

James Kenan High School 2019-20 School Improvement Plan

Mission: The faculty and staff at James Kenan High School all work towards one mission - to inspire students to become lifelong learners, and to prepare those students for success in college or careers, and life.

Vision: Graduating every James Kenan High School student prepared for success in college or careers and life.

Goals:

All students will graduate from James Kenan High School. James Kenan will increase the graduation rate to 85% by the end of the 2019-2020 school year. (Supported by indicators A4.01, A4.06, A4.09, A4.16, C2.01, E1.06)

All students at James Kenan High School will be exposed to rigorous course work and excel in STEAMA based subjects. Students will participate in three STEAMA lessons in all courses and one cross-curricular project each semester by the end of 2019 - 2020 school year. (Supported by indicators A2.04, A4.01, B3.03, C2.01)

All students will achieve proficiency status (3-5) in core subject areas and demonstrate mastery of learning targets. Proficiency rates will increase to 40% the end of the 2019-2020 school year. (Supported by indicators A2.04, A4.01, C2.01, E1.06)

All students will be prepared for careers after graduating high school. James Kenan will increase Work Keys certifications to 67% by the 2019-2020 school year. (Supported by indicators A4.01, A4.06, A4.09, A4.16, C2.01)



! = Past Due Objectives		KEY = Key Indicator				
Core Function:		Dimension A - Instructional Excellence and Alignment				
Effective Practice:		High expectations for all staff and students				
KEY	A1.07	ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.(5088)	Implementation Status	Assigned To	Target Date	
<i>Initial Assessment:</i>		As of September 2019 James Kenan has an established IABS team, which will meet monthly. The majority of staff have rules posted for students to see. Students are required to achieve 80% on bimonthly assessments in order to get out of learn. As of November 2018 the majority of James Kenan staff are employing effective classroom management. Most classrooms have rules posted for students to see. James Kenan is just starting MTSS this year.	Limited Development 11/02/2018			

	Priority Score: 2	Opportunity Score: 2	Index Score: 4		
How it will look when fully met:	Students will have intervention plans depending on what tier they are located in. The IABS team will have the renaissance card program established to reward students for academics, attendance, and good behavior. There will be a running spreadsheet with data for at-risk students.			Alison Raynor	05/20/2020
Actions			4 of 5 (80%)		
9/19/19	Establish an IABS team.		Complete 09/19/2019	Alison Raynor	09/20/2019
<i>Notes:</i>					
9/26/19	All students will dock their phones in the phone docks.		Complete 10/24/2019	Michael Holton	10/24/2019
<i>Notes:</i>					
10/15/19	Tiger Pride Classroom Matrix will be posted in each classroom to inform students of the classroom expectations.		Complete 11/06/2019	Erica Levai	11/01/2019
<i>Notes:</i>	The IABS team created the Tiger Pride Matrix to inform students of expected behavior all locations of the school.				
9/26/19	IABS team will set the standards and rewards for the Renaissance Card Program for students.		Complete 11/06/2019	Alison Raynor	11/15/2019
<i>Notes:</i>					
9/26/19	Students will receive renaissance cards for academics, behavior and attendance.			Alison Raynor	05/20/2020
<i>Notes:</i>					
Implementation:			09/19/2019		
Evidence	9/19/2019 The IABS team members are listed in the IABS google drive folder.				
Experience	9/19/2019 The IABS team was created with core teachers and staff.				
Sustainability	9/19/2019 The IABS team will meet the second Wednesday of each month during 2nd period.				

