

The School Board of Gadsden County will conduct an assessment of the wellness policy to measure wellness policy compliance at least once every three years. This assessment will measure the implementation of the wellness policy, and include:

1. The extent to which The School Board of Gadsden County is in compliance with the local school wellness policy; and
2. A description of the progress made in attaining the goals of the local school wellness policy.

## IX. Informing the Public

The School Board of Gadsden County will ensure that the wellness policy and most recent triennial assessment are available to the public at all times. The School Board of Gadsden County will also actively notify households on an annual basis about any updates made to the wellness policy and the availability of the triennial assessment results, as well as provide information to the community about the school nutrition environment.

1. The School Board of Gadsden County will ensure the most updated version of the wellness policy and triennial assessments are always available on the school website for the public to view.
2. The School Board of Gadsden County will present wellness policy updates, as applicable during meetings with the Parent Teacher Association/Organization, school board, district superintendent, health and wellness committee and other interested groups or stakeholders.
3. Wellness updates will be provided to students, parents and staff, as applicable, in the form of handouts, The School Board of Gadsden County website, articles and each school's newsletter, to ensure that the community is informed and that public input is encouraged.

**X. Community Involvement**

The School Board of Gadsden County is committed to being responsive to community input, which begins with awareness of the wellness policy. The School Board of Gadsden County will actively communicate ways in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public can participate in the development, implementation and annual review of the local school wellness policy through a variety of means, including:

1. The School Board of Gadsden County will consider student needs in planning for a healthy nutrition environment. Students will be asked for input and feedback through the use of surveys and attention will be given to their comments.
2. The School Board of Gadsden County will use electronic mechanisms, such as email or displaying notices on The School Board of Gadsden County website, as well as non-electronic mechanisms, such as newsletters, presentations to parents or sending information home to parents, to ensure that all families are actively notified of any updates to the wellness policy, as well as how to get involved and support the policy.
3. At the final public school board meeting of each year, the local school wellness policy will be discussed and all stakeholders will be asked to provide feedback on the policy. All comments and recommendations will be reviewed and considered.

XI. The Wellness Program shall meet the requirements of the National School Lunch Act and the Child Nutrition Act of 1966.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** P.L. 108-265, SECTION 204  
NATIONAL SCHOOL LUNCH ACT (42 USC 1751 *et seq.*)  
CHILD NUTRITION ACT OF 1966 (42 USC 1771 *et seq.*)  
1001.43, 1006.06, 1006.0606, F.S.

**STATE BOARD OF EDUCATION RULE(S)** 6A-7.0411

**HISTORY:** **ADOPTED:** \_\_\_\_\_  
**REVISION DATE:** \_\_\_\_\_

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