

Putnam County School District

# Kelley Smith Elementary School



2017-18 School Improvement Plan

# Kelley Smith Elementary School

141 KELLEY SMITH SCHOOL RD, Palatka, FL 32177

kses.putnamschools.org

## School Demographics

**School Type and Grades Served**  
 (per MSID File)

Elementary School  
 PK-5

**2018-19 Title I School**

Yes

**2018-19 Economically Disadvantaged (FRL) Rate**  
 (As Reported on Survey 3)

100%

**Primary Service Type**  
 (per MSID File)

K-12 General Education

**Charter School**

No

**2018-19 Minority Rate**  
 (Reported as Non-white on Survey 2)

48%

## School Grades History

**Year**  
**Grade**

**2016-17**  
 C

**2015-16**  
 C

**2014-15**  
 D\*

**2013-14**  
 B

*\*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 Putnam 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.

**Putnam - 0101 - Kelley Smith Elementary School - 2017-18 SIP**

*Kelley Smith Elementary School*

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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## Table of Contents

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<b>Purpose and Outline of the SIP</b>	<b>5</b>
<b>Differentiated Accountability</b>	<b>7</b>
<b>Current School Status</b>	<b>8</b>
<b>Supportive Environment</b>	<b>8</b>
<b>Family and Community Engagement</b>	<b>12</b>
<b>Effective Leadership</b>	<b>13</b>
<b>Public and Collaborative Teaching</b>	<b>19</b>
<b>Ambitious Instruction and Learning</b>	<b>20</b>
<b>8-Step Planning and Problem Solving Implementation</b>	<b>25</b>
<b>Goals Summary</b>	<b>25</b>
<b>Goals Detail</b>	<b>25</b>
<b>Action Plan for Improvement</b>	<b>29</b>
<b>Appendix 1: Implementation Timeline</b>	<b>41</b>
<b>Appendix 2: Professional Development and Technical Assistance Outlines</b>	<b>44</b>
<b>Professional Development Opportunities</b>	<b>44</b>
<b>Technical Assistance Items</b>	<b>0</b>
<b>Appendix 3: Budget to Support Goals</b>	<b>0</b>

## 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 Kelley Smith Elementary School

DA Region and RED	DA Category and Turnaround Status
Northeast - <a href="#">Dustin Sims</a>	- N/A

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

Our mission at Kelley Smith Elementary School is to provide differentiation and enrichment to all students for everyone to be successful in learning and growing in all subject areas.

##### b. Provide the school's vision statement

We will inspire every student to think, to learn, to achieve, to care, and to become a successful and responsible citizen as a community member of Putnam County.

#### 2. School Environment

##### a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students

There are several processes in which Kelley Smith Elementary School teachers build relationships with students. We start the process by setting school wide expectations with the support of our Character Counts Program through the use of our "Kelley Smith Crew Passport" Positive Behavior Support System. We want our students to Show Cooperation, Have Self-Control, Act Responsibly, Respect Others, Keep Safe, and Speak Encouraging Words (SHARK). We begin the school year with a School Wide Assembly to support our expectations. The assemblies are conducted in grade level pods such as: (K-1); (2-3); (4-5). The traits of character to earn additional Passport stamps is through the pillars of Character Counts. They are: trustworthiness, responsibility, caring, respect, fairness, and citizenship. Teachers, in turn, take the time to build relationships in the classroom through Class Council activities. Relationships are built between the teacher and individual students as well as student to student through cooperative activities to build relationship capacity. The teachers within our school use many tools to help build relationships as well as get to know their students from outside of the school. We use our Terrific Kids Ceremony per quarter, our Palatka City Commissioner Student of the Month Meetings, Attendance Recognition activities, Academic/Behavioral Goal Parties per each quarter, Positive Referrals, phone calls, use of the student planner, parent/student/teacher conferences with a focus on our Title 1 Compact, respect and use of equitable response rates, as well as displaying student work. The focus is on differentiation in both academic and behavioral areas here at Kelley Smith Elementary School. Our teachers receive support with behavior management through PD associated with previously attended training; Tough Kids and Practical Magic. Both workshops shared specific strategies to support students who live in tough environments to help our teachers develop better relationships with our students both in and out of the classroom. Our teachers and staff of KSES also individualize student relationships by attending their students' extracurricular activities that are within the community. Some of these activities are attending baseball games, football games, church events, and we conduct Community Outreach Nights which are hosted at the James A. Long Apartment area.

##### b. Describe how the school creates an environment where students feel safe and respected before, during and after school



Kelley Smith Elementary School works very hard to create an environment in which students feel safe and are respected by their peers, parents, faculty, and staff. At the beginning of the year, we provide a school wide assembly to discuss bullying and ways to support one another if anything occurs toward bullying. We also go over the procedures as to how students can and should report bullying. We also conduct safety drills throughout the school year as to what to do during a Code Red, Code Yellow, and Code Black. Teachers and staff practice safe and respectful routines within the class and during transitions. We reinforce our school wide expectations with the use of our Shark Expectations within our Character Counts Program. When students are observed following our school wide expectations, they can be rewarded. Teachers also conduct Class Council Support lessons each day, based upon the individual needs of the classroom. Class Council meetings can include lessons to support ways students can respect one another, can support demographic needs of the class, can support ways to communicate with one another as well as other needs. We also have a Tier 2 Check-in/Check-out system to support students who need individual behavior supports. It is our goal to build better relationships with our students. We want to motivate our children based on growth feedback. We want to help build a family atmosphere in each and every classroom. The bonds that are created within the class and out of class will support a safe and respectable school 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**

Our schoolwide behavioral system is an important piece to support our students and our teachers in minimizing distractions and engaging our students during the instructional school day. We begin by training our school personnel during Pre-planning. Our entire faculty/staff is trained on the Character Counts Program, the Tough Kids Research based material, as well as trained on ESE support of classroom management called Practical Magic. These six pillars consists of: trustworthiness, responsibility, caring, respect, fairness, and citizenship. We set the behavioral expectations through our faculty/staff handbook and discuss items like classroom management, management of transitions, the proper use of the Behavioral Intervention Form, as well as our Positive Behavior Support Plans. We have a strong commitment for both our behavioral and academic expectations as they go hand in hand. Our Positive Behavior Support is a schoolwide system approach that builds a supportive learning environment for all kids through teaching, modeling, and enforcing the behaviors that teachers want to see in the classroom. Our school wide expectations set the tone for behavior in the cafeteria, classrooms, hallways, special areas, as well as in the Media Center. The Shark Expectations through our Character Counts Program are: Show Cooperation, Have Self-Control, Act Responsibly, Respect Others, Kind Words, and Speak Encouraging Words Each Day (SHARK). We also discuss what the behaviors look like in all locations of the school. What do behaviors look like in the hallway, cafeteria, in the classroom, on the buses, as well as at special areas when we all use the Character Pillars of: trustworthiness, responsibility, caring, respect, fairness, and citizenship.

During pre-planning teachers are instructed on how to use the Behavioral Intervention Form, to maximize its effectiveness. Students who have behavioral issues are given 3 opportunities for the same behavior within a thirty day period before an Office Referral is written. Within the Behavioral Intervention Form, teachers and staff receive training as to what interventions they may take to support and train our students toward the expected

outcomes that we want to observe in our classrooms.

