

Action Plan

High Pointe
Elementary
2010-2011



CEDAR HILL
INDEPENDENT SCHOOL DISTRICT

Action Plan

Presented and approved by faculty on (insert date here).

Presented to parents and community on (insert date here).

Signatures

PTO/PTA Parent Representative

Date

Teacher Representative

Date

Principal

Date

Central Office Representative

Date

Chief Academic Officer

Date

The signatures of the Principal and central office representative indicate that this document has been reviewed by the central office staff and the Principal certify that this document meets all district requirements for a School Improvement Plan

ACTION PLAN

Goal 1:	Become a TEA Recognized District for the 2009-2010 school year on our journey to becoming World Class by 2010
Performance Goal: World Class Priorities	

Strategy/Action	Person Responsible	Assessment	Resources Needed	Timeline	Status
Staff Create a fine arts program within the school day	Administrators, Fine arts team	Completed program design	Planning Time- CNA, RS, SA	First six weeks	
Students Implement the within the school day fine arts program	Fine arts team	Participation records	Supplies for program; Campus funds-donations; CNA, RS, PI	October 2010-May 2011	
Staff Conduct web-cam professional development training	CHISD Technology department and campus liaison	Professional development evaluation and increased use of technology in the classroom	District web-cam equipment; computer; lesson resource material- Campus and District funds-RS, PI, CAN	September 2010-Dec 2010	

Students Conduct web-cam learning opportunities for each grade	Campus and district tech liaisons and classroom teachers	Student and staff surveys, lesson plans and student projects	District web-cam equipment; computer, lesson plan resources- Campus and district funds-RS, PI, CNA	September 2010-May 2011	
Professional Development Utilize the district curriculum specialists to increase commended performance and implement best practice	District curriculum specialists	District formative assessments, TAKS	Grade level planning meetings-PD	September 2010-May 2011	
Extra-curricular Program Expand the course offerings for the after school enrichment program (League of Our Own)	Administrators, staff	Attendance records	Supplies for program; Campus funds-donations; CNA, RS, PI	October 2010-May 2011 (Every Thursday)	
Community Establish community partnerships to showcase campus fine arts groups at local events	Campus group sponsors, Administrators	Participation records	Campus funds and donations-RS, SA	October 2010-May 2011	

Parents Implement the National PTA "Give Me Three" Program	PTA/ CAT (Campus Advisory Team)	Parent participation records and parent survey	Materials for activities-Campus budget and donations-RS, PI, CI	August 2010-June 2011	
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Goal 2:	Design and Implement a rigorous instructional delivery system that is data-driven and fosters student engagement
Performance Goal: To increase student performance in reading	

Strategy/Action	Person Responsible	Assessment	Resources Needed	Timeline	Status
Reading-All students Collaboration between the teachers and the literacy specialist to complete an at-risk needs analysis	Literacy specialist, classroom	Completed at-risk needs analysis report	Data in Eduphora- District budget- CNA, RS, CI	First three weeks of school	

	teachers				
Develop individual student improvement plans for all students using the RTI 3-tier model for interventions	Literacy specialist, classroom teachers	Completed individual student improvement plans	Needs analysis document- Campus and Federal funds-SA	First three weeks of school	
Conduct after school academic support for identified students	Literacy specialist, classroom teachers	Common assessments, district formative ELA assessments	Headsprout, Read Naturally, Leveled Readers-Reading Street -Campus and district funds-SA, RS		
Reading-Special Education Implement individual student plans	Literacy specialist, classroom teachers	Common assessments, district formative ELA assessments	Headsprout, Read Naturally, Leveled Readers-Reading Street -Campus and district funds, IDEA-SA, RS	Sept 2010- June 2011	
Include literacy center in the rotation for K-4 students	Literacy specialist, classroom teachers	TAKS scores, DRA, TPRI, STAR reading, district formative assessments, Read Naturally progress	Read Naturally, Leveled Readers, Library books- Federal funds, IDEA-RS, CI	August 2010- 2011	

Schedule identified K-2 students computer time to access the Headsprout reading program	K-2 teachers	TPRI, DRA, and Headsprout progress reports	Headsprout program, computer lab- Campus and district funds, IDEA-RS,SA	Mid-Sept 2010-June 2011	
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Goal 2:	Design and Implement a rigorous instructional delivery system that is data-driven an fosters student engagement
Performance Goal: To increase student performance in math	

