### **Wellesley Public Schools Upham School Improvement Plan** 2013-2016

## Strategy 1: Focus on Every Child, in Every Classroom, Every Day

- 1a. Close Achievement Gaps
- 1b. Expand Support for Differentiated Learning1c. Develop District-Wide Assessment Strategy
- 1d. Implement House Model at Wellesley High School
- 1e. Town-wide PreK / Full-Day Kindergarten
- 1f. Support for Transition years

WPS	Upham Elementary School	Person(s) Responsible for	Upham Elementary School Outcomes and Measurements
Objectives	Improvement Strategies/Activities	Implementation	
1a, 1b, 1c	Collaborative teams will meet regularly to review student data (including: MCAS, district assessments, student work, teacher developed formative & summative assessments) to identify SMART (Specific, Measurable, Achievable, Realistic & Time Bound) goals as well as plan and implement appropriate instruction, interventions & enrichment.  Goal Completed/Ongoing	Classroom Teachers, Special Education Staff, Principal, Literacy Specialist and Math Specialist	Outcome: Teachers will meet regularly to use relevant data to inform instruction to meet the needs of the grade level learners in order for students to meet grade level benchmarks.  Measurement: Formative and summative assessments will demonstrate student's progress towards grade level benchmarks as well as students meeting proficient or advanced on MCAS.

#### Fall 2014

Build Assessment Literacy (MCAS) standards, item analysis. Focus Points (note: lots of new info here! Be patient):

- Both Reading (short response) & Writing (long comp)
- Dig into individual students at high end and near proficient (w/5<sup>th</sup> grade teachers)
- Item analysis
- Generate Student Writing Prompt for 11/20.

Literacy Specialist will support Calkins Units during Writer's Workshop. Build Assessment Literacy Focus Points:

• Fountas & Pinnell calibration using video at grades 3, 4, 5

Literacy Specialist do simultaneous trainings

**Examine Instruction** 

Guiding Questions:

• What do we want our students to know and be able to do in reading and writing?

What can we improve instructionally to help them do so?

Develop Action Plan

Focus Points:

- Use DW protocol
- Keep it Simple & Doable!

Build in early indicators of success

#### Next Steps:

- Organize for Collaborative Work: Change protocols (high five, directions, etc.)
- Build Assessment Literacy (MCAS) standards, item analysis
- Create Data Overview
- Dig Into Student Data (writing)
- Examine Instruction
- Develop Action Plan
- Set Student Learning & Professional Practice Goals
- Coaching Cycles
- Assess Progress, Create (new) Data Overview based on Student Work

1e	District Wide Full Day K Program	District Full Day K	Outcome:
	Implementation of K Stay Day Pilot	Committee, K Teachers,	Implement Full Day Kindergarten Program
	-Year 2 Implementation of Full Day K	Principal	providing professional development for
	-Professional Development for Full Day		classroom teachers as well as teaching
	K Teachers		assistants.
	Completed/Ongoing		Measurement:
			Use the TELL Survey to determine the
			effectiveness. Survey parents to determine
			attitudes regarding the effectiveness of a full
			day K program.
	Year 2 Full Day K Implementation	Full Day K Steering	Next Steps:
		Committee, Elementary	<b>November 2014</b> –
		Principals	Parent Survey-
			Teacher Survey –
			Teacher Assistant Survey –
			Steering Committee Meeting – First and
			Third Thursday of the Month - 11/6 and
			11/20
			TA Handbook Discussion
			<u>December 2014 –</u> Wednesday, PLC Day
			12/17 1:00- 3:00
			Teacher Focus Group – Led by Rebecca Z.
			(Data Wise Facilitation/CFG Protocol)
			Teacher Assistant Focus Group – Led by
			Karen A.
			(Data Wise Facilitation/CFG Protocol)
			Parent Focus Group
			12/10 – 7:00 PM @Hunnewell
			Steering Committee Meeting – 12/4 and
			12/18
			January 2105 – SC Presentation?
			Steering Committee Meeting – (principal's
			meeting) and 1/22 (principal's meeting)