Our teachers also develop team and class support within the 1st 10 days of school. During this time, teachers build classroom and team support for students within their class. Teachers take the time to build family atmospheres which help to build an instructional learning capacity like no other. After the 1st 10 days, teachers still conduct Class Council Meetings to support classroom behavioral needs and address issues that arise at least once a week or more if needed. Class Councils are based upon the individual classroom needs.

The administration also meets with the entire student body to discuss "Bullying". We discuss the definition of Bullying, what it looks like, how we can best support one another in our actions toward one another, and the procedures to report "Bullying" with the support of the faculty/staff. We also send home to every parent our Kelley Smith Elementary School Student/Parent Handbook. In the handbook it discusses the set procedures for the school day, transportation requirements, parent/teacher conferences, as well as our "Bullying" reporting system.

**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 Kelley Smith Elementary School Guidance Department prides itself in providing as much social-emotional support as possible for our students. The primary goal of our guidance counselor is to assist students with their educational and personal development. This is carried out through classroom programs, individual and small group counseling with students, conferences with parents and teachers, supporting students/parents with accommodations and modification to curriculum, and helping to identify students in need of special programs. In addition, our counselor is also available for consultation with parents concerning student problems and needs. Our guidance counselor works with our community partnerships to support our students' social-emotional needs. We work with Stewart-Marchman to support additional student needs through additional resources.

Our guidance counselor is check-in check-out person for Tier 3 attendance students, students accumulating 18+ days out of school. She monitors these students daily and sets reward related goals in an effort to improve their attendance.

Our guidance counselor has implemented a Student Council in grades 3-5 to support academic and community involvement activities. Our Student Council helps to provide mentors for students who may be struggling either academically or emotionally. Some students might need some organizational help in the classroom or possibly need a mentor/friend to support them throughout the school day. It is key that our Student Council have a voice to support our students of Kelley Smith Elementary School.

**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**

Kelley Smith Elementary School monitors the following areas for early warning systems through our MTSS Process. They are:

Attendance below 90%  
 1 or more suspensions  
 Students failing in ELA or math  
 Students scoring a level 1 on standardized 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	3	2	0	3	1	0	0	0	0	0	0	0	0	9
One or more suspensions	1	4	3	14	10	4	0	0	0	0	0	0	0	36
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	29	38	27	0	0	0	0	0	0	0	94

**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	1	2	0	11	13	4	0	0	0	0	0	0	0	31

**c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**

We provided several interventions to support the student, parent, and the teacher. We hosted parent/student/teacher conferences to discuss concerns and support specific academic interventions. We provided transportation for students. We also encouraged these students by allowing them to attend after school events with us by taking them home due to lack of transportation from the parent. We set up behavioral, academic, and attendance contracts and monitored those contracts through the teacher, parent, guidance counselor, and administrator through MTSS Meetings as well as a Daily Check-in/Check-out system. We also worked through the MTSS Process to include our District Truancy Officer in meetings with parents. We also conducted parent/student nights in the neighborhood to support the needs of parents and students toward the academic, behavioral, and attendance needs. Kelley Smith Elementary School is also working closely with a local pastor to create a Mentor Program for at risk students. The program is designed to improve student academic achievement, self-esteem, social competence, and avoidance of problem/high-risk behaviors. We were able to develop relationships with our students and parents to support them through Title I needs and Project Praise Grants. We also are adding a Robotic Coding Program into our Special Areas to support our students but also to support our parents who want to volunteer and work with students. Training is provided through our Title I Program and we plan to enlist the support of our parent volunteers to volunteer their services within our Media Center. The Robotic Program we plan to implement is called Dot & Dash. Our teachers all attended a Tough Kids Workshop in June to support having additional strategies in their tool belt to help our students. During Pre-Planning, our district also provided Professional Development to help our teachers towards behavioral expectations called Practical

Magic. The focus is on simplicity with basic commands. The focus is to only ask the question a maximum of 2 times with the key words of "please" and "need". We want to be as simplistic as possible so we do not confuse our students with our expectations.

## **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**

Kelley Smith Elementary School will conduct an Open House during the first nine weeks of school to promote education of Title I status and promote home/school communications and ways to support student learning. Parents will be given a needs survey at that time. We will continue to hold School-wide Data Chats to keep parents informed and updated on their child(ren)'s goals and how they are meeting/not meeting them according to the Pupil Progression Plan. At the end of October, Kelley Smith Elementary School will be conducting a Community Outreach Night at the Dr. James A. Long Apartment area to support ways to enhance reading through a Bingo For Books Night. This night was created to support parents who are not able to communicate by coming to the school but rather the school reaching out to the community to serve/support our parents and students. Our minority parents and students who attend will all walk away with free reading books as well as tips to support reading fluency, vocabulary, and comprehension questioning. In November, we plan to bring our Bingo For Books Night back to the school to support our other community areas that are closer to the school. In December, we plan on hosting our Christmas Musical Night. This night is dedicated in supporting our love of music as our students receive a well rounded education in all subject areas. In January, we plan to have a Chili/Math Night for parents and students to give them access to websites, games and manipulatives that will target specific math skills. We will also hold a Veteran's Day ceremony on campus to invite past Veterans and present military personnel to promote awareness of civic duties and responsibilities. In March, we will hold our 5th Grade Science Fair Night to promote the standards of Science and promote/prepare parents as to what is expected of their child towards taking the FCAT Science Test. Finally, we will be conducting a Musical Instrument/Title 1 Night to wrap up the year in support of parents and the needs of their children with planning future events dedicated toward the support of student growth/achievement in all academic areas of Kelley Smith Elementary School.

### **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**

We have developed several partnerships within the community who support and help provide resources. Some of the partnerships are with Georgia Pacific, Zaxby's Restaurant,

Chili's Restaurant, the City Commission of Palatka, the Palatka Housing Authority, Bramlitt's Plumbing, and the Kiwanis Club of Palatka. We have reached out to these partnerships letting them know what our needs are, and to see if they can help support our students who are and will be life long community members. We work with Georgia Pacific to improve teacher instruction through mini-grants that teachers apply for. If a teacher's grant is selected, they receive funds to support the improvement of instruction. The improvement of instruction has resulted in an increase in student achievement. We host community fundraisers through our partnership with Zaxby's Restaurant. On selected nights, community members eat at Zaxby's and part of the sales made for those nights are donated back to the school to support student achievement through supplies as well as student incentives. We have reached out to Chili's Restaurant as they have supported our students with a luncheon for students who achieved a certain score on assessments or towards meeting an academic or behavioral goal that was set from teacher/student conferences. We maintain a partnership with the Palatka Housing Authority. They have allowed us to use their Community Center in the James A. Long Community to host and conduct parent/student nights to support student learning and to provide demonstrations on how parents can support their children at home. The parent/student nights are a great success and we plan to continue the parent/student nights this year. We have a long standing relationship with the Kiwanis Club of Palatka, this organization sponsors quarterly award ceremonies to recognize students who portray excellent social skills within their class which has a lasting affect on the community. Our Character Counts Pillars are: Trustworthiness, Responsibility, Caring, Respect, Fairness, and Citizenship. Students are rewarded with letters from their teachers as well as a certificate recognizing them for the achievement of their leadership and socialization skills within the class. Our Terrific Kids Ceremony takes place 4 times per year and the students are recognized in front of their families and community members. Taped productions of these events are also aired on the community television station. Finally we also have a partnership with the City of Palatka as schools have the opportunity to recognize a "Student of the Month" for their academic and leadership success which will carry-over into the community. Students are recognized and given a certificate that acknowledges their achievements. Our "Student of the Month" is also recognized for their great character which is instilled through our Character Counts Program. All of these community partnerships help to support our students in both providing resources to the school and in supporting student achievement and recognition.

