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## IMPROVEMENT PLAN (2011-2015)

Catoctin Elementary School

### COVER PAGE

#### Mission Statement

**The mission of Catoctin Elementary School is to promote the development of 21st century skills by preparing children to be life-long learners and productive citizens within a democratic community.**

#### Description of the process used to develop this improvement plan:

The staff at Catoctin Elementary School utilized two professional workdays in August 2011 and examined the most recent student data to include: attendance rates, disaggregated Standards of Learning (SOL) test results, Developmental Reading Assessment (DRA) and Phonological Awareness Literacy Screening (PALS) results, and student disciplinary referral data. Throughout September and October of 2011, the SIP team worked to update and revise our improvement plan for the 2011-2012 school year. Input was sought from our Parent Leadership Team, as well. Teachers and parents identified areas of focus. The staff determined that School Climate, Student Achievement, and Health, Safety, and Wellness of our children leads to success in academics. The plan continues to be modified and changed as input from school-based and parent-based members monitoring the plan is considered.

Jennifer Rueckert

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Signature of Principal/Director

Names and signatures of Plan Development Process Team


Date submitted to Director/Supervisor:  
Date reviewed by Director/Supervisor:  
Date reviewed by Director/Supervisor and Principal:  
Date(s) of Revision:

**PLAN for**  
**Student Achievement**

<b>GOAL</b>	<b>CURRENT SITUATION (GAP ANALYSIS)</b>	<b>ROOT CAUSE(S)</b>	<b>ACTION PLAN</b>
Improve student achievement	Catocin did not make Adequate Yearly Progress for the 2010-2011 school year.	Students not provided appropriate face to face, interactive instruction on their level. Students were not provided sufficient practice on skills that were not mastered.	Continue implementation of a comprehensive instructional program to address remediation and differentiation needs.

**DO for**  
**Student Achievement**

<b>GOAL</b>	<b>ACTION PLAN</b>	<b>PRIORITY</b>	<b>STATUS</b>	<b>PERSON(S) / OFFICE RESPONSIBLE</b>	<b>AUTHORIZED CENTRAL OFFICE RESOURCES</b>	<b>START DATE</b>	<b>END DATE</b>	<b>BUDGET (\$)</b>
Improve student achievement	Continue implementation of a comprehensive instructional program to address remediation and differentiation needs.	High	In-Progress	Jennifer Rueckert / All Staff	SOL Remediation Funding, Instructional Funds, Transportation	7/15/2011	6/30/2012	20,000
	Implement a comprehensive Responsive Instruction (RI) program	High	In-Progress	Jennifer Rueckert /	Kate Stecher, School Funds, PTA	7/15/2011	6/30/2012	500
	All staff differentiate and implement a supplemental enrichment program.	Medium	In-Progress	Jennifer Rueckert /	Office of Gifted Education, School Funds	7/15/2011	6/30/2012	500

Waiver Needed:  Yes  No

If Yes, attach request form.

## One Year PLAN with STUDY & ACT for each action plan for Student Achievement

92% of students will pass all SOL tests

**Measure:** Improve student achievement

**Strategic Improvement:** Continue implementation of a comprehensive instructional program to address remediation and differentiation needs.

**Person(s) / Office Responsible:** Jennifer Rueckert / All Staff

TASKS TO BE ACCOMPLISHED	WHO	BY WHEN	RESOURCES NEEDED	ANNUAL COST (\$)	EXPECTED RESULTS
1-Design and implement after-school Fall Reading Club for students in grades 3,4,5 who need additional support in reading.	All classroom teachers, Administrators	12/19/2011	SOL Remediation Funding, Transportation Funding, Tutoring materials, snacks for students, lab	1,000	Students will receive additional instruction to improve reading fluency and comprehension.
2-Design and implement after-school tutoring program for students in grades 3, 4, 5 who need additional instruction in reading and math.	All classroom teachers, Administrators	5/9/2012	SOL Remediation Funding, Transportation Funding, Tutoring materials, snacks for students, lab	10,000	Students will receive the additional instruction needed for students who will be administered the SOL testing in May/June.
3-Participate in Staff Development events whose focus is on differentiated instruction and assessment.	Principal, Assistant Principal, Classroom Teachers	6/8/2012	Staff development funds to cover costs of the workshops and the subs in the classrooms.		Teachers will possess a more solid understanding and application of the process of differentiating their classroom instruction to meet the academic needs of students requiring a remediated level of instruction and designing

