

Alachua County Public Schools

# C. W. Norton Elementary School



2016-17 Schoolwide Improvement Plan

## C. W. Norton Elementary School

2200 NW 45TH AVE, Gainesville, FL 32605

<https://www.sbac.edu/norton>

### School Demographics

School Type and Grades Served (per MSID File)	2015-16 Title I School	2015-16 Economically Disadvantaged (FRL) Rate (as reported on Survey 3)
Elementary School PK-5	Yes	79%
Primary Service Type (per MSID File)	Charter School	2018-19 Minority Rate (Reported as Non-white on Survey 2)
K-12 General Education	No	55%

### School Grades History

Year	2015-16	2014-15	2013-14	2012-13
Grade	B	B*	D	

*\*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 was approved by the Alachua County School Board on 10/18/2016.

### 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.

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 or a monitoring status of "Former F" (see page 4). For all other schools, the district may use a template of its choosing. All districts must submit annual assurances that their plans meet statutory requirements.

This document was prepared by school and district leadership using the Florida Department of Education's school improvement planning web application located at <https://www.floridacims.org>.

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## 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 three 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 – currently A, B, or C and not Monitoring Only; charter schools; ungraded schools
- Monitoring Only – currently A, B, or C that improved from a previous grade of F
- Focus – currently D
- Priority – currently F

### DA Turnaround and Monitoring Statuses

Additionally, schools in DA may be subject to a turnaround status of "Planning" or "Implementing" or a monitoring status of "Former F." These statuses are based on a school's grades history, including the current school grade:

- Former F - A school with a status of "Former F" requires the department to monitor the implementation of strategies and progress toward the goals outlined in the school improvement plan for three years following the school's improvement from a grade of F to a C or higher.
- Planning - A school with a status of "Planning" requires the district to engage stakeholders in the development of a turnaround option plan to be implemented in the following year should the school grade not improve to a C or higher.
- 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.

### 2016-17 DA Category and Statuses for C. W. Norton Elementary School

DA Region and RED	DA Category and Turnaround Status
Northeast - <a href="#">Cassandra Brusca</a>	Not In DA - N/A

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

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

In the secure environment of Norton Elementary, we are dedicated to positive interaction while accepting and nurturing individual differences to inspire lifelong learners. We respect each others' differences, are child centered, and believe that social development and academic gains go hand in hand.

We are committed to the success of every student!

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

Learning is the Key at Norton Elementary.

We strive for excellence by actively engaging all students, parents, staff members and the community in a safe, nurturing, positive learning environment.

#### 2. School Environment

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

Prior to the beginning of school, parents and students are invited to "Meet the Teacher" where teachers and students can initially meet and teachers can gather information about the student and their background. During the first weeks of school, teachers spend time in their classrooms getting to know their students through class building and team building activities to build a positive classroom community. During the third week of school, we host an Open House for parents to come in to visit the school and learn about what their children have been doing to start the year. The teachers are able to spend a few minutes with each family that attends to talk about what they have learned about their students up to that point. Many teachers send home information surveys for families to complete to tell the teacher about their child. This helps open the dialogue about student strengths and needs. Additionally, throughout the school, there are areas and/or events that showcase student work and student achievements.

Parent conference evenings are held annually for teachers to have one-on-one conferences to review academic data with parents and talk about the students' strengths and weaknesses. This is also a time for teachers to learn more about the student, their home, their parent's belief and attitudes about school and learn ways they can help support each student more.

Each Spring, the school hosts a Kindergarten Round-Up for incoming kindergarten students and parents to visit the school and register. While parents are working on registration paperwork and getting to know more about the school from the Principal, food service manager, after-school coordinator, school counselor and others, the incoming kindergarten students are in the kindergarten classrooms with the kindergarten teachers doing activities. This allows the teachers time to interact with students and begin learning about them, getting to know them. After parents complete the registration process, they are able to ask questions of the leadership team, food service manager, after-school coordinator and then go to the kindergarten classrooms to see the classrooms and ask questions of the teachers. The teachers also use this as a time to talk with each family about the incoming kindergarten student.

Annually, we host a Kindergarten Success Workshop at the beginning of the school year to get to know incoming families. At this workshop, there are multiple sessions about a variety of topics (reading, writing, math, social/emotional growth) that teachers present and then answer questions from parents. This helps us to get to know the families more and respond to any of the questions they may have. Follow-up conferences are scheduled for families who have more questions or with any students the teachers are concerned about academics, social growth or behavior.

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

We have multiple procedures in place to ensure student safety. Students always have at least one partner with them as they move through the school during the school day. We have a school-wide crisis plan that teachers and staff are familiar with, that is reviewed regularly, and has procedures that we practice with students at least one time per month. These procedures include what to do in case of a fire, intruder, bomb threat, etc. Through our regular practice, students feel safe if and when we have to do these procedures under a true threat.

All visitors and volunteers who come to the school must present a driver's license or other form of identification that is run through a system that checks for areas of concern. Anyone who will be volunteering in the school must have an approved volunteer application on file prior to volunteering. These volunteer applications are approved after background checks are performed. If there are any previous criminal acts, a more thorough background check is performed by the district volunteer office. If volunteer applications are not approved for any reason, the district volunteer office and/or the school notifies the individual that they are not allowed to volunteer.

Our school has a Gainesville Police Officer assigned to work with the school. The School Resource Officer (SRO) is shared with one other school. The officer spends time getting to know students, working with the leadership team, teaching in classrooms, meeting with students individually, and participates in parent conferences, as appropriate. Our SRO acts as law enforcement notification for any behavior incident where notification is required per SESIR guidelines.

Norton implements Positive Behavior Support and has school-wide expectations that cover all areas and times that the school is open. To support this before and after school, we have staff who are on duty in all areas of the school to ensure students have access to adults and adult supervision while they are transitioning before and after school. We also encourage our students to use the media center during these times to have a welcoming place to be that is in addition to their grade level area. Before school, we encourage students to go to the cafeteria for breakfast and have multiple staff members on duty there to monitor and support students. Our procedures after school include each teacher being responsible to make sure their students are going to their dismissal location or after-school location in a safe manner and to ensure that all students are accounted for. Additionally, a teacher is assigned to each school bus daily and checks off students as they get on the bus to verify who is on the bus. Students know that we are accountable for them and take their safety seriously.

During the school day, our teachers use a variety of cooperative learning structures and class building activities to build and support a safe and respectful environment. We also have school-wide expectations that are taught at the beginning of the year and reviewed throughout the school year. During the first week of school, the teachers put on a PBS Kick-Off event where the students were instructed on the Norton Expectations through teacher skits in a format of "Do This, Not That." Students were taught a chant to help them learn the PBS theme of the year, "Superhero Success Through PBS." Our expectations for the school environment are also addressed regularly on the morning announcements by the Principal. We encourage positive behavior and following these expectations in multiple ways, including but not limited to Norton Knight of the Week (recognition of



one student per classroom per week), cafeteria rewards for positive lunchroom behavior, character traits of the month, positive behavior referrals, and our school-wide economy that students earn as they are following the expectations. They use these Norton Bucks to "buy" into regularly scheduled events.