**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
Taylor, Tracy	Principal
David, Cynthia	Guidance Counselor
Hager, Misty	Teacher, K-12
Hickenlooper, Teresa	Teacher, K-12
Bellamy, Cindy	Assistant Principal
Morris, Maeghan	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**

The Principal and the Assistant Principal monitor the goals of the SIP, provide additional resources to teachers, staff, and students. The administration plans meetings, analyzes the data to determine the goals of the school. The administration is also a part of the MTSS team that helps to determine the individual needs of individual students in the multi-tiered system. The Data Support Facilitator, models the instructional practices and strategies for teachers to use to support their students in their classrooms. The Data Support Facilitator is a part of the MTSS and SIP teams to support specific instructional strategies that need to be put into place based upon the data analysis that is determined by the school administration. The Guidance Counselor, supports the teacher, students, and parents through the MTSS process by scheduling meetings, identifying tiered programs, and examining the results to support the needs of the individual students. The School Psychologist, Staffing Specialist, and the Behavioral Specialist identify specific needs based upon the data that is collected through the classroom teacher. The Support Facilitator/Resource ESE Teacher supports intervention small groups to better support students in the areas in which they are identified as being "weak" or "strong" in based upon the data analysis. Our Team Leaders of KSES also provide school support as they are the leaders of each grade level. They discuss instructional practices, techniques, differentiation, small group intensive support, and MTSS to support the needs of their children. Team leaders are charged with facilitating grade level PLC's geared toward student data which in turn focuses in on high yield instructional strategies through our Learning Focus Lesson Plan Framework.

**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**

Kelley Smith Elementary School uses the following data systems to analyze and interpret the data for differentiated instruction to support all of our students. We use Performance Matters, iReady Reading & Math daily and diagnostic data, Classroom Benchmark Assessments, and our Florida State Assessment test results to determine levels of need or enrichment for our students. Teacher resources/allocations may change depending upon the data that is monitored on a quarterly basis within the leadership team as well as individual teachers per grade level. The teachers use a balanced literacy approach to support differentiated instruction in small groups based upon specific Florida Standards that is in their blended instruction (Daily Five). Another resource that is used to provide additional interventions or Tiers is iReady which also supports individual student differentiated instruction of their learning. Teachers collect individual student data to support/monitor Tiered instruction and meet with the MTSS team to review student progress.

Supplemental Academic Instruction (SAI): Students will participate in I-Ready. I-Ready is a computerized reading and math lesson/standards based program. iReady is being used as a support for individualized instruction for all students in both remediation and enrichment. This program begins with a diagnostic assessment. This assessment is given every 12 weeks to track student growth/success. Teachers have the option to add more lessons for specific benchmark instruction. Students will have online access to this program at school and at home.

Violence Prevention Programs: Character Counts is our main Positive Behavior Support System. The Character Counts Program as well as Tough Kids Curriculum is used as a supplemental behavior support system at the teacher's discretion. Daily or weekly class councils are held to reflect on current classroom successes and needs. Teachers also have Learning for Life and Laura's Kids supplemental materials. Our teachers also received training in Practical Magic. Practical Magic is a behavioral procedure that helps to set the expectation of students in anything that they do with a maximum of asking only 2 times. The students are taught to focus in on 2 key terms when being asked to do something. The key terms are: "Please" and "Need". Those are the 2 key signal words to keep statements brief and simplistic for our students.

Anti-bullying curriculum is taught by the guidance counselor to individuals and classes on an "as needed" basis. The Putnam County Sheriff's Office as well as the Putnam County Police Department also support our Anti-Bullying Programs by providing assemblies to support student understanding of anti-bullying, meaning of words, and how to best support a family first environment in the classroom. The administration holds assemblies at the beginning of the first and second semester to teach and review the SHARKS expectations and educate about bullying. Anti-bullying videos and character training videos are available in the Assistant Principal's office for check-out by teachers, guidance and parents. Students take part in learning and reciting the Anti-bullying pledge during the month of October. Students also have the computer-based program Ripple Effects available for use as determined by the teacher, administrator or guidance counselor. We have music classes that incorporate musical therapy as part of the curriculum. Our ESE Resource Teacher also supports some of our Check-In, Check-Out mentor (CICO). She makes home visits and makes every effort to involve parents in the academic and behavioral aspect of the student's lives. Some staff members are trained in CPI which uses de-escalation techniques. Several staff members will be trained in CPI as a way to support our students here at KSES. Teachers have a copy of the Behavioral Manual available to their grade level for use to develop strategies to help students cope. Several posters are located around the school as a resource for parents, teachers, and students. The front office has a bullying box and a form to report a possible bullying situation. This box is checked daily by the assistant principal.

Our school has a SWAC (Student Wellness Advisory Council) that is chosen by our Food Service Manager and Administration (along with teacher consideration). This group of students meets with our Food Service Manager once a month to learn about nutrition, help develop nutritional promotions for our school, decorate the lines and taste test food items.

Title I. Part A. Programs are coordinated through the Curriculum/Instruction/Assessment department at the district level and include the Assistant Superintendent and personnel from ESE, MTSS, ESOL, PBS and School Improvement (Federal Programs). This team meets monthly (at a minimum) and establishes and monitors program evaluation for all schools to ensure entitlement programs' resources are available and fully implemented at each school site and that all funds are used effectively and efficiently as possible. School sites have the responsibility of keeping an inventory of resources purchased with Title I. Communication throughout the year is ongoing with the building level administrators regarding progress toward the goals and objectives as stated in the grants. Coordination of these services is done in the following ways:

- (1) Principal and Assistant Principal meetings are scheduled monthly;
- (2) Progress monitoring assessments are completed during the year, with the results reported to each participating school for review. Revisions in objectives or instructional

strategies are addressed and implemented to meet the needs of all students;

- (3) Email dissemination regarding school improvement, technical assistance, and data guidance are made available to school leaders;
- (4) DA schools classified as focus or priority participate in an Instructional Review to identify individual school needs and desired support. Schools that are not a DA site may request an Instructional Review.
- (5) Support for schools is differentiated based on each school's current academic performance, teacher quality, leadership experience, and supportive environment;
- (6) Collaborative assistance is provided by consultants hired to address specific deficiencies demonstrated by participating schools through assessment analysis;
- (7) Professional development and support is coordinated with school leaders and provided by School Improvement Specialists and the Curriculum/Instruction/Assessment department on topics including lesson planning, instructional practices, resources, and problem solving.

