



Archdale Elementary School
School Improvement Plan
2017-2018

Comprehensive Progress Report

Mission:

Randolph County School System Mission Statement The mission of the Randolph County School System is to maximize educational opportunities for every student by focusing on continuous improvement and having high expectations for students and staff, while preparing students for multiple options to be competitive in a diverse 21st Century global society. Randolph County School System Vision Statement The vision of the Randolph County School System is to maximize educational opportunities for every student, based on our beliefs that: • All students can learn; • All students will be taught in a safe and nurturing learning environment; • All students deserve a teacher who is qualified and well-prepared; • All students deserve access to instructional resources managed in a fiscally-responsible manner; and • All stakeholders share the responsibility and accountability for student learning.

Goals:

Randolph County School System Goal 2019 By the end of the 2018-2019 school year, at least 75% of the students taking End-of Grade (EOG) tests and End-of-Course) EOC tests in the Randolph County School System will perform at or above “Level 3” and all subgroups of students will perform at the “Expected Growth” Level or higher.



! = Past Due Actions

KEY = Key Indicator

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		High expectations for all staff and students			
KEY	A1.07	ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.(5088)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Olweus training will be held with staff on September 5, 2017. Teachers will be reviewing school wide behavior program with students as we begin the new school year.	Limited Development 08/18/2017		
<i>How it will look when fully met:</i>		When this objective is fully met, teachers will be meeting weekly with their students to implement lessons designed to positively impact school climate. We will keep parent acknowledgement of school discipline policy on file in classrooms. Evidence: Lesson plans School Discipline policy Class Dojo reports from participating teachers		Sally Voelkert	06/15/2018
Action(s)	Created Date		1 of 8 (12%)		
1	8/18/17	Staff training for Olweus on September 5, 2017.	Complete 09/05/2017	Sally Voelkert	09/13/2017
Notes:					

2	8/18/17	Kindergarten Teachers will lead weekly class meetings to teach positive social behavior.		Hannah Slaughter	06/15/2018
<i>Notes:</i>					
3	8/18/17	First grade teachers will lead weekly class meetings to teach positive social behavior.		Teresa Turner	06/15/2018
<i>Notes:</i>					
4	8/18/17	Second grade teachers will lead weekly class meetings to teach positive social behavior.		Ann Marie Johnson	06/15/2018
<i>Notes:</i>					
5	8/18/17	Third grade teachers will lead weekly class meetings to teach positive social behavior.		Bailey Toomes	06/15/2018
<i>Notes:</i>					
6	8/18/17	Fourth grade teachers will lead weekly class meetings to teach positive social behavior.		Kristin Kennedy	06/15/2018
<i>Notes:</i>					
7	8/18/17	Fifth grade teachers will lead weekly class meetings to teach positive social behavior.		Patrick Nordan	06/15/2018
<i>Notes:</i>					
8	10/10/17	Grade level chairs will upload sample Olweus lesson plans into the Google Drive Folder.		Sally Voelkert	11/08/2017
<i>Notes:</i>					

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Curriculum and instructional alignment			
KEY	A2.04	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		*Currently plan quarterly with Lead Teacher *Weekly afterschool planning *PLC meetings *County pacing guides *Power Standards *CFAs	Limited Development 04/26/2017		
<i>How it will look when fully met:</i>		Teachers will implement units of study that are fully aligned to the NC Standard Course of Study and Essential Standards. They will use vertical teams to plan these units in order to ensure there are no gaps or overlaps in instruction.		Lisa Garrison	06/19/2020
Action(s)	Created Date		0 of 1 (0%)		
1	8/18/17	Our School Improvement Team is currently in the process of reviewing Key Indicators. We will continue to review the Key Indicators as part of our school improvement process and note progress. Action steps will be added in the future as progress toward this indicator is achieved.		Lisa Garrison	06/19/2020
Notes:					