					formative and summative assessments. Administration will be able to support the teachers as they design and plan instruction.
4-Participate in Staff Development whose focus is on Sheltered Instruction Observation Protocol (SIOP) components and strategies.	K-2 Teachers, Specialists, Administrators	3/1/2012	SIOP Coaches		Teachers will be able to use content and language objectives to make content comprehensible to English Language Learners.
5-Participate in Staff Development whose focus is on reading strategies.	3-5 Teachers, Reading Specialists, Administrators	3/1/2012	Reading Specialists		Teachers will be able to use guided reading instruction, literature circles, and fluency to build a balanced literacy approach to reading instruction.
6-Teachers consult and collaborate with Math Specialists to obtain math strategies and model teaching practices.	K-5 Teachers, EMRTs	6/8/2012	EMRTs		Teachers will be able to collaborate with EMRTs and observe model lessons to apply strategies and techniques to the math curriculum.

Waiver Needed:  Yes  No  
 If Yes, attach request form.

**One Year PLAN with STUDY & ACT for each action plan for  
 Student Achievement**

92% of students will pass all SOL tests  
**Measure:** Improve student achievement  
**Strategic Improvement:** All staff differentiate and implement a supplemental enrichment program.  
**Person(s) / Office Responsible:** Jennifer Rueckert /

<b>TASKS TO BE ACCOMPLISHED</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>RESOURCES NEEDED</b>	<b>ANNUAL COST (\$)</b>	<b>EXPECTED RESULTS</b>
1-Examine PALS and DRA assessment results to identify students whose reading and writing levels indicate a need for higher level instruction.	K-2 Teachers, Reading Specialists, Principal	8/26/2011	Time, Assessment results		Teachers will be able to create class lists and plan instruction based upon the instructional needs of the students, rather than by the grade level the students may be entering.
2-Purchase Daybooks for Critical Reading and Writing for students that performed above the benchmark on the PALS and DRA.	Principal	11/30/2011	Instructional funds	1,000	Students performing above the standard will be challenged instructionally.
3-Implement Sunshine Math Program in Grades 1 and 2.	Grade 1-2 Teachers, Principal	11/30/2011	Sunshine Math Program, white paper, parent volunteer to tally points	100	Students will develop problem-solving skills, and critical and creative thinking through the challenge of higher level math.
4-Continue identification and implementation of students in grade 3 for Empowering Diversity through Gifted Education (EDGE) program.	Search Teachers, Grade 3 Teachers, Principal	11/30/2011	none		Students who may not perform well on the traditional assessments used

					for gifted education identification, are identified in 3rd grade and receive small group intervention with the Search teacher for 45 minutes every other week.
5-Participate in Staff Development events whose focus is on differentiated instruction and assessment practices.	Principal, Assistant Principal, Classroom Teachers	6/8/2012	Staff Development funds for cost of workshops and cost of subs in the classroom		Teachers will possess a more solid understanding and application of the process of differentiating their classroom instruction to meet the academic needs of students requiring a higher level of instruction. Administration will be able to support the teachers as they design and plan instruction.

Waiver Needed:  Yes  No  
 If Yes, attach request form.

