

# Highlands Elementary CIP

**Authors: Aucompaugh, Deborah; Tucker, Savannah; Harrington, Elaine**

## Reviewers:

<b>Strategic Objective/Goal 1:</b>	Highlands Elementary will increase student achievement by providing rigorous learning opportunities and curricula that meets students' needs for achieving exemplary academic and post-secondary success.						
<b>Performance Objective 1:</b>	All students will strive to achieve 90% mastery on grade level assessments and meet or exceed the state average on STAAR.						
<b>Area of Need</b>	<b>Action/Strategy</b>						
	<b>Person(s) Responsible</b>	<b>Targeted Population</b>	<b>Timeline Start</b>	<b>Timeline End</b>	<b>Resources Human/Material/Fiscal</b>	<b>Formative Evaluation</b>	<b>Evidence of Completion</b>
Achievement Gap	Disaggregate and analyze students' test data (STAAR and local assessments) in all core subject areas to address needs by distinguishing areas of success from areas of concern, including achievement discrepancies among various student groups with a specific focus on sub-populations to include: African American, Special Education, and LEP.						
	Teachers, ; Campus Instructional Specialists, ; Campus Administrators,	Grades 2-5	8/26/2013	6/6/2014	Local Funds, Eduphoria, IStation & Think Through Math reports	Baseline, Quizzes, Benchmarks	STAAR, EOY Benchmarks
Resources	Provide effective STAAR preparation and resources in mathematics, writing, reading, and science. Designate materials to be used for all students, special attention given to questioning strategies using STAAR format.						
	Teachers, ; Campus Instructional Specialists, ; Campus Administrators,	2nd-5th students with a focus on sub-populations to include: African American, Special Education, LEP, and Economically Disadvantaged	8/26/2013	6/6/2014	District curriculum guides, local & State Compensatory funds, Motivational Math and Reading, Star One Bank	Lesson Plans, Quizzes, Benchmarks, IStation & Think Through Math reports, purchase orders	STAAR, EOY Benchmarks

Professional Development	Continue to build strong Professional Learning Communities (PLCs) that analyze student achievement data, plan effective instruction and interventions that focus on increasing the rigor in all classrooms							
	Teachers ; Campus Administrators,	2nd- 5th students with a focus on subpopulations to include African American, Special Education, LEP and ED	8/26/2013	6/6/2014	Eduphoria, Agendas, Campus Instructional Specialists	Meeting agendas & minutes, walk-throughs, benchmarks	STAAR, EOY Benchmarks	
Achievement Gap	Provide appropriate identification of needs & interventions for students performing below expectations in the core subjects (Rtl, I/E, resources/materials) and provide specific interventions for each tier within the Rtl process							
	Teachers ; Campus Administrators,	Students identified as "students in need" while keeping a focus on specific populations (African American, Special Education, LEP, & Economically Disadvantaged)	8/26/2013	6/6/2014	Rtl procedures, State Compensatory Funds, Motivational Reading & Math, Schedules, Eduphoria, IStation & Think Through Math reports	Benchmarks, quizzes	STAAR Tests, EOY Benchmarks	
Reading Achievement Gap	Implement strategies, programs, & initiatives identified in the Meadow Center Audit							
	Campus Administrators ; Campus Instructional Specialists ; District Specialists ; Teachers,	2nd-5th grade students	8/26/2013	6/6/2014	Audit report, campus data analysis, local & State Compensatory funds	IStation & I/E reports	STAAR Reading & Writing results, EOY Reading report	
<b>Strategic Objective/Goal 2:</b>	Highlands Elementary will provide a well balanced and appropriate curriculum to all students.							
<b>Performance Objective 1:</b>	Provide staff with training, schedules, and materials necessary to promote students success with specific focus on special programs							
<b>Area of Need</b>	<b>Action/Strategy</b>							
	<b>Person(s) Responsible</b>	<b>Targeted Population</b>	<b>Timeline Start</b>	<b>Timeline End</b>	<b>Resources Human/Material/Fiscal</b>	<b>Formative Evaluation</b>	<b>Evidence of Completion</b>	

