

Comprehensive Progress Report

Mission: The mission of Elkins Primary and Elementary Schools is to develop independent and responsible life-long learners through a partnership with family, community and a safe learning environment to ensure students are academically and socially prepared to contribute to our changing society.

Vision:

Goals:

- Our leadership team will inform our staff of the indicators the team has chosen to gain their input when developing our School Improvement Plan.
- Our leadership team will place agendas, minutes, and topics in Google Docs for all of the staff to stay current with indicators and the indicators' actions.
- Our leadership team will evaluate chosen indicators and share the findings with the staff.



! = Past Due Objectives

KEY = Key Indicator

Core Function:		School Leadership and Decision Making			
Effective Practice:		Establish a team structure with specific duties and time for instructional planning			
	ID04	All teams prepare agendas for their meetings.(39)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Elkins High School currently is currently working on implementing this indicator. Anticipated complete implementation date is May 2019.	Limited Development 11/20/2015		
		Priority Score: 3 Opportunity Score: 2 Index Score: 6			
<i>How it will look when fully met:</i>		All agendas will be stored on the Google Docs. set up for that purpose. The secretary of each meeting will be responsible for recording the agendas and sign in sheets from the meeting.		Cindy Hubbs	05/23/2019
Action(s)	Created Date		0 of 4 (0%)		
1	1/11/16	The ACSIP committee designated the agenda form that was provided for PLC, to be used by all personal for any meeting other than lesson planning. The committee agreed that the form would then be placed on Google Docs. The file will be labeled 2018/2019 Elem. Meeting Agendas.		Amy Evans	09/11/2019

		<i>Notes:</i> Mrs. Evans was responsible for finding a blank agenda and for getting it placed on Google Docs.			
2	1/11/16	Create a folder on Google Docs to record agenda, minutes, and sign-in sheets for committee meetings that involve student achievement.		Cindy Hubbs	09/11/2019
		<i>Notes:</i> Mrs. Hubbs agreed to create the folder, and manage file in Google Docs.			
3	1/11/16	The committee will assign a member to once a quarter to go into Google Docs and pull an agenda, sign-in sheets, and minutes. He/she will pull documentation to insure that the documents are being completed.		Cindy Hubbs	05/23/2019
		<i>Notes:</i> Mrs. Hubbs will monitor the documents and send reminder emails to those who are not saving their agendas, sign-in sheets, and or minutes.			
4	1/11/16	Provide in-service to faculty for Google Docs to ensure staff knows how to save the agendas, sign-in sheets, and minutes for committee meeting that involve student achievement.		Amy Evans	09/11/2019
		<i>Notes:</i> Mrs. Evans will schedule a time for Mrs. Hubbs to provide in-service to the staff for Google Docs.			
Implementation:			04/17/2018		
Evidence		4/17/2018			
Experience		4/17/2018			
Sustainability		4/17/2018			

Core Function:		Curriculum, Assessment, and Instructional Planning			
Effective Practice:		Engage teachers in aligning instruction with standards and benchmarks			
	IIA01	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(88)	Implementation Status	Assigned To	Target Date
Initial Assessment:		This is our 5th year of alignment, we assess and realign yearly based on Standardized State Testing. We have also aligned core subjects, and realign them as needed yearly. We are also planning to vertically align our core subject areas for 3rd - 5th grades, with the intentions of aligning them from K-5 in the future.	Limited Development 11/23/2015		
		Priority Score: 3	Opportunity Score: 3	Index Score: 9	

