

SEZP 2018-19 School Planning Process  
**School Priorities: Duggan Academy**



**Priority 1: Intentional Practices for Improving Instruction (Turnaround #2)**

All Duggan students will demonstrate growth in their ability to attain grade-level literacy proficiency - specifically in reading and writing – as evidenced through the creation of quality student work in all content areas. To accomplish this, Duggan will develop a cohesive, content literacy-based curriculum that aligns with the necessary professional development for staff, and rigorous content that includes essential practice for students throughout the academic day. Students’ progress will be measured by Massachusetts Comprehensive Assessment System (MCAS), through the use of teacher-created formative and summative assessments, and other internal growth measures.

**Rationale:**

Twenty-three percent of Duggan students in grades 6-8 scored at meeting or exceeding on the spring 2017 MCAS in English Language Arts compared to 49% from the state, and in the 10<sup>th</sup> grade, 61% of students scored at proficient or higher compared to 91% from the state. Further internal data shows that over 70% of Duggan students enter 6<sup>th</sup> grade two or more grade levels below in reading. Forty two and 47% of Duggan 10<sup>th</sup> grade students are scoring proficient or higher compared to 79% and 74% from the state. Further data suggest that students are significantly performing lower on constructed and open response questions(10<sup>th</sup> grade only).

**6<sup>th</sup>-8<sup>th</sup> ELA**

Standard	Description	School	District	State	Diff. from State
CCRA.W.2	Writing – Idea Development	34	32	40.5	-8.5
CCRA.W.3	Writing – Idea Development	42	39	55	-14
CCRA.L.1	Language - Conventions	52	50	65	-18

**6<sup>th</sup>-8<sup>th</sup> Math**

Standard	School	District	State	Diff. from State
Constructed Response	21.6%	18%	37%	-15.4%

- 8<sup>th</sup> grade data for the state is not available – difference from state is based on 6<sup>th</sup> and 7<sup>th</sup> grade only

### 10<sup>th</sup> Grade ELA

Standard	Description	School	District	State	Diff. from State
CCRA.W.1	Writing –Texts, types and purpose	5.3	5.93	7.03	-1.73
CCRA.W.4	Writing – Process and distribution of writing	5.55	5.89	6.94	-1.39
CCRA.L.1	Language - Conventions	2	2.57	2.95	-.95
CCRA.R.7	Reading Anchor – Integration of K&S	1.24	1.67	2.4	-1.16
CCRA.R.5	Reading Anchor-Craft & Structure	45%	58%	69%	-24%

### 10<sup>th</sup> Grade Math/Science

Standard	School	District	State	Diff. from State
Math Open Response	34%	37%	58%	-25%
Science Open Response	40%	46%	64%	-24%

#### Priority 2: School Culture & Climate (Turnaround Practice #4)

Our second school-wide priority will focus on improving school culture through our Habits of Scholarship initiative of Respect, Responsibility, Quality, and Perseverance, with specific emphasis on instilling a sense of academic achievement, personal fulfillment, leadership, and active global citizenship in all students. Students will also increase their academic achievement by taking increased ownership of their work, through strengthened character and independence traits, and with amplified support from our faculty. We will measure our progress of this priority through attendance and suspension rates, student and staff survey data, and by analyzing ongoing student work.

**Rationale:**

The rationale for our second priority was determined using feedback garnered from site visits, academic coaching sessions for teachers, and staff discussions during grade-level team meetings. A closer analysis of the data obtained from these sessions and other data underscores a correlation between school culture and academic performance, including the amount of quality work students produce.

## SEZP 2018-19 School Planning Process

# Educator Working Conditions (School Operational Plan) Duggan Academy



**1. Allocation of discretionary funds made available by the principal, including in areas such as: wraparound services for students and families, after-school programs, and school supplies.** Discretionary funds are those remaining after a school budgets for district services, partner fees, staff salaries and stipends.

For the 2018-19 school year, discretionary funds have been allocated in the following amounts:

- \$15,000 total, including:
  - \$5,000 Classroom resources
  - \$5,000 Professional Development
  - \$5,000 Student field trips

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

## 2. School curriculum issues.

Duggan will use a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. Teachers are expected to develop, assist, or improve curricula for their own use that can be shared with and modified by others. To the extent possible, teachers will be made aware of curriculum changes in advance and have an opportunity to provide feedback. Curricula will be compiled into the Edoctrina system for continued individual, vertical, and cross curricular development. Development of Edoctrina will be differentiated and attached to coaching goals.

