

## Highlands Elementary School Improvement Plan 2016-2017

**GOAL #1: District-wide refinement of the writing workshop model in grades kindergarten thru five. Teachers will focus on refining two areas: duration of mini-lesson and conference teaching points that are transferable to student writing.**

**By June 2017, 75% of all observed mini-lessons are 10 minutes or less.**

**By June 2017, 65% of all observed student conferences provide students with a transferable teaching point for their writing.**

Implementation Strategies	Time	Who	Resources	Final Accomplishments
Teachers will engage in professional learning focused on the duration of mini-lessons and providing students with transferable teaching points during student conferences.	<ul style="list-style-type: none"> <li>● August 30, 2016</li> <li>● November Early Release</li> <li>● January Early Release</li> <li>● April Early Release</li> </ul>	All Faculty Principals K-12 Curriculum Director Elementary Curriculum Director Elementary Literacy Coach	<ul style="list-style-type: none"> <li>● Professional Resources: (Writing Pathways, Units of Study)</li> </ul>	Each elementary school developed their logic model action plan to incorporate strategies that would support teachers in providing students with a ten-minute mini-lesson and conferences with transferable teaching points.
Teachers will plan and implement mini-lessons that are 10 minutes or less and follow the format: Name the teaching point, teach/provide an example of teaching point, and actively engage students with teaching point.	September thru June 2016-2017	All Faculty Principal K-12 Curriculum Director Elementary Curriculum Director Elementary Literacy Coach	<ul style="list-style-type: none"> <li>● Professional Resources: (Common Core Writing Book, Writing Pathways)</li> <li>● Common Core Standards</li> <li>● Teacher professional development and common planning time</li> </ul>	Through formal and informal observations of writing mini-lessons, administrators documented that over 75% of mini-lessons did not exceed 10 minutes and followed the appropriate format.
During student conferences, teachers will provide students with a specific, transferable teaching point (writing skill) to incorporate in their writing.	September thru June 2016-2017	All Faculty Principal K-12 Curriculum Director Elementary Curriculum Director Elementary Literacy Coach	<ul style="list-style-type: none"> <li>● Professional Resources: (Common Core Writing Book, Writing Pathways)</li> <li>● Student writing</li> <li>● Teacher professional development and common planning time</li> </ul>	Through formal and informal observations of writing conferences, administrators documented that over 65% of writing conferences provided students with a transferable teaching point for their writing.

**GOAL #2: District-wide refinement of mathematics in grades kindergarten thru five. Teachers will focus on two areas: Utilization of technology to support learning of mathematics and implementation of Ten Minute Math/Classroom Routines.**

**By June 2017, 60% of all observed Math lessons integrate technology to support student learning.**

**By December 2016, Ten Minute Math/Classroom Routines is a daily component in every classroom, in addition to the 60 minute math lesson.**

Implementation Strategies	Time	Who	Resources	Final Accomplishments
Teachers will engage in professional learning focused on the utilization of the technology components for Investigations 3.0.	<ul style="list-style-type: none"> <li>● August 31, 2016</li> <li>● September 1, 2016</li> <li>● October 12, 2016</li> <li>● March 10, 2017</li> </ul>	All Faculty Principals K-12 Curriculum Director Elementary Curriculum Director Computer Paraprofessionals	<ul style="list-style-type: none"> <li>● Professional Resources: Investigations 3.0 and Pearson Realize</li> </ul>	<p>All classrooms (K-5) have the technology needed to utilize the teacher presentations on Pearson Realize with their students.</p> <p>Kindergarten teachers participated in a professional development training, during Early Release, to support them in the implementation of the Smart Projectors in their kindergarten classrooms.</p> <p>Unit Assessments for Investigations were administered on the Chromebooks to all students in fourth and fifth grade.</p>
Teachers will engage in professional learning focused on the daily implementation of Ten Minute Math/Classroom Routines outside of the math block.	<ul style="list-style-type: none"> <li>● August 31, 2016</li> <li>● September 1, 2016</li> <li>● October 12, 2016</li> <li>● March 10, 2017</li> </ul>	All Faculty Principals K-12 Curriculum Director Elementary Curriculum Director Computer Paraprofessionals	<ul style="list-style-type: none"> <li>● Professional Resources: Investigations 3.0 and Pearson Realize</li> </ul>	<p>During April Early Release, teachers explored the classroom routines/ten-minute math for an upcoming unit in Investigations. They engaged in these routines with each other and discussed how the routines grew throughout the units.</p> <p>Through formal and informal observations of math lessons, administrators documented that over 75% of all observed math lessons integrated technology to support student learning.</p> <p>Ten Minute Math/Classroom Routines is a daily component in every classroom, in addition to the 60 minute math lesson.</p>