How it will look when fully met:		We will review the scores for previous years standardized test, and look for area that we need to focus on. We will adjust our alignment for the core subjects as needed. This is done annually. Teachers will also list standards that are being covered for that week in their lesson plans.		Katherine Nickle	05/31/2019
Action(s)	Created Date		0 of 7 (0%)		
1	3/18/16	The Leadership Committee decided that standards covered for the week need to be listed in lesson plans. The building principal will select a format for lesson plans and present that to staff at the beginning of the 2016/2017 school year.		Amy Evans	08/31/2018
		<i>Notes:</i> The leadership committee and the building Principal decided to continue to use the current format for lesson plans. Teachers need to indicate standards being taught, differentiation, and use of technology in the classroom.			
2	3/13/17	Science Teachers will create a pacing guide to align with new Arkansas K-12 Science Standards.		Catherine Evans	05/25/2019
		<i>Notes:</i>			
3	3/13/17	Teachers will use the Arkansas K-12 Science Standards to guide instruction of science concepts.		Catherine Evans	05/25/2019
		<i>Notes:</i>			
4	3/13/17	Teachers will indicate on lesson plans the standard being taught according to the Arkansas K-12 Science Standards.		Catherine Evans	05/25/2019
		<i>Notes:</i>			
5	3/13/17	Social Studies teachers will create a pacing guide to align with the Arkansas K-12 Social Studies Standards.		Monique Lambert	05/25/2019
		<i>Notes:</i>			
6	3/13/17	Teachers will use the Arkansas State Standards to guide instruction of Social Studies concepts.		Monique Lambert	05/25/2019
		<i>Notes:</i>			
7	3/13/17	Teachers will indicate on lesson plans what standard is being taught according to the Arkansas Social Studies Standards.		Monique Lambert	03/15/2019
		<i>Notes:</i> Lesson plans can be printed off to show Social Studies standards for the week.			
Implementation:					
Evidence					

		3/13/2017 Copies of teacher lesson plans showing standards being taught.			
	Experience	3/13/2017 We are using the Arkansas Academic Standards to guide instruction.			
	Sustainability	3/13/2017 Yearly review of Arkansas Academic Standards to ensure all are being covered.			
	IIA03	Objectives are leveled to target learning to each student's demonstrated prior mastery based on multiple points of data (i.e., unit tests and student work).(90)	Implementation Status	Assigned To	Target Date
	Initial Assessment:	The staff is in the process of adopting the Empowering Writers program. Staff have been given PD and will continue to obtain more training and PD over the summer of 2018 through the educational coop.	Limited Development 02/27/2017		
		Priority Score: 3 Opportunity Score: 3 Index Score: 9			
	How it will look when fully met:	When this objective is fully met all literacy teachers will have completed training for Empowering Writers, and the Literacy team will complete end of year writing goals for 3rd - 5th grades. Documentation will be provided by PD transcripts and a completed document for end of year goals.		Amber Tackett	05/30/2019
Action(s)	Created Date		0 of 7 (0%)		
1	3/6/17	Meet as a literacy committee and decide end of year goals for 3rd - 5th grades in both narrative and expository writing.		Amber Tackett	05/30/2019
		<i>Notes:</i> Amber will take notes from Literacy meetings that we discuss the end of year goals.			
2	3/6/17	Anchor charts will be placed in all classrooms including GT and ALE, computer lab, library. All Math and Science classrooms will expository/opinion pillars. Mrs. Nickle will be the responsible person to make sure all required posters are posted in rooms.		Katherine Nickle	03/31/2019
		<i>Notes:</i> Mrs. Nickle will check the listed rooms to make sure all required posters are posted. If a poster is missing she will check with the teacher to see if she/he needs a copy of the poster.			

