


Comprehensive Progress Report

Mission:

To prepare students to accept and succeed in the challenges of tomorrow, the Pocahontas School District is committed to: providing a safe, quality, learning environment in which all students master grade level content, perform at their highest academic ability , and develop positive and healthy self-worth; to distributing resources with fairness and accountability; and to engaging in cooperative relationships with district parents and patrons.

Goals:

 Activity in the last 12 months

! = 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>		Currently, we have instructional teams and school/parent/community team in place. The instructional teams meet at least twice a month and led by the principal. The school/parent/community team advisory committee meets twice a year. There are school/parent/community meetings throughout year. Parent/student orientation; Open House; Title I meeting; Parental Involvement meeting;Technology night; Financial Aid Night; Parent Teacher Conferences; Family Fun Night; SEGP Conferences (advising students/parents for student schedules the following year.) The School Board has approved the Leadership teams per building in our district.	Limited Development 10/23/2015		
		Priority Score: 3	Opportunity Score: 3	Index Score: 9	
<i>How it will look when fully met:</i>		Instructional teams will meet at least twice a month. School/parent/Community team - advisory team will meet once a year. Will continue to have meetings as stated above. The School Board has approved the Leadership Team to meet in each building once a month.	Objective Met 03/01/17	Lesia Grooms	05/31/2016
Action(s)	Created Date				
1	3/1/17	School Leadership Team meet once a month. PLCs to meet on a monthly basis.	Complete 03/01/2017	Lesia Grooms	03/01/2017
		<i>Notes:</i> The School Leadership team will meet once a month and go over data and items that need to be assessed. The school leadership team will work with the administration to disseminate information. PLCs will meet at least twice a month - these are instructional teams. Parents/students/teachers will be asked to sit in on a meeting for guidance in an advisory role: possibilities - handbook committee, business leaders.			
2	3/1/17	1. Leadership Team (School Improvement Team) meet once a month. 2. PLCs (Instructional teams) meet at least twice a month.	Complete 03/01/2017	Lesia Grooms	03/01/2017
		<i>Notes:</i>			
<i>Implementation:</i>			03/01/2017		

Evidence	3/1/2017 Board minutes - with Mr. Blaxton			
Experience	3/1/2017 We are working toward meeting on a regular basis - each month for the School Leadership Team. The school Board approved the Leadership Team to meet monthly.			
Sustainability	3/1/2017 We will have to meet monthly and analyze data to help our school to grow and meet needs of students.			
ID04	All teams prepare agendas for their meetings.(39)	Implementation Status	Assigned To	Target Date
Initial Assessment:	At present, the agenda for PLC meetings is developed by the principal. The meetings are currently being facilitated the principal. The agenda is important because time is always an issue. An agenda will help ensure time is used efficiently. We are moving to teacher led PLCs (with advisement of leadership team members). When teacher's lead the PLCs they will provide the agendas. Parent Involvement team agendas are created by Edie Hall, Parental Involvement Facilitator.	Limited Development 10/23/2015		
	Priority Score: 3 Opportunity Score: 3	Index Score: 9		
How it will look when fully met:	When it is fully met in our school we should agendas for meetings which will be in Indistar. All teams will submit agendas. Evidence will be in Indistar.	Objective Met 09/21/17	Lesa Grooms	03/01/2017
Action(s)	Created Date			
1	3/1/17	All teams will prepare agendas which will be submitted to Indistar.	Complete 03/01/2017	Lesa Grooms 03/01/2017

Notes: Agendas will be provided by all teams and uploaded into Indistar.