**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.**

Norton uses Positive Behavior Supports (PBS) as a part of our discipline plan. During the summer, the PBS team met to review and revise our school-wide expectations, as well as our reward systems. The PBS team also revised a chart of sample behaviors that teachers can refer to throughout the school year to help determine what types of behavior can be teacher managed versus needing administrative assistance. Students are encouraged and rewarded for doing the right thing. We have specific expectations for all areas in the school that have been taught and are posted throughout the school. During pre-planning, teachers are trained on the expectations and how to respond when students do not meet those expectations. Each teacher has a classroom behavior chart that is consistent in all classrooms that follows the school-wide plan that has prescribed protocols for students as they reach different parts of the chart (warning, time-out with an action plan, parent contact, etc). As a part of our school-wide plan, teachers have a clip board they use to document behaviors of students that goes with the class to specials area classes, lunch and anywhere they go so students know they are held accountable for their behavior in all areas of the school. When discipline issues do arise, we refer to the Alachua County Public School's Student Code of Conduct as the established protocols for disciplinary incidents. In addition to dealing with behavior incidents, we also encourage positive behavior through positive behavior referrals, school-wide economy, positive praise and more.

**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 primary way that we will meet the social and emotional needs of our students is through the delivery of a balanced school counseling program. The counselor will design and implement a classroom guidance program for students at every grade level; Pre-K through Fifth grades. This program will include exploration of career interests, anti-bullying and child abuse awareness, goal-setting and decision-making skills necessary for academic success.

The counseling program will address social/emotional needs through small groups as well; targeting areas such as anger management, friendship, and social skills.

Grade level teams and/or individual teachers will meet with administrators at least once every nine weeks during data chats to review student progress and target students who are struggling with academic, social and emotional issues. Educational Planning Teams (EPTs) will be held for these students. These EPTs will include the classroom teacher, parents, members of the leadership team and/or the school psychologist and will be followed up with behavior plans, interventions and/or observations, as appropriate.

The counselor will consult with teachers and parents throughout the school year regarding their concerns about students and their social/emotional needs.

Another way Norton addresses our students' social and emotional needs is through the Sanford Harmony curriculum. Harmony is a program designed to foster strong classroom relationships among all students. The program is utilized in Pre-Kindergarten through grade 5. The goal of Harmony is reduce bullying and help our students develop into compassionate, tolerant, and caring youth and,



ultimately, adults. Harmony lessons are taught school-wide once a week for 30 minutes. Research shows that when children are taught a social-emotional curriculum, academic growth as well as a decrease in discipline referrals is the result.

## B. Family and Community Engagement

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. Â§ 6314(b)(1)(B)(iii)(I)(aa).

### 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.

Title I schools use the Parent Involvement Plan (PIP) to meet the requirements of 20 U.S.C. Â§ 6314(b)(1)(F).

#### a. Will the school use its PIP to satisfy this question?

Yes

##### 1. PIP Link

The school completes a Parental Involvement Plan (PFEP), which is accessible through the Continuous Improvement Management System (CIMS) at <https://www.floridacims.org/documents/311302>.

##### 2. Description

A PIP has been uploaded for this school or district - see the link above.

### 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.

Norton has multiple business partners and community connections that are utilized throughout the school year. Some of these include reward certificates to be given to students for specific accomplishments (Norton Knight of the Week, Positive Referrals, etc.). A business partner donates school supplies, backpacks and clothes for students in need to be given, as needed. Throughout the year, business partners and other community agencies who support the school are recognized in the school-wide newsletter. Student achievements are also recognized regularly. Multiple business are contacted and give resources through our PTA events (family dinner night, fall festival, etc.).

## C. Effective Leadership

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. Â§ 6314(b)(1)(H).

### 1. School Leadership Team

#### a. Membership

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Wycoff, Davette	Other
Cooke, Mary	Dean
Basting, Kirby	School Counselor
Neal, Kim	Principal
Robbins, Christiana	Assistant Principal
Reeves, Sonja	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 leadership team meets weekly to discuss curriculum, behavior and guidance programs and needs. The leadership team helps to monitor and support curriculum implementation. Members of the leadership team meet with grade level teams or individual teachers, as appropriate.

School Counselor: Provides training and support in the MTSS/Rtl process annually and as needed; works with teachers through the problem solving cycle; facilitates leadership meetings related to MTSS/Rtl; monitors scheduling of Educational Planning Team meetings; facilitates Educational Planning Team meetings; teaches students through classroom guidance lessons; is responsible for scheduling of ESE meetings and 504 meetings; provides classroom guidance lessons; works with the Principal and/or Assistant Principal on issues of behavior; acts as a parent contact for parents who have academic and/or social concerns related to their child.

Assistant Principal: Provides curriculum support and training for teachers; helps develop and implement interventions; provides assessment and data support; participates in Educational Planning Team meetings, as needed; serves as assessment coordinator; assists in providing behavior support and training for teachers; helps develop and implement behavioral interventions in conjunction with the BRT; does classroom walk-throughs and teacher evaluation; assists with formation of common grade level assessments and oversees data collection of assessment scores.

Principal: Provides a common vision for the use of data based decision making; sets school-wide goals; ensures the school based team is implementing MTSS/Rtl, conducts assessment of MTSS/Rtl skills with school-staff, ensures implementation of interventions, reviews documentation; ensures training is done annually and as needed for individual students; participates in Educational Planning Team meetings; provides professional development; does classroom walk-throughs and teacher evaluation; participates in grade level CIMS and other grade level meetings; facilitates leadership team meetings; helps develop school-wide behavior plan.

FCIM Facilitator: Provides curriculum support; oversees the Title I Intervention teachers and intervention paperwork; maintains the school's data dashboard of student data; serves as the Title I lead teacher; places students in Title I tutoring during the school day and in after-school tutoring; maintains accurate data records for student in the MTSS/Rtl process; meets with the leadership team monthly to review MTSS/Rtl progress; oversees after-school tutoring programs; meets with grade level teams and/or individual teachers regularly to discuss student progress; provides data analysis support.

Behavior Resource Teacher (BRT/Dean): Oversees school-wide behavior plan; chair Positive Behavior Support team; implements individual behavior plans; monitors/inputs behavior data into database (Rtl:B and district data base); assists teachers with the implementation of classroom behavior plans; oversees transportation (buses and car circle); meets weekly with the leadership team on matters of concern/decision making.

Instructional Coach: Works with teachers in regard to the implementation of the curriculum and standards; assists in development of classroom and common assessments based on standards.

Teachers: Provide information about core instruction; participate in student data collection; deliver Tier 1, Tier 2 and Tier 3 instruction/intervention; participate in Educational Planning Team, IEP and 504 meetings; maintain Google Documents to track student progress; meet with FCIM Facilitator regularly.

Exceptional Student Education Teachers: Participate in school data collection; collaborate with general education teachers; participate in IEP and 504 meetings.

Title I Intervention Teachers: Deliver Tier 2 and Tier 3 instruction for identified students; maintain data records of students; participate in Educational Planning Team meetings; meet with homeroom teachers to review assessment data and progress.

School Psychologist: Participate in collection, interpretation, and analysis of data; facilitate development of the interventions; provide professional development and individual training; participate in Educational Planning Team, IEP and 504 meetings; assess students once parental consent is gained for testing.