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Student support services			
KEY	A4.01	The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.(5117)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		*System in place for steps to follow with struggling students *Use data to drive instruction *Process for documentation (pre-screener) *Trying to strengthen core through weekly planning *Data meetings *Walk throughs	Limited Development 04/26/2017		
<i>How it will look when fully met:</i>		The MTSS team will schedule meetings at least twice a month based on student performance toward learning targets. A system will be used to refer students to the MTSS team. Minutes will be taken at each meeting and student performance will be tracked to determine if interventions are successful.		Sally Voelkert	06/15/2018
Action(s)	Created Date		3 of 4 (75%)		
1	6/12/17	MTSS team leaders will conduct professional development with staff to clarify procedures for referral process.	Complete 10/17/2018	Sally Voelkert	10/20/2017
Notes:					
2	6/12/17	Classroom teachers will complete MTSS pre-screener using beginning of the year data.	Complete 10/19/2017	Lisa Garrison	10/20/2017

Notes: Teachers will note at risk students in pre-screener after BOY assessments and will use this document to track performance.					
3	6/12/17	MTSS team will meet with 2017-2018 classroom teachers to discuss students who we are carrying over from the 2016-2017 school year to discuss previous interventions and develop plan for continued interventions.	Complete 09/11/2017	Sally Voelkert	09/29/2017
Notes:					
4	6/12/17	MTSS team will report general progress for students in the MTSS process to SIP team once a month.		Sally Voelkert	06/15/2018
Notes:					
KEY	A4.06	ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		*School wide discipline policy *Anti-bullying policy *OLWEUS *Bucketfillers *Social Groups *Backpack program *Student Council	Limited Development 04/26/2017		
How it will look when fully met:		Students and staff will demonstrate respectful behaviors toward each other. We will monitor the implementation using sample lesson plans.		Bailey Toomes	06/21/2019
Action(s)	Created Date		0 of 1 (0%)		
1	8/18/17	Our School Improvement Team is currently in the process of reviewing Key Indicators. We will continue to review the Key Indicators as part of our school improvement process and note progress. Action steps will be added in the future as progress toward this indicator is achieved.		Bailey Toomes	06/21/2019
Notes:					

KEY	A4.16	The school develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level-to-level.(5134)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Within the first 30 days of each school year, we hold an Annual Public Meeting/Open House to educate parents of expectations of the current school year. We currently hold a Transition Night in late spring each year so that students and their families can meet teachers and get an overview of the expectations for the next school year. Fifth grade students visit Braxton Craven in the spring. Kindergarten registration is also held in the spring.	Limited Development 08/18/2017		
<i>How it will look when fully met:</i>		We will maintain the current policies and look for ways to improve.		Lisa Garrison	06/19/2020
Action(s)	Created Date		0 of 1 (0%)		
1	8/18/17	Our School Improvement Team is currently in the process of reviewing Key Indicators. We will continue to review the Key Indicators as part of our school improvement process and note progress. Action steps will be added in the future as progress toward this indicator is achieved.		Lisa Garrison	06/19/2020
<i>Notes:</i>					

Core Function:	Dimension B - Leadership Capacity
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Effective Practice:	Strategic planning, mission, and vision
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KEY	B1.01	The LEA has an LEA Support & Improvement Team.(5135)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		See folder B1.01 for district-provided evidence.	Full Implementation 04/26/2017		

KEY	B1.03	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices. (5137)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		*Quarterly data discussion with leadership team (monthly) *Subcommittees on leadership team to help look at data *All stakeholders are represented.	Limited Development 04/26/2017		
<i>How it will look when fully met:</i>		The School Improvement Team and/or subcommittees will meet twice a month to discuss implementation of effective practices. The entire School Improvement Team will have monthly scheduled meetings. Subcommittees will meet at least once a month to discuss relevant issues related to student progress. Agendas and minutes will be recorded in Indistar.		Patrick Nordan	06/15/2018
Action(s)	Created Date		2 of 3 (67%)		
1	6/12/17	The 2017-2018 School Improvement Team will meet 7/20/17. This is the initial meeting for planning for the 2017-2018 school year.	Complete 08/18/2017	Patrick Nordan	07/21/2017
<i>Notes:</i> Patrick Nordan will take minutes in a Google document.					
2	8/16/17	Grade level teams will meet with Lead Teacher and Principal to discuss at risk students for the 2017-2018 school year, based on the end of year data.	Complete 08/25/2017	Lisa Garrison	08/25/2017
<i>Notes:</i> Minutes will be recorded in Google Drive and uploaded to Indistar.					
3	9/13/17	The School Improvement Team will meet once a month. Minutes will be recorded in a Google document.		Patrick Nordan	06/08/2018
<i>Notes:</i>					