Implementation:			09/21/2017		
Evidence	9/21/2017 Agenda's were uploaded along with notes. Roll count was also noted in the system.				
Experience	9/21/2017 - This objective has been proven to be effective in providing focus driven PLC meetings.				
Sustainability	9/21/2017 9/21/2017- Continue to provide agenda's and logs of PLC meetings. Agenda's provided before meetings will be continue to provide a purpose driven objective for our team.				
	ID05	The principal maintains a file of the agendas, work products, and minutes of all teams.(41)	Implementation Status	Assigned To	Target Date
Initial Assessment:	The principal maintains current records on file. Agendas are kept on record in Indistar. Agendas and work products change so we change as we make new discoveries for use of data. All teachers should have access to the files of PLCs, instructional teams, etc. We are looking at new ways of using data to increase student learning. For example, volunteers who visit classrooms. Their impact on students and how we can better use that information.		Limited Development 11/28/2016		
How it will look when fully met:					
Action(s)	Created Date				
Notes:					

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>		There is not a leadership team in place at this time.	No Development 11/03/2015		
		Priority Score: 3 Opportunity Score: 1	Index Score: 3		
How it will look when fully met:		The Leadership team will be a team of selected leaders who will work with the principal and assistant principal to look at data from testing and walk-throughs. The team will meet regularly - at least twice a month for at least an hour each meeting. This group will work with principal and help plan PD and diffuse misconceptions of policies or plans that will be implemented.	Objective Met 03/01/17	Lesa Grooms	10/21/2016
Action(s)	Created Date				
1	11/3/15	Document members of team and how members are selected.	Complete 03/01/2017	Lesa Grooms	10/21/2016
		<p><i>Notes:</i> Person who is a leader in department, school, and/or district. Person who meets requirements of school (lesson plans, update grades, attends required PD, etc) Person who works well with others and students.</p> <p>Team members: Lesa Grooms, Anthony Brewington, Lynne Hogan, Pat Cagle, Gary Miller, Lori Steimel, Kara Sullinger, Travis James</p> <p>Once a month - will move to more times per month in the future. Up to at least an hour each meeting.</p>			
Implementation:			03/01/2017		
Evidence	3/1/2017	Meeting agendas are in Indistar.			
Experience	3/1/2017	The team has been formed and we are meeting at least once a month. We are meeting at least one hour. We are working toward implementing teachers as instructional leaders of groups.			
Sustainability	3/1/2017	Meetings will have to be conducted each month for at least one hour.			

ID11		Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams.(46)	Implementation Status	Assigned To	Target Date
Initial Assessment:		We have PLCs which are grouped by content area. PLCs meet every other week with agendas. The agendas may include academic and instructional items or data. The agendas may also include items that need immediate attention. Every other week, content area groups or those with similar content, will meet and create agendas. The groups will work on curriculum. May work on Lesson Plans, instructional strategies, tips, or peer observation.	Limited Development 09/21/2017		
How it will look when fully met:		When Instructional Teams are fully in place they will meet every other week - unless extenuating circumstances prevent meeting. The teams will work on instructional/academic items. The evidence will be that there will be agendas, meeting notes, and sign in sheets.	Add Actions	Lesa Grooms	05/25/2018
Action(s)	Created Date		1 of 2 (50%)		
1	9/21/17	Instructional teams will meet on a regular basis with agendas. <i>Notes:</i> Teams will meet to discuss curriculum, instruction, strategies, etc. Agendas will be created.		Madison Casillas	05/25/2018
2	9/21/17	Instructional teams are created. <i>Notes:</i> Teams were created at the beginning of this school year by the Principal.	Complete 09/08/2017	Lesa Grooms	09/08/2017

