

Comprehensive Progress Report

Mission:

Goals:



! = Past Due Actions KEY = Key Indicator

Core Function:		School Leadership and Decision Making			
Effective Practice:		Establishing a team structure with specific duties and time for instructional planning			
!	ID01	A team structure is officially incorporated into the school governance policy.(36)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>	We currently use teams and/or committees for Personnel Policy, Sick Leave, RTI, Absentee and Tardy, and we have an active PTO with most teachers participating. We have limited inclusion of community members to include parents on most committees and do not have specific policy for inclusion of parents in most teams/committees. Hackett Elementary will strive to incorporate more parent involvement with appropriate committees and teams		Limited Development 09/02/2015		
<i>How it will look when fully met:</i>	Full implementation will include policy that includes parents in the team structure and will include specific teams that have regular meetings with a mission, vision, meeting agendas, and documentation that support the goals and actions of the team(s).			Tura Bailey	07/01/2016
Action(s)	Created Date		0 of 3 (0%)		
1	10/8/15	Policy committees will be tasked with reviewing current policies and recommend necessary additions or changes to incorporate all required team members and perform all required meetings.		Eddie Ray	08/19/2016

Notes: Use the Wise Ways descriptor for clarity of requirements.

2	10/8/15	The school will assign teachers and/or staff members necessary to complete a leadership team on an annual basis, and will recruit participation on the team from a parent and/or community member.		Eddie Ray	08/19/2015
<i>Notes:</i>					
3	10/8/15	Teams will meet twice a month.		Eddie Ray	11/30/2015
<i>Notes:</i>					
!	ID04	All teams prepare agendas for their meetings.(39)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		All teams at the school level that are not the Leadership Team will maintain a folder with their meeting agenda, sign-in sheet, notes, and any additional items. The School Leadership team will maintain their meeting information electronically in the Indistar meetings and agenda section.	Limited Development 08/20/2015		
How it will look when fully met:		Each team from the school will maintain a file with all necessary information that can be viewed by the principal at any time with no advanced notice required. The process manager will be able to view the Leadership Team fulfillment at any time on the Indistar program.		Tura Bailey	12/20/2016
Action(s)	Created Date		0 of 1 (0%)		
1	10/8/15	Building Principal will review the team meeting folder regularly to ensure compliance with objective.		Eddie Ray	05/31/2016
<i>Notes:</i>					
	ID07	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).(42)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We have staff multiple meetings after school during the year along with team meetings in each teaching group (k-2, 3&4, and 5&6) weekly with principal attending meetings.	Full Implementation 09/02/2015		
	ID11	Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams.(46)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Common planning time is provided to each grade level and to each teaching group - K-2, 3&4, and 5&6. K-2 has a collaboration period one day a week in addition to their planning period. 3-6 is provided a collaboration period through the use of subs as desired by the teams throughout the year. The single exception is one 2nd grade class that does not have the common planning time. However, this teacher collaborates with the other teachers during other times and is involved in the K-2 collaboration session as are the paraprofessionals.	Full Implementation 09/02/2015		

Core Function:		School Leadership and Decision Making			
Effective Practice:		Aligning classroom observations with evaluation criteria and professional development			
!	IF02	The Leadership Team reviews the principal's summary reports of classroom observations and takes them into account in planning professional development.(66)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Hackett administration will review the school observations to assess professional development needs within each school and district. The building principal will use this information to assign professional development days for summer training opportunities or to send teachers, as needed, to training opportunities during the school year.	Limited Development 09/02/2015		
How it will look when fully met:		Full implementation of this objective will include documentation of teachers attending targeted professional development identified from the data gathered from the classroom observations and walk-through visits.		Tura Bailey	08/18/2016
Action(s)	Created Date		0 of 1 (0%)		
1	11/5/15	Principal will create a document to indicate walk-through visits are occurring on a regular basis and will maintain records from Informal and Formal evaluations that provide data for identifying teacher needs in Professional Development.		Eddie Ray	05/20/2016
Notes: See the wise-way for this indicator to understand it better.					
	IF06	Teachers are required to make individual professional development plans based on classroom observations.(70)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Teachers are assigned professional development as identified by the principal but are also encouraged to identify their own areas of improvment and are allowed to attend appropriate training that targets their area of professional growth.	Full Implementation 09/02/2015		
	IF11	The school provides all staff high quality, ongoing, job-embedded, and differentiated professional development.(3984)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Hackett Elementary School provides professional training as required by the state. We also seek training opportunities for use of peer coaching and use of COOP and ERZ resources beyond the mandatory training.	Full Implementation 09/02/2015		
Core Function:		School Leadership and Decision Making			
Effective Practice:		Expanded time for student learning and teacher collaboration			
	IH01	The school monitors progress of the extended learning time programs and other strategies related to school improvement.(3981)	Implementation Status	Assigned To	Target Date