Title I, Part C. In addition to the services provided by Title I, Part A, the district uses Part C funds to improve the academic achievement of the school's migratory children. Title I, Part C initiatives are coordinated by the Curriculum/Instruction/Assessment department, Federal Programs, and Exceptional Student Education.

Title I, Part D. In addition to the services provided by Title I, Part A, the district maintains collaborative and partner-like relationships with Family Medical and Dental Services and Putnam Health to serve homeless, neglected, and delinquent students by providing health services. The District partners with the Department of Juvenile Justice and Putnam County Sheriff's Department to target delinquent students and provide mentoring and counseling services that foster relationships and provide supplemental support services. Funds are also utilized to provide services at the district's Solutions Center (Alternative Center).

Title II, Part A. The Title II Project Director meets with Curriculum/Instruction/Assessment personnel as well as the directors of Title I and Title VI to ensure coordination and alignment of activities and fiscal support. At the district level, content coach positions in ELA, Math, and Science are funded as resource support for schools and teachers. Funds are also utilized to provide professional development for teachers and administrators at the district level. Funds are allocated at each school site to support professional development specific to the needs of the teachers as determined by the needs of their students.

Title III. The Title III Coordinator supports our English Language Learner (ELL) population by coordinating with schools to provide professional development opportunities for teachers, tutoring assistance for students based on need, after school programs for parents and students, and supplemental materials. In addition, a teaching assistant position is funded at Crescent City High School.

Title VI, Part B. The Title VI Project Director meets with Curriculum/Instruction/Assessment personnel as well as the directors of Title I and Title II to ensure coordination and alignment of activities and fiscal support. Funds are utilized to provide professional development for teachers to improve standards-based instruction. At the secondary level, funds are also utilized to provide credit recovery and tutoring for students to pass Florida EOC exams.

Nutrition Programs. Each student in Putnam County is provided free breakfast and lunch through the Community Eligibility Provision Program (CEP).



Adult Education. Adult education is available at Saint Johns River State College through a collaboration with Workforce.

Housing Programs. The district has a working relationship with the Putnam County Public Housing Authority. The authority supports the district by encouraging parents to participate in parental involvement designed to increase student achievement.

Violence Prevention Programs. The district works collaboratively with the Department of Juvenile Justice to provide support to students in need of behavioral interventions within and/or outside the school day.

Career and Technical Education. The Career and Technical Education (CTE) department works closely with students and business partners to provide each student the opportunity to leave high school as a highly skilled graduate with the skills necessary to thrive in current and future careers.

**2. School Advisory Council (SAC)**

**a. Membership**

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Jamie Larrivee	Teacher
Brandi Faulkner	Parent
Falyn Teuton	Parent
Tracy Taylor	Principal

**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 School Advisory Council reviewed last year's School Improvement Plan by researching the school goals, compared the actual test data, and determined that there was progression in both reading and math data. The School Advisory Council also was able to review the goals that we are implementing for the 2017-2018 school year. Kelley Smith Elementary School maintained a "C" rating for the 2016 - 2017 school year, the same as the 2015 - 2016 year.

The School Advisory Council also discussed our school's concerns with upgrading technology as the state has an initiative to provide students with 1:1 technology. The School Advisory Council will also be advised to new happenings within the school. Students will continue to learn about Robotics and Coding within our specials while attending Media Center classes.

*b. Development of this school improvement plan*

The School Advisory Council which consists of parents, teachers and other staff members as well as administration meet to establish the goals for the 2017-2018 school year. In

establishing these goals, we, as the SAC, set up specific barriers, resources and strategies to support the creation of our plan. At the last meeting, held in May 2017, we identified specific areas of concern with our economically disadvantaged students because this subgroup will impact all of our other subgroups. The SAC committee decided to help the economically disadvantaged students by providing a Shark Pack (food) to take home each week-end. The food will be donated items and will not incur expenses from SAC or the school. During this meeting we also received input, reviewed, our Shark Passport for transition behavior and our Title I Parent Compact. During our 1st SAC Meeting of the year input and changes were made to our Parent Involvement Plan and we discussed the 8 Step Planning and Problem Solving Process and the specific goals of the 2017-2018 School Improvement Plan.

*c. Preparation of the school's annual budget and plan*

The 2017-2018 school budget was discussed which included the school's discretionary total as well as the Title I Budget. Both budgets showed a decrease of money based upon the FTE from the previous school year and State cuts. The School Advisory Council goal is to continue to support the efforts of updating technology in our computer labs as well as in our classrooms with Chromebooks. We are also seeking to upgrade our teacher laptops so they may continue to provide appropriate strategies in the classroom to increase student achievement.

**2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

The funds that are supported by the State of Florida are no longer available to the schools to use in this capacity. We are currently planning fundraisers to continue to support upgraded computer technology in the classroom as well as upgrade teacher technology with new laptops. Teachers or grade levels may request SACs help for economically disadvantaged students that need materials or field trips paid for. Additional funds may be used to help replace classroom computers that are outdated. Other possible funds are being used to support our Character Counts Program. This program supports increasing our student achievement in the classroom as well as provides a character basis with a focus on: Trustworthiness, Responsibility, Caring, Respect, Fairness, and Citizenship.

**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
Taylor, Tracy	Principal
Hager, Misty	Teacher, K-12
Hickenlooper, Teresa	Teacher, K-12
Bellamy, Cindy	Assistant Principal
Morris, Maeghan	Instructional Coach
Larrivee, Jamie	Teacher, K-12
Cooper, Leslie	Teacher, K-12

## b. Duties

### **1. Describe how the LLT or similar group promotes literacy within the school, if applicable**

1. Empower leaders and mentors within our school
2. Build instructional toolbox of best teaching practices
3. Focus on specific subgroups to increase student achievement and students reading on grade level
4. Fostering and promoting a Balanced Literacy approach during reading instruction
5. Continue to work with students on setting and reaching realistic goals
6. Focus in on analyzing individual class data, and individual student data through common formative assessments.
7. Quarterly Review Meetings with individual teachers to analyze individual student data through the use of student evident portfolios.
8. PLC's to support teacher instructional practices as well as provide opportunities for book study on the Daily Five.

The main job of the leadership team will be to help enable teachers to contribute by:

- Collecting and Analyzing student/subgroup/school data through Quarterly Review Meetings with individual teachers to focus in on individual students.
- Developing a plan of instruction that includes differentiated instruction to meet the needs of all students
- Helping students understand and set realistic goals regarding their data
- Creating small groups for early intervention of reading problems
- Progress monitoring and re-evaluating student/subgroup/school data
- Create parent awareness of goals, steps needed to reach the goals, and progress thus far through phone calls, texts, emails, parent conferences, planners, daily notes, and progress reports.

## 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**

The teachers of Kelley Smith Elementary School are encouraged to work with their teams as well as with other grade levels within the school. The collaboration and positive working relationships are modeled and fostered through the high expectations are set by the administrative team. The collaboration between teachers takes place throughout the year through our Professional Development plans as well as are set PLC times during the instructional day. Coverage is provided and teachers are encouraged to visit other

classrooms to observe model teaching strategies. All of our collaboration is based upon supporting the needs of our students to increase student achievement through all aspects of learning in all subject areas. Our grade level teachers take such pride, they want to help one another. They collaborate beyond the instructional time and plan collaboratively with other grade levels during their intertwined lunch periods as well as before and after school.