Strategy/Action	Person Responsible	Assessment	Resources Needed	Timeline	Status
Math-All students Schedule math center into the rotation for all students to remediate identified math weaknesses and extend for identified students	Campus math specialist; classroom teachers	District math formative assessments, teacher made assessments, TAKS	Manipulative, teacher created centers, math adoption, district provided resources- Campus and district funds-RS, CI	August 2010- June 2011	

Collaboration between math specialist and teachers to complete an at-risk needs analysis	Campus math specialist; classroom teachers	Completed at-risk needs analysis report	Data in Eduphoria; Campus and district funds-CNA, RS, CI	First six weeks	
Design individual student plans for all students using the RTI 3-tier model for interventions	Campus math specialist; classroom teachers	District math formative assessments, six weeks reports, teacher's weekly progress monitoring, TAKS	Data in Eduphoria; Campus and district funds-CNA, RS, CI	Sept 2010- May 2011	
Math-Economically disadvantaged Create math mini-computer lab that will address the needs of identified students using the V-Math Program	Campus math specialist; classroom teachers	District math formative assessments, six weeks reports, teacher's weekly progress monitoring, TAKS	Computers, V-Math program; Campus and district funds-RS, CI, CNA, SA	Sept 2010- May 2011	
Conduct professional development for effective teaching strategies to implement RTI using First Steps	Region X Consultant	Professional development evaluations, student performance on district formative assessments, TAKS	Training materials, campus and district funds-PD	Sept 2010- Dec 2011	
Create math tutorial small groups based on skills	Math specialist	Common assessments, formative assessments, TAKS	Math resource materials-CNA, SA, RS-District funds	Sept 2010- Dec 2011	

Math-Special Education Create math mini-computer lab that will address the needs of identified students using the V-Math Program	Campus math specialist; classroom teachers	District math formative assessments, six weeks reports, teacher's weekly progress monitoring, TAKS	Computers, V-Math program; Campus and district funds, IDEA-RS, CI, CNA, SA	Sept 2010-May 2011	
Conduct professional development for effective teaching strategies to implement RTI using First Steps	Region X Consultant	Professional development evaluations, student performance on district formative assessments, TAKS	Training materials, campus and district funds, Title I, IDEA-PD	Sept 2010-May 2011	
Create math tutorial small groups based on skills	Math specialist	Common assessments, formative assessments, TAKS	Math resource materials-IDEA, Title I-CNA,	Sept 2010-May 2011	

Goal 2:	Design and Implement a rigorous instructional delivery system that is data-driven and fosters student engagement
Performance Goal: To increase student performance in writing	

Strategy/Action	Person Responsible	Assessment	Resources Needed	Timeline	Status
Writing Conduct writing professional development on "Thinking Maps and Write From the Beginning Curriculum	Campus writing specialist, ELA committee	Staff development evaluations and student writing samples	Thinking Map and Write From the Beginning curriculum-Campus funds-PD	Fall semester 2010	
Design a school-wide writing plan with a calendar of targeted skills using a cross curricular approach	ELA committee, teachers	Completed school-wide writing plan	Thinking Maps and Write From the Beginning curriculum, CSCOPE-Campus funds	Plan created by the end of the first semester	
Implement the school-wide writing plan	Teachers	Student writing samples, TAKS writing results	Scheduled time in ELA block-Campus funds-RS, PD	Oct 2010-June 2011	

Goal 2:	Design and implement a rigorous instructional delivery system that is data-driven and fosters student engagement
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Performance Goal: To implement the CSCOPE curriculum

Strategy/Action	Person(s) Responsible	Assessment	Resources Needed	Timeline	Status
Math Implement CSCOPE curriculum and the 5E lesson model	Campus math committee, teachers, campus math specialist	District math formative assessments, six weeks reports, teacher's weekly progress monitoring, TAKS, lesson plan, and classroom observations	CSCOPE curriculum-District funds-CNA, SA, IHQ, CI	Aug 2010- June 2011	
Provide follow up and coaching using campus math specialist	Math specialist, teachers	District math formative assessments, six weeks reports, teacher's weekly progress monitoring, TAKS, and grade level minutes	CSCOPE curriculum-District funds-CNA, SA, IHQ, PD	Aug 2010- June 2011	
Schedule math vertical curriculum team meetings to discuss implementation and progress	Math vertical team	District formative assessments, six weeks reports, teacher's weekly progress monitoring, math vertical curriculum team meeting minutes	CSCOPE curriculum-District funds-CNA, SA, IHQ, CI	Every nine weeks	
Science Implement CSCOPE curriculum	Campus science committee,	District science formative assessments, six weeks	CSCOPE curriculum-District	Aug 2010- June 2011	