**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.**

MTSS/RtI data will be based on a series of assessments identified at the school and district levels. Quarterly assessments in ELA, Math and Science will be administered following the district developed scope and sequences and pacing guides. Additional assessments will include grade level specific common assessments developed at the school level by grade level teams. Teachers also use additional assessments, including sight word recognition, fluency, mini-assessments and more. Data at the beginning of the year is captured through the use of baseline assessments and is entered on the school-based data dashboard. Data from the quarterly assessments will be available through the district system and will also be input on the school-based data dashboard. The district system and the school-based dashboard are updated regularly as assessments occur. Additional assessments, based on individual student needs, may also be administered to help monitor individual progress related to the goals/areas of need addressed in the MTSS/RtI needs of each student.

Teacher support for assessments and monitoring is done by the leadership team (Principal, Assistant Principal, School Counselor and the CIMS Facilitator). The leadership team meets weekly and at least once a month the focus is to review progress of the students through the MTSS/RtI process. Additionally, the CIMS Facilitator meets with teachers regularly to review the progress of each individual student in the process. Through the use of Google Documents, team members are able to track student progress and make curriculum and behavioral decisions based on that data.

Title I, Part A: Services are provided to ensure students requiring additional remediation are assisted through double-dose instruction provided by certified, highly qualified teacher tutors during the regular school day and/or after school tutoring sessions. The CIMS Facilitator is available to assist teachers in disaggregation of data and implement differentiated instruction for students. The CIMS Facilitator works closely with teachers in developing appropriate interventions for students. Modeling of effective teaching strategies is also available for instructional and non-instructional staff. Inservice training to increase student achievement are offered throughout the year. Parent involvement activities and workshops are planned and presented to assist parents with strategies to use at home with their children. Additional inservice/professional learning communities/book studies are offered in specific subject areas and/or instructional strategies as well as methods to increase parent involvement/engagement.

Title I, Part C Migrant: Migrant Support Resource Advocates provide services and support to students and parents. The district liaison coordinates with Title I and other programs to ensure students' needs are addressed and met. Educational Planning Team meetings are done in coordination with the migrant education program, as needed. Interpreters are available for parent conferences and IEPs for Spanish speaking families.

Title I, Part D: The district receives funds to support the Educational Alternative Outreach program. Services are coordinated with district drop-out prevention programs.

Title II: The district provides digital educators to offer training in the implementation and infusion of technology in the classroom for teachers. The district also provides mentor coaches for beginning teachers.

Title III: The school works with the district to coordinate supplementary materials and instructional services to improve the education of immigrant and English Language Learners as needed.

Title VI, Part B: N/A

Title X Homeless: The school works with the district's Homeless Education Coordinator to provide resources (clothing, school supplies, social service referrals, etc.) for students identified as homeless under the McKinney-Vinto Act to eliminate barriers for a free and appropriate education.

Supplemental Academic Instruction (SAI): Training is provided through the district for teachers of third graders.

Violence prevention programs: The school offers a non-violence and anti-drug program to students that incorporates guest speakers, counseling, and classroom discussions. Red Ribbon Week is celebrated in October with school-wide activities and instruction. The school also has a School Resource Officer (SRO) in partnership with the Gainesville Police Department. The SRO works with students, teachers, parents and the leadership team. Implementation of PBS (Positive Behavior Support) will continue with monthly meetings to address concerns, share resources, plan celebrations, and review behavior data to focus behavioral supports. Behavior data is shared with the PBS team and faculty. A school and district focus will continue for anti-bullying and each classroom will have lessons/discussions related to bullying and the prevention of bullying.

Nutrition programs: The school participates in the district's nutrition program for summer meals, of which, Norton Elementary, is a site. Norton qualifies for free breakfast and lunch for all students through the Community Eligibility Provision (CEP) beginning this school year. Through this program, a focus on nutrition education will be a focus. The school also participates in the Food4Kids programs sending backpacks of food home for all school-aged children in the home of qualifying families.

Housing Programs: N/A

Head Start: Norton Elementary does not house a Head Start on campus. Norton does have a Pre-K Handicapped unit for children ages three through five with a variety of disabilities.

Adult Education: N/A

CTE: Norton Elementary conducts an annual school-wide career week with guest speakers and special vehicle displays. Students share about what their future careers may be and dress in job related attire.

Job Training: N/A

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

### **a. Membership**

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

Name	Stakeholder Group
Kim Neal	Principal
Shannon Ericson	Teacher
Thu Vu Brown	Parent
Dawn Boyer	Education Support Employee
Jeff Tice	Business/Community
Jody Sedgley	Teacher
Stephanie Pridgen	Business/Community
Tristin Ballentine	Teacher
Mutlu Citim-Kepic	Parent
Latrell Simmons	Parent
Thomas Metcalfe	Business/Community

## b. Duties

### **1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes**

#### *a. Evaluation of last year's school improvement plan*

School data has been reviewed as related to the school improvement plan. At each meeting, the school improvement plan and specific areas of focus are discussed.

#### *b. Development of this school improvement plan*

A public input meeting was held in May 2016 to gather input from the SAC, as well as staff, parents and community members. Goals for the coming school year have been discussed and a draft of the school improvement plan will be shared at the September 2016 SAC meeting.

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

The school's annual budget has been shared with the SAC committee and approval was shown through the SAC Chairperson signing off on the annual budget.

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

Supervision prior to after-school tutoring - \$3,500

Raptorware visitor stickers - \$300

Postage - \$550

Lesson Study substitutes - \$2,125

Shredder service - \$500

Summer Work Hours - leadership and teachers - \$4,000

FASRO conference - \$1,000

Nikki's Folders (take home folders) - \$1,000

### **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
Neal, Kim	Principal
Cooke, Mary	Other
Basting, Kirby	School Counselor
Adams, Tiffany	Teacher, K-12
Glagola, Jennie	Teacher, K-12
Worley, Nicole	Teacher, K-12
Calton, Laura	Teacher, K-12
Thomas, Kara	Teacher, K-12
Wishart, Pam	Teacher, K-12
Robbins, Christiana	Assistant Principal
Ballentine, Tristin	Teacher, K-12
Duncan, Kim	Teacher, ESE
Wycoff, Davette	Other

#### b. Duties

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

Meetings are held regularly (2 times per month) to review, discuss, and monitor progress of students receiving additional support through RtI/MTSS. Assist teachers school-wide with the implementation of core and intervention curriculum in english language arts, math, and science, as well as support grade level planning for all subject areas. Additional initiatives include continued implementation of literacy work stations, professional development in Florida State Standards including increased use of informational text and writing across the curriculum. Assist in the development of common grade level assessments. Assist in making school-based decisions regarding matters of curriculum, assessment, and safety.

### D. Public and Collaborative Teaching

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. Â§ 6314(b)(1)(D).

##### 1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction.

The school begins the year in pre-planning with faculty wide team building activities. Teachers are all placed on a grade level team to have a team to work with. Team Leaders are selected by the teachers on their team and attend team leader meetings with the leadership team twice per month. Following the team leader meetings, grade level teams meet to review the information shared and give input, as requested. This team meeting time is a protected time on the school calendar to ensure teams have this time set aside. In addition to this, teams work collaboratively on instructional planning and grade level wide events during this time that is set aside weekly.

The lesson study process is implemented by all of the teachers at the school (unless they opt out, which is very rare). This process allows teachers to plan and observe together to make instructional decisions.



This school year, we have implemented a revised PBS program for student behavior with the theme "Going for the Gold!" We have aligned our school theme to this theme and included an emphasis on being positive with each other, just as we are working on being positive with our students. This theme will be referred to throughout the year in faculty meetings and celebrated as we are supportive of and coaches for each other.