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Curriculum and instructional alignment			
KEY	A2.04	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)	Implementation Status	Assigned To	Target Date
Initial Assessment:		As of September 2019 Schoolnet common assessments and standard based assessments are administered twice a month to determine which	No Development 10/30/2018		

	<p>students stay for learn. All teachers are submitting weekly lesson plans to the lesson plan folder, which administrators are checking and giving feedback.</p> <p>As of October 2018 there are several PLC's with shared units of instruction.</p> <p>As of May 2018 Schoolnet common assessments are administered twice a month to determine which students stay for learn. All teachers are submitting weekly lesson plans to the lesson plan folder, which administrators a checking and giving feedback.</p>			
	Priority Score: 2 Opportunity Score: 1	Index Score: 2		
How it will look when fully met:	By 2021-2022, James Kenan High school will have instructional units that guide teaching in core subject areas. This goal will take several years to accomplish, so we have included indicators A2.05, A2.07, and A2.11as our pathway to full implementation of A2.04 by the target date of 2023. Progress on this goal will serve as a support for our EL and SWD subgroups.	Objective Met 04/03/19	Wendy Lanier	05/31/2023
Actions				
11/5/18	Schoolnet common assessments every other week.	Complete 04/03/2019	Wendy Lanier	01/31/2019
<i>Notes:</i>				
10/30/18	Teachers will submit weekly lesson plans using the school template and engage in weekly (digital) conversation with administration to facilitate improvement of instruction and ensure alignment with state standards.	Complete 11/15/2018	Michael Holton	02/08/2019
<i>Notes:</i> Lesson plans are currently submitted weekly. We will be practicing using google docs to facilitate the conversations and feedback between administration and staff.				
Implementation:		04/03/2019		
Evidence	4/3/2019 PLC folder and common assessments			
Experience	4/3/2019 Most subject areas are able to create and track data of common assessments in Schoolnet. Administrators are able to monitor Schoolnet for assessment data.			

Sustainability	4/3/2019 Teachers will continue to meet in PLC's to analyze common assessment data. Administrators will continue to track data for common assessments on Schoolnet.			
	A2.05 ALL teachers develop weekly lesson plans based on aligned units of instruction.(5095)	Implementation Status	Assigned To	Target Date
Initial Assessment:	<p>As of September 2019 100% of teachers are developing weekly lesson plans based on aligned units of instruction and submitting them to the Google Classroom for feedback from administrators.</p> <p>As of May 2019 100% of teachers are developing weekly lesson plans based on aligned units of instruction and submitting them to the lesson plan Google Drive folder for feedback from administrators.</p> <p>As of November 2018 100% of teachers will develop weekly lesson plans based on aligned units of instruction and submit them to the the lesson plan Google Drive folder.</p>	Full Implementation 10/31/2018		
	A2.07 ALL teachers include vocabulary development as learning objectives.(5097)	Implementation Status	Assigned To	Target Date
Initial Assessment:	<p>As of September 2019 vocabulary development is implemented in science, English and Spanish classrooms.</p> <p>As of November 2018 vocabulary development is implemented in science, English and Spanish classrooms.</p>	Limited Development 10/31/2018		
How it will look when fully met:	English department will teach word stems to support vocabulary development across all content areas. All departments will have identified and teach core essential testing vocabulary. All departments will have word walls posted in classrooms to chart new vocabulary and use as a		Robbie Futch	05/31/2021

	reference tool for students throughout the year. This goal will address the needs of our SWD and ELS subgroups based on JKHS's 2018-2019 TSI status.			
Actions		0 of 3 (0%)		
10/24/19	Teachers will send unit vocabulary lists for their EC/EL students to their EC/EL teacher so their EC/EL teacher can help them master their vocabulary words.		Robbie Futch	05/30/2020
<i>Notes:</i>				
10/31/18	Word walls will be posted in all classrooms to help students track new content words and to use as a reference guide for the class.		Robbie Futch	05/31/2020
<i>Notes:</i> Word walls will be checked for completion at the end of each semester.				
10/31/18	Teachers will identify core testing vocabulary.		Robbie Futch	05/31/2020
<i>Notes:</i>				