Initial Assessment:	Students who require additional learning time are screened and placed into an after school program. The students are pre-tested at the beginning of the program, using additional data such as AIP's, IRI's and MAP. Students are assessed throughout the process, and again at the end of the cycle.	Full Implementation 08/20/2015		
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Core Function:	School Leadership and Decision Making
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Effective Practice:	Ensuring High Quality Staff - Recruitment, Evaluation, and Retention
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		II01	The school works collaboratively with the district to recruit and retain highly-qualified teachers to support school improvement.(3982)	Implementation Status	Assigned To	Target Date
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Initial Assessment:	We are fully HQT and seek HQT teachers for all advertised positions.	Full Implementation 09/02/2015		
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Core Function:	Curriculum, Assessment, and Instructional Planning
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Effective Practice:	Engaging teachers in aligning instruction with standards and benchmarks
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		IIA01	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(88)	Implementation Status	Assigned To	Target Date
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Initial Assessment:	Hackett Elementary School provides opportunities for each grade level and subject area to align their curriculum with standards both vertically and horizontally. Mandatory planning time is provided as well as additional planning opportunities for developing standards-aligned instruction.	Limited Development 09/02/2015		
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How it will look when fully met:	Full implementation will include lesson plans from each classroom that is aligned to the standards. Each grade level will have a pacing guide that demonstrates smooth transitions of instruction from the grades below and above their level that is aligned to the standards for the grade below, the current grade, and the grade above.		Heather Wall	08/18/2017
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Action(s)	Created Date			
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Notes:

Core Function:	Curriculum, Assessment, and Instructional Planning
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Effective Practice:	Assessing student learning frequently with standards-based assessments
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		IID02	The school tests each student at least 3 times each year to determine progress toward standards-based objectives.(100)	Implementation Status	Assigned To	Target Date
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Initial Assessment:	Our school uses the Measures of Assessment (MAP) and assesses each student at least three times per year. Although this program is expensive, it has proven to be successful in raising student achievement.	Full Implementation 08/20/2015		
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Core Function:	Classroom Instruction
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Effective Practice:	Expecting and monitoring sound instruction in a variety of modes
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	IIIA01	All teachers are guided by a document that aligns standards, curriculum, instruction, and assessment.(110)	Implementation Status	Assigned To	Target Date
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Initial Assessment:	Hackett Elementary Teachers use the state adopted standards to align standards, curriculum, instruction, and assessment. The school does not develop a printed curriculum map for teachers above and beyond the state provided standards.	Limited Development 09/02/2015		
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How it will look when fully met:	The school will create a curriculum guide that will align the curriculum to standards and assessments. This document will be used by teacher Instructional Teams to develop detailed and differentiated unit plans and lesson plans. This will be an ongoing indicator.		Heather Wall	08/18/2017
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Action(s)	Created Date			
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Notes:

Core Function:	Family Engagement in a School Community
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Effective Practice:	Explain and communicate the purpose and practices of the school community
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	FE04	The school's Title I Compact (Or Non-Title I schools roles and expectations for parents, students, and teachers) includes responsibilities (expectations) that communicate what parents (families) can do to support their students' learning at home (curriculum of the home, with learning opportunities for families to develop their curriculum of the home). (3983)	Implementation Status	Assigned To	Target Date
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Initial Assessment:	This is provided and accounted for in the elementary school handbook.	Full Implementation 09/02/2015		
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Core Function:	High School: Opportunity to Learn
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Effective Practice:	Ensure content mastery and graduation
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	HS04	The school provides all students with guidance and supports (academic, financial, etc.) to prepare them for college and career. (4541)	Implementation Status	Assigned To	Target Date
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<i>Initial Assessment:</i>	Hackett Elementary meets all required instruction that advances students to the secondary school in preparation for college and career. Requirements are placed in the elementary handbook each year to provide parents with full knowledge of current and future requirements as available.	Full Implementation 09/02/2015		
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