Each grade level team has common planning time that is scheduled weekly (either on Tuesday or Thursday afternoons). This time is available to allow for teams to collaboratively plan for multiple subject areas and work on writing questions for classroom use and for assessments to meet the increased expectation of rigor. Scope and sequences, as well as pacing guides, will be used to ensure a common focus for collaborative planning. Common assessments by grade level will also be a focus of this planning with support from the district instructional coach.

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

Principal and Assistant Principal attend the district job fair.

Principal and/or Assistant Principal review all resumes for applicants for each posted position. Areas of certification and prior experience are reviewed. Interviews are scheduled with qualified candidates.

On-going support is offered to newly hired teachers. This support is offered by the principal, assistant principal and other members of the leadership team, team leaders, grade level teams and/or the district assigned mentor coach. Additional resources for support include a district technology coach and district instructional coaches, as assigned.

A professional learning community on the Alachua County Instructional Framework will be held through the first semester to ensure teachers understand the framework and the aligning rubric as it relates to observation and appraisal, as well as instructional strategies and effectiveness.

Professional development opportunities are offered throughout the school year at both the school and district levels.

Beginning teachers are assigned to a district mentor coach and a beginning teacher cohort group for trainings and support.

Beginning prior to pre-planning and throughout the year, staff events are planned to assist in building camaraderie among staff members. We begin with a back to school picnic before pre-planning, include after-school get togethers both on campus and off campus through the year, have specific holiday events and more. All staff members are encouraged to attend these events.

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

All teachers new to Norton are assigned a team leader to answer questions and assist as needed throughout the year. They also meet with the leadership team at the beginning of the year and throughout the school year, as needed, for support.

Beginning teachers at Norton are paired with a team leader to answer questions and be a support system for them beginning in pre-planning. This is in addition to the district assigned mentor coach (see below).

The district assigned mentor coach works closely with beginning teachers on a variety of subjects including classroom management, curriculum knowledge, instructional strategies, working with parents, and any other topic the teachers need support with. The mentor coach visits teachers weekly to model lessons, plan lessons, observe and give feedback, have open discussions, cover classrooms for teachers to go into other classes to observe, and whatever else the teacher may need. The mentor works closely with administration if there are needs identified.



The mentor coach organizes and runs a cohort group of beginning teachers from various schools. This cohort group allows beginning teachers to get together and discuss issues that are district requirements, common concerns among beginning teachers, allows for sharing of ideas, and offers opportunity for professional learning communities and training.

## 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 uses district adopted scope and sequences and instructional pacing calendars with district adopted curriculum and additional resources aligned to the Florida Standards. This is monitored through lesson plan review, classroom walk throughs, and classroom observations.

A new initiative for the 2016-2017 school year is Thinking Maps. All instructional staff have received training in Thinking Maps. A team of teachers has been selected to become teacher trainers to support teachers in their implementation. Additionally, our instructional coach has been trained and is able to offer support during implementation.

Additional training is being offered regularly throughout the school year. The Assistant Principal supports curriculum implementation. Teachers follow district designed scope and sequences and pacing calendars with quarterly (or more frequent) checks to ensure teachers on "on pace." Trainings have been/will be offered on the Florida Standards, the FSA assessment, and test specifications. Additional trainings are being planned to include, but may not be limited to, various instructional strategies (to include Kagan/Cooperative learning, high yield strategies), development of rigorous questions/assessment, understanding/unpacking of the Florida Standards, a more thorough understanding of the Alachua County Instructional Framework, and curriculum design.

#### 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.***

Data analysis is a regular part of teachers' planning. Teachers will each have a data notebook in which they keep their data. This data is reviewed at both the classroom level and the grade level as a whole. The CIMS Facilitator will meet with teachers, either in grade level groups or individually, regularly to review student data and plan for next steps in instruction. The school based leadership team will also be reviewing data to monitor students and determine priorities in the MTSS/RtI process. This data review will help teachers formulate their differentiation in their classrooms and design their small groups for instruction.

Teachers at all grade levels have all been given the school-wide goals and are constantly monitoring their students' progress in relation to the school goal. This data is also included as a part of the conversation and monitoring at the regular CIMS meetings. The leadership team also looks at student data in relation to the school-wide goals regularly.

Differentiation is an expectation in each classrooms. This differentiation is to be shown in lesson plans that are reviewed by the principal and/or assistant principal. Additionally, this differentiation should be evidenced in classroom walkthroughs and classroom observations. Student data is the

basis for teacher decisions about differentiation. The district assigned mentor coach and/or instructional coaches can support teachers in this. The school-based leadership team also supports this through data analysis, teacher conversations, planning with teachers, data discussions, professional development and more. Additionally, students who are in the MTSS/RtI process have Google Docs to monitor their progress in their Tier 2 and/or Tier 3 instruction. Literacy and Math workstations support this differentiation.

Exceptional Student Education is offered to qualified students through the school day. This is offered as a double dose of instruction using supplemental curriculum by ESE certified teachers. This instruction is individualized based on the student's individual education plan. For ESE students who are on consultative services, the ESE teacher meets with the regular education teacher monthly to discuss the student's progress and may offer additional support to the teacher based on the student's individual needs.

Students who are in the lowest performing quartile will have access to Title I and/or ESE support, as appropriate, to support their academic gains and work to close the gap in their achievement. Title I and ESE teachers are using intervention curriculum that align with the core instructional curriculum for English Language Arts and Math or are using Fast ForWord/Reading Assistant. The data for these groups is reviewed regularly by the leadership team and placement adjustments are made, if needed, at least quarterly.

***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: Extended School Day**

**Minutes added to school year: 110,400**

After-school tutoring will be offered to approximately 40 students using Achieve3000 as the instructional tool.

Another group may be added to offer Fast ForWord to students who cannot access Fast ForWord during the regular school day (potentially ESE students who have ESE resource time during the regular Fast ForWord time).

**Strategy Rationale**

The traditional school day does not offer enough learning opportunities for our lowest performing students. Students in grades three through five will have the opportunity to attend the Extended School Day to receive additional instruction. If funds are available, additional students in grades one and two may be added.

**Strategy Purpose(s)**

- Core Academic Instruction

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

Wycoff, Davette, wycoffdj@gm.sbac.edu

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

Achieve3000, the curriculum that will be used, includes a "Level Set" placement test that determines the lexile level of each student and assignments are then assigned based on individual lexile levels. Ongoing progress monitoring is also a built in part of the program.

As grades one and two are added, if possible, supplemental curriculum will be used. Data will be monitored through a pre- and post-test given to students who participate.

Additional group(s) of students may also be in after-school tutoring using Fast ForWord. This may be students in the general program or ESE students who cannot access Fast ForWord during the school day. This tutoring will be paid for through school-based Title I funds.

## **2. Student Transition and Readiness**

### **a. PreK-12 Transition**

The school's response to this question may be used to satisfy the requirements of 20 U.S.C. Â§ 6314(b)(1)(G).