**3. Professional development activities applicable to the school as a body.** This does not include individualized professional development or coaching of teachers.

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year starts and ends. If possible, at least one week's notice will be given to teachers before any required professional development activities. Expected professional development activities include those below (please see school calendar for additional details):

- **Up to 5 Days** of professional development and/or staff planning days before the school year begins;
  - New staff may report on August 13th for orientation to Duggan
- Up to **3 Days** of professional development and planning days during the school year;
- Up to **18 "Extended Days"** of PD after the school day ends for students during the year ("Tues middle early release/staff extended") ;
- Up to **2 Days** after the last day of school for students, but before the end of the term of employment.

## 4. School calendar.

Please see the attached 2018-2019 school year calendar for staff. Any change to the school year calendar is subject to SEZP approval. If possible, at least one month's notice will be given to teachers before any change to the school calendar. In the event of a change during the year, accommodations may be made for individuals with critical scheduling conflicts on a case-by-case basis. The school calendar will include:

- Total number of school days and hours for students. Required total hours for students are a minimum of 1330 per year for Middle School students and of 1200 for High School students.
- Total number of days and hours for educators, including school days and professional development and planning days. Teachers are required to work a minimum of 1500 hours per year.
- All federal and state holidays.

## **This SY'18-19 school plan has been approved by the SEZP Board**

- Winter break, Mid-winter break, Spring break.

### **5. Schedule for staff and students, provided that teachers will continue to receive duty-free lunch and regular preparatory time**

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 7 hours and 55 minutes. For the majority of educators, required hours will be approximately 7:25-3:20.

Teachers will have approximately 3 hours planning time per week not including planning meetings. These hours will be allocated as evenly across the school week as possible. This time can be to plan, grade, collaborate with their colleagues, etc. In extenuating circumstances, teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or PLC meetings during grade level team, vertical team meetings, extended day, and full professional development days as shown on the school calendar unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Duggan may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school.

### **6. Scheduling of school-wide parent/teacher meetings. This does not include individual parent-teacher meetings that may occur between school-wide meetings.**

Duggan will hold 1 parent-teacher conferences and 1 Open House during the 2018-2019 school year. These will be scheduled prior to the start of the 2018-2019 academic year and will be on the school calendar.

### **7. Work before and/or after the regular school year.**

Returning teachers are expected to report to work on August 20th, 2018. The final work day for teachers is June 21, 2019. This date assumes five days built in for inclement weather and will change based on the actual number of inclement weather days. If possible, at least one month's notice will be given to teachers before any change to the start and end of the school year. New hires may begin on August 15th, 2018.

### **8. Notices and announcements.**

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

### **9. School health and safety issues.**

Working with SEZP and SPS, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.

Security of school premises will be maintained and visitors to the school will be required to check in upon entry.

Every effort will be made to mitigate painting or repairs to buildings while school is in session, to avoid distractions or interruptions to student learning.

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### **10. Staff dress code.**

Staff at Duggan are asked to dress professionally for a school setting.

### **11. Rotation of duties.**

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Duggan. To the extent possible, duties will be equitably distributed and rotated among staff members on a regular basis. These duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 60 minutes per day;
- Coverage of lunch periods, break periods, or block periods, not exceeding 30 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 30 minutes per week;
- Educators typically do not have additional duties at Duggan

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but stipends should not be expected.

### **12. Class size.**

Duggan commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

### **13. Bulletin boards.**

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. The Springfield Education Association will be provided a clearly designated bulletin board for the purpose of posting Association-related notices and other materials. Such space will be provided in each building for the exclusive use of the Association.

### **14. Parent-teacher home visit project, if applicable.**

Duggan may ask staff to conduct family home visits throughout the school year. Teachers will be compensated for home visits if they occur outside the regularly scheduled working hours for teachers (i.e. teachers will move into the next band for their ELT stipend, or participating teachers may be paid an additional stipend).

### **15. Family-teacher communication.**

Teachers may be required to make regular phone calls to families about the academic progress of students, as well as respond to family inquiries via email, phone or in-person meetings throughout the school year.