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Student support services			
KEY	A4.01	The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.(5117)	Implementation Status	Assigned To	Target Date
Initial Assessment:		<p>As of October 2018 key staff members have attended MTSS training and are prepared to share and train full faculty.</p> <p>As of May 2018 JK has an established IDAT team which has shared an electronic referral form for all faculty to use in order to collect a list of at-risk students for attendance, behavior, and academics. All teachers use SchoolNet or another appropriate program to create and administer biweekly assessments to monitor student progress as a Tier 2 intervention. The IDAT team plans to have teachers submit a monthly assessment report on students working in each of the three tiers in his/her courses starting in the fall semester of 2019.</p> <p>As of September 2019 JK has an established IABS team which has shared an electronic referral form for all faculty to use in order to collect a list of at-risk students for attendance, behavior, and</p>	No Development 08/17/2018		

	academics. All teachers use SchoolNet or another appropriate program to create and administer biweekly assessments to monitor student progress as a Tier 2 intervention. Teachers submit a monthly assessment report on students working in each of the three tiers in his/her courses.			
How it will look when fully met:	The school has a fully functional IABS team the teacher can refer students to and students have transitioned through the MTSS process back to a successful status within the school.		Alison Raynor	05/31/2020
Actions		5 of 7 (71%)		
12/10/18	Teachers will use SchoolNet or another appropriate program to create and administer biweekly standards based assessments to students to monitor student progress and for identification for Lunch and Learn, a Tier 2 intervention.	Complete 04/03/2019	Michael Holton	01/31/2019
<i>Notes:</i>				
12/10/18	Establish MTSS team members/rosters with all relevant faculty and support staff.	Complete 03/11/2019	Regina McDaniel	01/31/2019
<i>Notes:</i>				
12/10/18	JKHS will create and share an electronic referral form for all faculty to use to help identify students for the MTSS process.	Complete 12/10/2018	Regina McDaniel	01/31/2019
<i>Notes:</i>				
12/10/18	Weekly 45 minute advisory. Freshmen will review EOC course content for Math 1, English 2, and Biology. Sophomores and Juniors will be participating in ACT academy. Seniors will be participating in WorkKeys practice and completing Conover Credentials.	Complete 12/10/2018	Erica Levai	02/01/2019
<i>Notes:</i>	Test preparation will allow more practice for ESL and SWD students.			
9/26/19	9th, 10th, and 11th grade students will sign-up and work in Prep Factory for the ACT during advisory.	Complete 10/04/2019	Laneshia Lamb	10/04/2019
<i>Notes:</i>	Students will use their student gmail account to sign up in Prep Factory. Prep Factory will assess the areas they are weak and have them work in those areas.			
10/15/19	Students who score below an 80 on standards based assessments will stay for tutoring during learn.		Sharnell Dixon	01/30/2020
<i>Notes:</i>				
12/10/18	Teachers will submit assessment data report of students working in each of the three tiers in his/her courses according to the standards based assessment or class average.		Sharnell Dixon	05/20/2020
<i>Notes:</i>	Use Google Classroom to submit data sheets.			

KEY	A4.06	ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)	Implementation Status	Assigned To	Target Date
<p><i>Initial Assessment:</i></p>	<p>As of September 2019, teachers are monitoring student's emotional states and offering emotion management assistance as follows:</p> <p>Teachers refer students to guidance or the social worker.</p> <p>Students are sent to chill out to regroup.</p> <p>Students have access to several empowerment groups and faculty advocates.</p> <p>Reverend Maddox and school social worker are the liaisons for parents and students with social or emotional issues.</p> <p>IEP meetings are held to discuss progress and changes for students with BIP's.</p> <p>The IABS team identifies students with behavioral issues through the discipline process.</p> <p>SEL training for staff by Reverend Maddox and Mrs. Raynor will be provided.</p> <p>Reverend Maddox and Mrs. Raynor assist in aligning professional help outside of school for students and families that need additional support.</p> <p>As of August 2018, teachers are monitoring student's emotional states and offering emotion management assistance as follows:</p> <ul style="list-style-type: none"> • Teachers refer students to guidance or the social worker. • Students are sent to chill out to regroup. • Students have access to several empowerment groups and faculty advocates. <p>As of May 2018, the P.R.I.D.E. behavior matrix has been created and will be implemented and displayed throughout the school in the fall of 2019.</p>	<p>Limited Development 08/17/2018</p>			

