

**South Elementary School
School Improvement Plan – 2009-2010**

Theme I: SCHOOL CULTURE and CLIMATE

Goal 1A: Develop and promote a shared culture that is based on the school’s vision, mission, and core values.

Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
1A.1 Develop school culture based on Mission and Core Values.	<ul style="list-style-type: none"> Review Mission and Core Values for alignment with Stoughton Public Schools’ Mission Statement. 	Ongoing	L- Principal I- Principal and Teachers S-Principal
	<ul style="list-style-type: none"> Use the language of the Mission and Core Values in Open Share assemblies and Classroom Meetings. 	Ongoing	L- Principal I- Principal, Teachers, and Student Council Advisors S-Principal
1A.2 Ensure that all students and staff members are familiar with and seek to make decisions on the basis of the school’s mission and core values.	<ul style="list-style-type: none"> Utilize Student Council meetings, reports, and service projects to reinforce the values of responsibility for self, others, and the environment. 	Ongoing	L- Principal I- Principal and Student Council Advisors S-Principal
	<ul style="list-style-type: none"> Devote faculty-meeting time to celebration of classroom successes as presented by staff members. 	Ongoing	L-Principal I-Principal and Teachers S- Principal
	<ul style="list-style-type: none"> Maintain clear communication of upcoming events, school concerns, and issues in curriculum and instruction through the weekly South School News. 	Ongoing	L-Principal I-Principal and Secretary S-Principal
	<ul style="list-style-type: none"> Continue Paper Recycling Program and develop can/bottle recycling program with “Going Green” emphasis, utilizing the help of Student Council and encouraging Families to participate. 	Ongoing	L- Principal and Student Council I- Teachers and Student Council S- Principal
	<ul style="list-style-type: none"> Expand number of service projects to include outreach to local, regional, and worldwide needs. 	June 2010	L- Principal I- Principal and Student Council Advisors S- Principal

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
	<ul style="list-style-type: none"> Continue Second Step program in Grades K-5 with emphasis on identification of feelings, awareness of actions that arise from feelings, and practice of techniques to decrease anger and anxiety. 	Ongoing	L- Counselor and Principal I- Counselor S- Principal
1A.3 Develop a culture of collaboration in which sharing of ideas and celebration of accomplishments occur frequently.	<ul style="list-style-type: none"> Increase visibility of students' achievements through utilization of bulletin boards, web page, newspaper contacts, and South School News. 	Ongoing	L-Principal I-Principal, Teachers, Secretary, and Instructional Technology Specialist S-Principal
	<ul style="list-style-type: none"> Continue monthly Open Share assemblies, focusing on three grade levels per month and recognizing good citizenship through Core Value Awards. 	Ongoing	L-Principal I-Principal, Counselor, and Student Council Advisors S-Principal
	<ul style="list-style-type: none"> Develop schoolwide recognition of exemplars in citizenship and math facts attainment through announcements and bulletin boards. 	Ongoing	L-Principal I-Principal and Teachers S-Principal
1A.4 Develop a culture of shared enjoyment and purpose, including families, staff members,	<ul style="list-style-type: none"> Continue monthly Friday evening family activities. 	Ongoing	L-Principal I- PTO Volunteers S- Principal

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
	<ul style="list-style-type: none"> Continue Pumpkin Patch Fundraiser in early Fall. 	Ongoing	L- Principal and PTO I-PTO S- Principal
	<ul style="list-style-type: none"> Continue schoolwide emphasis on Wellness through family education, focus on nutrition and healthy food choices, and a focus on healthy lifestyles in Physical Education classes. 	Ongoing	L- Principal I- Principal, Nurse, and Physical Education Teacher S- Principal
	<ul style="list-style-type: none"> Expand after-school intramural activities to include one per season at no cost to students. 	June 2010	L- Physical Education Teacher and Principal I- Principal, PE Teacher, and Parent Volunteers S- Principal
	<ul style="list-style-type: none"> Continue and Develop South School Musical for Grades 4 and 5 through the weekly Choral program. 	June 2010	L- Music Teacher I- Music Teacher S- Principal

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Theme II: CURRICULUM, ASSESSMENT, AND INSTRUCTION

Goal 2A: Design instructional practices that cause students to meet local and state curriculum standards.

Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
2A.1 Ensure that instructional practices are clearly based on local and state learning standards.	<ul style="list-style-type: none"> Use the teacher evaluation process of pre-conferences, observations, and post-conferences to analyze the lesson design process and align instructional goals with learning standards. 	Ongoing	L- Principal I- Principal and Teachers S-Principal
	<ul style="list-style-type: none"> Use monthly grade-level meetings, weekly common-planning times, and individual planning sessions to identify current instructional practices, assess the degree to which these practices efficiently bring together learning standards and students, and revise these practices as necessary. 	Ongoing	L- Teachers and Principal I- Teachers S-Principal
	<ul style="list-style-type: none"> Use faculty-meeting time to discuss instructional data and effective instructional practices. 	Ongoing	L- Principal I- Principal and Teachers S-Principal
	<ul style="list-style-type: none"> Refine implementation of Scott Foresman Reading Street Program, pacing instruction to complete all units by June and utilizing DIBELS and program assessments to measure student achievement and plan instruction. 	June 2010	L- Principal, Reading Teacher, and Teachers I-Teachers S-Principal and Reading Teacher
	<ul style="list-style-type: none"> Condense use of writing folders to include several genre-specific pieces. 	Ongoing	L- Principal and Teachers I- Teachers S- Principal

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
	<ul style="list-style-type: none"> Continue meetings of and increase participation in the Achievement in Mathematics Team to analyze MCAS and other assessment data and plan for effective instruction. 	Ongoing	L- Principal I- Math Liaison and AIM Team S- Principal and K-8 Math/Science Specialist
2A.2 Design and utilize instructional assessments that measure student gains in the curriculum.	<ul style="list-style-type: none"> Use common grade-level planning time to review current assessment practices and materials and revise these as necessary for alignment with both curriculum standards and report card benchmarks. 	Ongoing	L- Teachers I- Teachers S-Principal
	<ul style="list-style-type: none"> Utilize standards-based report card in Fall and Spring conferences with parents about student achievement in meeting the learning standards, identifying areas of strength and areas for improvement. 	October 2009 March 2010	L- Teachers I- Teachers S- Principal
	<ul style="list-style-type: none"> Analyze English Language Arts MCAS data and share the AIM Team’s analysis of MCAS data at a faculty meeting and work in grade-levels to examine tests and reports and make a list of recommendations for classroom practice. 	December 2009	L- Principal I- Principal, Math Liaison, and Teachers S-Principal

Goal 2B: Design instructional programs that ensure that students make the highest possible academic gains and achieve individual potential.

Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
2B.1 Design and implement instructional programs, supports, and modifications	<ul style="list-style-type: none"> Maintain class sizes of no more than 20 in Grades K and 1, 22 in Grades 2 and 3, and 24 in Grades 4 and 5. 	Ongoing	L- Principal I- Principal S-Principal

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
that address a range of student needs and interests.	<ul style="list-style-type: none"> Design and implement lessons that develop connections between students' prior knowledge and the learning standards. 	Ongoing	L- Teachers I- Teachers S- Principal and Special Educators
	<ul style="list-style-type: none"> Utilize individual and common grade-level planning times to design lessons based on individual learning profiles and implement these lessons in the classroom. 	Ongoing	L- Teachers I- Teachers and Special Educators S-Principal
	<ul style="list-style-type: none"> Continue the Building Based Support Process for efficiency in handling requests for support, ensuring that students are placed in the least restrictive and most appropriate environment. 	Ongoing	L-Principal and BBST Chairperson I-Building Based Support Team S-Principal
	<ul style="list-style-type: none"> Develop new schoolwide model of Special Education service delivery with a K-3 Learning Center and a 4-5 Learning Center, focusing on providing a quality program of inclusion support. 	Ongoing	L-Principal and Administrator of Special Education I-Principal, Special Education Teachers, and Teachers S- Principal and Administrator of Special Education
	<ul style="list-style-type: none"> Provide training in both content and instructional skills for paraprofessionals and evaluate evidence of these skills in performance. 	Ongoing	L-Principal and Special Education Teachers I-Principal and Special Education Teachers S- Principal
	<ul style="list-style-type: none"> Plan FY'11 Instructional Supplies Budget to include purchase of non-fiction and curriculum-supporting materials that enhance the interest of students. 	October 2009	L-Principal I-Principal and Teachers S-Principal
	<ul style="list-style-type: none"> Develop weekly Recess Book Club for Fourth and Fifth Grade students. 	Ongoing	L- Library Specialist I- Library Specialist S- Principal and Reading Teacher