### **16. Class coverage.**

During a typical Monday-Friday week, all staff members may be required to cover classes as needed, except during teachers' duty-free lunch. To the extent possible, class coverage will be assigned equitably and on a rotated basis, including:

- Coverage of homeroom periods, not exceeding 60 minutes per day;
- Substitute coverage of classes of others who are absent from school. (When possible, PLC or common planning time should be used when teachers are asked to cover class. Preference would be to hire substitute teachers)

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**17. Practicum teacher assignment practices, if applicable.**

Teachers may be requested to supervise a student teacher during the school year. Teachers may express preference to the principal in requesting or declining a student teacher placement.

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**Springfield Public Schools  
2018-2019 Student Calendar  
John J. Duggan Academy  
1015 Wilbraham Rd, Springfield, MA 01109**



**Middle School Student Hours** 7:32AM - 3:20PM (Mon, Wed, Thurs, Fri); 7:32AM - 2:10PM (Tuesday)

**High School Student Hours** 7:32AM - 2:20PM (Monday- Friday)

**Teacher Hours** 7:25AM - 3:20PM (Monday-Friday)

Aug 20-23: Schools Closed -  
Teacher Professional Days

Aug-18				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Aug 24: Convocation  
Aug 27: School Begins

Feb 15: Early Release at 1:00pm

Feb-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Feb 18: Schools Closed -  
Presidents Day

Feb 19-22: Schools closed for  
Mid-Winter Vacation

Sep 3: Schools Closed -  
Labor Day

Sep-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Mar 15: Schools Closed -  
Teacher Professional Day

Mar-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct 5: Early Release at 1:00pm  
Oct 8: Schools Closed -  
Columbus Day

Oct-18				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Apr 12: Early Release at 1:00pm

Apr-19				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Apr 15: Schools Closed -  
Patriots Day

Apr 16-19: Schools Closed for  
Spring Vacation

Nov 6: Schools Closed -  
Teacher Professional Day  
(Election Day)

Nov-18				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Nov 9: Early Release at 1:00pm

Nov 12: Schools Closed -  
Veterans Day

Nov 21-23: Schools Closed -  
Thanksgiving Vacation

May 24: Early Release at 1:00pm

May-19				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 27: Schools Closed -  
Memorial Day

Dec 21: Early Release at 11:35am -  
Last day before holiday vacation

Dec-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Dec 24-31: Schools Closed for  
holiday vacation

Jun 19\*: End of school year  
Early Release at 11:35

Jun-19				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Jun 20-21\*: Schools Closed -  
Teacher Professional Days

Jan 1: Schools Closed -  
New Years Day

Jan-19				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jan 11: Schools Closed -  
Teacher Professional Day

Jan 21: Schools closed -  
Dr. Martin Luther King, Jr. Day

Jan 23-25: Early Release at 1:00pm

\*Calendar includes (5) additional pupil school days for inclement weather.  
Schools will close after they have been in session for 180 pupil school days.  
Official end date and dismissal will be covered by bulletin.

- School Closed for Students and Staff
- Half-Day: Dismissal for High School at 11:05; Middle School at 11:35
- Early Release for All Students at 1:00pm
- School Closed for Students / Teacher Professional Day





**Springfield Public Schools  
2018-2019 Staff Calendar  
John J. Duggan Academy  
1015 Wilbraham Rd, Springfield, MA 01109**



**Middle School Student Hours** 7:32AM - 3:20PM (Mon, Wed, Thurs, Fri); 7:32AM - 2:10PM (Tuesday)

**High School Student Hours** 7:32AM - 2:20PM (Monday- Friday)

**Teacher Hours** 7:25AM - 3:20PM (Monday-Friday)

Aug 20-23: Schools Closed -  
Teacher Professional Days  
Aug 24: Convocation  
Aug 27: School Begins

Aug-18				
MON	TUE	WED	THU	FRI
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6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Feb 15: Early Release at 1:00pm  
Feb 18: Schools Closed -  
Presidents Day  
Feb 19-22: Schools closed for  
Mid-Winter Vacation

Feb-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Sep 3: Schools Closed -  
Labor Day

Sep-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Mar 15: Schools Closed -  
Teacher Professional Day

Mar-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct 5: Early Release at 1:00pm  
Oct 8: Schools Closed -  
Columbus Day

Oct-18				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Apr 12: Early Release at 1:00pm  
Apr 15: Schools Closed -  
Patriots Day  
Apr 16-19: Schools Closed for  
Spring Vacation

Apr-19				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Nov 6: Schools Closed -  
Teacher Professional Day  
(Election Day)  
Nov 9: Early Release at 1:00pm  
Nov 12: Schools Closed -  
Veterans Day  
Nov 21-23: Schools Closed -  
Thanksgiving Vacation