3	3/6/17	All teachers will have PD on expository writing provided by grade level literacy teachers during the in-service day on Jan. 4, 2017.		Amy Evans	01/05/2019
		<i>Notes:</i> Each grade level representative will explain the expository pillar to the others in their grade level. All teachers will be provided with a copy of the expository pillar poster to post in their room.			
4	3/6/17	3rd grade literacy teachers will attend narrative writing Pd at the Educational Coop. Evidence can be printed off by district personnel for proof of attendance.		Amy Evans	07/31/2018
		<i>Notes:</i> Mrs. Evans has requested that all staff go to Empowering Writers workshop before 2018/2019 school year.			
5	3/6/17	4Th grade literacy teachers will attend expository writing Pd at the Educational Coop. Evidence will be gathered from district personnel as proof of attendance.		Amy Evans	07/31/2018
		<i>Notes:</i> Mrs. Evans has requested that all literacy teachers attend the Empowering Writers workshop before the 2017/2018 school year.			
6	3/6/17	5Th grade literacy teachers will attend expository writing Pd at the Educational Coop. Evidence will be obtained from district personnel to prove attendance.		Amy Evans	07/31/2018
		<i>Notes:</i>			
7	3/6/17	Continuing PD will be provided at the educational coop for the summer of 2017, teachers are encouraged to attend. Evidence will be obtained from district personnel for proof of attendance.		Amy Evans	07/31/2018
		<i>Notes:</i>			
Implementation:			04/17/2018		
Evidence		4/17/2018 Documents listing end of year goals for each grade level will be provided.			
Experience		4/17/2018 The literacy committee agreed upon the end of year goals for grades 3rd - 5th.			
Sustainability		4/17/2018 New staff will have to be trained on Empowering Writer's and supplied with the end of year goals for the appropriate grade level.			

Core Function:		Curriculum, Assessment, and Instructional Planning			
Effective Practice:		Assess student learning frequently with standards-based assessments			
	IID02	The school tests each student at least 3 times each year to determine progress toward standards-based objectives.(100)	Implementation Status	Assigned To	Target Date

Initial Assessment:			All teachers will show differentiation for all subjects in lesson plans. Teachers will have available for use the following: ASPIRE, DRA, DIBELS, and MobyMax for Literacy and Math.	Limited Development 11/23/2015		
			Priority Score: 3 Opportunity Score: 3 Index Score: 9			
How it will look when fully met:			During the 2018/2019 school year, students will be assessed 3 times using the ACT ASPIRE interim assessment. Teachers will record student performance on spreadsheets. Teachers will use this to track student growth or identify the area that needs improvement. Staff will continue to use DIBELS and DRA to track student growth for Literacy and spelling.	Objective Met 04/26/18	Hazel Lochhaas	05/31/2019
Action(s)	Created Date					
1	3/29/16	Create a spread sheet and place on the google drive for teachers to access.		Complete 05/20/2016	Kim Shaw	05/31/2016
		<i>Notes:</i> Mrs. Shaw agreed to create a spread sheet to be placed on google docs for all staff to access.				
2	3/29/16	Train staff on how to access the google drive and locate the spread sheet to record student performance.		Complete 05/20/2016	Kim Shaw	05/31/2016
		<i>Notes:</i> Mrs. Shaw will plan with Mrs. Evans to schedule time to train teachers how to access the document on google drive.				
3	3/29/16	We will have all teachers turn in their spread sheets at the end of the school year for documentation.		Complete 05/27/2016	Monique Lambert	05/31/2016
		<i>Notes:</i> Monique will collect the documents and keep a copy for documentation.				
Implementation:				04/26/2018		
Evidence			3/13/2017 copies of reports can be provided			
Experience			3/13/2017 difficult due to the interim testing was not available last year as expected.			
Sustainability			3/13/2017 scheduling tests 3 times a year			
		IID08	Instructional Teams use student learning data to assess strengths and weaknesses of the curriculum and instructional strategies.(106)	Implementation Status	Assigned To	Target Date
Initial Assessment:			The school just recieved the EZTECH program at the beginning of the 2016/2017 school year, along with a full time computer lab manager.	Limited Development 02/27/2017		