#### **1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another.**

Annually in April or May, the district advertises "Kindergarten Round-Up" in the community through posted advertisements, newspapers, radio and television stations. Norton Elementary advertises this event on the school marquee, in newsletters and through phone homes and emails to current families. The school holds an afternoon session where parents can fill out necessary paperwork to enroll their child, meet some of the school staff, and ask questions concerning the transition to elementary school. The incoming kindergarten students can experience kindergarten with the teachers through story time, songs and hands-on activities while their parents are filling out the registration paperwork and learning about the school. Parents are given informational handouts and a learning mat to help prepare their children with skills essential for school success. In addition, Norton

schedules a time for incoming kindergarten students to be assessed prior to the beginning of the school year. Parents requesting a tour of the school or more information pertaining to the transition to kindergarten may contact the Assistant Principal, School Counselor, or Principal.

A transition to middle school session is held for 5th grade parents in the Spring of each year to share with parents the different middle school options available and to answer any questions about the transition to middle school. This session is held by the School Counselor. Fifth grade teachers attend to answer questions also. Students who are being served through an IEP have a transition to middle school IEP meeting to set up their plan for middle school. Open Houses are held by many of the district's middle schools for parents and students to attend to learn more about the school and the programs that the school offers. Additionally, opportunities for students to shadow at the middle schools is offered through the district and individual schools..

## **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.**

Annually the school has a "Career Week" which is school-wide and students get to hear from a variety of people in a variety of careers. This week also includes a "Vehicle Day" for students to have hands-on experiences with a variety of vehicles that are a integral part of a career to get a better understanding of that career. A few examples of vehicles we have annually are police cars, fire trucks, ambulances, tractors, limousines, and helicopters. Our enrichment students participate in a school based science fair. Throughout the year, volunteer speakers are brought in to share about their business and/or career. A parent involvement event is held at the closest grocery store to the school (Publix) where students can see the store in action, including cashiers, baggers and more. Field trips to this same Publix are done by various grade levels throughout the year to see the inner workings of the grocery store and careers involved in running a grocery store. Field trips to local farms are also done throughout the year by various grade levels to show students about farming and how that relates to their daily life.

### **2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs.**

N/A

### **3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement.**

The school will participate in the district initiative of Math Olympiad and Robotics. Math Olympiad is done after school with selected students (Grade 5 with Levels 4 and 5 on FSA Math). Robotics is done during the school day with all 5th grade students. STEM activities are integrated into math and science lessons.

### **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.**

N/A

## 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.** We will use on-going progress monitoring of student data to drive instruction, which will make a positive impact on all students' achievement. Goals have been set school-wide for 70% of students meet proficiency levels in ELA, Math and Science. Goals have also been set to increase lowest quartile gains in ELA to 50 % and in Math to 55%.
- G2.** We will, as a staff, develop a deeper, more thorough understanding of the Florida Standards, our district instructional framework, and their impact on our instruction. Through this understanding we will develop high expectations for students and teachers and align our instruction and expectations to meet the rigor of the standards with fidelity.
- G3.** We will improve the overall culture to create a school and classroom climate that is welcoming and free of distractions; where learning is the primary focus and the needs of all students are met both socially and academically.

## 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.** We will use on-going progress monitoring of student data to drive instruction, which will make a positive impact on all students' achievement. Goals have been set school-wide for 70% of students meet proficiency levels in ELA, Math and Science. Goals have also been set to increase lowest quartile gains in ELA to 50 % and in Math to 55%. **1a**

G085127

### Targets Supported **1b**

Indicator	Annual Target
FSA Mathematics Achievement	70.0
Math Lowest 25% Gains	55.0
FSA ELA Achievement	70.0
ELA/Reading Lowest 25% Gains	50.0
FCAT 2.0 Science Proficiency	70.0

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

- Comfort level of working with data and peer review of data
- Understanding of the scope and sequence, including relevant resources to use for instruction

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

- CIMS Facilitator and Leadership team
- Amount of data
- PCG data reports
- Rti Monthly leadership team meetings
- Monthly CIMS meetings
- Common assessments by grade level
- School data dashboard to include data from common grade level assessments and quarterly assessments

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

Quarterly assessment data, grade level common assessment data, teacher/school lists of students targeted to meet the school-wide goals (70% proficiency), list of relevant resources utilized throughout the school year. Lowest quartile students will also be identified and monitored to track their academic growth/gains.

#### Person Responsible

Kim Neal

#### Schedule

Annually, from 8/15/2016 to 6/2/2017

#### Evidence of Completion

Teacher survey of data notebook usefulness; teacher lesson plans; Rtl Hotlist; student data in relation to the school-wide goals; teacher created lists of targeted students to meet school-wide/classroom targets of 70% proficient in ELA, Math and Science; lowest quartile lists monitoring growth.

**G2.** We will, as a staff, develop a deeper, more thorough understanding of the Florida Standards, our district instructional framework, and their impact on our instruction. Through this understanding we will develop high expectations for students and teachers and align our instruction and expectations to meet the rigor of the standards with fidelity. **1a**

G085128

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

Indicator	Annual Target
FSA Mathematics Achievement	70.0
FSA ELA Achievement	70.0
FCAT 2.0 Science Proficiency	70.0
ELA/Reading Lowest 25% Gains	50.0
Math Lowest 25% Gains	55.0

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

- Teachers unfamiliar with standards and assessments, including district quarterly assessments and grade level common assessments. Teachers also unfamiliar with the district instructional framework.

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

- Instructional coach and mentor coach for beginning teachers
- Scope and sequences; pacing calendars with relevant resources in addition to the adopted core curriculum
- Title I teacher tutors
- Fast Forward and Reading Assistant
- Collaborative planning

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

Classroom assessments and questioning include FSA style questions and are shown in lesson plans and/or submitted assessments. Classroom observations and walk-throughs will show elements of the instructional framework.

**Person Responsible**

Kim Neal

**Schedule**

Quarterly, from 8/15/2016 to 6/2/2017

**Evidence of Completion**

Data from common grade level assessments and quarterly assessments.



**G3.** We will improve the overall culture to create a school and classroom climate that is welcoming and free of distractions; where learning is the primary focus and the needs of all students are met both socially and academically. 1a

G085129

**Targets Supported** 1b

Indicator	Annual Target
Attendance Below 90%	5.0
Discipline incidents	200.0

**Targeted Barriers to Achieving the Goal** 3

- Implementation of PBS program with fidelity

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

- Kagan structures and coaching (increased student engagement)
- Revised Positive Behavior Support (PBS) program
- Classroom Guidance lessons and individual/small groups
- Progress monitoring of attendance and discipline data by the leadership team
- Parent contact for attendance/tardies (electronic and personal)
- Sanford Harmony Social-Emotional Learning Curriculum

**Plan to Monitor Progress Toward G3.** 8

Attendance reports through Infinite Campus

**Person Responsible**

Christiana Robbins

**Schedule**

Monthly, from 8/15/2016 to 6/2/2017

**Evidence of Completion**

Printed reports showing a decrease in the number of students with an attendance rate of less than 90%.

**Plan to Monitor Progress Toward G3.** 8

Discipline reports through Infinite Campus and RtIB

**Person Responsible**

Mary Cooke

**Schedule**

Monthly, from 8/15/2016 to 6/2/2017

**Evidence of Completion**

Printed reports showing a decrease in the number of students with discipline referrals.