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Distributed leadership and collaboration			
KEY	B2.03	The school has established a team structure among teachers with specific duties and time for instructional planning.(5143)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		*Leadership Team *Parent Engagement Team *PTO *Agendas and minutes for meetings *Parent School Compacts are posted *Afterschool PLCs (vertical/ BEP/ EC/ AIG/ Lead Teacher/ Principal) *PLC meetings *Master Schedule with BEP to allow for instructional planning *Leadership meets once a month	Limited Development 04/26/2017		
<i>How it will look when fully met:</i>		There will be team structures in the school improvement plan and school governance policy. There will be written statements of purpose and by-laws for each team's operation. Leadership Team will meet twice each month for an hour each meeting. Teams will receive timely access to information, including student progress data and summaries of classroom observations.		Lisa Thompson	06/19/2020
Action(s)	Created Date		0 of 1 (0%)		
1	8/18/17	Our School Improvement Team is currently in the process of reviewing Key Indicators. We will continue to review the Key Indicators as part of our school improvement process and note progress. Action steps will be added in the future as progress toward this indicator is achieved.		Lisa Thompson	06/19/2020
Notes:					

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Monitoring instruction in school			
KEY	B3.03	The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		*Administration is visible in classrooms *Informal walk throughs *Formal observations (PDPs) *Attends weekly planning *Attend IEP meeting *Attend data wall meetings	Limited Development 04/26/2017		
<i>How it will look when fully met:</i>		The principal will be highly visible on the school campus and in classrooms. This will lead to positive effects on students' and teachers' attitudes and behaviors.		Lisa Thompson	06/19/2020
Action(s)	Created Date		0 of 1 (0%)		
1	8/18/17	Our School Improvement Team is currently in the process of reviewing Key Indicators. We will continue to review the Key Indicators as part of our school improvement process and note progress. Action steps will be added in the future as progress toward this indicator is achieved.		Lisa Thompson	06/19/2020

Notes:

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Quality of professional development			
KEY	C2.01	The LEA/School regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(5159)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		*Quarterly assessment data meetings *BOY, MOY, EOY Data wall meetings *Leadership Data Meetings (monthly) *District data drives PD *PLC data meetings	Limited Development 04/26/2017		
<i>How it will look when fully met:</i>		A shared google document will allow us to track monthly common formative assessments at each grade level. We will use multiple data sources to drive instruction in order to increase proficiency in ELA, Math, and Science. By the end of 2017-2018, TRC proficiency target will be 67%. By the end of 2017-2018, ELA EOG proficiency target will be 72%. By the end of 2017-2018, Math EOG proficiency target will be 73%. By the end of 2017-2018, Science EOG proficiency target will be 80%.		Teresa Turner	06/15/2018
Action(s)	Created Date		7 of 8 (88%)		
1	6/12/17	Beginning of the year assessment screenings will be administered in reading and math by September 29, 2017. This data will be used as a baseline to form instructional grouping.	Complete 09/29/2017	Teresa Turner	09/29/2017
		Notes: There will be a data sheet in Google drive. Grade level chairs will be responsible for inputing information into the sheet. Teresa Turner will be responsible for making sure information is recorded before the deadline of 9/29/17.			
2	6/12/17	Kindergarten grade level data will be collected monthly for ELA, Math. Science data will be collected when grade levels are working on units of study in Science.	Complete 09/29/2017	Hannah Slaughter	09/29/2017
		Notes:			
3	6/12/17	First grade level data will be collected monthly for ELA, Math. Science data will be collected when grade levels are working on units of study in Science.	Complete 09/29/2017	Teresa Turner	09/29/2017
		Notes:			
4	6/12/17	Second grade level data will be collected monthly for ELA, Math. Science data will be collected when grade levels are working on units of study in Science.	Complete 09/29/2017	Ann Marie Johnson	09/29/2017

<i>Notes:</i>					
5	6/12/17	Third grade level data will be collected monthly for ELA, Math. Science data will be collected when grade levels are working on units of study in Science.	Complete 09/29/2017	Bailey Toomes	09/29/2017
<i>Notes:</i>					
6	6/12/17	Fourth grade level data will be collected monthly for ELA, Math. Science data will be collected when grade levels are working on units of study in Science.	Complete 09/29/2017	Kristin Kennedy	09/29/2017
<i>Notes:</i>					
7	6/12/17	Fifth grade level data will be collected monthly for ELA, Math. Science data will be collected when grade levels are working on units of study in Science.	Complete 09/29/2017	Patrick Nordan	09/29/2017
<i>Notes:</i>					
8	6/12/17	Middle of the year assessment screenings will be administered in reading and math by February 28,2018. This data will be used as a guideline to form instructional grouping.		Teresa Turner	02/28/2018
<i>Notes:</i>					