Core Function:		School Leadership and Decision Making			
Effective Practice:		Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction			
IE07		The principal monitors curriculum and classroom instruction regularly. (58)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		The Principal and Assistant Principal are involved observations as in walk-through and evaluations. They will use the data gathered to have conversation with one another about the quality practices observed and concerns in practice observed. The Principals can then work together to praise the quality and improve the concerns. The principals have conversation with the teachers about the practices observed. The conversation should lead to improvements in the classroom and learning environment. The Principals have knowledge about the curriculum.	Limited Development 10/23/2015		
		Priority Score: 3	Opportunity Score: 3	Index Score: 9	
<i>How it will look when fully met:</i>		When this is fully implemented principal and assistant principal will be in classrooms at least once a month. They will have data to show that they have been in classrooms which will be in bloomboard/edreflect or notes.	Objective Met 09/22/17	Lesia Grooms	09/29/2017
Action(s)	Created Date				
1	3/1/17	Principal and assistant principal will work to be in classroom at least monthly and more as possible. Data will be kept in Bloomboard/Edreflect or notes.	Complete 09/22/2017	Lesia Grooms	12/22/2017
		<i>Notes:</i> Principals will be in classrooms on a regular basis to ensure the quality of instruction.			
2	3/1/17	Principal and Assistant Principal will work to be in classroom monthly.	Complete 09/15/2017	Lesia Grooms	12/22/2017
		<i>Notes:</i> -Classroom weekly. -record observations in EdReflect/Bloomboard			
<i>Implementation:</i>			09/22/2017		
<i>Evidence</i>		9/22/2017			
<i>Experience</i>		9/22/2017			
<i>Sustainability</i>		9/22/2017			

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
<i>Initial Assessment:</i>		<p>There is not a leadership team at this time at the high school. Therefore the team cannot view summary of reports of classroom observation to help plan Professional Development.</p> <p>UPDATE as of March 1, 2017 - a leadership team is in place and has met. The team will look at data from principal's observations. The principal will use this information to help guide professional development.</p>	No Development 11/03/2015		
		Priority Score: 2 Opportunity Score: 2	Index Score: 4		
<i>How it will look when fully met:</i>		The Leadership Team will be able to use the summary of reports from classroom observations and walk throughs to help plan Professional Development. The principal and assistant principal will perform walk throughs and observations to gain information which will be shared with the leadership team. The leadership team will discuss how to help with problems that are found and what PD could be beneficial to alleviate problems.	Objective Met 09/22/17	Lesa Grooms	05/18/2018
<i>Action(s)</i>	<i>Created Date</i>				
1	3/1/17	The principal will share summary of classroom observations with leadership team. The team will discuss the findings and which will help the principal use the data to develop professional development for teachers during the summer.	Complete 09/22/2017	Lesa Grooms	05/25/2018
		<i>Notes:</i> The process of principal sharing summary of observation findings with teachers will help lead discussions. Help teachers make decisions about how to be more effective in the classroom. Also, the principal will be able to better develop Professional Development which will be meaningful.			
2	9/21/17	The Leadership team is in place.	Complete 09/08/2017	Lesa Grooms	09/15/2017
		<i>Notes:</i> The leadership team was in place at the end of last year. It is currently in place now.			
<i>Implementation:</i>			09/22/2017		
<i>Evidence</i>		9/22/2017			

<i>Experience</i>	9/22/2017			
<i>Sustainability</i>	9/22/2017			
IF06	Teachers are required to make individual professional development plans based on classroom observations.(70)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>	Each year the teachers assess areas of weakness using TESS. Based on the results the teacher completes a pre-evaluation conference and discusses the planned observation. After the observation the teacher and principle will conference on areas of needed improvement. The teacher will choose those areas for professional development. Teachers are required to submit certificates showing completion of professional development training.	Full Implementation 11/03/2015		

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
<i>Initial Assessment:</i>	Teachers do have the state frameworks and common core standards in which they follow and guide instruction. The 10th grade English Teachers have worked together to build a google classroom. Therefore, they have worked to build a similar structure. However, other areas who teach the same class may not have worked together in this manner. UPDATE : March 1, 2017 - Teachers will begin to work on aligning units of instruction - building lesson plans for subjects will help ensure that units are taught about the same time frame.	Limited Development 11/06/2015		
<i>How it will look when fully met:</i>	When this is being fully implemented in the school - all subject areas will have lesson plans. Units of instruction will be similar in the subject areas. Units of instruction will be taught about the same time frame. Teachers will have syllabus for each course taught. Teachers who teach same course will have similar syllabus. Evidence will be in lesson plans.		Lesa Grooms	05/25/2018
Action(s)	Created Date	1 of 3 (33%)		
1	3/1/17 Teachers will create syllabi for courses.		Lesa Grooms	05/25/2018
<i>Notes:</i> Teachers will have a syllabus for each course they teach.				