## **2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school**

Strategies to recruit and retain highly qualified, certified-in-field, effective teachers for KSES:

- \*District Schools participate in teacher recruitment efforts designed to help them grow on their own through NEFEC. (District)
- \*Teachers participate in a mentorship/beginning teacher program offered by the District. The school uses this information in conjunction with its Annual Teacher Professional Learning Community or PLC. (District/Principal and Assistant Principal)
- \*New teachers to the school and teachers that have been teaching less than four years participate in a Professional Learning Communities (PLCs). PLCs that occur help to create and maintain useful information towards classroom management, parent conferences and obtaining advanced degrees. (Principal/Assistant Principal)
- \*Teachers are offered intensive instruction through District and School-based Professional development in the Marzano Framework of Teaching, Florida State Standards, Differentiation, Literacy, CRISS and the KSES's individual Literacy Plan. (District/Principal/Assistant Principal/CRT)
- \*Teachers are offered a variety of opportunities to receive additional endorsements/coursework through NEFEC which include but are not limited to ESOL, Reading, Leadership, Gifted, Exceptional Student Education, and Classroom Management. (Principal/Assistant Principal)
- \*Administration will maintain contact with universities for future teacher recruitment of applicants. (Principal)
- \*Provide ongoing and continuous professional development of best practices and research-based strategies along with support for current curricular programs and technical program assistance (Iready, CRISS, Moby Max, Common Core). (Principal/Assistant Principal)
- \* Provide Professional Development to Instructional Coaches, Assistant Principals, and Principals in targeted specific feedback to coach teachers to help improve teacher instruction.

## **3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

The mentor/mentee are responsible for completing the District level beginning teacher checklist and document all activities that are required to successfully complete the Beginning Teacher Program for PCSD. Mentor/mentee teachers will be observed and observe in other classrooms on several occasions throughout the year. The mentor/mentee will meet throughout the year to discuss routines, procedures, curriculum and planning. The rationale for the pairing of the mentor/mentee is based on skill sets of each of the partners, the mentor teachers tend to have strong leadership skills and teaching strategies. The mentor/mentee may will also have opportunities throughout the year to observe other classrooms and discuss observations. Mentors/mentees participate in PLCs and lesson studies with their grade level team.

## **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 selects highly qualified teachers who demonstrate high quality instructional strategies along with high achieving scores to work closely with other teachers within the district to research and study the core instructional programs to determine how they are aligned to the standards of Florida. The district personnel also supports this process as the district leadership team massages this process in being sure that we are in compliance with the state initiatives in selecting core instructional programs. These actions take place with our reading, math, and science core instructional programs. We also work closely with Curriculum Associates who help us as they provide support and PD on using the instructional toolboxes to support teacher practices to support increasing student achievement.

## **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**

The administration and the grade level teachers review formative student data every other week in reading and math. We base our data on formative assessments as well as summative assessments. Grade level teachers and administration also monitor student evidence in the mastery of standards through our student portfolios. The administration meets with teachers quarterly to review individual student portfolios to determine student growth. Formative assessments are reviewed each week and summative assessments are reviewed at the end of each unit. Our weekly PLC's, which are based upon instructional skills and strategies that are taught to our students are a focus along with the formative data that is based upon the taught instructional skills. Teachers then discuss and determine next steps in supporting their students to differentiate their instruction. Differentiation takes place with leveled readers based upon the weekly skill in reading. The teachers use iReady to monitor student expected proficiency as well as adjusting lessons and domains to remediate or supplement students' academic needs. We differentiate our instruction based upon the strength and weaknesses in reading and math.

### **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:** Summer Program

**Minutes added to school year:**

The district provided all teachers with a number of varied summer professional development opportunities. . One of these Professional Development opprtunities was with Mathadology Training. This training helped to provide strategies for teachers within their instruction with the Engage New York Math Curriculum as well as support of instruction through iReady. Our teachers also had additional iReady training focused on specific areas of need within the different grade levels.

### ***Strategy Rationale***

In an effort to strengthen core instruction, the district will be using the updated Marzano Focused Teacher Evaluation Model, this model focuses on what the students are doing during the lesson, levels of engagement, student interactions and student responses to questions from the teacher and their peers.

### ***Strategy Purpose(s)***

- Teacher collaboration, planning and professional development

### ***Person(s) responsible for monitoring implementation of the strategy***

Taylor, Tracy, ttaylor@my.putnamschools.org

### ***Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy***

School administrators will continue to monitor what the students are doing and how well they are understanding the standard being taught by utilizing the Marzano Focused Teacher Evaluation Model, during walk throughs, informals, and formals. This data will be collected in iObservation. School administrators will also engage in analysis of student achievement data with the school-based leadership team and teachers. The administration will meet with individual teachers to monitor individual student growth in every classroom through the use of common formative assessments that are collected as evidence in a student portfolio for the subjects of reading, math, science, and writing.

## **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***

District wide, all elementary schools invite Pre-K students to a Kindergarten Round-up. Traditionally this event is well advertised and attended. Additional information is sent through Child-Find, so that parents of non-school aged children can better prepare and any special needs can be identified and addressed prior to starting school. Kelley Smith Elementary has one Pre-K ESE and two Pre-K classrooms housed at the school. There is also outreach to the community to VPK providers by invitation to trainings and informational meetings at the district level. These initiatives are overseen by a district Pre-K Coordinator. The Pre-K Coordinator ensures close articulation between Pre-K and

Kindergarten. Our Elementary Guidance Counselors across the district meet to review student information that would help transition 5th grades students to 6th Grade.

At the end of the year our 5th grade students visit C.L Overturf 6th Grade Center to support a smooth transition for their new year. Prior to the end of the school year, the ESE teacher from C.L. Overturff 6th. Grade Center comes and meets individually with each ESE student during an IEP transition meeting to discuss schedules and to begin to get know each other.

## **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.** When leadership communicates, and implements a structured attendance plan, with community expectation, and recognition, then then teachers will build positive relationships to help students set and monitor attainable goals. This will result in students feeling invested in their Kelley Smith Community and motivated to successfully achieve their goals.
  
- G2.** Teachers will know and breakdown the Florida Standards to identify individual student needs to support differentiated instruction in all classrooms.

## 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.** When leadership communicates, and implements a structured attendance plan, with community expectation, and recognition, then then teachers will build positive relationships to help students set and monitor attainable goals. This will result in students feeling invested in their Kelley Smith Community and motivated to successfully achieve their goals. 1a

G097795

**Targets Supported** 1b

Indicator	Annual Target
Attendance rate	85.0

**Targeted Barriers to Achieving the Goal** 3

- Attendance is not a priority
- Lack of student/teacher relationships
- Lack of recognition for attendance

**Resources Available to Help Reduce or Eliminate the Barriers** 2

- School based technology: website, newspaper, announcements.
- School Advisory Council
- Safety Patrol
- Other educational facilities
- Parents
- Federal Programs
- Available data
- Palatka Housing Authority
- Community Members: Kiwanis, pastors/churches, City Commissioners, SJRSC
- Faculty and staff
- Girls on the Run

**Plan to Monitor Progress Toward G1.** 8

Lead team will review attendance data quarterly to determine if student recognition events prove to positively impact student attendance.