	teachers	reports, teacher's weekly progress monitoring, lesson plans, and classroom observations	funds-CNA, SA, IHQ, CI		
Schedule science vertical curriculum team meetings to discuss implementation and progress	Science vertical team	District science formative assessments, six weeks reports, teacher's weekly progress monitoring and science vertical curriculum team meeting minutes	CSCOPE curriculum-District funds-CNA, SA, IHQ, CI	Every nine weeks	
Utilize paraprofessional to assist certified teachers in the science lab	Science paraprofessional, teachers	District science formative assessments	FOSS kits-RS, SA	August 2010-June 2011	
ELA/Writing Implement CSCOPE curriculum	ELA committee, teachers	District formative ELA assessments, student writing samples, TAKS writing results, lesson plans, and classroom observations	CSCOPE curriculum-IHQ, SA, CI	Aug 2010-June 2011	
Provide follow up and coaching using the campus reading specialist	Reading specialist, teachers	District formative ELA assessments, six weeks reports, teacher's weekly	CSCOPE curriculum-District funds-CNA, SA,	Aug 2010-June 2011	

		progress monitoring, TAKS, and grade level meeting minutes	IHQ, PD		
Schedule ELA vertical curriculum team meetings to discuss implementation and progress	ELA vertical team	District ELA formative assessments, six weeks reports, teacher's weekly progress monitoring, ELA vertical curriculum team meeting minutes	CSCOPE curriculum-District funds-CNA, SA, IHQ, CI	Every nine weeks	
Social Studies Implement CSCOPE curriculum	Social Studies committee, teachers	District social studies formative assessments, lesson plans, and classroom observations	CSCOPE curriculum-District funds-CNA, SA, IHQ, CI	Aug 2010- June 2011	
Schedule social studies vertical curriculum team meetings to discuss implementation and progress	Social Studies vertical team	District social studies formative assessments, six weeks reports, teacher's weekly progress monitoring, and Social Studies vertical curriculum team meeting minutes	CSCOPE curriculum-District funds-CNA, SA, IHQ, CI	Every nine weeks	

Schedule grade level meetings to discuss content integration of reading and social studies	District curriculum specialist	Grade level minutes, formative assessments	CSCOPE curriculum-District funds-CNA, SA, IHQ, CI	Once each semester	
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Goal 2:	Design and implement a rigorous instructional delivery system that is data-driven and fosters student engagement
Performance Goal: To prepare students to be college and career ready	

Strategy/Action	Person(s) Responsible	Assessment	Resources Needed	Timeline	Status
Implement 9 week thematic units K-4 (NASA and Space Explorations, Ecosystems, Prehistoric Explorations, and Economics) for	Advanced academic teachers K-4	District formative assessments, ITBS, commended performance on	Field experiences, supplies for learning	August 2010-June 2011	

increased rigor using a problem solving inquiry model working toward college and career readiness		TAKS, student projects and portfolios	experiences- Campus and district funds-RS, SA, CI		
Encourage students to participate in at least two district fairs	Campus fair coordinator	Participation records and student projects	Supplies for projects-Campus funds-RS, SA	Sept 2010- May 2011	
TAKS-Commended Performance Extend and enrich identified students to work toward commended performance through Power Hour time	Classroom teachers	District formative assessments, TAKS	Curriculum extension activities-Campus funds-IHQ, RS, CAN	Sept 2010- April 2011	
Conduct family involvement nights for math and literacy	CAT, staff, parents	Parent surveys, district formative assessments, TAKS	Math and literacy resource materials-Campus budget-RS, PI	One parent academic event each semester	
ITBS Improvement Increase teacher effectiveness through professional development focusing on literacy and math interventions (“First Steps”-Region X; “What To Do and What Not To Do”-Region X)	CAT and administrators, Region X consultants, district curriculum	Staff development evaluations, district formative assessments, TAKS, ITBS	Staff development curriculum- Campus and district funds-PD, SA	Monthly August 2010- May 2011	