			We are in the process of setting expectations of student achievement and computer lab manager expectations.			
How it will look when fully met:			EZTech is a program used to develop digital literacy in all students. When this objective is fully met, our goal is to see improvement in digital literacy skills.		Amber Tackett	05/18/2019
Action(s)	Created Date			0 of 7 (0%)		
1	3/13/17	Establish a minimum requirement for student performance on assignments and assessments.			Amy Evans	03/17/2019
<i>Notes:</i>			The committee established a minimum score of 80% for student performance.			
2	3/13/17	Monitor time on task for students and establish consequences for students not meeting minimum time requirements.			Monique Lambert	03/10/2019
<i>Notes:</i>			The committee decided 20 minutes on task is the minimum amount of time, and students will use their free time to make up any missed time.			
3	3/13/17	District technology personnel will research and find the time on task report and make that available to computer lab manager.			Monique Lambert	03/10/2019
<i>Notes:</i>			Debbie Kunz researched the reports and reported back to the committee. We will use the Grade Book Report.			
4	3/13/17	Teachers will have access to log into the EZTech program and monitor student progress.			Hazel Lochhaas	05/22/2019
<i>Notes:</i>						
5	3/13/17	We will establish a schedule for the computer lab manager to use for assessing student progress each 9 weeks.			Hazel Lochhaas	05/08/2019
<i>Notes:</i>						
6	3/13/17	Each leadership member will go back to their grade level meeting and seek grade level opinion on adding a Technology grade to the report cards for the 2018/2019 school year.			Amy Evans	03/10/2019
<i>Notes:</i>			The grade level leaders met with each grade level team and it was determined that teachers are in favor of adding it for the 2018/2019 school year.			
7	3/13/17	The technology grade will be added to the 2018/2019 report card.			Amy Evans	09/22/2018
<i>Notes:</i>						
		IID10	Instructional Teams use student learning data to identify students in need of instructional support or enhancement.(108)	Implementation Status	Assigned To	Target Date
Initial Assessment:			The Reponse to Intervention Committee meets monthly to discuss students in need. Currently Response to Intervention (RTI) is in place	Limited Development 03/07/2017		

		for Literacy. Students are regularly progress monitored and data is stored on Google Drive. The administration is looking for some type of math intervention program.			
		Priority Score: 3	Opportunity Score: 3	Index Score: 9	
How it will look when fully met:		The RTI committee will meet monthly to discuss students in need of further services. Teachers will have a defined plan to implement the three tiers of RTI for these students. Data will be available to the committee to support the needs of the student.	Objective Met 04/26/18	Amy Evans	05/24/2019
Action(s)	Created Date				
1	3/7/17	Instructional teams will meet monthly to discuss students in need of RTI.	Complete 01/25/2017	Amy Evans	05/24/2017
	<i>Notes:</i> evidence is provided by minutes of the monthly RTI meetings				
2	3/7/17	Literacy teachers will utilize the DIBELS website to help track data for literacy.	Complete 02/24/2017	Monique Lambert	05/24/2019
	<i>Notes:</i> Literacy teachers can provide a copy of the spreadsheet used to track students progress.				
3	3/7/17	Catherine Evans will contact Deibbles Math to see if we can get information about using it for our school.	Complete 05/08/2017	Catherine Evans	03/31/2017
	<i>Notes:</i>				
Implementation:			04/26/2018		
Evidence		9/25/2017 We will have the data from assessment that will be used to drive instruction.			
Experience		9/25/2017 emails to the company seeking information on the program.			
Sustainability		9/25/2017			

Core Function:		Classroom Instruction			
Effective Practice:		Expect and monitor sound instruction in a variety of modes			
	IIIA01	All teachers are guided by a document that aligns standards, curriculum, instruction, and assessment.(110)	Implementation Status	Assigned To	Target Date
Initial Assessment:		We follow the Arkansas Common Core Standards. ASPIRE will be used to assess student growth only 2 times this year, but when fully functioning next year it will be used 3 times.	Full Implementation 11/23/2015		