	Proposed new dates: January 15 and 29  February 2015 — Steering Committee Meeting — 2/5 (principal's meeting) Proposed new dates: February 12 and 26 March 2015 — Steering Committee Meeting — 3/5 and 3/19 April 2015 — Steering Committee Meeting — 4/2 and 4/15 May 2015 — Steering Committee Meeting — 5/7 (principal's meeting) and 5/21 (principal's meeting) May 14 and 28 June 2015 — Steering Committee Meeting — 6/11 (principal's meeting)
	Steering Committee Meeting – 6/11

# **Strategy 2: Invest in Our Educators**

- 2a. Professional Collaboration
- 2b. Recruitment, Mentoring, and Induction
- 2c. Educator Evaluation System2d. Compensation for Staff

WPS Objectives	Upham Elementary School Improvement Strategies/Activities	Person(s) Responsible for Implementation	Upham Elementary School Outcomes and Measurements
2c.	Continue administering the TELL Survey to gain knowledge on what teachers think about working conditions, class sizes, community support, student discipline, the quality of professional development, the atmosphere of trust. The survey will be given in spring of 2014 and 2016. Completed/Ongoing Spring 2014	Principal, Teachers, Staff	Outcome: To allow teachers a voice to express opinions, concerns, and solutions. A tool used to drive school improvement. Most importantly, the school survey results can be the impetus for educators – teachers and administrators – to engage in collaborative problem-solving efforts to improve those conditions in their schools.
	<ul> <li>Teacher Evaluation System</li> <li>During a faculty meeting the staff         will unpack the rubric         indicators and elements to         identify measurable and         observable characteristics of         each.</li> <li>Teacher professional learning goals         will include elements that</li> </ul>	Principal, Teachers, Staff  Classroom Teachers	Next Steps:  Clearer communication lines with Upham Leadership Team. Fully developed PLC's Common Planning Data Wise Protocols Assessment Protocols Data Meetings Measurement:

	support the advancement of the school improvement plan and/or their PLC work.		The survey will be given in spring of 2014 and 2016.
2a.	2013-2014: Implement Behavior Rubrics. Develop and implement reporting forms for unexpected behaviors. Develop and implement Recess Leader Implement Core Value Leaders Completed/Ongoing 2014-2016: Implement School wide Behavior Rubrics	Principal, Teachers, Staff	Outcome: Students feel respected, valued and safe as well as a decreased number of incidents of teasing and bullying behaviors.  Measurement: Monitor number of incidents reported to teachers and principal. Survey staff and students (2-5) using Stan Davis Connectedness Survey
	Full School wide implementation December 2014.	Principal, School Psychologist, classroom teachers	Next Steps:
	The school psychologist and the principal will conduct Open Circle meetings to discuss expectations and behaviors		<ul> <li>Review behavior data in January and June.</li> <li>The school psychologist and</li> </ul>
	rubrics.	Principal, School Psychologist, classroom teachers	the principal conduct Open Circle classroom
	The school psychologist and principal will continue work on		meetings.
	the alignment of Open Circle and work with Stan Davis.	Principal, School Psychologist	Check in with faculty     regarding the new     rubrics, consequence
	<ul> <li>The school psychologist and the</li> </ul>		chart, behavior

principal will present full	reporting form, Think
rubrics for a school wide	About it Forms and
implementation.	language.
	<ul> <li>Plan parent workshop with the school psychologist.</li> <li>Gather parent feedback and teacher feedback in May.</li> </ul>

## Strategy 3: Provide Broad-based Learning Opportunities as part of a World Class Public School System

- 3a. Integrate and Align Key Curricular Inputs
- 3b. Strengthen and Expand District STEM Offerings
- 3c. Develop and Implement K-12 World Language and Culture Program

WPS	Upham Elementary School	Person(s) Responsible for	Upham Elementary School
<b>Objectives</b>	Improvement Strategies/Activities	Implementation	<b>Outcomes and Measurements</b>
3a & 3b	2013-2014:	Classroom Teachers, Special	Outcome:
	Teachers will develop Professional	Education Staff, Principal, Math	Teachers will develop and
	Learning Communities dedicated to	Specialist	implement effective practices
	aligning to the curriculum through		and lessons to match the
	Backward Design (PARCC, Common		curriculum. Using relevant data
	Core, District Unit Assessments (K-1-2		to determine accessibility to the
	do not have district unit assessments or		math curriculum.