**Person Responsible**

Tracy Taylor

**Schedule**

Quarterly, from 8/11/2017 to 5/25/2018

**Evidence of Completion**

Quarterly attendance data.

**G2.** Teachers will know and breakdown the Florida Standards to identify individual student needs to support differentiated instruction in all classrooms. **1a**

 G097796

**Targets Supported** **1b**

Indicator	Annual Target
FSA Mathematics Achievement	48.0
FSA ELA Achievement	46.0
ELA Achievement District Assessment	44.0
Math Achievement District Assessment	45.0
FCAT 2.0 Science Proficiency	31.0
Math Gains District Assessment	46.0
ELA/Reading Gains District Assessment	47.0

**Targeted Barriers to Achieving the Goal** **3**

- Teachers struggle with analyzing and interpreting assessment data to drive instruction.
- Teachers struggle with providing instructional strategies that support differentiated instruction.

**Resources Available to Help Reduce or Eliminate the Barriers** **2**

- 
- Journeys Harcourt Reading Series
- Knowledgeable staff to support others.
- Model classrooms are available for support.
- Administration support available at all times.
- Resource Teacher on site and available to provide modeling and professional development.
- iReady to support the Differentiated Instruction on the student's level for both reading and math.
- Morale is improving at the school with all faculty/staff members.
- District Leaders are supportive and ready to assist the needs of the teachers in classrooms.
- Strong support staff.
- The teachers of Kelley Smith Elementary School are creative.
- Kelley Smith Elementary School has a culture of positive competitiveness.
- Common planning times for collaboration in all grade levels.
- Lesson Plan Framework

**Plan to Monitor Progress Toward G2. 8**

Student data, Teacher Observation data, PLC Notes

**Person Responsible**

Tracy Taylor

**Schedule**

Annually, from 8/10/2017 to 6/10/2018

**Evidence of Completion**

Student State Assessment data; quarterly review meetings of individual students, subgroup data based on FAIR, the Florida State Assessment, Classroom Benchmark Assessments, Student Portfolio reviews, MTSS Progress Monitoring logs, Formative/ Summative Classroom Assessments and Comprehension Scores; completed student artifacts; parent conferences and feedback, teacher phone calls and questionnaires

## 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.** When leadership communicates, and implements a structured attendance plan, with community expectation, and recognition, then then teachers will build positive relationships to help students set and monitor attainable goals. This will result in students feeling invested in their Kelley Smith Community and motivated to successfully achieve their goals. **1**

 G097795

**G1.B4** Attendance is not a priority **2**

 B262930

**G1.B4.S1** Post student attendance data daily in front office. **4**

 S278390

### Strategy Rationale

If students and parents are made aware of the high number of tardies, early checkouts and absences they will be more conscious of their own behavior associated with school attendance.

### Action Step 1 **5**

Daily the data related to student absences, tardies and early check out from the previous day will be posted in the front office.

#### Person Responsible

Ramona Deloach

#### Schedule

Daily, from 8/11/2017 to 5/25/2018

#### Evidence of Completion

Daily posting is observable.

**Plan to Monitor Fidelity of Implementation of G1.B4.S1** 6

Data clerk is responsible for posting previous days attendance in front office.

**Person Responsible**

Ramona Deloach

**Schedule**

Daily, from 8/11/2017 to 5/25/2018

**Evidence of Completion**

Daily attendance reports will be used to post data on attendance board

**Plan to Monitor Effectiveness of Implementation of G1.B4.S1** 7

Quarterly, attendance data will be reviewed to determine student attendance rates and to identify "hot kids".

**Person Responsible**

Tracy Taylor

**Schedule**

Quarterly, from 8/11/2017 to 5/25/2018


**Evidence of Completion**

Quarterly attendance reports.

**G1.B6** Lack of student/teacher relationships **2**

 B262932

**G1.B6.S1** Teachers will mentor students and assist with goal setting in the classroom and during recess. **4**

 S278391

**Strategy Rationale**

When students feel validated and important to their teachers they strive to do well for them in all areas.

**Action Step 1** **5**

Teachers will daily communicate with students regarding their attendance status.

**Person Responsible**

Cindy Bellamy

**Schedule**

Daily, from 8/10/2017 to 5/25/2018

**Evidence of Completion**

classroom attendance notebooks.

**Plan to Monitor Fidelity of Implementation of G1.B6.S1** **6**

Classroom teachers will be given notebooks with individual student calendars for students to track their attendance.

**Person Responsible**

Cynthia David

**Schedule**

Daily, from 8/10/2017 to 5/25/2018

**Evidence of Completion**

Quarterly teachers will review their attendance notebooks as part of their data review.

**Plan to Monitor Effectiveness of Implementation of G1.B6.S1 7**

Teachers will use their classroom attendance notebooks to support discussions with students regarding their attendance.

**Person Responsible**

Cynthia David

**Schedule**

Daily, from 8/10/2017 to 5/25/2018


**Evidence of Completion**

Classroom attendance notebooks.

**G1.B9 Lack of recognition for attendance 2**

 B262935

**G1.B9.S1** The school improvement team created a list of weekly and quarterly rewards for all students including individual and group recognition. 4

 S278392

**Strategy Rationale**

Routine and predictable recognition for attendance will lead to increased understanding and student buy-in of the importance of attending school regularly.

**Action Step 1 5**

The SIP team will meet and create a list of recognition events and applicable dates.

**Person Responsible**

Cynthia David

**Schedule**

On 8/9/2017

**Evidence of Completion**

List of dates and events.



**Plan to Monitor Fidelity of Implementation of G1.B9.S1** 6

The SIP team will submit their list of dates and events to administration.

**Person Responsible**

Tracy Taylor

**Schedule**

On 8/9/2017

**Evidence of Completion**

A copy of the list of dates and events for student attendance recognition.

**Plan to Monitor Effectiveness of Implementation of G1.B9.S1** 7

At the end of the 2017-18 school year students will be surveyed to poll their thoughts, reactions, and suggestions regarding the attendance recognition events.

**Person Responsible**

Cynthia David


**Schedule**

On 3/23/2018

**Evidence of Completion**

Student survey results.

**G2.** Teachers will know and breakdown the Florida Standards to identify individual student needs to support differentiated instruction in all classrooms. **1**

 G097796

**G2.B6** Teachers struggle with analyzing and interpreting assessment data to drive instruction. **2**

 B262945

**G2.B6.S3** Continue to develop the PLC Process to support Common Grade Level Bi-Weekly Assessments in reading and math to support developing individual student portfolios. Teachers will continue to analyze FSA data, IReady data and bi-weekly assessments to determine next steps in classroom instruction and Triple III Instruction. **4**

 S278395

### **Strategy Rationale**

Every student counts towards achievement, growth in all subject areas, as well as growth in our bottom quartile of students. Teachers will analyze individual student data, provide bi-weekly data, and meet quarterly with the administration to review individual student data.