**One Year PLAN with STUDY & ACT for each action plan for  
 Student Achievement**

92% of students will pass all SOL tests  
**Measure:** Improve student achievement  
**Strategic Improvement:** Implement a comprehensive Responsive Instruction (RI) program  
**Person(s) / Office Responsible:** Jennifer Rueckert /

<b>TASKS TO BE ACCOMPLISHED</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>RESOURCES NEEDED</b>	<b>ANNUAL COST (\$)</b>	<b>EXPECTED RESULTS</b>
1-Identify RI Team members to attend training	Principal/ Assistant Principal/ RI Coach	10/1/2011	Staff members		Staff members will be trained on the research and philosophy behind RI and will gain knowledge on the implementation of the program.
2-Create master school schedule to allow for common "Power Up" time	Principal/ Assistant Principal/ Scheduling committee	8/8/2011	Scheduling committee		Make staff available to work with small groups during specified "Power Up" time each day.
3a-Conduct a Fall universal screening to identify fluency rates for students in grades K-5	RI Coach/ RI screening team	9/8/2011	Screening team, Aimsweb		Identify students needing intervention (enrichment/ remediation)
3b-Conduct a Winter universal screening to identify fluency rates for students in grades K-5	RI Coach/ RI screening team	1/11/2012	Screening team, Aimsweb		Re-evaluate students needing intervention (enrichment/ remediation).
3c-Conduct a Spring universal screening to identify fluency for students in grades K-5	RI Coach/ RI screening team	5/9/2012	Screening team, Aimsweb		Re-evaluate students needing intervention (enrichment/

					remediation).
4-Conduct weekly progress monitoring to assess progress of targeted students in grades K-5	RI Coach/ Intervention team members	6/8/2012	Intervention team members, Aimsweb	100	Collect student data weekly in AIMSweb to monitor fluency progress.
5-Evaluate the progress of the RI program and analyze individual student data	Principal/ Assistant Principal / RI Coach/ Data Team	6/8/2012	RI Team Fidelity Checklists		RI Team will be able to make needed adjustments to the program by meeting bi-weekly.

**DO for**  
**Health, Safety, and Wellness**

<b>GOAL</b>	<b>ACTION PLAN</b>	<b>PRIORITY</b>	<b>STATUS</b>	<b>PERSON(S) / OFFICE RESPONSIBLE</b>	<b>AUTHORIZED CENTRAL OFFICE RESOURCES</b>	<b>START DATE</b>	<b>END DATE</b>	<b>BUDGET (\$)</b>
Improve school climate	Bullying Education	High	In-Progress	Jennifer Rueckert / Guidance Services (PS)		9/5/2011	6/8/2012	600
	Design and implement a School-wide Positive Behavioral Intervention Support (PBIS) Program.	High	In-Progress	Andrew Heironimus /	Pupil Services	8/29/2009	6/8/2012	
	Community relations	Low	In-Progress	Jennifer Rueckert /		1/3/2011	6/8/2012	
	Equity Training	Medium	In-Progress	Alaina Smith /		8/17/2011	6/8/2012	
	Improve students health and wellness	Medium	In-Progress	Will Shepard /		9/19/2011	6/8/2012	200

Waiver Needed:  Yes  No  
 If Yes, attach request form.

**One Year PLAN with STUDY & ACT for each action plan for  
 Health, Safety, and Wellness**

Strengthen safe learning environments  
**Measure:** Improve school climate  
**Strategic Improvement:** Design and implement a School-wide Positive Behavioral Intervention Support (PBIS) Program.  
**Person(s) / Office Responsible:** Andrew Heironimus /

TASKS TO BE ACCOMPLISHED	WHO	BY WHEN	RESOURCES NEEDED	ANNUAL COST (\$)	EXPECTED RESULTS
1 - Provide staff development to the entire Catoclin staff on the PBIS program initiatives for 2011 - 2012 school year	Principal, Assistant Principal, PBIS Team	9/2/2011	Staff		All staff will be prepared to implement the program beginning with the first day of school.
2a- Provide a Kick Off Assembly for all students on the first day of school	Principal, Assistant Principal, PBIS Team	8/29/2011			Students will learn the initiatives and targets for the PBIS Program to excitedly participate.
2b- Provide a PBIS Rally for all students to kick off the second quarter	Principal, Assistant Principal, PBIS Team	11/9/2011			Students will revisit the initiatives and targets for the PBIS Program
2c- Provide a PBIS Rally for all students to kick off the third quarter	Principal, Assistant Principal, PBIS Team	1/24/2012			Students will revisit the initiatives and targets for the PBIS Program.
2d- Provide a PBIS Rally for all students to kick off the fourth quarter	Principal, Assistant Principal, PBIS Team	4/12/2012			Students will revisit the initiatives and targets for the PBIS Program.