	unit guides using Numeracy Assessments) Completed/Ongoing 2014 Literacy Assessments (Lucy Calkins Writing Units/Rubrics) See 1a, 1b, 1c,		Measurement: Formative and summative assessments will determine the grouping, meaningful tasks, and ongoing improvement of student learning. Student work.
3a & b	Upham Go Green Team: As a collaborative group of students, parents, and staff, we will work together to reduce Upham's ecological footprint and inspire our community to be ecologically minded citizens. Completed/Ongoing	Green Team Representatives (Teachers), Parent Leaders, Principal, Students (Green Ambassadors), Faculty, Students.	Outcomes: Build on existing programs to maximize outcomes. Review green classrooms, school-recycling practices, find other opportunities to maximize reduction and re-use of existing resources. Create a yearlong program of environmental education and awareness (through assemblies, trash-free lunch days, walk to school, etc.)
	2014/2014 Upham has previously been a leader within the Wellesley community as a model of sustainability in schools. Two years ago we received an award from Mass. Green Schools. It was presented to us at the Massachusetts State House. This award was for our efforts to make all of Upham's classrooms green certified at the "bronze level."	Green Team Representatives (Teachers), Parent Leaders, Principal, Students (Green Ambassadors), Faculty, Students.	Green classroom: Each classroom was re-certified last spring as part of Green Week but it might be helpful to remind teachers and students of what this actually means.  Single stream recycling: Please post this visibly in classrooms and keep in mind that plastic containers labeled #1-6 are

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Our goals for the 2014-15 school year	Green Team Representatives	recyclable BUT must be clean.
are to raise the bar in our efforts to	(Teachers), Parent Leaders,	Food waste will contaminate
think sustainably about how we do	Principal, Students (Green	the process, so when in doubt,
things. This includes focusing on the	Ambassadors), Faculty, Students.	leave it out!
first two R's: Reduce and Reuse		
BEFORE Recycle.		Walk to School and Litterless
BEI ORE Recycle.		Lunch: Every Wednesday is
		Walk to School Wednesday
		and every Thursday is litter-
		less snack and lunch day. We
		will publicize these in the
		Upham Update, but reminders
		from teachers are extremely
		helpful as well.
		Green Week: we will host our
		annual Green Week in the
		spring of 2015
		Technology: Last year some of
		our teachers decided they could
		easily move away from printed
		permission slips and conference
		forms to online options.
		Consider using e-mail, sign up
		genius, doodle, etc.
		genius, doodie, etc.
		The office has laminated tardy
		slips (this idea was generated
		by Upham students!)
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3b	Collaborate with the Upham PTO's Creative Enrichment Team to develop STEM Science learning opportunities for all students. Ongoing 2014 STEM Opportunities	Upham Creative Enrichment Team, Science Coordinators, District k-5 Science Specialist, Principal	Outcomes: Provide STEM science activities, classes, and labs for all students. Measurement: Survey students, teachers, and families. Next Steps:  • District coordination with other elementary principals, PTO Central Council, Carolyn Collins (K-5 Science Coordinator) to ascertain individual
			school needs.  Creating a spreadsheet that includes, by grade level, parent sponsored enrichment programs and field trips, in addition to all-school assemblies.  Consolidate information in a single place so we can ascertain which programs are effective, how money is being spent, and how they relate to STEM and the curriculum.

3c	2013-2014 Feasibility study of K-5 World Language Program After school language program sponsored by PTO 2014-2015 Planning 2015-2016 Target Launch Ongoing	World Language Committee, Principal, PTO	Outcomes: Reporting to Superintendent on type of language, class scheduling, cost, curriculum, teachers, and impact on learning. Micro pilot, after school program.
	2014-2015	World Language Committee, Principal, FLES pilot K-2 staff	<ul> <li>Next Steps:         <ul> <li>Committee meeting with Consultant (Helena Curtain)</li> <li>Presentation of FLES program. Q and A session with K-2 teachers and leadership teams from each elementary.</li> <li>Develop 2 to 3 Model Schedules for 2015 implementation.</li> <li>Pilot FLES Language Program</li> <li>Develop curriculum for the new FLES Language program.</li> </ul> </li> </ul>