		IIIA02	All teachers develop weekly lesson plans based on aligned units of instruction.(111)	Implementation Status	Assigned To	Target Date
Initial Assessment:			At this time all teachers are required to do weekly lesson plans aligned with Common Core state standards. The committee will decide on required format, and required elements that the principal will be looking for.	Limited Development 02/27/2017		
			Priority Score: 3 Opportunity Score: 3 Index Score: 9			
How it will look when fully met:			Teachers weekly lesson plans will include objectives, standards, modifications, and use of technology.		Amy Evans	02/01/2019
Action(s)	Created Date			0 of 2 (0%)		
1	3/13/17	Teachers will post weekly lesson plans to the 2016/2017 lesson plan file on the Elkins Public School Drive every week.			Amy Evans	12/01/2018
Notes:						
2	3/13/17	Teachers will develop weekly lesson plans based on aligned units of instruction.			Amy Evans	10/09/2018
Notes: The committee decided each grade level will use their own format as long as the required items are show on the plans.						
Implementation:						
Evidence			3/13/2017 copies of weekly lesson plans with the required items.			
Experience			3/13/2017 Copies of lesson plans with the required items.			
Sustainability			3/13/2017 monitoring of weekly lesson plans.			
		IIIA35	Students are engaged and on task.(144)	Implementation Status	Assigned To	Target Date
Initial Assessment:			We currently have a full time computer lab person that is responsible for monitoring student time on task, communicating with teachers by sending bi-weekly reports.	Limited Development 03/07/2017		

How it will look when fully met:			When this indicator is complete we will have a full-time computer lab manager that will monitor students on time on task, students are expected to be on task with a work completion of 85% mastery of each lesson, or skill being taught or practiced. The manager will be responsible for sending out biweekly reports on students achievement and time on tasks.		Amy Evans	05/25/2019
Action(s)	Created Date			0 of 4 (0%)		
1	3/7/17	Find reports that are teacher friendly. These reports need to show mastery of a lesson, and time on task.			Hazel Lochhaas	03/17/2019
<i>Notes:</i> Be sure to contact the district personnel for help on selecting the best report or reports that teachers will need. The committee decided to use the Pathblazer Duration Report.						
2	3/7/17	Computer lab manager will send out reports biweekly reports to classroom teachers.			Monique Lambert	05/25/2019
<i>Notes:</i> Remind Mrs Richert to set schedule and begin sending reports as soon as possible.						
3	3/7/17	Create a survey for all classroom teachers to complete regarding teacher expectations for student achievement in computer lab.			Hazel Lochhaas	05/16/2019
<i>Notes:</i> Mrs Lochhaas will use the district created survey to create a google survey to have elementary teachers complete.						
4	3/7/17	Compile survey data and pass along the information to the district personnel.			Hazel Lochhaas	05/30/2019
<i>Notes:</i> Hazel will use tools on google to help create a report to pass along to the District level.						
		IIIA36	Students are comfortable with the program and its navigation.(145)	Implementation Status	Assigned To	Target Date
Initial Assessment:			We started using the Pathblazers program in the fall of 2016. The computer lab manager is currently receiving inservice and continued training on the Pathblazers software.	Limited Development 03/07/2017		
			Priority Score: 3 Opportunity Score: 3 Index Score: 9			
How it will look when fully met:			The computer lab manager will be fully trained on the Pathblazers software, and will be able to help inform teachers by sending biweekly reports to show student time on task, and student achievement.		Catherine Evans	09/24/2018
Action(s)	Created Date			0 of 5 (0%)		
1	3/7/17	Computer lab manager will send out biweekly reports to teachers to show student achievement and time on task.			Amy Evans	05/25/2019

		Notes: Mrs. Evans will remind Mrs. Richert to set up a schedule to begin emailing reports to classroom teachers. The committee decided to use the Student Progress Report to be sent to teachers.			
2	3/7/17	Computer lab manager will administer a pre and post assessment for the Pathblazers program.		Amy Evans	05/25/2019
		Notes:			
3	3/7/17	The committee will discuss a minimum requirement for student performance on assignments and assessments.		Catherine Evans	03/03/2019
		Notes: The committee agreed that a 80% mastery of lessons is the minimum.			
4	3/7/17	Monitor time on task for students and establish consequences for students not meeting the minimum time requirements.		Hazel Lochhaas	02/24/2019
		Notes: The Committee decided that a 30 minute minimum time on task is required. If students are not meeting this, they will have to go into Computer lab during students free time to make up missing time.			
5	3/7/17	District technology personnel will research and find the time on task report and make that available to computer lab manager.		Catherine Evans	03/03/2019
		Notes: Mrs. Kunz found the report we needed that shows student time on task. Computer lab manager has been informed.			
Implementation:			04/17/2018		
Evidence		4/17/2018 A copy of the per & post assessment can be provided.			
Experience		4/17/2018 Computer lab teacher will give pre & post assessments and share data with teachers.			
Sustainability		4/17/2018 actions will be repeated yearly.			