3-Evaluate the implementation progress of the program and individual student data.	Principal, Assistant Principal, PBIS Team	6/8/2012			PBIS Team will be able to make needed adjustments to the effectiveness of the program by meeting monthly.
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Waiver Needed:  Yes  No  
 If Yes, attach request form.

**One Year PLAN with STUDY & ACT for each action plan for  
 Health, Safety, and Wellness**

Strengthen safe learning environments  
**Measure:** Improve school climate  
**Strategic Improvement:** Equity Training  
**Person(s) / Office Responsible:** Alaina Smith /

<b>TASKS TO BE ACCOMPLISHED</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>RESOURCES NEEDED</b>	<b>ANNUAL COST (\$)</b>	<b>EXPECTED RESULTS</b>
Quarterly equity training for the entire staff.	Equity Chairperson/ Principal/ Assistant Principal	6/8/2012	Resources as provided by Equity Team	100	To collaborate with staff members to generate appropriate lessons and strategies to use in the classroom to increase diversity awareness among students.

Waiver Needed:  Yes  No  
 If Yes, attach request form.

**One Year PLAN with STUDY & ACT for each action plan for  
 Health, Safety, and Wellness**

Strengthen safe learning environments  
**Measure:** Improve school climate  
**Strategic Improvement:** Bullying Education  
**Person(s) / Office Responsible:** Jennifer Rueckert / Guidance Services (PS)

<b>TASKS TO BE ACCOMPLISHED</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>RESOURCES NEEDED</b>	<b>ANNUAL COST (\$)</b>	<b>EXPECTED RESULTS</b>
1-Bullying Education Implementation	Guidance Counselor	4/30/2012	County Bullying Program		To educate students with consistent tools to help them identify and cope with bullying.
2-School-wide Bullying Assembly	Guidance Counselor	4/30/2012	PTA Funds	600	To support the bullying education going on in the classroom.

Waiver Needed:  Yes  No  
 If Yes, attach request form.

**One Year PLAN with STUDY & ACT for each action plan for  
 Health, Safety, and Wellness**

Strengthen safe learning environments  
**Measure:** Improve school climate  
**Strategic Improvement:** Improve students health and wellness  
**Person(s) / Office Responsible:** Will Shepard /

<b>TASKS TO BE ACCOMPLISHED</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>RESOURCES NEEDED</b>	<b>ANNUAL COST (\$)</b>	<b>EXPECTED RESULTS</b>
1-FAB 5 After-school Program	Physical Education Department	5/4/2012	PEP training, transportation copy paper and cost gym space/equipment		Increase student awareness of healthy physical fitness.
2-Fitness Club	Physical Education Department	6/8/2012	gym space/track		Improve student health, safety, and wellness.
3-PTA After-school Enrichment Activities	PTA	6/8/2012	gym space/ track/ pods		Improve student health, safety, and wellness.

Waiver Needed:  Yes  No  
 If Yes, attach request form.

**One Year PLAN with STUDY & ACT for each action plan for  
 Health, Safety, and Wellness**

Strengthen safe learning environments  
**Measure:** Improve school climate  
**Strategic Improvement:** Community relations  
**Person(s) / Office Responsible:** Jennifer Rueckert /

<b>TASKS TO BE ACCOMPLISHED</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>RESOURCES NEEDED</b>	<b>ANNUAL COST (\$)</b>	<b>EXPECTED RESULTS</b>
To facilitate the implementation of PTA community relations activities.	Jennifer Rueckert	6/8/2012	paper		To improve community relations.