## 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

 = Problem Solving Step    S123456 = Quick Key

**G1.** We will use on-going progress monitoring of student data to drive instruction, which will make a positive impact on all students' achievement. Goals have been set school-wide for 70% of students meet proficiency levels in ELA, Math and Science. Goals have also been set to increase lowest quartile gains in ELA to 50 % and in Math to 55%. **1**

 G085127

**G1.B4** Comfort level of working with data and peer review of data **2**

 B226434

**G1.B4.S1** Instructional staff will meet with grade level and CIMS Facilitator to review assessment data, on-going progress monitoring, and the Rtl Hot List, all in relation to the school-wide goals. Teachers can also meet with the CIMS Facilitator to review individual classroom data. **4**

 S238858

### Strategy Rationale

As teachers meet together to review grade level data in relation to the school-wide goals, they can exchange effective teaching practices and plan for remediation and enrichment instruction. Sharing of ideas helps make each teacher stronger. Teachers will also be meeting with the CIMS Facilitator to review individual classroom data, as needed.

### Action Step 1 **5**

Instructional staff will attend regularly scheduled CIMS meetings by grade level and/or individually to discuss student achievement, instructional strategies, on-going progress monitoring, and a review of our Rtl Hot List. Student progress toward goals (both school-wide proficiency and lowest quartile gains) will be discussed and monitored.

#### Person Responsible

Davette Wycoff

#### Schedule

Monthly, from 8/15/2016 to 6/2/2017

#### Evidence of Completion

Monthly CIMS meetings minutes, updating of Rtl Hot List, schedule of meetings, school based data dashboard

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

Data notebooks will be maintained by teachers and used at monthly CIMS meetings, EPT, IEPs, 504s and parent conferences. Common Assessment data will be kept and shared through Google Docs.

**Person Responsible**

Davette Wycoff

**Schedule**

Monthly, from 8/15/2016 to 6/2/2017

***Evidence of Completion***

Up to date data notebooks and/or Google Docs that include student assessment data

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

Members of the leadership team will attend CIMS meetings and the CIMS facilitator will monitor what goes into data notebooks by grade level (based on grade level assessments).

**Person Responsible**

Kim Neal

**Schedule**

Monthly, from 8/15/2016 to 6/2/2017

***Evidence of Completion***

Data notebooks; CIMS meeting minutes

**G1.B5** Understanding of the scope and sequence, including relevant resources to use for instruction **2**

 B226435

**G1.B5.S1** Grade level review of the scope and sequences, as well as the pacing guides, for ELA, Math and Science, with a specific emphasis on the relevant resources indicated to support instruction. **4**

 S238859

**Strategy Rationale**

As teachers have time to spend with the scope and sequences and the pacing calendars, they can spend time investigating the listed relevant resources to become familiar with each resource and how to best use/implement the resource within their classroom to support instruction and/or student learning.

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

Through grade level planning, teachers will spend time researching the listed relevant resources to use for instruction.

**Person Responsible**

Christiana Robbins

**Schedule**

Weekly, from 8/15/2016 to 6/2/2017

**Evidence of Completion**

Lesson plans indicating the use of relevant resources from the scope and sequences and/or pacing guides; classroom walkthroughs and/or classroom observations when relevant resources are being implemented.

**Plan to Monitor Fidelity of Implementation of G1.B5.S1** **6**

Grade level teachers will submit lesson plans indicating the relevant resources that were explored through the grade level planning times (with support of leadership team and instructional coach).

**Person Responsible**

Kim Neal

**Schedule**

Monthly, from 8/15/2016 to 6/2/2017

**Evidence of Completion**

Lesson plans submitted following grade level planning indicating the relevant resources utilized.

**Plan to Monitor Effectiveness of Implementation of G1.B5.S1** 7

Following grade level planning, teachers will show the use of relevant resources throughout their lesson plans.

**Person Responsible**

Christiana Robbins

**Schedule**

Monthly, from 8/15/2016 to 6/2/2017


***Evidence of Completion***

Teacher lesson plans showing the inclusion of relevant resources.


**G2.** We will, as a staff, develop a deeper, more thorough understanding of the Florida Standards, our district instructional framework, and their impact on our instruction. Through this understanding we will develop high expectations for students and teachers and align our instruction and expectations to meet the rigor of the standards with fidelity. **1**

 G085128

**G2.B1** Teachers unfamiliar with standards and assessments, including district quarterly assessments and grade level common assessments. Teachers also unfamiliar with the district instructional framework. **2**

 B226436

**G2.B1.S2** Unpacking the standards and test specifications by grade level, as well as development of common assessments to be used by the grade levels. **4**

 S238861

### **Strategy Rationale**

Provide professional development to assist teachers in unpacking the standards to better understand the academic expectations and review the test specifications and their instructional implications. Teachers will then develop common assessments to give students to monitor progress toward standard mastery.

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

Instructional staff will meet as grade levels to unpack the standards, then review and become familiar with the test specifications as they relate to classroom instruction and assessment. After unpacking the standards, grade levels will write their grade level common assessments to monitor students for standard mastery.

### **Person Responsible**

Christiana Robbins

### **Schedule**

Semiannually, from 8/15/2016 to 6/2/2017

### **Evidence of Completion**

lesson plans, grade level meeting agendas/minutes, grade level developed common assessments



**Plan to Monitor Fidelity of Implementation of G2.B1.S2** 6

classroom walk throughs, lesson plans, observations, data dashboard/Google Doc showing academic achievement on ELA, math and science assessments, grade level developed assessments

**Person Responsible**

Kim Neal

**Schedule**

Quarterly, from 8/15/2016 to 6/2/2017

**Evidence of Completion**

minutes/agendas from grade level planning, common assessments, lesson plans

**Plan to Monitor Effectiveness of Implementation of G2.B1.S2** 7

lesson plans, classroom walk throughs, observations, student assessment data

**Person Responsible**

Kim Neal

**Schedule**

Quarterly, from 8/15/2016 to 6/2/2017

**Evidence of Completion**

student assessment data on ELA, Math and Science assessments shown in the student data dashboard/Google Doc; lesson plans showing evidence of standards

**G2.B1.S3** Develop an deeper understanding of the district's Instructional Framework which guides what is accepted as quality teaching and instruction. 4

 S238862

### Strategy Rationale

Provide professional development to assist teachers in their understanding of the Instructional Framework to build a common language of quality instruction.

### Action Step 1 5

Teachers will participate in a professional development opportunity to learn about the district's instructional framework and the aligned rubric that defines quality instruction.

#### Person Responsible

Christiana Robbins

#### Schedule

Biweekly, from 9/26/2016 to 1/20/2017

#### Evidence of Completion

Sign in sheets of the training

### Plan to Monitor Fidelity of Implementation of G2.B1.S3 6

Teachers will discuss the instructional rubric and how it aligns to quality instruction in their classrooms; lesson plans will be developed around the instructional framework and standards; classroom walk-throughs.

#### Person Responsible

Christiana Robbins

#### Schedule

Biweekly, from 9/26/2016 to 6/2/2017

#### Evidence of Completion

Lesson plans; classroom observations/appraisals; classroom walk-throughs; teacher surveys following training.

**Plan to Monitor Effectiveness of Implementation of G2.B1.S3 7**

Pre-Observation conferences will focus on the instructional framework; lesson plans will be reviewed with the instructional framework in mind; teacher planning will utilize the rubric.