Nov-18				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 24: Early Release at 1:00pm  
May 27: Schools Closed -  
Memorial Day

May-19				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec 21: Early Release at 11:35am -  
Last day before holiday vacation  
Dec 24-31: Schools Closed for  
holiday vacation

Dec-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Jun 19\*: End of school year  
Early Release at 11:35  
Jun 20-21\*: Schools Closed -  
Teacher Professional Days

Jun-19				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Jan 1: Schools Closed -  
New Years Day  
Jan 11: Schools Closed -  
Teacher Professional Day  
Jan 21: Schools closed -  
Dr. Martin Luther King, Jr. Day  
Jan 23-25: Early Release at 1:00pm

Jan-19				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

\*Calendar includes (5) additional pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

- School Closed for Students and Staff
- Half-Day: Dismissal for HS at 11:05; MS and Staff at 11:35
- Early Release for Students and Staff at 1:00
- Early Release for Students (1:00) / Afternoon PD for Staff (3:20)
- School Closed for Students / Staff PD Day (8:30-3:45)
- Afternoon PD for Staff until 4:40pm

SEZP 2018-19 School Planning Process  
**Strategic Implementation Plan: Duggan**



<b>Practice 1</b>				
<b>Instructional Leadership, Shared Responsibility, and Professional Collaboration:</b> The school has established a community of practice through leadership and shared responsibility.				
<b>Statement of alignment to priorities:</b> Sustain and continue to strengthen a structure to support strong communication, feedback, consensus-building, and other high quality team processes.				
Action Plan				
Task	Owner	Start By	Complete By	Notes
Elect new teacher leadership team with school-wide representation	Principal	September 2018	October 2018	
Create TLT meeting schedule for the year	Principal & TLT	September 2018	October 2018	
Identify team of 8-10 teachers for standards institute, and 3-4 teachers for additional math PD in August. 3-4 to Lucy Calkins PD in July	Principal	April 2018	June 2018	Completed
Schedule formative assessments to align with professional development, collaboration time, evaluation of student performance, progress-monitoring, and development of intervention groups	TLT	June 2018	Ongoing	
Revision of edoctrina templates	Grade level team	June 2018		
Map out the assessments calendar for all subjects including diagnostics, MAP, MCAS, iReady, Access	TLT	June 2018		
Identify and select a student work protocol to be used by teachers	TLT	August 2018	Ongoing	
Review MCAS data – Highs and Lows and launch to focus all stakeholders on schools mission and goals	Principal	August 2018	Ongoing	
Bi-weekly check in meetings with union representative to ensure that communication on TLT and full staff in transparent	Principal/ Union Rep.	Fall/After elections	ongoing	
Identify presenters for August professional development on rigor at Duggan, teachers will be selected from pool from summer PD	Principal/ Stephen Stroud/ TLT	June 2018		

**Practice 2**

**Intentional Practices for Improving Instruction:** The school employs intentional practices for improving teacher-specific and student-responsive instruction.

**Statement of alignment to priorities:** Establish conditions for all Duggan students to demonstrate growth in their ability to attain grade-level literacy proficiency in reading and writing, as evidenced through the creation of quality student work in all content areas.

Action Plan				
Task	Owner	Start By	Complete By	Notes
Identify possible alignment of social studies, science and ELA topics in a year-long trajectory - this is a long term goal - looking for common spots for now	Vertical/GLT	May/June 2018	Ongoing in vertical meetings	
Adjust eDoctrina document to allow for cross-curricular communication	TLT	June 2018	Online system August 2018	
Ensure vertical team times to create consistency in academic rigor across grades	Vertical teams and administration	June 2018	June 2018	
Professional development procedures and protocols to promote student ownership of academic learning	GLTs, TLT	June	Ongoing	
Develop Writing on Demands and other formative assessments, including sample exemplars		August 2018	August 2018 and ongoing	
Establish and operationalize protocol for collaborative study of student work	Vertical with coaching support	September 2018	Ongoing	
Develop and implement peer coaching protocols to replicate and scale effective instructional approaches and intervention strategies	TLT, Coaches, Administration	April	Ongoing	
New Teacher Mentor Program	Stephen Stroud			
8 <sup>th</sup> Grade ELA Reader's and Writer's Workshop model pilot	ELA team			
Planning time for deepening current lessons	20 Teachers	June	Ongoing in fall following institute and August PD	
Expand collaboration to Chestnut for thought partners for our ELA teachers	Kate Phellian/Duggan ELA teachers	June	Ongoing	

**Practice 3**

**Providing Student-Specific Instruction and Supports to All Students:** The school is able to provide student-specific supports and interventions informed by data and the identification of student-specific needs.

