



# SCHOOL IMPROVEMENT PROCESS 2018 - 2019

MAKING HISTORY  
BY  
DESIGNING OUR FUTURE

**School Location # -6241**

**Name of School - HIGHLAND OAKS MS**

## Phase II

### Action Planning

### Consensus – Define – Implement

**Phase II will be developed and executed at the school as described below:**

#### Phase II Development & Stakeholder Engagement

***August 16 – August 31, 2018***

- *Provide Opening of Schools Development to share Phase I results and garner stakeholder feedback using the OOS Development Plan*
- *Develop School Culture and Academic Programs Implementation Steps*
- *Participate with the School Leadership Team in a Region Review Process*
- *Meet with the EESAC to review and approve Phase I & II of the School Improvement Process*
- *Title I Schools will upload their 2018-19 Title I – Parent and Family Engagement Plan (PFEP)*

*Schools will begin Phase II of the School Improvement Process with an Opening of Schools Professional Development led by the School Leadership Team (SLT). Topics such as Data and Systems Review Summary, the Sustained Essential Practice, Primary and Secondary Essential Practices, Priority Actions, and Outcome Statements will be discussed and examined with stakeholders. The SLT will purposefully engage stakeholders in providing reflective feedback on the creation and implementation of specific actions aimed at achieving improved School Culture and Academic Programs. The development of the School Culture and Academic Programs specific Implementation Steps will be completed by August 31, 2018.*

#### ***Implementation Steps Requirements:***

- *Align to the school's Outcome Statement, Essential Practices and Priority Actions*
- *Provide specific implementation dates*
- *Describe the specific action or activity that will take place*
- *Include the name(s) and position(s) of the person(s) responsible*
- *Specify what evidence would demonstrate the intended Implementation Step was achieved*
- *Describe the process that will be used to monitor each Implementation Step and the person(s) involved in monitoring*

#### **Quarter 1 Implementation**

**September 4 – October 19, 2018**

- *Monitor the execution of Quarter 1 Implementation Steps to ensure a high degree of fidelity*
- *Conduct an Instructional Review to gather qualitative data that will inform the Quarter 1 Systems Review*

*During Quarter 1 Implementation, schools will execute Quarter 1 Implementation Steps. The school leadership team will monitor, facilitate and assess the degree to which steps were executed based on collected evidence. Towards the conclusion of this stage, schools will conduct an internal instructional review that will inform their Systems Review and Data Reflection.*

## Quarter 1 Systems Review & Data Reflection

**October 22 – November 2, 2018**

- *Evaluate and reflect on the success of the Quarter 1 Implementation Steps through the Systems Review and Data Reflection*
- *Revise and/or develop School Culture and Academic Programs Quarter 2 Implementation Steps*

*After the Quarter 1 Implementation stage, schools will examine the success of the Implementation Steps and will have the opportunity to adjust/modify based on qualitative data gathered during the Instructional Review and quantitative data provided via an End-of-Quarter Data Map. SLTs will develop better informed and refined Implementation Steps to execute during Quarter 2 Implementation.*

## Quarter 2 Implementation

**November 5 – December 21, 2018**

- *Monitor the execution of Quarter 2 Implementation Steps to ensure a high degree of fidelity.*

*During Quarter 2 Implementation, schools will execute Quarter 2 Implementation Steps. The school leadership team will monitor, facilitate and assess the degree to which steps were executed based on collected evidence.*

## SCHOOL CULTURE Quarter 1 Implementation (September 4 – October 19, 2018)

### School Culture Outcome Statement

By cultivating a shared vision, growth mindset, and social emotional learning, our school will nurture a positive environment that supports healthy interactions and student achievement.

### Sustained Essential Practice

Shared Vision

### Priority Actions for the Sustained Essential Practice

Create protocols that foster professional relationships between all stakeholders that support effective collaboration, honest communication, and feedback.

Implementation Date(s)	Implementation Steps	Person(s) Responsible  (First & last name, position)	Expected Evidence  (What evidence would demonstrate the Implementation Step was successfully executed?)	Monitoring  (How and Who?)

