

# **Gates School Improvement Plan**

**2008 – 2009**

**Walter McGrail  
Principal  
Gates School  
Acton, MA 01720**

# School Improvement Plan

## 2008 – 2009

Goal # 1: Language Arts – Year 2 of a two year goal.

### A. Responsible Parties

- \* Staff participants in summer R&D
- \* Principal
- \* Deborah Bookis, Curriculum Specialist

### B. Defined Outcome

\* Teachers will explore 6 - Trait Writing Instruction and Assessment.

\* Participants in summer 2008 R&D will lead professional development sessions on 6-Trait Writing Program and share lessons which correlate to this program.

\* Staff will identify writing needs in conjunction with the Empowering Writers Program.

\* Staff will continue to compare and contrast each program for strengths and weaknesses to determine how the strengths of each program can be utilized to improve students writing.

\* Use of student MCAS writing results from Spring 2006, Spring 2007 and Spring 2008 will aid in determining student writing needs.

\* Refinement of writing rubrics

\* Empowering Writers

\* 6 - Traits Writing Program

### C. Target Completion Date

\*This is year two of a two year goal which was conducted in the first year from September 2007 - June 2008. The second year of the goal will run from September 2008 - June 2009. Staff will compare both the Empowering Writers and 6 - Trait Writing Programs.

### D. Anticipated Costs

\* Approximately \$1,500.00 per year for the purpose of purchasing support research material.

#### E. Source of Funding

- \* Gates School budget
- \* Central Office funding if available

### Goal # 2: Revisit and Revise the Core Values of Gates School

#### A. Responsible Parties

- \* Classroom teachers K - 6
- \* Specialists K - 6
- \* Principal

#### B. Defined Outcome

\* Staff committees will form to revisit and revise the core values of the school. Emphasis will be on our values and how they coincide with the Second Step program presently used school-wide.

#### C. Target Completion Date

- \* June 2009

#### D. Anticipated Cost

- \* None at this point.

#### E. Sources of Funding

- \* If any minimal costs occur, funding will be through the Gates School budget.

# **School Improvement Plan**

## **2007 – 2008**

### **Final Outcomes**

#### Goal # 1: Language Arts

##### A. Responsible Parties

- \* Staff participants in summer R&D
- \* Principal
- \* Deborah Bookis, Curriculum Specialist

##### B. Defined Outcome

\* Teachers will explore 6 - Trait Writing Instruction and Assessment.

\* Participants in summer R&D will lead professional development sessions on 6-Trait Writing Program and share lessons which correlate to this program.

\* Staff will identify writing needs in conjunction with the Empowering Writers Program.

\* Staff will compare and contrast each program for strengths and weaknesses to determine how the strengths of each program can be utilized to improve students writing.

\* Use of student MCAS writing results from Spring 2006 and Spring 2007 will aid in determining student writing needs.

\* Refinement of writing rubrics

\* Empowering Writers

\* 6 - Traits Writing Program

##### C. Target Completion Date

\*This will be a two year goal from September 2007 - June 2008 and September 2008 - June 2009. Staff will compare both the Empowering Writers and 6 - Trait Writing Programs.

##### D. Anticipated Costs

\* Approximately \$1,500.00 per year for the purpose of purchasing support research material.

##### E. Source of Funding

\* Gates School budget / \* Central Office funding if available

## F. Final Outcome

Teachers on the committee participated in a year-long professional course about the 6 Traits, incorporating lessons in the classroom and writing reflection papers on these lessons. Teachers met between workshop sessions to share their lessons and reflections and to brainstorm questions for the consultant and facilitators.

The committee created a chart depicting where resources are needed after consulting with their grade level colleagues.

The committee created a continuum chart K-6 which describes the writing expectations at each grade level. In order to compare the programs next year, a greater understanding of what was taught at each grade and the grades before and after was articulated in order for consistency across the grade levels.

The committee began a discussion about assessment and the use of rubrics, prompts and the writing process. This work will continue next year, 2008 – 2009. This details what the committee completed in the first year of this two year goal.

An R & D for the summer of 2008 has been proposed so that staff could meet to review the work which has been done, decide what they wish to accomplish the next school year and the steps necessary to achieve those results.

## Goal # 2: Smartboard Staff Training

### A. Responsible Parties

\* Nancy May, Sara Wilcox with additional support and assistance from Jennie Granado and Sherrie Feinberg

### B. Defined Outcome

\* Training will be available for interested staff to develop an understanding and proficiency to create and present a lesson(s) utilizing Smartboards technology with their students.

### C. Target Completion Date

\* This training phase - June 2008.

\* Ongoing - hopefully more and more staff will develop proficiency with this technology in anticipation of future Smartboard installations.

#### D. Anticipated Cost

\* No cost anticipated at this point for this training as it will be conducted by present Gates School Smartboard users.

#### E. Source of Funding

\* Outside trainer costs will be funded through Gates budget if such a trainer is utilized.

#### F. Final Outcome

A workshop led by Sara Wilcox was held for any staff member interested in gaining Smart Board experience. Staff members reviewed the SMART Board Notebook software capabilities and created SMART Board notebooks which correlate with their grade level curriculum. SMART Board on-line tutorials were also used to strengthen staff member's knowledge and skills. Teachers also searched the SMART Board website's collection of teacher made SMART Board notebooks and downloaded those appropriate for their curriculum areas. Overall, this professional development time was utilized to increase staff members' knowledge of how to apply the SMART board technology in the classroom and school and to gather and create material to use with the SMART board notebook to enhance lessons in various curriculum areas.

### Goal # 3: Revisit and Revise the Core Values of Gates School

#### A. Responsible Parties

\* Classroom teachers K - 6

\* Specialists K - 6

\* Principal

#### B. Defined Outcome

\* Staff committees will form to revisit and revise the core values of the school. Emphasis will be on our values and how they coincide with the Second Step program presently used school wide.

#### C. Target Completion Date

\* June 2008

#### D. Anticipated Cost

\* None at this point.

#### E. Sources of Funding

\* If any minimal costs occur, funding will be through the Gates School budget.

## F. Final Outcome

Staff decided to carry this goal over into the 2008 – 2009 school year due to the retirement announcement of the current Principal. It was decided that a new Principal would likely need time after commencing work to learn about the school / school community under the present core values. If any change(s) in core values are to be made, the new Principal and members of a committee would make them.

## Goal # 4: Revisit and revise our school wide discipline policy.

### A. Responsible Parties

- \* Classroom teachers K - 6
- \* Specialists K - 6
- \* Principal

### B. Defined Outcome

- \* To define and set in place clear student behavior expectations and guidelines.
- \* To continue to support and encourage appropriate and safe student behavior.
- \* To define consequences related to inappropriate and unsafe student.
- \* To develop consistency in reporting inappropriate and unsafe student behavior with accompanying consequences to parents / guardians.

### C. Target Completion Date

- \* June 2008

### D. Anticipated Cost

- \* \$250 - \$350 for professional materials related to this goal.

### E. Source of Funding

- \* Gates School budget

## F. Final Outcome

Several staff members joined this committee and served as representatives to the colleagues at their grade level and the school at large. Various discipline documents from other districts were reviewed to compare with our own discipline procedures. Findings were discussed among committee members and the larger staff. Staff identified the need for rules in the cafeteria, at the playground and using playground equipment.

Appropriate broad based classroom rules and consequences were identified by grade level. This document of classroom rules and consequences will be distributed to each staff member at the beginning of each school year. It is to be used as a basic operating document for the school. Individual classrooms or grade levels may adjust this document to fit their particular needs.