	specialists				
Develop school-wide tutorial plan to remediate, maintain, and enrich academic performance based upon an investigation of the three year ITBS profile results	CAT	Completed tutorial plan	Campus disaggregated data-Campus and district funds-SA, CI	First six weeks of school	
Implement school-wide tutorial plan	Classroom teachers	District formative assessments, TAKS, DRA, TPRI, ITBS	Tutorial instructional materials, computer lab-Campus and district funds-SA	October 2010-April 2011	
Utilize campus science committee to develop an action plan to address science deficits	Campus science committee	District formative assessments, ITBS	Tutorial instructional materials, - Campus and district funds-SA	October 2010-April 2011	
Utilize campus social studies committee to develop an action plan to address social studies deficits	Campus social studies committee	District formative assessments, ITBS	Tutorial instructional materials, - Campus and district funds-SA	October 2010-April 2011	

Goal 2:	Design and implement a rigorous instructional delivery system that is data-driven and fosters student engagement
Performance Goal: To provide an environment conducive to learning that encourages parent involvement	

Strategy/Action	Person(s) Responsible	Assessment	Resources Needed	Timeline	Status
School Climate Provide customer service training for all staff	Campus principal	Parent surveys	Time, training materials-Campus budget-PD	August 2010	
Organize family involvement nights	CAT, teachers	Parent surveys	Refreshments, activity materials- Campus budget-PI	August 2010- June 2011	
Schedule kindergarten roundup	Kindergarten teachers, office personnel	Registration data, parent surveys	Teacher made assessment, registration materials-Campus and district budget-PTS, TPA	August 2010	

Create campus "sunshine" committee to promote camaraderie with team building activities each month	High Pointe staff	Teacher survey	Planned activities, refreshments- Campus budget- RS	Monthly Sept 2010-May 2011	
Technology Complete district required technology staff development hours	Administrators and all staff	Teacher staff development portfolios	Scheduled technology opportunities- Campus and district funds-PD	Sept. 2010- May 2011	
Utilize technology to increase student engagement and performance (web-cam learning experiences, research in computer lab, student created PowerPoint projects, digital cameras, etc.)	High Pointe staff	Lesson plans, walk throughs, student surveys	Classroom computers, computer lab, library-Campus and district funds- CNA, RS, SA, IHQ, CI	Sept 2010- May 2011	
Staff Development Provide R-time Training (anti-bullying program; relationship building program)	R-Time team	Staff development evaluations, discipline referrals	R-Time curriculum- Campus and	August 2010	

			district budget-PD		
Provide school-wide Boys Town Training	District trainers	Staff development evaluations, discipline referrals	Boys Town curriculum-Campus and district budget-PD	August 2010	

Goal 3:	Recruit, Develop and Retain Highly Qualified Employees
Performance Goal: To recruit highly qualified employees	

Strategy/Action	Person(s) Responsible	Assessment	Resources Needed	Timeline	Status
Recruitment	Administrators	Campus highly qualified	Teacher	August 2010-	

Hire only highly qualified personnel		teacher certifications from SBEC	credentials-IHQ	June 2011	
Utilize campus interview team with representatives from each grade level for campus interviews	Administrators, interview team	Selection of highly qualified personnel	Teacher portfolio-AHQ	August 2010-June 2011	

Goal 3:	Recruit, Develop and Retain Highly Qualified Employees
Performance Goal: To develop new and existing employees	

Strategy/Action	Person(s) Responsible	Assessment	Resources Needed	Timeline	Status
Develop Implement the district mentor program for all employees with less than three years of teaching experience	District staff, Administrators, mentees, mentors	Mentee documentation and surveys	District funds-PD, AHQ, IHQ, CNA, RS	August 2010-May 2011	
Execute Learning Walks	Administrators, teachers	Teacher evaluation and feedback	Time-PD, AHQ, IHQ, CNA, RS	One each six weeks	
Conduct goal setting meetings with each teacher	Administrators	Completed goals for the new year	Time-RS	First six weeks	
Conduct weekly walk throughs for each teacher	Administrators	Completed walk through documentation	Time-PD, RS	September 2010-June 2011	

Goal 3:	Recruit, Develop and Retain Highly Qualified Employees
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Performance Goal: To retain highly qualified employees