<b>Start:</b> Thu, Aug 16 <b>End:</b> Thu, Oct 25	Administration will conduct grade level orientations that discuss the shared vision and expectations of the school.	-Cheryl Kushi - Principal - Fernando Diaz - Assistant principal - Marie Parker - Assistant Principal	Evident through powerpoint presentation	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will monitor through first period
<b>Start:</b> Thu, Aug 16 <b>End:</b> Thu, Oct 25	Display the schools vision and mission statements in each class.	All Teachers	Evident through mission and vision statement displayed in the classrooms	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will monitor this through classroom walk through
<b>Start:</b> Fri, Aug 17 <b>End:</b> Thu, Oct 25	Provide additional support during department meetings to incorporate higher-order thinking questions.	Cheryl Kushi, Principal Fernando Diaz, Assistant Principal Marie Parker, Assistant Principal	Evident through teacher lesson plans	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will conduct walkthroughs to ensure instructions incorporates higher-order-thinking questions and activities.
<b>Start:</b> Fri, Aug 17 <b>End:</b> Thu, Oct 25	Our school's motto this year, Believe, Belong, Become, will be displayed throughout the school.	Cheryl Kushi, Principal	Evident through daily announcements reminders, shirts, and posters	Administration will post these signs.

### Primary Essential Practice

Social Emotional Learning

### Priority Actions for the Primary Essential Practice

Provide on-going support for the development of social and emotional skills by integrating these concepts into academic instruction.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)
<b>Start:</b> Fri, Aug 17	All staff and students will be trained in Mawi Learning	Synergy Team Edith Green Connie Carr Kent Landon Zuri Gay Miguel Garcia	Evident through Mawi Powerful Pathway Log	Synergy Team Edith Green Connie Carr Kent Landon Zuri Gay Miguel Garcia Christina McDonald Cheryl Kushi

<b>End:</b> Thu, Oct 25		Christina McDonald Cheryl Kushi Fernando Diaz Marie Parker		Fernando Diaz Marie Parker Administration will be conducting the training.
<b>Start:</b> Mon, Aug 20 <b>End:</b> Thu, Oct 25	Teachers will conduct various Value Matters Activities with the students during various periods.	Teachers	Evident through posters displaying values matter and manners matter throughout the school building and classroom	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will conduct walkthroughs to observe Values Matter Activities taking place throughout the building.
<b>Start:</b> Mon, Aug 20 <b>End:</b> Thu, Oct 25	Teachers will utilize the Start With HELLO (Sandy Hook) campaign to identify and minimize social isolation.	Miguel Garcia, Counselor Zoraida Brito-Miguez-Counselor	Evident through Start With HELLO Curriculum.	Miguel Garcia, Counselor Zoraida Brito-Miguez-Counselor-- Will monitor by looking at the artifacts.
<b>Start:</b> Thu, Aug 16 <b>End:</b> Thu, Oct 25	Provide students with counseling and skills in conflict mediation through the Restorative Justice Program.	Amy McMillan - CSI liason	Evident through Restorative Justice Program Log sheet will be used as evidence of the implementation of this item.	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will monitor logs of Restorative Justice Program.

## Secondary Essential Practice

Promoting Growth Mindset

## Priority Actions for the Secondary Essential Practice

Foster high expectations through Growth Mindset by creating purposeful connections.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b>  (First & last name, position)	<b>Expected Evidence</b>  (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b>  (How and Who?)
<b>Start:</b> Fri, Aug 17 <b>End:</b> Thu, Oct 25	The Principal will introduce the Growth Mindset beliefs and attitudes to teachers through the completion of the MAWI Learning	Cheryl Kushi - Principal	Evident through Opening of School Agenda	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will maintain the agenda of our first professional development in utilizing the Powerful Educator MAWI Learning Program.

	Powerful Educator Program.			
<b>Start:</b> Mon, Aug 20 <b>End:</b> Thu, Oct 25	Teachers will teach and practice the growth mindset practices with their students.	All Teachers	Evident through learning gains in our students in the area of Math and Reading.	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will utilize the i-Ready Diagnostic comparative report to monitor student growth.
<b>Start:</b> Mon, Aug 27 <b>End:</b> Thu, Oct 25	On a monthly basis, teachers will select, reward and showcase Students of the Month and Most Improved Students of the Month.	-Team Leaders and grade level teams members. Zoraida Brito-Miguez	Evident through Pictures of Students of the Month and Most Improved Student of the Month will be displayed in the Main Hallway on the first floor.	Matthew Tomlinson, Valda Robinson, Kent Landon, Christina McDonald, Natalia Mitchell-Johnson, and E Messinger will meet with team members to discuss which students showed growth in their academics. Names will be submitted to the counselor on a monthly basis.
<b>Start:</b> Mon, Aug 20 <b>End:</b> Thu, Oct 25	Administrators will reward "Level-Up" students who showed growth in their FSA Assessments, Baseline and Mid-year Assessment.	All Teachers	Evident through i-Ready report, Unify, and TIDE	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will pull these reports on a quarterly bases.