<p>How it will look when fully met:</p>	<p>By the close of the 2019/2020 school year, students will be functioning in a a supportive MTSS based school. This will include the following markers.</p> <ul style="list-style-type: none"> • The faculty monitors students for Tier I, II, or III level supports and refers as needed to the MTSS team. • Teachers are offering positive instructions instead of negative corrections, emphasis on the P.R.I.D.E. behavior matrix. • All students will have a listed advocate on the faculty that teachers and admin. can connect them to in times of need. • An empowerment and support group for young men will be established. (Coach Grady) 		<p>Erica Levai</p>	<p>05/31/2020</p>
<p>Actions</p>		<p>3 of 5 (60%)</p>		
<p>10/30/18</p>	<p>An IABS team will be created for James Kenan, and it will meet monthly.</p>	<p>Complete 10/25/2019</p>	<p>Alison Raynor</p>	<p>01/31/2019</p>
<p>Notes:</p>	<p>The team has been created, and will establish monthly meeting.</p>			
<p>10/30/18</p>	<p>MTSS Positive Behavior Matrix implementation. The matrix will be created by the MTSS team and then revised by the faculty before being placed at key locations throughout the building.</p>	<p>Complete 03/11/2019</p>	<p>Erica Levai</p>	<p>01/31/2019</p>
<p>Notes:</p>				
<p>10/15/19</p>	<p>Telemedicine program implemented.</p>	<p>Complete 10/25/2019</p>	<p>Lindsay Reaves</p>	<p>12/01/2019</p>
<p>Notes:</p>				
<p>10/30/18</p>	<p>Student advocate surveys will be created and administered to students through the advisory class. Students will select one member of the faculty who can stand in as their advocate or point of contact here at James Kenan as needed.</p>		<p>Erica Levai</p>	<p>12/10/2019</p>
<p>Notes:</p>				
<p>10/15/19</p>	<p>SEL team will meet monthly with at risk students to discuss their attendance, behavior, academics, and intervention steps.</p>		<p>Alison Raynor</p>	<p>05/05/2020</p>
<p>Notes:</p>				
<p>A4.09</p>	<p>The Leadership Team monitors rates of student transfer, dropout, graduation, attendance, and</p>	<p>Implementation Status</p>	<p>Assigned To</p>	<p>Target Date</p>

		post-high school outcome (e.g. student enrollment in college, student in careers).(5127)			
Initial Assessment:		<p>As of September 2019, IABS has put into place a renaissance card program that will reward students for attendance, academics and behavior. The school social worker is monitoring student attendance and working closely with teachers to resolve any attendance issues.</p> <p>As of October 2018 data is tracked for all subsets and support staff uses the data to work to avoid dropout and improve attendance.</p> <p>As of May 2018, SIT has created a PDSA on chronically absent students in order to create action steps for the root causes and trends of chronically absent students. SIT has monitored attendance, drop out, and transfer rates and discussed the trends seen.</p>	Limited Development 08/17/2018		
		Priority Score: 3 Opportunity Score: 2	Index Score: 6		
How it will look when fully met:		<p>Identified at-risk students will be sent through the MTSS process and offered appropriate supports.</p> <p>Data will be shared with relevant staff.</p> <p>Dropout rates should decrease.</p> <p>Attendance rates should increase.</p> <p>Increase in students tracking directly into college and career pathways with purpose.</p>	Objective Met 05/07/19	Alison Raynor	05/31/2020
Actions					
12/10/18	Students with identified attendance concerns will be referred to MTSS Team.		Complete 12/10/2018	Michael Holton	01/31/2019
<i>Notes:</i>					
12/10/18	Create PDSA's to determine root causes and trends in chronically absent students.		Complete 05/07/2019	Erica Levai	02/01/2019
<i>Notes:</i>					
8/31/18	Guidance will give a report to Shirley Bryant which includes drop out and transfer rates. The report will then be viewed by the SIT and discussed.		Complete 05/07/2019	Shirley Bryant	04/20/2019
<i>Notes:</i>					