### **Action Step 1** **5**

Weekly PLC's in Reading to analyze individual student data within classrooms to help support balanced literacy classrooms. PLC book study on the Daily Five to support balanced literacy set-ups in classrooms.

#### **Person Responsible**

Lacey Hawk

#### **Schedule**

Weekly, from 8/17/2017 to 5/25/2018

#### **Evidence of Completion**

Meeting notes & Data Review Charts of iReady Diagnostic Assessments for individual students, bi-weekly standard assessments. Observations of classroom set-ups to support balanced literacy classrooms and the use of centers.

## Action Step 2 5

Creation of individual student portfolios

### **Person Responsible**

Maeghan Morris

### **Schedule**

Monthly, from 8/17/2017 to 5/25/2018

### **Evidence of Completion**

In classroom Review of the organization of student portfolio data of reading, science, math, and writing. Mr. Adams and Mrs. Taylor will also complete informals through iObservation through teacher data collection which will help teachers focus in on individual student needs which will support the entire classroom.

## Action Step 3 5

FSA Data Interpretation

### **Person Responsible**

Maeghan Morris

### **Schedule**

Quarterly, from 8/17/2017 to 5/25/2018

### **Evidence of Completion**

Reviewing individual classroom FSA/iReady data to determine growth points for the end of the year goals. Teachers will bring their classroom data to administrative meetings to show they know their individual students and the direction they are going, their next steps with individual students, as well as enrichment to support individual students in reading class as well as during Triple III Reading.

**Action Step 4** 5

Model Classroom Observations

**Person Responsible**

Maeghan Morris

**Schedule**

Monthly, from 8/17/2017 to 5/25/2018

**Evidence of Completion**

The Reading Coach and the Math Coach will support teachers in their areas of need by observing their areas of need in model classrooms. Evidence as follow up is Reading & Math Coaching logs as well as follow up observations to observe teachers improvement of needed areas.

**Plan to Monitor Fidelity of Implementation of G2.B6.S3** 6

Student Portfolios

**Person Responsible**

Tracy Taylor

**Schedule**

Quarterly, from 8/17/2017 to 5/25/2018

**Evidence of Completion**

Data Collected will be the student portfolios for the administration to review monthly and documented as informals through iObservation.

**Plan to Monitor Fidelity of Implementation of G2.B6.S3** 6

Quarterly Review Meetings to determine Student Growth & Proficiency.

**Person Responsible**

Tracy Taylor

**Schedule**

Quarterly, from 8/17/2017 to 5/25/2018

**Evidence of Completion**

Informal observations with individual teachers to analyze individual student data to determine growth and to determine proficiency and compare the data to the goals of the School Improvement Plan.

**Plan to Monitor Fidelity of Implementation of G2.B6.S3** 6

FSA Data Review for individual students

**Person Responsible**

Cindy Bellamy

**Schedule**

Quarterly, from 8/17/2017 to 5/25/2018

**Evidence of Completion**

Collect classroom data from teachers to determine students who will effect school grade through FTE and to determine growth and review of all students as well as the bottom quartile students.

**Plan to Monitor Fidelity of Implementation of G2.B6.S3** 6

Teacher observations of Model Classrooms

**Person Responsible**

Tracy Taylor

**Schedule**

Monthly, from 9/15/2017 to 5/25/2018

**Evidence of Completion**

Instructional Coaching Logs, follow up observations led by administration to determine if teachers are implementing improved practices based upon individual teacher needs.

**Plan to Monitor Fidelity of Implementation of G2.B6.S3** 6

Administration PD with Classroom Learning Walks

**Person Responsible**

**Schedule**

Monthly, from 8/17/2017 to 5/25/2018

**Evidence of Completion**

Administration notices/wonderings within teacher observations of formals and informals. The documentation will site specific evidence observed by the teacher as well as the students to determine possible next steps to improve instruction.

**Plan to Monitor Effectiveness of Implementation of G2.B6.S3 7**

Classroom observations, PLC notes, analyzing of data, individual teacher meetings

**Person Responsible**

Tracy Taylor


**Schedule**

Weekly, from 8/10/2017 to 5/25/2018

**Evidence of Completion**

Teacher notes, student data, classroom observation data, PLC sign-in sheets/  
notes

**G2.B8** Teachers struggle with providing instructional strategies that support differentiated instruction. 2

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**G2.B8.S1** We will continue to use PLC's to support data chats and determine next steps towards instructional strategies that need to be taught. Looking at the data in the PLC will assist teachers in determining groupings for small groups. 4

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### **Strategy Rationale**

Support and focus is on differentiated instruction which is a barrier that we are working on to support the growth of all students here at KSES.

### **Action Step 1** 5

Provide Specific Professional Development/modeling for Differentiated Instruction strategies for teachers.

#### **Person Responsible**

Tracy Taylor

#### **Schedule**

Weekly, from 8/10/2015 to 6/3/2016

#### **Evidence of Completion**

Peer Mentor Observation logs (iObservation), PLC Agenda's, and Lesson Plans

### **Action Step 2** 5

Teachers will use data to identify student needs and use appropriate resources for Differentiated Instruction.

#### **Person Responsible**

Tracy Taylor

#### **Schedule**

Weekly, from 8/10/2015 to 6/3/2016

#### **Evidence of Completion**

PLC agendas, peer observation logs, Quarterly Review Meetings, and MTSS Progress Monitoring logs

**Plan to Monitor Fidelity of Implementation of G2.B8.S1** 6

Review PLC Agendas, attend PLC's, and review lesson plans.

**Person Responsible**

Tracy Taylor

**Schedule**

Weekly, from 8/17/2015 to 5/27/2016

**Evidence of Completion**

PLC Agendas, lesson plans, and iObservation walkthroughs in planning/preparation, collaboration with peers. Use of: Quarterly Review Meeting information/data and MTSS Progress Monitoring Logs.

**Plan to Monitor Effectiveness of Implementation of G2.B8.S1** 7

Classrooms observations for strategy use to support Differentiated Instruction through the use of the iObservation tool.