**ACADEMIC PROGRAMS**  
**Quarter 1 Implementation**  
 (September 4 – October 19, 2018)

### Academic Programs Outcome Statement

By planning collaboratively, integrating additional technology, and beginning interventions earlier, our school will engage students in authentic learning, real-life applications, and interdisciplinary connections which will increase academic rigor, readiness, and interests.

### Sustained Essential Practice

Collaborative Planning

### Priority Actions for the Sustained Essential Practice

In order to stay committed to rigorous instruction, systems will be put into place to ensure time to collaborate within departments.

Implementation Date(s)	Implementation Steps	Person(s) Responsible  (First & last name, position)	Expected Evidence  (What evidence would demonstrate the Implementation Step was	Monitoring  (How and Who?)

			successfully executed?)	
<b>Start:</b> Thu, Aug 16 <b>End:</b> Thu, Oct 25	Department Heads will meet twice weekly with their department to share best practices, review their pacing guide, and analyze data.	-Edith Green - Language Arts Department Chair - Connie Carr - Reading Department Chair - Daicy Gonzalez - Math Department Chair - Julio Miguez - Science Department Chair - Leonardo Valmana - Social Science Chair	Evident through Department agenda Professional Learning Community within Departments	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will conduct weekly walk-throughs during department meetings and Professional Learning Communities (PLC).
<b>Start:</b> Mon, Aug 20 <b>End:</b> Thu, Oct 25	Grade level department teachers will meet to unpack the content-specific standards and focus on developing knowledge and content-specific pedagogy in the content areas.	-Edith Green - Language Arts Department Chair - Connie Carr - Reading Department Chair - Daicy Gonzalez - Math Department Chair - Julio Miguez - Science Department Chair - Leonardo Valmana - Social Science Chair	Evident through Teacher lesson plans.	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will conduct weekly walkthroughs
<b>Start:</b> Mon, Aug 27 <b>End:</b> Thu, Oct 25	Department Heads will select various teachers or district personnel to provide professional development with a focus on shared best practices correlated to the utilization of technology integration in lesson delivery.	-Edith Green - Language Arts Department Chair - Connie Carr - Reading Department Chair - Daicy Gonzalez - Math Department Chair - Julio Miguez - Science Department Chair - Leonardo Valmana - Social Science Chair	Evident through meeting agendas, teacher lesson plans, and MyLearningPlan documentation.	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will conduct weekly walk-through.
<b>Start:</b> Tue, Sept 4 <b>End:</b> Fri, Oct 19	Departments will meet to share best practices and strategies that are proven to help our lowest 35% students.	-Edith Green - Language Arts Department Chair - Connie Carr - Reading Department Chair - Daicy Gonzalez - Math Department Chair - Julio Miguez - Science Department Chair - Leonardo Valmana - Social Science Chair	Evident through Department Agendas	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal conduct weekly walk-through of Departmental meeting.