Strategy/Action	Person(s) Responsible	Assessment	Resources Needed	Timeline	Status
Retain Execute the district 30 hour staff development plan	Administrators, staff	Staff development surveys- Teacher surveys	Staff development opportunities- Campus and district funds-PD, AHQ, CNA, RS, CI	June 7, 2010 – April 1, 2011	
Execute the campus staff development plan	Administrators, Region X consultants, district curriculum specialist	District formative assessments, TAKS	Staff development resources-Campus and district funds-PD, AHQ, CNA, RS, CI	June 7, 2010 – April 1, 2011	
Reorganize grade level teams	Administrators	District formative assessments, TAKS, teacher surveys	RS	August 2010	

Goal 4:	To Build the fund balance to be 25% of the General Funds Budget
Performance Goal: Campus Advisory Team will monitor the campus budget process and expenditures	

Strategy/Action	Person(s) Responsible	Assessment	Resources Needed	Timeline	Status
Maintain or increase student attendance to ensure appropriate revenue per student	Campus staff	PEIMS reports	Student incentives, parent letters, PEIMS reports-RS, PI	August 2010-June 2011	
Eliminate campus copy machine overages	Campus staff	Copy machine report	District funds-RS, CI	August 2010-June 2011	
Monitor all budget expenditures through campus team to ensure campus needs are addressed	CAT (Campus Advisory Team)	Budget reports, CAT minutes	Campus Budget-RS	September 2010-June 2011	

Goal 5	Align the budget process to achieve district goals
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Performance Goal: Campus Advisory Team will monitor the campus budget process and expenditures

Strategy/Action	Person(s) Responsible	Assessment	Resources Needed	Timeline	Status
Utilize comprehensive needs assessment data to strategically utilize campus funds	Administrators, CAT	Teacher surveys, district formative assessment, TAKS results	Campus funds- RS, CI, CNA, AHQ, SA	July 2010- June 2011	
Develop effective tutorial budget to efficiently utilize designated funds	Administrators, CAT	End of year budget report	Campus funds- RS, SA, CI	September 2010-April 2011	
Expend 30% of the campus budget the first six weeks	Administrators, CAT	Budget report	Campus funds, RS, SA, CI	August 2010- September 2010	
Expend 60% of the campus budget by the end of the first semester	Administrators, CAT	Budget report	Campus funds, RS, SA, CI	August 2010- January 2011	
Expend 85% of the campus budget by the purchase order cutoff date	Administrators, CAT	Budget report	Campus funds, RS, SA, CI	August 2010- March 2011	

Goal 6:	Safety and Student Management
Performance Goal: To provide staff development and early intervention in order to reduce student discipline referrals	

Strategy/Action	Person(s) Responsible	Assessment	Resources Needed	Timeline	Status
Professional Development Train staff in R-Time curriculum (anti-bullying and relationship building program)	R-Time campus trainers	Completed training	R-Time curriculum	First six weeks	
Provide early intervention and/or intensive services for students considered at-risk according to TEA	School counselor, teachers	Parent and teacher surveys, STAT minutes and student paperwork for all students using the RTI 3-tier model for interventions for all students using the RTI 3-tier model for interventions for all students using the RTI 3-tier model for interventions	District services (i.e. Big Brother/Big Sister)Student community support services-Campus budget, donations-CNA, RS, CI	Every six weeks (STAT meetings)	
Provide Boys Town Training	District Boys Town Trainers	Staff development evaluations	Boys Town curriculum-District funds-PD	August 2010	
Participate in Fred Jones Training	Campus trainer	Staff development evaluations; decreased office	Fred Jones curriculum-	Fall 2010	

		referrals, walk through documentation	Campus funds- CNA, PD		
Conduct Peer Mediation Training	Campus counselor	Completed training documentation	Peer mediation curriculum- Campus budget- CNA, PD, RS	First six weeks	

Goal 6:	Safety and Student Management
Performance Goal: To provide a safe school environment	

Strategy/Action	Person(s) Responsible	Assessment	Resources Needed	Timeline	Status
Provide access to peer mediation to all students	Counselor, classroom teachers	Student surveys	Schedule for mediation- Campus budget- RS, SA, CNA	September 2010-June 2011	
Maintain an active DAT (Discipline Advisory Team)	DAT, school staff	Discipline referrals	Scheduled meeting time- Campus budget- CNA,RS	August 2010-June 2011	
Provide comprehensive guidance and counseling program	Counselor	Counselor log, student and teacher surveys	Guidance materials-Campus budget-CNA	September 2010-May 2011	