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Talent recruitment and retention			
KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		See folder C3.04 for district-provided evidence.	Full Implementation 04/26/2017		

Core Function:		Dimension E - Families and Community			
Effective Practice:		Family Engagement			
KEY	E1.06	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		*Parent School Compacts *Remind 101 *Parent Nights *Newsletters *Surveys *Conferences *PD on poverty training *website *Awards days *Peachjars *Home Connect Letters	Limited Development 04/26/2017		
<i>How it will look when fully met:</i>		The school will consistently interface with parents at many points, in many venues, over the course of the schooling years, resulting in significant positive results in student behavior and performance.		Kristin Kennedy	06/20/2020
Action(s)	Created Date		0 of 1 (0%)		
1	8/18/17	Our School Improvement Team is currently in the process of reviewing Key Indicators. We will continue to review the Key Indicators as part of our school improvement process and note progress. Action steps will be added in the future as progress toward this indicator is achieved.		Kristin Kennedy	06/19/2020
Notes:					



NCStar/SIP Mandatory Components

School Name: Archdale Elementary

School Year: 2017-18

Duty-Free Lunch

A duty-free lunch period will be provided for every teacher on a daily basis or as otherwise approved by the School Improvement Team. Please describe the plan below.

With the current personnel it is not possible to provide sufficient student supervision and a daily duty-free lunch period. At times throughout the year, however, duty-free lunches are provided through the use of parent volunteers, teachers not assigned to regular classrooms, and administrators.

Duty-Free Instructional Planning

Duty-free instructional planning will be provided for every full-time assigned classroom teacher, with the goal of providing an average of at least five hours of planning time per week. Please describe the plan below.

Resources will be used to provide teachers with 40 minutes of planning during the instructional day as well as weekly grade level planning after school. Master schedules have been developed with the priority of maximizing instructional time and for providing collaborative planning time.

Transition Plan for At-Risk Students

- Elementary to Middle School
- Middle School to High School

Please describe transition plan below.

The Multi-Tiered-System of Support Team meets at the beginning of the year to inform teachers of students who engaged in the MTSS process the previous year. We also hold beginning of year data meetings with each grade level to identify at-risk students and to develop remediation plans.

Safe School Plan for

Archdale Elementary

Pursuant to General Statute 115C-105.47, this Safe School Plan provides required information regarding roles and responsibilities of district and school-level personnel with respect to establishing and maintaining a safe, secure, and orderly school.

Name and role of person(s) responsible for implementing this plan:

Statement of Responsibility for the School District Superintendent – In accordance with General Statute 115C-105.47 (b) (2), the district superintendent is responsible for coordinating adoption and implementation of this plan, evaluating the principal’s performance with respect to school safety, monitoring and evaluating implementation of this plan at the school-level, and coordinating with local law enforcement and court officials as appropriate.

In the event the district superintendent fails to fulfill these responsibilities as required by law, the following disciplinary consequences may occur:

If the superintendent fails to carry out the above mentioned responsibilities, the superintendent may be subject to a reprimand in his personnel file, or withholding of the superintendent's salary or both.

Statement of Responsibility for the School Principal – In accordance with General Statute 115C-105.47 (b)(3), the school principal is responsible for restoring, if necessary, and maintaining a safe, secure, and orderly school environment. The duties of the principal with respect to this include exhibiting appropriate leadership for school personnel and students, providing for alternative placements for students who are seriously disruptive, reporting all criminal acts under G.S. 115C-288(g), and providing appropriate disciplinary consequences for disruptive students.

If the principal fails to carry out the above mentioned responsibilities, the principal shall be subject to disciplinary action including a reprimand in the principal’s personnel file and disciplinary proceedings under General Statute 115C-325.