**Statement of alignment to priorities:** Establish conditions to ensure student progress is measured and evaluated by growth on a suite of assessment tools, including teacher-created formative and summative assessments, the Measures of Academic Progress (MAP), and the Massachusetts Comprehensive Assessment System (MCAS).

Action Plan				
Task	Owner	Start By	Complete By	Notes
Identify students into classification of Tier I, Tier II, and Tier III in a multi-tiered support system	TLT, Dean of intervention	June 2018	Ongoing	MCAS, I Ready, MAP (Fall MCAS is used- but when we resort during you we will sub out MCAS for ANET)
Develop an RTI team and identify and train members on process	Dean of Intervention/ Principal	August 2018		Alter the RTI team protocol to allow for programs to begin day 1 Need to build cycle that the team meetings to decide tier 3 intervention and monitor progress tier 2b- Dean would monitor Tier 1 and 2a data to make additional team referrals
Time to modify units/lessons to align to RTI suggested student needs (all needs)	RTI/Vertical/GLT			
Refine intervention schedules/emphasis based on the student tiered sorts	Principal	July 2018	Ongoing	
Develop personalized intervention plans for students across all three tiers	Stephen Stroud, Dean of Intervention, and Teachers	September 2018	Ongoing	
Investigate opportunities to reimagine or expand use of Crew and/or DEAR time for maximizing academic success	TLT and GLT	April 2018	May 2018	
Deliver needs assessment in LLI to identify deeper needs for students	LLI teachers and dean of interventions	April 2018	August, September 2018	
Review IEP/BIP for all students with emphasis on social emotional to ensure specific goals are updated and strategies are in place	Assistant Principals and Counselors	June 2018	August, September 2018	

**Practice 4**

**A Safe, Respectful, and Collegial Climate for Teachers and Students:** The school establishes and maintains an orderly and respectful learning environment for students and a collegial, collaborative, and professional culture for teachers.

**Statement of alignment to priorities:** Ensure a focus on improving school culture through Habits of Scholarship initiative of Respect, Responsibility, Quality, and Perseverance, with specific emphasis on instilling a sense of academic achievement, personal fulfillment, leadership, and active global citizenship in all students.

**Action Plan**

Task	Owner	Start By	Complete By	Notes
Explicit instruction on executive function skills based on Habits of Scholarship and grade-level procedures (use of agenda, organization, bathroom passes, etc.) – link to crew	GLTs, TLT	May 2018		
Develop and launch middle to high school mentoring program (offered as an elective)	Counselors	June 2018	August 2018	
Schedule for crew learning on building assessment stamina	TLT/GLT/Intervention teachers			
Implement enrichments	Administration, Mary Kay Brown, Tim Hurley	June 2018	Ongoing	
Problem solve around and develop strategies for student ownership, including: reinventing celebrations of learning; SLFC's; data tracking systems; tracking credits toward graduation; clubs; student council; etc.	GLTs/TLT	Ongoing		

**Additional Practice 5**

**Meaningful Family and Community Engagement:** The school employs intentional practices to engage families in their child’s education, solicits ideas from families to improve the school and builds positive connections with the surrounding community.

**Statement of alignment to priorities:** Ensure that family and community engagement efforts align to pacing guide benchmarks for habits of mind and school-wide instructional goals.

**Action Plan**

Task	Owner	Start By	Complete By	Notes
Identify connections and gaps between existing family and community initiatives and pacing guide benchmarks/instructional priorities	Calvanese, Brown, Stroud, and Dean of Intervention TLT	June 2018	Ongoing	
Identify opportunities to engage families in intervention programs	Calvanese, Brown, Stroud, and Dean of Intervention TLT	June 2018	Ongoing	
Design family training to strategically connect home to school, particularly around reading and math support (e.g., reading logs, book talk)	Calvanese, Brown, Stroud, and Dean of Intervention	Summer 2018	Ongoing	
Connect home visits to pacing guide benchmarks and instructional priorities	Calvanese, Brown, Stroud, and Dean of Intervention	Ongoing	Ongoing	