### Primary Essential Practice

Interventions/RtI

### Priority Actions for the Primary Essential Practice

Foster high expectations through the use of early purposeful interventions.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)
<b>Start:</b> Fri, Aug 17 <b>End:</b> Thu, Oct 25	Identify the lowest 25% students in Reading, create instructional grouping on i-Ready, place these students in Intensive Reading classes.	Edith Green-Testing Chair	Evident through i-Ready Instructional Grouping roster and report	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will pull monthly i-Ready Instructional Grouping Report
<b>Start:</b> Fri, Aug 17 <b>End:</b> Thu, Oct 25	Identify the lowest 25% students in math, create instructional grouping on i-Ready.	Edith Green-Testing Chair	Evident through i-Ready Instructional Grouping roster and report	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will pull monthly i-Ready Instructional Grouping Report
<b>Start:</b> Fri, Aug 17 <b>End:</b> Thu, Oct 25	Teachers will plan lessons that follow the Gradual Release of Responsibility Model (GRRM).	All Teachers	Evident through teacher lesson plans	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will monitor through instructional walkthroughs
<b>Start:</b> Tue, Sept 11 <b>End:</b> Thu, Oct 25	We will offer After-School tutoring and Saturday Learning Camps to targeted students in Math and Reading.	Administration	Evident through After-School and Saturday School rosters.	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will conduct weekly walk-through of these activities.

## Secondary Essential Practice

Technology Integration

### Priority Actions for the Secondary Essential Practice

Integrate and monitor practices in technology to ensure alignment in all coursework.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would	<b>Monitoring</b> (How and Who?)
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			demonstrate the Implementation Step was successfully executed?)	
<b>Start:</b> Mon, Aug 20 <b>End:</b> Thu, Oct 25	Teachers will continue to integrate technology in all aspects of their instruction.	All teachers	Evident through teachers lesson plans	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will conduct classroom walkthrough to monitor the effective delivery of lessons that utilize technological applications.
<b>Start:</b> Mon, Aug 20 <b>End:</b> Thu, Oct 25	Provide professional development on various technological platforms that the teachers use in classroom instruction such as Discovery Education, Classflow, BrainPop, Floridastudents.org, etc.	Administration Cheryl Kushi, Principal	Evident through Professional development agendas	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will conduct walkthroughs to determine proper utilization of the Discovery Learning platform.
<b>Start:</b> Mon, Aug 20 <b>End:</b> Thu, Oct 25	Provide professional development on various technological platforms that provide formative and summative data results to drive instructions such as Unify, i-Ready, and etc	Administration Cheryl Kushi, Principal	Evident through Professional development agendas	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will conduct walk-throughs.
<b>Start:</b> Mon, Aug 20 <b>End:</b> Thu, Oct 25	Provide professional development with a focus on technological resources utilized in providing intervention, remediation, and enrichment for our students.	-Edith Green - Language Arts Department Chair - Connie Carr - Reading Department Chair - Daicy Gonzalez - Math Department Chair - Julio Miguez - Science Department Chair - Leonardo Valmana - Social Science Chair	Evident through Professional development logs and departmental agendas	Cheryl Kushi, Principal, Marie Parker, Assistant Principal, Fernando Diaz, Assistant Principal will conduct walk-throughs.

## Parent Family Engagement Plan (PFEP)

*All Title 1 schools will submit the 2018-2019 PFEP to the Title 1 office for approval on or before, Tuesday, October 9, 2018. Once approved, the PFEP will be uploaded into the School Improvement Process (Phase II).*

**SCHOOL CULTURE**  
**Quarter 2 Implementation**  
 (November 5 – December 21, 2018)

**School Culture Outcome Statement**

By cultivating a shared vision, growth mindset, and social emotional learning, our school will nurture a positive environment that supports healthy interactions and student achievement.

**Sustained Essential Practice**

Shared Vision

**Priority Actions for the Sustained Essential Practice**

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**Primary Essential Practice**

Social Emotional Learning

**Priority Actions for the Primary Essential Practice**

Foster high expectations through growth mindset by creating purposeful connections.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)


### Secondary Essential Practice

Promoting Growth Mindset

### Priority Actions for the Secondary Essential Practice

Foster high expectations through growth mindset by creating purposeful connections.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)

### ACADEMIC PROGRAMS Quarter 2 Implementation (November 5 – December 21, 2018)

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### Sustained Essential Practice

Collaborative Planning

### Priority Actions for the Sustained Essential Practice

In order to stay committed to rigorous instruction, systems will be put into place to ensure time to collaborate within departments.

Please enter an explanation

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)

### Primary Essential Practice

Interventions/RtI

### Priority Actions for the Primary Essential Practice

Foster high expectations through the use of early purposeful interventions.

Please enter an explanation

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)

		position)		

### Secondary Essential Practice

Technology Integration

### Priority Actions for the Secondary Essential Practice

Integrate and monitor practices in technology to ensure alignment in all coursework.

Please enter an explanation

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)