**Person Responsible**

Christiana Robbins

**Schedule**

Semiannually, from 6/2/2017 to 6/2/2017

***Evidence of Completion***

Lesson plans; pre-observation conference notes; classroom observations/appraisals; classroom walk-throughs

**G3.** We will improve the overall culture to create a school and classroom climate that is welcoming and free of distractions; where learning is the primary focus and the needs of all students are met both socially and academically. 1

G085129

**G3.B5** Implementation of PBS program with fidelity 2

B226445

**G3.B5.S1** Implementation of the PBS program with fidelity school-wide. 4

S238867

### Strategy Rationale

When the PBS program is implemented with fidelity, students' positive behavior increases (resulting in a decrease of negative behavior and an increase in time on task and student attendance).

### Action Step 1 5

PBS committee meetings to revise the PBS plan for the school year; develop teacher managed behavior chart, develop school-wide classroom behavior chart, plan teacher training.

#### Person Responsible

Mary Cooke

#### Schedule

Monthly, from 6/20/2016 to 6/2/2017

#### Evidence of Completion

Meeting agendas, meeting minutes, implementation of the PBS program, classroom behavior charts, school-wide expectation charts

### Action Step 2 5

The teachers will positively reward students through the use of Norton Bucks for their behavior and following the school-wide expectations. Students will be able to use their Norton Bucks in a variety of ways (events, special days, etc.).

#### Person Responsible

Mary Cooke

#### Schedule

Daily, from 8/15/2016 to 6/2/2017

#### Evidence of Completion

Decrease in the number of discipline referrals, decrease in the number of students tracked on the discipline log kept by the Assistant Principal.

**Plan to Monitor Fidelity of Implementation of G3.B5.S1** 6

Monitoring discipline logs and referral data; RtIB data; attendance at PBS events.

**Person Responsible**

Mary Cooke

**Schedule**

Quarterly, from 8/15/2016 to 6/2/2017

**Evidence of Completion**

Discipline logs; discipline data; PBS event attendance records; RtIB

**Plan to Monitor Effectiveness of Implementation of G3.B5.S1** 7

Through on-going monitoring, data will be collected and shared with the faculty and PBS committee regularly.

**Person Responsible**

Kim Neal

**Schedule**






Quarterly, from 8/15/2016 to 6/2/2017

**Evidence of Completion**

Faculty meeting agendas, PBS committee meeting agendas.

## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
2017					
G2.B1.S3.A1 A309369	Teachers will participate in a professional development opportunity to learn about the district's...	Robbins, Christiana	9/26/2016	Sign in sheets of the training	1/20/2017 biweekly
G1.MA1 M316260	Quarterly assessment data, grade level common assessment data, teacher/ school lists of students...	Neal, Kim	8/15/2016	Teacher survey of data notebook usefulness; teacher lesson plans; RtI Hotlist; student data in relation to the school-wide goals; teacher created lists of targeted students to meet school-wide/classroom targets of 70% proficient in ELA, Math and Science; lowest quartile lists monitoring growth.	6/2/2017 annually
G2.MA1 M316267	Classroom assessments and questioning include FSA style questions and are shown in lesson plans...	Neal, Kim	8/15/2016	Data from common grade level assessments and quarterly assessments.	6/2/2017 quarterly
G3.MA1 M316272	Attendance reports through Infinite Campus	Robbins, Christiana	8/15/2016	Printed reports showing a decrease in the number of students with an attendance rate of less than 90%.	6/2/2017 monthly
G3.MA2 M316273	Discipline reports through Infinite Campus and RtIB	Cooke, Mary	8/15/2016	Printed reports showing a decrease in the number of students with discipline referrals.	6/2/2017 monthly
G1.B4.S1.MA1 M316256	Members of the leadership team will attend CIMS meetings and the CIMS facilitator will monitor what...	Neal, Kim	8/15/2016	Data notebooks; CIMS meeting minutes	6/2/2017 monthly
G1.B4.S1.MA1 M316257	Data notebooks will be maintained by teachers and used at monthly CIMS meetings, EPT, IEPs, 504s...	Wycoff, Davette	8/15/2016	Up to date data notebooks and/or Google Docs that include student assessment data	6/2/2017 monthly
G1.B4.S1.A1 A309365	Instructional staff will attend regularly scheduled CIMS meetings by grade level and/or...	Wycoff, Davette	8/15/2016	Monthly CIMS meetings minutes, updating of RtI Hot List, schedule of meetings, school based data dashboard	6/2/2017 monthly
G1.B5.S1.MA1 M316258	Following grade level planning, teachers will show the use of relevant resources throughout their...	Robbins, Christiana	8/15/2016	Teacher lesson plans showing the inclusion of relevant resources.	6/2/2017 monthly
G1.B5.S1.MA1 M316259	Grade level teachers will submit lesson plans indicating the relevant resources that were explored...	Neal, Kim	8/15/2016	Lesson plans submitted following grade level planning indicating the relevant resources utilized.	6/2/2017 monthly
G1.B5.S1.A1 A309366	Through grade level planning, teachers will spend time researching the listed relevant resources to...	Robbins, Christiana	8/15/2016	Lesson plans indicating the use of relevant resources from the scope and sequences and/or pacing guides; classroom walkthroughs and/or classroom observations when relevant resources are being implemented.	6/2/2017 weekly
G3.B5.S1.MA1 M316270	Through on-going monitoring, data will be collected and shared with the faculty and PBS committee...	Neal, Kim	8/15/2016	Faculty meeting agendas, PBS committee meeting agendas.	6/2/2017 quarterly
G3.B5.S1.MA1 M316271	Monitoring discipline logs and referral data; RtIB data; attendance at PBS events.	Cooke, Mary	8/15/2016	Discipline logs; discipline data; PBS event attendance records; RtIB	6/2/2017 quarterly
G3.B5.S1.A1 A309372	PBS committee meetings to revise the PBS plan for the school year; develop teacher managed behavior...	Cooke, Mary	6/20/2016	Meeting agendas, meeting minutes, implementation of the PBS program, classroom behavior charts, school-wide expectation charts	6/2/2017 monthly
G3.B5.S1.A2 A309373	The teachers will positively reward students through the use of Norton Bucks for their behavior and...	Cooke, Mary	8/15/2016	Decrease in the number of discipline referrals, decrease in the number of students tracked on the discipline log kept by the Assistant Principal.	6/2/2017 daily

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
G2.B1.S2.MA1  M316263	lesson plans, classroom walk throughs, observations, student assessment data	Neal, Kim	8/15/2016	student assessment data on ELA, Math and Science assessments shown in the student data dashboard/Google Doc; lesson plans showing evidence of standards	6/2/2017 quarterly
G2.B1.S2.MA1  M316264	classroom walk throughs, lesson plans, observations, data dashboard/Google Doc showing academic...	Neal, Kim	8/15/2016	minutes/agendas from grade level planning, common assessments, lesson plans	6/2/2017 quarterly
G2.B1.S2.A1  A309368	Instructional staff will meet as grade levels to unpack the standards, then review and become...	Robbins, Christiana	8/15/2016	lesson plans, grade level meeting agendas/minutes, grade level developed common assessments	6/2/2017 semiannually
G2.B1.S3.MA1  M316265	Pre-Observation conferences will focus on the instructional framework; lesson plans will be...	Robbins, Christiana	6/2/2017	Lesson plans; pre-observation conference notes; classroom observations/appraisals; classroom walk-throughs	6/2/2017 semiannually
G2.B1.S3.MA1  M316266	Teachers will discuss the instructional rubric and how it aligns to quality instruction in their...	Robbins, Christiana	9/26/2016	Lesson plans; classroom observations/appraisals; classroom walk-throughs; teacher surveys following training.	6/2/2017 biweekly



## V. Professional Development Opportunities

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

**G1.** We will use on-going progress monitoring of student data to drive instruction, which will make a positive impact on all students' achievement. Goals have been set school-wide for 70% of students meet proficiency levels in ELA, Math and Science. Goals have also been set to increase lowest quartile gains in ELA to 50 % and in Math to 55%.