Statement of the Roles of Other Administrators, Teachers, and Other School Personnel – In accordance with General Statute 115C-105.47 9b) (4), other school personnel are tasked as follows with restoring, if necessary and maintaining a safe, secure, and orderly school environment:

Assistant Principal(s):

Teachers:

All school personnel are responsible for maintaining a safe, secure, and orderly school environment in accordance with RCSS and school developed crisis management plans.

Teacher Assistants:

Other School Staff:

Services for At-risk Students – Pursuant to General Statute 115C-105.47 (b)(5), the following procedures are used to identify and serve the needs of students at-risk of academic failure, or of engaging in disruptive or disorderly behavior, or both:

The Randolph County School System utilizes the Multi-Tiered System of Support (MTSS).

Pursuant to General Statute 115C-105.47 (b)(6), the following mechanisms are used for assessing the needs of disruptive and disorderly students who are at risk of academic failure, providing these students with services to assist them in achieving academically and modifying their behavior, and for removing them from classrooms when necessary:

The Randolph County School System utilizes the Mutli-Tiered System of Support as well as the RCSS Code of Conduct to assist students as needed.

Pursuant to General Statute 115C-105.47 (b)(13a), the following services are provided to students assigned to an alternative school or an alternative learning program:

Short-Term (less than 15 days):

Middle and high school students are provided an educational alternative setting. During this setting, students are provided assistance with their class work which is expected to be completed prior to returning into the regular education setting.

Short-Term (minimum of 15 days):

Middle and high school students assigned to Intervention Center Aggression Replacement Training (ICART) receive a minimum of 15 days (30 sessions) of character education sessions. During this time, students are also provided assistance with their class work. Students must successfully fulfill the expectations of ART as well as complete school assignments to begin the transition back into the regular education setting.

Long-Term Suspended:

Schools will follow the Randolph County School System Alternative Education Options procedures.

In accordance with General Statute 115C-105.47 (b)(7), the following measurable (goals) for improving school safety and order are in place. *(Copy as needed depending upon the number of goals.)*

Goal: **Promote a safe and orderly environment conducive to learning while maintaining a safe and orderly campus**

Target: **Increase staff awareness and implementation of safety procedures throughout the campus**

Indicator: **Rosters of staff trainings; safety drill logs; visitor logs**

Milestone Date: **Quarterly**

Goal:

Target:

Indicator:

Milestone Date:

Goal:

Target:

Indicator:

Milestone Date:

In accordance with General Statute 115C-105.47 (b)(8), the following measures are used to determine the effectiveness of the school's efforts to assist at-risk students, including effectiveness of procedures adopted under G.S. 115C-105.48 (Alternative Learning Programs):

Goal: **Promote a safe and orderly environment conducive to learning by maintaining a secure campus**

Target: **Decrease disciplinary referrals and suspensions while utilizing strategies provided through the MTSS team**

Indicator: **Discipline data, attendance data, suspension data, MTSS logs**

Milestone Date: **Quarterly**

Goal:

Target:

Indicator:

Milestone Date:

In accordance with General Statute 115C-105.47(b)(9), the following planned or recently completed professional development aligns with the goals of our safe school initiative:

Professional Development	Planned/Completed			
Safe School Training				
MTSS Training				
Data Analysis				

Pursuant to General Statute 115C-105.47 (b)(10), identify the district's plan to work effectively with local law enforcement and court officials:

Maintain the Sheriff's Department as a community partner as it continues to provide:

- **one SRO's (School Resource Officers) at each of the six traditional high schools**
- **one SRO (School Resource Officer) for each of the six middle schools**
- **one SRO (School Resource Officer) for the one sixth grade school**
- **two SRO's (School Resource Officers) are assigned to Randolph Community College, which also serve our Randolph County Early College High School**
- **one full time and one part-time DARE (Drug Abuse Resistance Education) Officer to work with our seventeen elementary schools**
- **two full time CARE (Child Abuse Reduction Education) Officers to work with our seventeen elementary schools**

Maintain established protocol for communication and collaboration with community agencies that provide support to students.

Pursuant to General Statute 115C-105.47 (b)(11), identify the district's plan to provide access to information to the school community, parents, and representatives of the local community:

- **The Randolph County School System will use communication tools including the website and social media to provide safety updates and vital information when appropriate. The RCSS Public Information Officer will assist with facilitating communication needs throughout the system.**
- **District and school level safety meetings will be held quarterly to provide information updates and training.**
- **A separate detailed Crisis Management Plan is maintained per facility.**