2	9/21/17	Teachers will have similar syllabi with other teachers who teach the same course.		Lesla Grooms	05/25/2018
<i>Notes:</i> Teachers will work together to have similar syllabi for the same courses.					
3	9/21/17	Teachers who teach concurrent college classes must have syllabus at the beginning of each semester.	Complete 09/08/2017	Lesla Grooms	09/08/2017
<i>Notes:</i> Teachers who teach concurrent college classes should have syllabus for each concurrent college class they teach.					
		IIA02	Units of instruction include standards-based objectives and criteria for mastery.(89)	Implementation Status	Assigned To
Initial Assessment:		Teachers have standards based lessons and develop standards based instructional strategies. Some teachers have worked together to create similar lessons. Other teachers have worked more independently. All teachers use the State standards to guide their instruction and planning.		Limited Development 09/26/2017	
How it will look when fully met:		When this objective is fully implemented then departmental teachers will work together to have similar plans and lessons. Teachers will work to align the curriculum vertically and horizontally.			Lesla Grooms
				1 of 3 (33%)	05/18/2018
Action(s)	Created Date				
1	9/26/17	Teachers will work in departmental meetings to develop planning and instruction.		Lesla Grooms	05/18/2018
<i>Notes:</i> Teachers will work to develop their meeting agendas and times to meet with their departments.					
2	9/26/17	Teachers will create agendas for these meetings.		Lesla Grooms	05/18/2018
<i>Notes:</i> Create agendas for meetings.					
3	9/26/17	Departmental groups will be created and have a time/opportunity to meet.		Complete 09/22/2017	Lesla Grooms
<i>Notes:</i> Teachers will be arranged in dept groups.					

Core Function:		Curriculum, Assessment, and Instructional Planning				
Effective Practice:		Assessing student learning frequently with standards-based assessments				
		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
<i>Initial Assessment:</i>		Teachers are now giving standards based assessments three times a year to check for students progress. At the present time teachers are using self made assessments within each department to check for student progress at the beginning of the year, mid-year, and at the end of the year. Assessments are documented with the building principal in google classroom or in hard copy.		No Development 11/03/2015		
<i>How it will look when fully met:</i>		Teachers within departments will develop common assessments that are standards based to measure students progress. Students will be assessed at the beginning, mid, and end of each year.			Lesa Grooms	05/30/2018
Action(s)	Created Date			1 of 2 (50%)		
1	9/21/17	Students will be assessed 3 times yearly to determine progress.			Lesa Grooms	05/30/2018
		<i>Notes:</i>				
2	9/22/17	Teacher created test for the three times per year.		Complete 09/01/2017	Lesa Grooms	05/25/2018
		<i>Notes:</i> Created test for this year. One test...needs to be same. Interim test with Aspire will be used in tested content areas				

Core Function:		Classroom Instruction				
Effective Practice:		Expecting and monitoring sound classroom management				
		IIIC09	All teachers correct students who do not follow classroom rules and procedures.(164)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Teachers and staff are trained prior to the beginning of school by the principals as to the behavioral expectations at not only the building level, but also at the district level. Teachers set the tone of the classroom with their students on the first day of class to establish the behavioral expectation in their classroom. Within the first two weeks of school the building principals conduct grade level meetings with each class to review the student handbook and discipline policy to ensure total understanding of student expectation. Students that do not adhere to the guidelines set forth by the teacher in the classroom or by the policy as established by the board are disciplined accordingly.		Full Implementation 09/21/2017		

Core Function:		High School: Opportunity to Learn			
Effective Practice:		Ensure content mastery and graduation			