<p>Each trimester, teachers will share progress on technology usage and Ten Minute Math/Classroom Routines implementation during PLC time at each school.</p>	<p>September thru June 2016-2017</p>	<p>All Faculty Principals K-12 Curriculum Director Elementary Curriculum Director Computer Paraprofessionals</p>	<ul style="list-style-type: none"> <li>● Professional Resources: Investigations 3.0 and Pearson Realize</li> </ul>	<p>Kindergarten through fifth grade effectively utilizes technology for Ten Minute Math/Classroom Routines.</p> <p>At the March 8<sup>th</sup>, K-5 Math Team meeting, teachers reflected on the implementation of the technology provided through Pearson Realize throughout the school year and shared next steps with the district-wide group.</p>
---	--------------------------------------	--	--	---

**GOAL #3: To increase awareness of Highlands School 5<sup>th</sup> grade students about jobs and careers in their community.**

*By June 2017, all 5<sup>th</sup> grade students will be able to describe how learning in classrooms relates to careers and will identify three careers that interest them most. They will develop an oral presentation for their class that incorporates the writing skills being taught in their classroom from the Lucy Calkins Writer's Workshop Model.*

Implementation Strategies	Time	Who	Resources	Final Accomplishments
<p>A committee of Highlands School staff, parents and Principal will meet to plan for and implement five Highlands Career Days.</p> <p>Highlands will host Career Days once monthly between January 2017 and May 2017 for 5<sup>th</sup> grade students.</p>	<p>For planning and implementation:  September 2016 Thru June 2017</p>	<p>Planning Comm. Principal Fifth Grade teachers</p>	<p>DESE College and Career Readiness  Danvers Business Community</p>	<p>Planning meetings were held beginning in November, including with the School Improvement Council, to prioritize and plan.</p>
<p>Speakers from the Danvers community representing a broad scope of careers and volunteer opportunities will be invited to participate in monthly classroom visits.</p> <p>During the months of May and June, 5<sup>th</sup> grade students will interview DHS interns about their career choices and/or college course of studies.</p>	<p>January 2017 Thru June 2017</p>	<p>Planning Comm. Principal Fifth Grade teachers Danvers Business Community DHS Interns</p>	<p>DESE  Danvers Business Community</p>	<p>Five guest speakers visited Highlands from January-May. Career guest speakers:</p> <ol style="list-style-type: none"> <li>1. 1/27- Info Tech/IT-Matt Knowles</li> <li>2. 2/16- Human Services/Anatomy /Hospitality/Mortuary Science- Meghan Baker</li> <li>3. 3/24-Public Service/recreation Science/Hospitality-David Mountain</li> <li>4. 4/13-Gov't and Public Administration/Business Management-Steve Bartha</li> <li>5. 5/05-Financial Services- Eng Moy</li> </ol>

<p>5<sup>th</sup> grade students will take a career interest inventory to be reviewed by the Career Day Committee to determine their career interests.</p>	<p>October 2016</p>	<p>Planning Committee Principal Fifth Grade Teachers</p>	<p>Danvers Business Community</p>	<ol style="list-style-type: none"> <li>1. Highlands 5<sup>th</sup> grade students completed the Career Interest Survey in December, before Winter Break.</li> <li>2. Top three interest areas (Career Clusters) for each student reported * Results attached</li> </ol> <p>Guest speakers prioritized around the primary areas of interest</p>
<p>Students will: Interview members of the community and write a biography on a visitor of their choice</p> <p>Students will be responsible for follow-up thank you letters to guest speakers</p>	<p>January 2017 Thru June 2017</p>	<p>Planning Committee Principal Fifth Grade teachers</p>	<p>Danvers Business Community</p>	<ol style="list-style-type: none"> <li>1) 5<sup>th</sup> grade students developed guiding questions</li> <li>2) 5<sup>th</sup> grade students interviewed guests</li> </ol>
<p>Teachers will plan for a variety of activities that are directly related to monthly Career Days and that support the goal of raising awareness of the relationship between school and career.</p>	<p>October 2016 Thru May 2017</p>	<p>Fifth Grade teachers Planning Comm. Principal</p>	<p>DESE  Danvers Business Community</p>	<p>5<sup>th</sup> grade students have written a reflective essay (part expository, part persuasive) specific to their Career Awareness experience and their personal career goals/aspirations.</p> <p>This culminating essay serves as the capstone project for this year's Career Awareness initiative</p>
<p>A culminating field trip will be planned so that students are able to visit three job locations that match their personal interests.</p>	<p>June 2017</p>	<p>Planning Comm. Fifth Grade teachers Principal</p>	<p>Danvers Business Community</p>	<p>This activity was not held, due to a combination of MCAS testing for four days the week before, internal and external field trips, transitional and end-of-year events.</p>