Downey School
2003-2004
School Improvement Plan

GOAL I

General Goal Area Curriculum, Instruction, and Professional Development
Objective To promote academic excellence

Strategy to Accomplish the Objective	Person(s) Responsible	Resources Required	Timeline	Evaluation of Success
1. Professional Development • Develop and implement teacher action research	-Teachers -Principal -Dr. Green	-Professional materials such as books and videotapes	2003-2004 school year	-Will vary for each project, but may include new units of study that differentiate for students' needs and are aligned with the curriculum frameworks
2. English Language Arts • Implement the Fountas and Pinnell phonics program in first, and second grade	-First and Second Grade Teachers -Literacy Specialist -Principal	-All resources available	2003-2004 school year	-Students' reading and writing will indicate better understanding of sound/symbol relationships
• Pilot the Sourcebook Spelling Program in selected classrooms	-Spelling Committee -Teachers -Principal	-All resources available		-Spelling committee review of data from participating teachers and Principal
• Design and pilot volunteer literacy tutor program	-Principal -Two Teacher Leaders -kindergarten and grade 1 teachers -volunteers	-Grant funded		-Program designed and piloted -effectiveness of program design and implementation analyzed

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3. Mathematics • Implement recommendations of the Math Program Review Committee • Offer the Math Wizards Club • Coordinate school-wide math events	-Math Teacher Leader -Math Wizard Teachers -Teachers -Principal	-All resources are available	2003-2004 School Year	-Improved student performance in areas targeted by report recommendations -Number of students participating in Math Wizards Club -Staff and student assessment of school-wide math events.
4. MCAS Review • Review and disseminate MCAS information and results • Continue to refine instruction based on data	-Literacy Specialist -Math Teacher Leader -Science Teacher Leader -Teachers -Principal	-Time for Math Teacher Leader to meet with classroom teachers.	2003-2004 school year	-Continue to have test scores competitive with like communities
5. Elementary Report Card Revision • Solicit feedback from staff and parents	-Elementary Report Card Committee -Principal -Teachers -Parents	-Time to accomplish all that is needed to do this job thoughtfully	2003-2004 school year	-Revised report card ready for 2004-2005 school year
6. Student Services • Review Child Study Team process • Review referral process	-Director of Student Services -Principal -Guidance Counselor -Teachers	-Time for collaboration	2003-2004 school year	-Review CST purpose, protocols, and time guidelines with CST team -Recommendations for CST and referral process

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• Increase collaboration between general and special education				-Increased classroom modifications implemented for students on educational plans
7. Library/Media Center • Increase staff and student use of library	-Library/Media Specialist -Library Director -Teachers -Principal	-Time for Library/Media Specialist to continue to develop opportunities to collaborate with teachers and to offer additional ways to work with students	2003-2004 school year	-Increased student use and staff collaboration

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Goal II
General Goal Area Health and Safety
Objective To promote the a physically and emotionally safe school community

Strategy to Accomplish the Objective	Person(s) Responsible	Resources Required	Timeline	Evaluation of Success
1. Crisis Intervention				
• Reconvene the team and update on procedures	-Principal -Crisis Team Members	All resources are available	2003-2004 school year	-Meetings held
• Communicate procedures to staff	-Principal -Crisis Intervention Team	All resources are available	2003-2004 school year	-Evidence of clear written and oral communication
2. Emergency evacuation				
• Review, revise and practice procedures	-Principal -Staff -Director of Student Services	All resources are available	2003-2004 school year	-Revised written evacuation procedure produced
3. Other health and safety issues				
• Review student drop-off and pick-up procedures	-PTO -School Safety Officer -Staff -Crossing Guard -Principal	All resources are available	2003-2004 school year	- Safety Officer approves revised plan and plan implemented
• Implement recommendations from the district's Safety Committee	-Director of Student Services -Safety Committee -Principal -Staff	Unknown at this time	2003-2004 school year	-New safety procedures explained to staff and implemented

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Goal II
General Goal Area Health and Safety (continued)
Objective To promote a physically and emotionally safe school community

4. Build a culture of kindness and inclusion				
• Schedule assemblies focused on anti-bullying	-Guidance Counselor -Staff -Student Council -School Council -Principal -PTO	-All resources available	2003-2004 school year	-Maintain log of assemblies held and their objectives
• Increase recess choices through parent involvement and volunteerism	-Guidance Counselor -Staff -Student Council -School Council -Principal -PTO	-Parent volunteers	2003-2004 school year	-Collect data on number of parent volunteers
• Solicit students' ideas through the student council	-Guidance Counselor -Staff -Student Council -Principal -PTO	-All resources are available	2003-2004 school year	-Collate ideas and share with school community
• Empower bystanders to act to help stop bullying	-Guidance Counselor -Staff -Student Council -Principal -PTO	-All resources available	2003-2004 school year	-Observe students taking a positive, active leadership role in the cafeteria and on the playground

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5. Prepare all constituencies for redistricting	-Superintendent -Principal -PTO -School Council	-Ongoing communication with the school community	2003-2004 school year	-Plans for 2004-2005 school year in place and communicated to the school community

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Goal III
General Goal Area Technology
Objective Increase the use of technology as a powerful tool for teaching and learning by making connections to the curriculum

Strategy to Accomplish the Objective	Person(s) Responsible	Resources Required	Timeline	Evaluation of Success
1. Increase the use of technology in teaching and learning	-Director of Technology - Instructional Technology Specialist -Staff -Principal	-Professional development -Planning Time	2003-2004 school year	-Increased use of the Internet, the video projector, and digital cameras -More student-created slide shows
2. Expand the school's web page	-Director of Technology -Webmaster -Instructional Technology Specialist -PTO -Staff -Principal	-Time	2003 – 2004 school year	-More school information published on the web page
3. Support teacher web page creation	-Director of Technology -Webmaster -Instructional Technology Specialist -Principal	-Time	2003-2004 school year	-More teacher web pages produced
4. Make school documents available to families via e-mail	-Director of Technology -Instructional Technology Specialist -Staff -Principal	-All resources available	2003-2004 school year	-Increased number of documents available

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