		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
			<p><i>Initial Assessment:</i></p> <p>Within the current level of development students in grades 8 and nine participate in a career interest inventory and career education class. Students are also assigned SEGP advisors (planning) to help prepare for college and career at this level. At tenth grade another career assessment and SEGP advisor is established to plan their high school career. A career coach also meets individually at least one time per year with each individual student in grades 9 - 12 to develop and assess college and career goals. A job shadowing program is currently in place along with college visit days for seniors. Seniors attend a college fair each year and a financial planning session provided by community stakeholders in the both the fall and spring. Guest speakers from within the community meet with classrooms throughout the school year sharing information regarding their field of labor and expertise. The local chamber of commerce provides mentors within the community matching students with areas of interest for students allowing them to gain not only the professional knowledge of their field, but also a personal connection for future reference as they move forward in their area of interest. Graduates of PHS are also invited to return to speak to students to share college experience, work experiences, transition from school to work/school experiences. Each year in the fall a financial aid evening is planned with BRTC Financial Aid Office to give parents and students information to plan for preparing their FAFSA documents and applying for financial aid once high school graduation is complete. Ready Set Graduate is a day set aside for seniors to give them the opportunity to work with community stakeholders in gaining the necessary tools needed for securing their finances. Students attend a college and career day at Black River Tech College in hopes of exploring opportunities available not only within our community, but also the trends within the next 5 year.</p>	<p>Limited Development 11/03/2015</p>		

		Priority Score: 3	Opportunity Score: 1	Index Score: 3	
How it will look when fully met:		This will be addressed by a team consisting of the counselor, career coach, community stakeholders, students, and teachers. The goals and objectives will be establish and implemented by the team.		Objective Met 09/21/17	Lynne Hogan 11/30/2017
Action(s)	Created Date				
1	3/1/17	<p>Within the current level of development students in grades 8 and nine participate in a career interest inventory and career education class. Students are also assigned SEGP advisors (planning) to help prepare for college and career at this level. At tenth grade another career assessment and SEGP advisor is a established to plan their high school career. A career coach also meets individually at least one time per year with each individual student in grades 9 - 12 to develop and assess college and career goals. A job shadowing program is currently in place along with college visit days for seniors. Seniors attend a college fair each year and a financial planning session provided by community stakeholders in the both the fall and spring. Guest speakers from within the community meet with classrooms throughout the school year sharing information regarding their field of labor and expertise. The local chamber of commerce provides mentors within the community matching students with areas of interest for students allowing them to gain not only the professional knowledge of their field, but also a personal connection for future reference as they move forward in their area of interest. Graduates of PHS are also invited to return to speaks students to share college experience, work experiences, transition from school to work/school experiences. Each year in the fall a financial aid evening is planned with BRTC Financial Aid Office to give parents and students information to plan for preparing their FAFSA documents and applying for financial aid once high school graduation is complete. Ready Set Graduate is a day set aside for seniors to give them the opportunity to work with community stakeholders in gaining the necessary tools needed for securing their finances. Students attend a college and career day at Black River Tech College in hopes of exploring opportunities available not only within our community, but also the trends within the next 5 year.</p>		Complete 05/30/2017	Career Coach, Classroom Teachers, Counselor 05/30/2017
<p><i>Notes:</i> These events with our students are important and do need to occur at least once a year, however if other similar type events can replace with the same or better results the task should be reviewed and revised.</p>					
Implementation:				09/21/2017	

Evidence	9/21/2017 College and Career Days for juniors and seniors, stake holders attend classrooms as guest for discussion, SEGP meetings occur with students at least 2 times per year, Job shadowing occurs for those interested.			
Experience	9/21/2017 9/21/2017- Students meet with advisors at least 2 times per year to review career and college plans and to develop a plan of study for high school and beyond. Students work with the career coach to establish job shadowing experiences. Students at the senior level are given 2 opportunities to attend the college of their choice for visits. Juniors are given the opportunity to visit a choice college during the spring semester.			
Sustainability	9/21/2017 Students will continued to be assessed 3 times per year to determine current needs in planning for their career.			