8/31/18	Attendance rate for students will be reported to Shirley Bryants by data manager. Attendance data will then be shared with SIT to discuss.		Complete 05/07/2019	Shirley Bryant	04/20/2019
<i>Notes:</i>					
Implementation:			05/07/2019		
Evidence	5/7/2019 SIT meeting minutes and the student data list for at-risk students.				
Experience	5/7/2019 Data was collected from the data manager and social worker in order for the SIT to discuss attendance and drop out rates. SIT created a PDSA to determine the root cause of chronically absent students.				
Sustainability	5/7/2019 SIT will need to create action steps to work on the root causes of chronically absent students. James Kenan will continue to work towards increasing parent and community involvement. The IDAT team will continue to monitor students in Tier I, II, and III and put into place interventions.				
KEY	A4.16	The school develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level-to-level.(5134)	Implementation Status	Assigned To	Target Date
Initial Assessment:			Limited Development 08/17/2018		
As of September 2019: Freshman advisory helps facilitate a smooth transition to high school. Eighth grade tours the high school. Freshmen night at the end of their eighth grade year. Guidance registers eighth grade during their eighth grade year. Teachers follow their advisory students throughout high school to provide emotional and academic support. Transcripts are reviewed twice a year in advisory with the advisory teacher and the guidance counselor. Advisory teachers are recommending students for honors, college, and AP courses.					

	<p>As of October 2018:</p> <p>Freshman advisory helps facilitate a smooth transition to high school.</p> <p>Eighth grade tours the high school.</p> <p>Freshmen night at the end of their eighth grade year.</p> <p>Guidance registers eighth grade during their eighth grade year.</p> <p>Teachers follow their advisory students throughout high school to provide emotional and academic support.</p>			
	Priority Score: 2 Opportunity Score: 2	Index Score: 4		
How it will look when fully met:	<p>Supplemental and focused registration counseling from advisory teacher as well as guidance counselor.</p> <p>Transcript reviews with advisory teacher.</p> <p>STEAMA based pathways counseling from advisory teacher and guidance counselor.</p> <p>Guidance recruits students for college classes.</p>	Objective Met 04/03/19	Sharnell Dixon	05/31/2019
Actions				
8/31/18	Transcripts for all students are reviewed in their advisory class with their advisory teacher and guidance.	Complete 04/03/2019	Sharnell Dixon	01/31/2019
<i>Notes:</i>				
8/31/18	Advisory teachers can recommend students for college courses when reviewing their students' transcripts.	Complete 04/03/2019	Sharnell Dixon	01/31/2019
<i>Notes:</i>				
Implementation:		04/03/2019		

Evidence	4/3/2019 . Student Xello accounts show how students have signed up for classes.			
Experience	4/3/2019 . Students created accounts on XELLO in advisory and signed up for their classes on XELLO with the help of their advisory teacher and guidance.			
Sustainability	4/3/2019 . Students and teachers will continue to monitor progress towards graduation through XELLO in advisory.			

Core Function:	Dimension B - Leadership Capacity
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Effective Practice:	Strategic planning, mission, and vision
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KEY	B1.01	The LEA has an LEA Support & Improvement Team.(5135)	Implementation Status	Assigned To	Target Date
Initial Assessment:		An LEA Support and Improvement Team has been established. The team consists of the Superintendent, Chief of Staff for Innovation, Special Advisor for K-5 Curriculum Support and Digital Learning, Special Advisor for Educational Equity and 6-8 Curriculum, Senior Administrator for STEAMA Curriculum and Instruction/PD, Assistant Superintendent for Accountability/Improvement Systems, Executive Director of Human Resources, and one Central Office Curriculum Team Member assigned to each school using NCSTAR to provide schools with customized support.	Limited Development 10/31/2018		
How it will look when fully met:		James Kenan school improvement team will meet the second and fourth Wednesday of each month. The fourth Wednesday of each month will either be the entire team or the focus team.		Erica Levai	05/31/2019
Actions					
<i>Notes:</i>					
KEY	B1.03	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices.(5137)	Implementation Status	Assigned To	Target Date
Initial Assessment:		As of September 2019 the School Improvement Team meets the second Wednesday of each month and the Dimension Committees meet on the fourth Tuesday of each month during planning period meetings to monitor action steps and indicators assigned to the specific committee.	Limited Development 10/30/2018		