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
	<ul style="list-style-type: none"> • Develop Schoolwide Math Facts Initiative and display data showing students' progress. 	December 2009	L- Principal I- Principal, Math Liaison, and Teachers S- Principal and K-8 Math/Science Specialist
	<ul style="list-style-type: none"> • Implement new Social Studies Curriculum and Instructional Plan at Grades Four and Five with emphasis on the integration of American History and Geography through Summer Curriculum work and 2009-2010 Professional Development 	June 2010	L- Principal and Curriculum Team I- Teachers S- Principal, Curriculum Team, and Assistant Superintendent

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Goal 2C: Develop a schedule that provides enriching learning activities for students and adequate planning time for staff.

Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
2C.1 Ensure that the schedule is planned for the purpose of students' learning.	<ul style="list-style-type: none"> Develop a daily schedule that preserves a 90-minute Literacy block and 60-minute math block for each class with opportunities for the Reading Teacher and Special Educators to participate in the Strategic Intervention portion of the Literacy Block. 	September 2009	L- Principal I- Teachers, Reading Teacher, and Special Educators S-Principal
2C.2 Ensure that adequate planning time is available for staff members.	<ul style="list-style-type: none"> Plan a minimum of three common planning time per week for each grade level. 	September 2009	L- Principal I- Principal S-Principal
	<ul style="list-style-type: none"> Schedule monthly Principal meetings with each grade level. 	Ongoing	L- Principal I- Principal and Teachers S- Principal
2C.3 Ensure that the schedule includes time for sharing of student work.	<ul style="list-style-type: none"> Continue to plan Open Share assemblies every month. 	Ongoing	L-Principal I- Principal, Teachers, and Student Council Officers S-Principal

Goal 2D: Acquire and utilize technology that helps students meet the school's learning standards through careful purchasing and staff training.

Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
2.D.1 Acquire technology equipment and software that address curriculum standards and are developmentally	<ul style="list-style-type: none"> Evaluate the usefulness of existing technology equipment and arrange for disposal of unhelpful equipment. 	Ongoing	L- Principal and Instructional Technology Specialist I-Teachers, and Instructional Technology Specialist S- Principal

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
appropriate for students.	<ul style="list-style-type: none"> Identify and purchase software and equipment that will facilitate standards-based instruction. 	Ongoing	L- Instructional Technology Specialist I- Teachers and Instructional Technology Specialist S- Principal
2.D.2 Ensure that students and staff are adequately trained in the use of technology equipment and software.	<ul style="list-style-type: none"> Hold workshops for instruction in the use of SmartBoards and provide evidence of usage in lessons. 	Ongoing	L Instructional Technology Specialist I- Instructional Technology Specialist and Teachers S-Principal
	<ul style="list-style-type: none"> Incorporate technology equipment and software in daily classroom instruction in ways that raise student achievement in meeting the learning standards. 	June, 2010	L- Teachers I- Teachers S-Principal and Instructional Technology Specialist
	<ul style="list-style-type: none"> Implement Study Island in Grades 3-5 to strengthen student skills in English Language Arts, Mathematics, and MCAS format awareness. 	June 2010	L- Teachers I- Teachers S- Principal and Instructional Technology Specialist

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Theme III: HEALTH AND SAFETY

Goal 3A: Promote a physically and emotionally safe school community.

Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
3A.1 Ensure the physical safety of students and staff.	<ul style="list-style-type: none"> Hold regular meetings of the Crisis Management Team, hold table-top simulations of crises, plan future school-wide drills, and communicate minutes from the meeting to the staff. 	Ongoing	L- Principal I- Crisis Management Team S-Principal
	<ul style="list-style-type: none"> Continue to practice and refine procedures for Lockdowns, Evacuations, and Shelters-in-Place 	Ongoing	L- Principal and Crisis Management Team I- Teachers S- Principal and Crisis Management Team
	<ul style="list-style-type: none"> Continue security policy of locked doors and “Visitor” badge utilization during school hours. 	Ongoing	L-Principal I-Principal, Custodian, and Secretary S-Principal and Crisis Management Team
	<ul style="list-style-type: none"> Continue morning contacts to ensure that students’ absences are duly noted and their locations are confirmed. 	Ongoing	L-Principal, Secretary, and Nurse I-Secretary and Nurse S-Principal
	<ul style="list-style-type: none"> Maintain relationship with school resource officer and truancy/residency officer for consultation and implementation of recommended safety measures. 	Ongoing	L-Principal I-Principal and Crisis Management Team S-Principal
	<ul style="list-style-type: none"> Maintain accurate records regarding parental custody issues and implement security measures regarding student dismissal. 	Ongoing	L-Principal I-Principal and Secretary S-Principal

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
	<ul style="list-style-type: none"> Devote faculty meeting time to discussions of playground safety, hallway safety, and the necessity of reporting any concerns about child abuse. 	September 2009	L-Principal I-Principal, Counselor, and Nurse S-Principal
	<ul style="list-style-type: none"> Compile and distribute an updated list of students' health concerns to teachers and implement appropriate safeguards in relation to snacks and environmental allergens. 	September 2009	L-Nurse I-Nurse S-Principal
3A.2 Ensure the emotional safety of students and staff.	<ul style="list-style-type: none"> Promote positive social interactions and respect for diversity through the Second Step program, literature and classroom lessons. 	Ongoing	L- Teachers and Counselor I- Teachers and Counselor S-Principal and Counselor
	<ul style="list-style-type: none"> Provide a comfortable environment for students to discuss issues of concern. 	Ongoing	L- Principal, Teachers, and Counselor I- Principal, Teachers, and Counselor S-Principal and Counselor
	<ul style="list-style-type: none"> Educate families about methods of promoting responsibility and resilience through the school newsletter and workshops. 	Ongoing	L-Principal I-Principal, Nurse, and PTO Representatives S- Principal
	<ul style="list-style-type: none"> Conduct assemblies that focus on positive social interactions and respect for diversity. 	Ongoing	L-Principal I-Principal and Student Council S- Principal

Goal 3B: Promote total wellness of staff and students.

Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
3B.1 Promote healthy eating by staff and students.	<ul style="list-style-type: none"> Develop programs, lessons, and practices that match the district's Wellness Policy. 	Ongoing	L- Principal, PE Teacher, and Nurse I- Principal, Nurse, PE Teacher, and Teachers S-Principal, PE Teacher, and Nurse

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
	<ul style="list-style-type: none"> Encourage healthy snacks in classrooms. 	Ongoing	L- Principal, Nurse, and Teachers I- Teachers S-Principal and Nurse
3B.2 Promote adequate daily exercise for students and staff.	<ul style="list-style-type: none"> Provide twenty-five minutes of recess per day. 	Ongoing	L- Principal and Schedule Committee I- Teachers S-Principal
	<ul style="list-style-type: none"> Continue providing physical education lessons that emphasize a variety of movement activities, teamwork, and awareness of body systems. 	Ongoing	L- Physical Education Teacher I- Physical Education Teacher S-Principal
	<ul style="list-style-type: none"> Implement a program promoting physical activity for staff and students outside of school. 	Ongoing	L-Physical Education Teacher and Nurse I-Physical Education Teacher and Nurse S-Principal

Theme IV: FACILITIES

Goal 4A: Maintain the school building and grounds for the safety, productivity, and social responsibility of the learning community.

Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
4A.1 Maintain physical plant to provide a safe and productive learning environment.	<ul style="list-style-type: none"> Maintain a clutter-free environment that allows safe movement through the hallways and within classrooms. 	Ongoing	L- Principal, Custodian, and Teachers I- Custodian and Teachers S-Principal and Custodian
	<ul style="list-style-type: none"> Repair and replace broken and outdated equipment and infrastructure elements. 	Ongoing	L- Principal and Custodian I- Principal and Custodian S-Principal and Director of Support Services
	<ul style="list-style-type: none"> Establish and maintain clear expectations for usage of the building by community groups. 	Ongoing	L-Principal I-Principal S-Principal

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
	<ul style="list-style-type: none"> Comply with Air Quality Reports and Fire Department mandates regarding building safety, and discard/rearrange materials and equipment as instructed. 	Ongoing	L-Principal and Crisis Management Team I-Principal, Teachers, and Custodians S-Principal and Crisis Management Team
	<ul style="list-style-type: none"> Continue current traffic pattern with occasional safety reminders published in South School News. 	Ongoing	L-Principal I-Principal S-Principal

Theme V: COMMUNITY RELATIONS

Goal 5A: Involve families in the mission of the school.

Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
5A.1 Educate parents about the Mission, and Core Values of the school.	<ul style="list-style-type: none"> Devote space in the newsletter to statements of the Mission, and Core Values of the school. 	December 2009	L- Principal I- Principal and Secretary S-Principal
	<ul style="list-style-type: none"> Announce the Mission and Core Values of the school at Curriculum Night. 	September 2009	L-Principal I-Principal S-Principal
	<ul style="list-style-type: none"> Expand and maintain the section on the school's web page devoted to Mission, and Core Values. 	December 2009	L-Principal and Instructional Technology Specialist I-Instructional Technology Specialist S- Principal
5A.2 Educate parents about the developments and challenges in the school.	<ul style="list-style-type: none"> Devote newsletter space to discussing items of importance, accomplishments, and challenges in the life of the school. 	Ongoing	L-Principal I-Principal and Secretary S-Principal
	<ul style="list-style-type: none"> Provide staff representation at PTO meetings to discuss areas of need. 	Ongoing	L-Principal I- Teachers S-Principal

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
	<ul style="list-style-type: none"> Publish a weekly edition of South School News. 	Ongoing	L-Principal I-Principal and Secretary S-Principal
5A.3 Maintain strong parent-school communication.	<ul style="list-style-type: none"> Maintain regular contact regarding upcoming events with PTO officers and Room Parents. 	Ongoing	L-Principal I-Principal and Secretary S-Principal
	<ul style="list-style-type: none"> Improve the school web page's display of relevant and updated information. 	December 2009	L-Principal and Instructional Technology Specialist I-Instructional Technology Specialist S- Principal
	<ul style="list-style-type: none"> Involve parents in classroom programs. 	Ongoing	L- Teachers I-Teachers and Room Parents S- Principal
	<ul style="list-style-type: none"> Utilize Cable Bulletin Board and Reverse 911 to inform parents of events and emergencies. 	Ongoing	L-Principal and Secretary I-Principal and Secretary S-Principal
	<ul style="list-style-type: none"> Support teachers' web-page construction for the purpose of identifying learning standards and providing resources for parents' understanding of classroom lessons. 	Ongoing	L-Principal and Instructional Technology Specialist I-Teachers S-Principal and Instructional Technology Specialist
	<ul style="list-style-type: none"> Utilize Student Council to plan and implement service projects in conjunction with the PTO to provide helpful resources for members of our local community, regional community, national community, and global community. 	Ongoing	L-Principal, Student Council Advisors, PTO Executive Board I-Student Council Representatives and PTO Executive Board S-Principal and Student Council Advisors
	<ul style="list-style-type: none"> Collaborate with PTO to provide curriculum-based field trips and in-school enrichment programs. 	Ongoing	L-Principal and PTO Executive Board I- Teachers S-Principal

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Strategies	Actions	Due Date	Person(s) Responsible (Lead, Implement, Support)
	<ul style="list-style-type: none"> • Collaborate with PTO to receive grants from the Local Cultural Council and other Mission-supporting sources. 	Ongoing	L-Principal and PTO Executive Board I-PTO Executive Board S-Principal