Core Function:			Family Engagement in a School Community			
Effective Practice:			Explain and communicate the purpose and practices of the school community			
		FE04	The school's Title I Compact (Or Non-Title I schools roles and expectations for parents, students, and teachers) includes responsibilities (expectations) that communicate what parents (families) can do to support their students' learning at home (curriculum of the home, with learning opportunities for families to develop their curriculum of the home). (3983)	Implementation Status	Assigned To	Target Date

Initial Assessment:		We hold yearly reviews of the compact and make changes as needed. We have added information to present to parents during our Family Night	Limited Development 11/23/2015		
How it will look when fully met:		All tasks will be complete and documentation stored with the Parent Facilitator.		Cindy Hubbs	05/31/2019
Action(s)	Created Date		0 of 4 (0%)		
1	4/26/18	Parent Facilitator copies the compact that will be placed in the beginning of the year packets.		Cindy Hubbs	10/31/2019
Notes:					
2	4/26/18	Classroom teachers collect compacts from students and return them to the Parent Facilitator.		Cindy Hubbs	05/31/2019
Notes:					
3	4/26/18	The Principal will create the agenda that is used by classroom teachers to document that parents have recieved information on school and Federal practices.		Amy Evans	05/31/2019
Notes:					
4	4/26/18	Agendas from Parent Teacher conferences along with parent sign-in sheet are kept on file with the Parental Facilitator.		Amy Evans	05/31/2019
Notes:					

Core Function:		Student-Focused Learning			
Effective Practice:		Blended learning: Mix traditional classroom instruction with online delivery of instruction and content, granting the student a degree of control over time, place, pace, and/or path			
	BL01	All teachers receive initial and ongoing training and support in effective use of blended learning methods.(5526)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Several classrooms are using Google Classroom to provide students with the opportunity to expand their computer skills and technology skills.	Limited Development 02/27/2017		
		Priority Score: 2 Opportunity Score: 3 Index Score: 6			
How it will look when fully met:		When this objective is fully met all classroom will use Google Classroom at least once a week for classroom assignments and instruction.	Objective Met 04/17/18	Amy Evans	05/31/2018
Action(s)	Created Date				

1	3/13/17	Teachers will receive professional development on how to set up Google Classroom in their classroom.	Complete 10/31/2016	Cindy Hubbs	03/15/2017
<i>Notes:</i> Mrs. Hubbs provided profession development to staff in the fall.					
2	3/13/17	Teachers will receive professional development on how to use Google Classroom.	Complete 10/31/2016	Cindy Hubbs	03/15/2017
<i>Notes:</i> Mrs. Hubbs provided profession development in the fall.					
3	3/13/17	Teachers will use Google Classroom weekly for instruction.	Complete 03/13/2017	Amy Evans	05/31/2018
<i>Notes:</i> Indicated in weekly lesson plans.					
4	3/13/17	Mrs. Evans will set up a schedule for continuing education on Google Classroom.	Complete 03/13/2017	Amy Evans	03/15/2017
<i>Notes:</i> Evidence is on Friday Facts from Mrs. Evans.					
5	3/13/17	Professional development for continuing education on Google Classroom will take place during PLC's	Complete 05/23/2018	Amy Evans	05/31/2018
<i>Notes:</i>					
Implementation:			04/17/2018		
Evidence	4/17/2018	Notes from PLC meetings can show continued training.			
Experience	4/17/2018	twice a year Google Classroom in-service will be provided during PLC time.			
Sustainability	4/17/2018	Repeated yearly for staff.			