**Person Responsible**

Tracy Taylor

**Schedule**

Weekly, from 8/17/2015 to 5/2/2016

**Evidence of Completion**

Documented walkthroughs, formals, and informals through iObservation along with the support of peer observations from teacher growth 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>					
G2.B8.S1.MA1 M405019	Classrooms observations for strategy use to support Differentiated Instruction through the use of...	Taylor, Tracy	8/17/2015	Documented walkthroughs, formals, and informals through iObservation along with the support of peer observations from teacher growth plans.	5/2/2016 weekly
G2.B8.S1.MA1 M405020	Review PLC Agendas, attend PLC's, and review lesson plans.	Taylor, Tracy	8/17/2015	PLC Agendas, lesson plans, and iObservation walkthroughs in planning/preparation, collaboration with peers. Use of: Quarterly Review Meeting information/data and MTSS Progress Monitoring Logs.	5/27/2016 weekly
G2.B8.S1.A1 A375033	Provide Specific Professional Development/modeling for Differentiated Instruction strategies for...	Taylor, Tracy	8/10/2015	Peer Mentor Observation logs (iObservation), PLC Agenda's, and Lesson Plans	6/3/2016 weekly
G2.B8.S1.A2 A375034	Teachers will use data to identify student needs and use appropriate resources for Differentiated...	Taylor, Tracy	8/10/2015	PLC agendas, peer observation logs, Quarterly Review Meetings, and MTSS Progress Monitoring logs	6/3/2016 weekly
G1.B9.S1.MA1 M405004	The SIP team will submit their list of dates and events to administration.	Taylor, Tracy	8/9/2017	A copy of the list of dates and events for student attendance recognition.	8/9/2017 one-time
G1.B9.S1.A1 A375025	The SIP team will meet and create a list of recognition events and applicable dates.	David, Cynthia	8/9/2017	List of dates and events.	8/9/2017 one-time
G1.B9.S1.MA1 M405003	At the end of the 2017-18 school year students will be surveyed to poll their thoughts, reactions,...	David, Cynthia	3/23/2018	Student survey results.	3/23/2018 one-time
G1.MA1 M405005	Lead team will review attendance data quarterly to determine if student recognition events prove to...	Taylor, Tracy	8/11/2017	Quarterly attendance data.	5/25/2018 quarterly
G1.B4.S1.MA1 M404999	Quarterly, attendance data will be reviewed to determine student attendance rates and to identify...	Taylor, Tracy	8/11/2017	Quarterly attendance reports.	5/25/2018 quarterly
G1.B4.S1.MA1 M405000	Data clerk is responsible for posting previous days attendance in front office.	Deloach, Ramona	8/11/2017	Daily attendance reports will be used to post data on attendance board	5/25/2018 daily
G1.B4.S1.A1 A375023	Daily the data related to student absences, tardies and early check out from the previous day will...	Deloach, Ramona	8/11/2017	Daily posting is observable.	5/25/2018 daily
G1.B6.S1.MA1 M405001	Teachers will use their classroom attendance notebooks to support discussions with students...	David, Cynthia	8/10/2017	Classroom attendance notebooks.	5/25/2018 daily
G1.B6.S1.MA1 M405002	Classroom teachers will be given notebooks with individual student calendars for students to track...	David, Cynthia	8/10/2017	Quarterly teachers will review their attendance notebooks as part of their data review.	5/25/2018 daily
G1.B6.S1.A1 A375024	Teachers will daily communicate with students regarding their attendance status.	Bellamy, Cindy	8/10/2017	classroom attendance notebooks.	5/25/2018 daily
G2.B6.S3.MA1 M405008	Classroom observations, PLC notes, analyzing of data, individual teacher meetings	Taylor, Tracy	8/10/2017	Teacher notes, student data, classroom observation data, PLC sign-in sheets/notes	5/25/2018 weekly
G2.B6.S3.MA1 M405009	Student Portfolios	Taylor, Tracy	8/17/2017	Data Collected will be the student portfolios for the administration to review monthly and documented as informals through iObservation.	5/25/2018 quarterly

**Putnam - 0101 - Kelley Smith Elementary School - 2017-18 SIP**  
*Kelley Smith Elementary School*

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
G2.B6.S3.MA2 M405010	Quarterly Review Meetings to determine Student Growth & Proficiency.	Taylor, Tracy	8/17/2017	Informal observations with individual teachers to analyze individual student data to determine growth and to determine proficiency and compare the data to the goals of the School Improvement Plan.	5/25/2018 quarterly
G2.B6.S3.MA3 M405011	FSA Data Review for individual students	Bellamy, Cindy	8/17/2017	Collect classroom data from teachers to determine students who will effect school grade through FTE and to determine growth and review of all students as well as the bottom quartile students.	5/25/2018 quarterly
G2.B6.S3.MA5 M405012	Teacher observations of Model Classrooms	Taylor, Tracy	9/15/2017	Instructional Coaching Logs, follow up observations led by administration to determine if teachers are implementing improved practices based upon individual teacher needs.	5/25/2018 monthly
G2.B6.S3.MA6 M405013	Administration PD with Classroom Learning Walks		8/17/2017	Administration notices/wonderings within teacher observations of formals and informals. The documentation will site specific evidence observed by the teacher as well as the students to determine possible next steps to improve instruction.	5/25/2018 monthly
G2.B6.S3.A1 A375029	Weekly PLC's in Reading to analyze individual student data within classrooms to help support...	Hawk, Lacey	8/17/2017	Meeting notes & Data Review Charts of iReady Diagnostic Assessments for individual students, bi-weekly standard assessments. Observations of classroom set-ups to support balanced literacy classrooms and the use of centers.	5/25/2018 weekly
G2.B6.S3.A2 A375030	Creation of individual student portfolios	Morris, Maeghan	8/17/2017	In classroom Review of the organization of student portfolio data of reading, science, math, and writing. Mr. Adams and Mrs. Taylor will also complete informals through iObservation through teacher data collection which will help teachers focus in on individual student needs which will support the entire classroom.	5/25/2018 monthly
G2.B6.S3.A3 A375031	FSA Data Interpretation	Morris, Maeghan	8/17/2017	Reviewing individual classroom FSA/iReady data to determine growth points for the end of the year goals. Teachers will bring their classroom data to administrative meetings to show they know their individual students and the direction they are going, their next steps with individual students, as well as enrichment to support individual students in reading class as well as during Triple III Reading.	5/25/2018 quarterly
G2.B6.S3.A4 A375032	Model Classroom Observations	Morris, Maeghan	8/17/2017	The Reading Coach and the Math Coach will support teachers in their areas of need by observing their areas of need in model classrooms. Evidence as follow up is Reading & Math Coaching logs	5/25/2018 monthly

**Putnam - 0101 - Kelley Smith Elementary School - 2017-18 SIP**  
*Kelley Smith Elementary School*

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
				as well as follow up observations to observe teachers improvement of needed areas.	
G2.MA1  M405021	Student data, Teacher Observation data, PLC Notes	Taylor, Tracy	8/10/2017	Student State Assessment data; quarterly review meetings of individual students, subgroup data based on FAIR, the Florida State Assessment, Classroom Benchmark Assessments, Student Portfolio reviews, MTSS Prgress Monitoring logs, Formative/ Summative Classroom Assessments and Comprehension Scores; completed student artifacts; parent conferences and feedback, teacher phone calls and questionnaires	6/10/2018 annually

## V. Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

**G2.** Teachers will know and breakdown the Florida Standards to identify individual student needs to support differentiated instruction in all classrooms.

**G2.B6** Teachers struggle with analyzing and interpreting assessment data to drive instruction.

**G2.B6.S3** Continue to develop the PLC Process to support Common Grade Level Bi-Weekly Assessments in reading and math to support developing individual student portfolios. Teachers will continue to analyze FSA data, IReady data and bi-weekly assessments to determine next steps in classroom instruction and Triple III Instruction.

### **PD Opportunity 1**

FSA Data Interpretation

#### **Facilitator**

Tracy Taylor, Principal

#### **Participants**

All Kelley Smith Elementary Teachers.

#### **Schedule**

Quarterly, from 8/17/2017 to 5/25/2018

### **PD Opportunity 2**

Model Classroom Observations

#### **Facilitator**

Maeghan Morris

#### **Participants**

Teachers

#### **Schedule**

Monthly, from 8/17/2017 to 5/25/2018