### **G1.B4** Comfort level of working with data and peer review of data

**G1.B4.S1** Instructional staff will meet with grade level and CIMS Facilitator to review assessment data, on-going progress monitoring, and the Rtl Hot List, all in relation to the school-wide goals. Teachers can also meet with the CIMS Facilitator to review individual classroom data.

#### **PD Opportunity 1**

Instructional staff will attend regularly scheduled CIMS meetings by grade level and/or individually to discuss student achievement, instructional strategies, on-going progress monitoring, and a review of our Rtl Hot List. Student progress toward goals (both school-wide proficiency and lowest quartile gains will be discussed and monitored.

##### **Facilitator**

Davette Wycoff, Kim Neal, Christiana Robbins, Kirby Basting, Mary Cooke

##### **Participants**

All instructional staff

##### **Schedule**

Monthly, from 8/15/2016 to 6/2/2017

**G1.B5** Understanding of the scope and sequence, including relevant resources to use for instruction

**G1.B5.S1** Grade level review of the scope and sequences, as well as the pacing guides, for ELA, Math and Science, with a specific emphasis on the relevant resources indicated to support instruction.

**PD Opportunity 1**

Through grade level planning, teachers will spend time researching the listed relevant resources to use for instruction.

**Facilitator**

Kim Neal, Christiana Robbins, Sonja Reeves, Davette Wycoff, Team Leaders

**Participants**

All core instructional staff (K-5 teachers)

**Schedule**

Weekly, from 8/15/2016 to 6/2/2017

**G2.** We will, as a staff, develop a deeper, more thorough understanding of the Florida Standards, our district instructional framework, and their impact on our instruction. Through this understanding we will develop high expectations for students and teachers and align our instruction and expectations to meet the rigor of the standards with fidelity.

**G2.B1** Teachers unfamiliar with standards and assessments, including district quarterly assessments and grade level common assessments. Teachers also unfamiliar with the district instructional framework.

**G2.B1.S2** Unpacking the standards and test specifications by grade level, as well as development of common assessments to be used by the grade levels.

**PD Opportunity 1**

Instructional staff will meet as grade levels to unpack the standards, then review and become familiar with the test specifications as they relate to classroom instruction and assessment. After unpacking the standards, grade levels will write their grade level common assessments to monitor students for standard mastery.

**Facilitator**

Kim Neal, Christiana Robbins, Sonja Reeves, Davette Wycoff

**Participants**

all instructional staff

**Schedule**

Semiannually, from 8/15/2016 to 6/2/2017

**G2.B1.S3** Develop an deeper understanding of the district's Instructional Framework which guides what is accepted as quality teaching and instruction.

### PD Opportunity 1

Teachers will participate in a professional development opportunity to learn about the district's instructional framework and the aligned rubric that defines quality instruction.

#### Facilitator

Christiana Robbins

#### Participants

Instructional staff

#### Schedule

Biweekly, from 9/26/2016 to 1/20/2017

**G3.** We will improve the overall culture to create a school and classroom climate that is welcoming and free of distractions; where learning is the primary focus and the needs of all students are met both socially and academically.

### G3.B5 Implementation of PBS program with fidelity

**G3.B5.S1** Implementation of the PBS program with fidelity school-wide.

### PD Opportunity 1

PBS committee meetings to revise the PBS plan for the school year; develop teacher managed behavior chart, develop school-wide classroom behavior chart, plan teacher training.

#### Facilitator

Kim Neal, Christiana Robbins, Mary Cooke, PBS committee members

#### Participants

All instructional staff, individual training with paras.

#### Schedule

Monthly, from 6/20/2016 to 6/2/2017

## VII. Budget

1	G1.B4.S1.A1	Instructional staff will attend regularly scheduled CIMS meetings by grade level and/or individually to discuss student achievement, instructional strategies, on-going progress monitoring, and a review of our Rtl Hot List. Student progress toward goals (both school-wide proficiency and lowest quartile gains will be discussed and monitored.				\$1,000.00
	Function	Object	Budget Focus	Funding Source	FTE	2016-17

**Alachua - 0541 - C. W. Norton Elementary School - 2016-17 SIP**  
*C. W. Norton Elementary School*

			0541 - C. W. Norton Elementary School	Other		\$1,000.00
			<i>Notes: Materials for data notebooks, substitute time for teachers to meet with CIMS Facilitator and/or leadership team, if needed, for a more thorough review of data, setting goals, and planning for intervention/remediation.</i>			
<b>2</b>	<b>G1.B5.S1.A1</b>	<b>Through grade level planning, teachers will spend time researching the listed relevant resources to use for instruction.</b>				<b>\$7,000.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2016-17
			0541 - C. W. Norton Elementary School	General Fund		\$7,000.00
			<i>Notes: Grade level planning days with instructional coaches and/or leadership team members to explore relevant resources and write lesson plans using the resources. Substitutes will be provided for planning days.</i>			
<b>3</b>	<b>G2.B1.S2.A1</b>	<b>Instructional staff will meet as grade levels to unpack the standards, then review and become familiar with the test specifications as they relate to classroom instruction and assessment. After unpacking the standards, grade levels will write their grade level common assessments to monitor students for standard mastery.</b>				<b>\$7,000.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2016-17
			0541 - C. W. Norton Elementary School	Other		\$7,000.00
			<i>Notes: Collaborative planning day substitutes</i>			
<b>4</b>	<b>G2.B1.S3.A1</b>	<b>Teachers will participate in a professional development opportunity to learn about the district's instructional framework and the aligned rubric that defines quality instruction.</b>				<b>\$2,000.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2016-17
			0541 - C. W. Norton Elementary School	Other		\$2,000.00
<b>5</b>	<b>G3.B5.S1.A1</b>	<b>PBS committee meetings to revise the PBS plan for the school year; develop teacher managed behavior chart, develop school-wide classroom behavior chart, plan teacher training.</b>				<b>\$1,000.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2016-17
			0541 - C. W. Norton Elementary School	Other		\$1,000.00
			<i>Notes: Stipend pay for PBS committee members to work over the summer to update the PBS plan for the school year and plan for teacher training during pre-planning.</i>			
<b>6</b>	<b>G3.B5.S1.A2</b>	<b>The teachers will positively reward students through the use of Norton Bucks for their behavior and following the school-wide expectations. Students will be able to use their Norton Bucks in a variety of ways (events, special days, etc.).</b>				<b>\$5,000.00</b>
	Function	Object	Budget Focus	Funding Source	FTE	2016-17

**Alachua - 0541 - C. W. Norton Elementary School - 2016-17 SIP**  
*C. W. Norton Elementary School*

			0541 - C. W. Norton Elementary School	Other		\$5,000.00
			<i>Notes: Norton Bucks, Positive Behavior Referrals, Character Education/traits of the month, Norton Knight of the Week lanyards, pencils and certificates, Special events</i>			
<b>Total:</b>						<b>\$23,000.00</b>