	<p>As of October 2018 the School Improvement Team meets once a month.</p> <p>As of May 2019 the School Improvement Team meets the second Wednesday of each month and the Dimension Committees meet on the fourth Tuesday of each month during planning period meetings to monitor action steps and indicators assigned to the specific committee.</p>			
	Priority Score: 2 Opportunity Score: 3	Index Score: 6		
How it will look when fully met:	The School Improvement Team will meet on the second Wednesday every month in the Media Center at 3:10. At this meeting the SIT will review the Comprehensive Plan and monitor progress on 1 - 4 Objectives. Objective leaders will report out progress to the team. The team will identify one objective that may need additional supports for the second monthly meeting. The fourth Wednesday of every month will be dedicated to one Dimensions Committee meeting or a smaller PLC meeting as warranted by the specific Objective/Action Step being addressed. If all objectives and action steps are advancing with fidelity, the MTSS meeting for the month will address one of the objectives that connect directly to the Comprehensive Plan to meet this goal.	Objective Met 02/22/19	Michael Holton	01/31/2019
Actions				
10/30/18	School Improvement Plan Meetings scheduled and executed on the second Wednesday each month at 3:10 in the Media Center	Complete 01/31/2019	Michael Holton	01/31/2019
<i>Notes:</i>				
10/30/18	Secondary School Improvement Meetings will be called by Dimension Committees or smaller PLC's as decided by the School Improvement Team. These meetings will occur on the fourth Wednesday each month at 3:10 in the Media Center.	Complete 01/31/2019	Michael Holton	01/31/2019
<i>Notes:</i>				
Implementation:		02/22/2019		
Evidence	2/22/2019 See meeting minutes and agendas in indistar for evidence.			
Experience	2/22/2019 The School Improvement Team was voted on and approved in the fall. Meetings are			

	held on the second Monday of each month for SIT Leadership, and the fourth Monday for Dimension Teams.			
Sustainability	2/22/2019 Monthly meetings will continue to be held and open elections will occur in the fall of 2019 for the 2019/2020 school year.			

Core Function:	Dimension B - Leadership Capacity
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Effective Practice:	Distributed leadership and collaboration
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KEY	B2.03	The school has established a team structure among teachers with specific duties and time for instructional planning.(5143)	Implementation Status	Assigned To	Target Date
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Initial Assessment:	<p>As of September 2019, James Kenan has an established PTO that meets the 2nd Tuesday of each month. PLC's meet bimonthly to analyze student common assessment data, share best practices, co-plan, and discuss ways to enhance their department. PLC norms are established.</p> <p>As of October 2018 all teachers meet weekly in PLC teams with the instructional coach or admin. representative.</p> <p>As of May 2018, James Kenan has an established PTO that meets the 2nd Tuesday of each month. PLC's meet weekly to analyze student common assessment data, share best practices, co-plan, and discuss ways to enhance their department.</p>	Limited Development 10/31/2018		
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	Priority Score: 2 Opportunity Score: 2 Index Score: 4			
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How it will look when fully met:	100% of departments meeting weekly with fidelity. Meeting minutes will be posted to the google drive folder for admin. to review. PLC's will have record of analyzing student common assessment data.		Rachel Pender	05/22/2020
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Actions		5 of 6 (83%)		
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10/31/18	Create a PLC meeting matrix.	Complete 11/20/2018	Erica Levai	12/01/2018
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Notes:	Shared with staff via Google Drive.			
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10/31/18	PLC's will meet as a team and with instructional coach or admin. representative weekly.	Complete 05/01/2019	Michael Holton	01/31/2019
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	<i>Notes:</i> PLC minutes will be posted in Google Drive folder.			
10/31/18	PLC's will analyze common assessment data biweekly.	Complete 04/03/2019	Michael Holton	01/31/2019
	<i>Notes:</i> Data worksheet will be uploaded with minutes in Google Drive folder.			
2/22/19	Establish a Parent Teacher Organization to provide parents with a formal platform to address their needs.	Complete 02/04/2019	Rachel Pender	02/01/2019
	<i>Notes:</i>			
2/22/19	Establish monthly meetings for the PTO to ensure parent issues are regularly heard.	Complete 03/11/2019	Rachel Pender	03/01/2019
	<i>Notes:</i>			
10/15/19	100% of teachers will observe 2 teachers using the #Observeme protocol.		Sharnell Dixon	05/05/2020
	<i>Notes:</i>			
Implementation:		05/07/2019		
Evidence	5/7/2019 PLC Folder in our documents.			
Experience	5/7/2019 - Teachers met weekly with their PLC's. Admin and instructional coaches met with teams whenever available.			
Sustainability	5/7/2019 - For the 2019-2020 school year weekly PLC meetings with administration will need to continue. Dates for these meetings should be added to the school calendar prior to the school year starting to assist in maintaining this goal.			

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Monitoring instruction in school			
KEY	B3.03	The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149)	Implementation Status	Assigned To	Target Date
Initial Assessment:		<p>As of September 2019:</p> <p>Teachers submit lesson plans through google classroom.</p> <p>Administrative and peer observations have started.</p> <p>It is planned that lesson plan tuning will happen once a month during planning period meetings.</p> <p>It is planned to start the observe me movement in October.</p>	Limited Development 08/17/2018		

As of May 2019:

Teachers submit lesson plans through google drive.

Snapshot observations and formal observations are continually carried out by administration.

Lesson plan tuning occurs informally in departments.

Instructional Rounds happened one time, and all teachers participated in the ObserveMe Movement. Teachers spend two weeks observing in classrooms and helping their colleagues collect the data that each teacher wanted for classroom growth. All data questions were based on Student Learning Questions from Instructional Rounds.

As of October 2018:

Teachers submit lesson plans through google drive.

Most departments have been participating in lesson plan tuning.

Snapshot observations from administration as well as full observations.

Teachers received lesson plan feedback sporadically.

Peer evaluations and mentor teacher leadership to BT's.

How it will look when fully met:	<p>Consistent and routine snapshot observations with standardized rubric and feedback system. (TAG model)</p> <p>Consistent digital feedback on lesson plans.</p> <p>Focused support on instruction for BT's.</p> <p>All departments will participate in lesson tuning.</p> <p>Instructional rounds will be scheduled and implemented with fidelity.</p>		Michael Holton	05/31/2020
Actions		2 of 3 (67%)		
8/31/18	Teachers will submit their lesson plans digitally to the shared lesson plan folder. Administrators will give digital feedback on the lesson plans weekly.	Complete 12/20/2018	Michael Holton	12/20/2018
	<i>Notes:</i>			
8/31/18	Rounds will occur 6 times this school year. Staff will meet for pre-rounds before the start of the school day. Staff will meet for post rounds at the end of the school day. Staff will follow the rounds protocol.	Complete 04/10/2019	Erica Levai	05/20/2019
	<i>Notes:</i>			
8/31/18	Lesson plan tuning will occur monthly during planning period meetings.		Sharnell Dixon	05/30/2020
	<i>Notes:</i>			

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Talent recruitment and retention			
KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
Initial Assessment:		<p>As of September 2019:</p> <p>We honor a teacher of the year and celebrate all teachers during teacher appreciation week.</p> <p>Administration uses the Duplin County Schools pop-in evaluation rubric as well as the NC evaluation system to evaluate teacher.</p> <p>All job postings are shared through Teacher Match and county website. A hiring team consisting of department chairs and guidance conduct first round of interviews and refer to the principal for</p>	Limited Development 11/09/2018		

the second round of interviews.

As of November 2018:

We honor a teacher of the year and celebrate all teachers during teacher appreciation week.

Administration uses the Duplin County Schools pop-in evaluation rubric as well as the NC evaluation system to evaluate teacher.

All job postings are shared through Teacher Match and county website. A hiring team consisting of department chairs and guidance conduct first round of interviews and refer to the principal for the second round of interviews.

How it will look when fully met:

Honor a teacher of the year and celebrate all teachers during teacher appreciation week.

Administration uses the Duplin County Schools pop-in evaluation rubric as well as the NC evaluation system to evaluate teacher.

All job postings are shared through Teacher Match and county website. A hiring team consisting of department chairs and guidance conduct first round of interviews and refer to the principal for the second round of interviews.

Names of teachers who meet or exceed growth will go into a drawing for a prize.

Michael Holton

05/28/2020

Actions

0 of 2 (0%)

9/26/19 Select an interview team.

Michael Holton

05/04/2020

Notes:

9/26/19 Honor teacher-of-the-year with a donated gift.

Sharnell Dixon

06/07/2020

Notes:

Core Function:

Dimension E - Families and Community

Effective Practice:

Family Engagement

KEY	E1.06	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)	Implementation Status	Assigned To	Target Date
<p><i>Initial Assessment:</i></p>	<p>As of September 2019:</p> <p>Teachers maintain a parent contact log to monitor parent contact, which is updated every 3 weeks.</p> <p>James Kenan hosted open house.</p> <p>STEAMA night will be held in November for 1st semester.</p> <p>The media coordinator monitors teacher websites to ensure they are updated.</p> <p>There is a digital copy of the student handbook available for parents and students on the school website.</p> <p>PTO group has had two meetings this school year and holds monthly meetings.</p>	<p>Limited Development 08/17/2018</p>			
	<p>As of May 2019:</p> <p>Teachers maintain a parent contact log to monitor parent contact.</p> <p>James Kenan hosted an open house and report card pick up night.</p> <p>The STEM night and Harvest STEM Festival have been postponed until the next school year due to hurricane Florence.</p> <p>The media coordinator monitors teacher websites to ensure they are updated.</p> <p>There is a digital copy of the student handbook available for parents and students on the school website.</p> <p>A PTO group has been established and holds monthly meetings.</p>				

As of August 2018, all teachers have and are expected to complete/participate in the following:

- Parent Contact Log
- School wide Open house
- School wide Report card pick up
- School hosted STEM night/Harvest STEM Night

In addition parents receive Connect Ed phone calls from the school to share relevant information as needed.

Priority Score: 3

Opportunity Score: 2

Index Score: 6

How it will look when fully met:

100% of our teachers will emphasize parent and family communication about expectations and resources to help our students be successful. Evidence of this will include the following:

- Faculty completed digital parent contact log.
- Sign-in sheets for parents from school events.
- Documentation of STEM/Harvest Nights.
- Screenshots of teacher/school websites

To support these evidences the school will have translators on hand. Important event dates posted at admission booths for athletic events. These strategies will help support our ELS subgroup, and address the 2018-2019 TSI school status.

Faculty will utilize school website to communicate key events to parents and family.

**Objective Met
01/23/19**

Erica Levai

05/31/2019

Actions

8/31/18 A digital parent contact log will be created and shared with each staff member for administrators to monitor.

**Complete
08/15/2018**

Erica Levai

08/20/2018

Notes:

10/30/18 Student Handbook will be created and shared with students and parents.

**Complete
09/05/2018**

Erica Levai

12/01/2018

<i>Notes:</i>				
10/30/18	Teachers will create and maintain websites through Duplin County Schools to communicate classroom information to students, parents, and families.	Complete 12/10/2018	Shirley Bryant	12/01/2018
<i>Notes:</i>				
8/31/18	Staff will regularly contact parents and document attempts in the digital parent contact log. The contact log will be monitored monthly.	Complete 01/23/2019	Erica Levai	12/20/2018
<i>Notes:</i>				
1/23/19	Create a PTO interest form to go home to students. Also create an online version of the PTO form.	Complete 01/16/2019	Rachel Pender	01/10/2019
<i>Notes:</i>				
Implementation:		01/23/2019		
Evidence	1/23/2019 Online form link is uploaded.			
Experience	1/23/2019 PTO interest form was created and sent home with students. Online version is also available.			
Sustainability	1/23/2019 N/A			