Special Education	Provide a schedule where Special Education students are included in the general education classroom while meeting their resource and/or speech IEP minutes.						
	Campus Administrators, ; Special Ed Teacher, ; Teachers,	2nd - 5th grade special education students	8/26/2013	6/6/2014	Master Schedule	Benchmarks, quizzes	STAAR, EOY Test
GATE	Implement a program that focuses on questions with the depth of knowledge needed to score a Level III on STAAR in all tested areas.						
	Campus Administrators, ; Campus Instructional Specialists, ; Teachers,	2nd - 5th grade GATE students	8/26/2013	6/6/2014	Depth of Knowledge (DOK) questioning stems	Benchmarks, quizzes	STAAR, EOY Tests
Bilingual/ ESL	Provide research-based strategies to ensure early exit with success for all bilingual students						
	Campus Administrators, ; Campus Instructional Specialists, ; Teachers,	2nd - 5th grade bilingual/ESL students	8/26/2013	6/6/2014	ELPS, SIOP, local funds	Benchmarks, quizzes	STAAR, EOY Tests
Targeted Intervention	Provide interventions early and consistent for students not meeting Level III on STAAR from prior year and/or currently identified "at-risk"						
	Campus Instructional Specialists, ; Campus Administrators, ; Teachers,	Grades 2-5 with a focus on students "at-risk", economically disadvantaged, special education, LEP, and/or African American	8/26/2013	6/6/2014	Schedules, Tutors, Curriculum Associates & Mentoring Minds materials	Benchmarks, quizzes	STAAR, EOY Tests

Initiatives	Implement professional development training in Depth of Knowledge (DOK) and Rigor and Relevance to raise students' performance & increase percentage of students at Level III on STAAR							
	Campus Administrators, ; Campus Instructional Specialists, ; Teachers,	2nd-5th grade students with a focus on special populations to include African American, Special Education, English Language Learners (ELL), and economically disadvantaged	8/26/2013	6/6/2014	District Specialists, training materials, local & district funds	Lesson plans, walk-throughs, CISs observational notes	STAAR & EOY tests	
<b>Strategic Objective/Goal 3:</b>	Highlands Elementary, through enhanced dropout prevention efforts, will ensure all students will remain in school until they obtain a high school diploma.							
<b>Performance Objective 1:</b>	Provide resources to ensure attendance rate is at 97% or higher							
<b>Area of Need</b>	<b>Action/Strategy</b>							
	<b>Person(s) Responsible</b>	<b>Targeted Population</b>	<b>Timeline Start</b>	<b>Timeline End</b>	<b>Resources Human/Material/Fiscal</b>	<b>Formative Evaluation</b>	<b>Evidence of Completion</b>	
Attendance	Monitor average daily attendance and provide attendance awards and incentives for both students and staff.							
	Campus Administrators, ; Counselor, ; Attendance Clerk,	2nd-5th students, staff	8/26/2013	6/6/2014	PIE, PTO, PBAS, local funds	Daily and six week attendance reports	PEIMS report	
HOPE Team	Help students with poor attendance with the resources offered through the campus HOPE team							
	Campus Administrators, ; Attendance Clerk, ; Family Involvement Coordinator,	2nd-5th Students	8/26/2013	6/6/2014	local funds, A2A reports	Daily attendance, HOPE minutes, home visit logs	PEIMS report	

<b>Performance Objective 2:</b>	Provide opportunities that foster an early awareness of the advantages offered by a higher education and planning for the future through career exploration							
<b>Area of Need</b>	<b>Action/Strategy</b>							
	<b>Person(s) Responsible</b>	<b>Targeted Population</b>	<b>Timeline Start</b>	<b>Timeline End</b>	<b>Resources Human/Material/Fiscal</b>	<b>Formative Evaluation</b>	<b>Evidence of Completion</b>	
Grade Level Orientation	Collaborate with B.P. Hopper and Highlands Jr. to ensure successful transition to/from Highlands Elementary							
	Campus Administrators, ; Counselor, ; Teachers,	Incoming 2nd graders and outgoing 5th graders	8/26/2013	6/6/2014	local funds	Meeting notes, agendas	Attendance at orientation	
College and Career Awareness	Provide a guidance program that promotes higher education and career awareness							
	Counselor, ; Teachers,	2nd-5th students	8/26/2013	6/6/2014	local funds	List of activities for college and career week	Counselor's Lesson Plan, calendar of events	
<b>Strategic Objective/Goal 4:</b>	Highlands Elementary will provide and maintain a safe, positive learning environment.							
<b>Performance Objective 1:</b>	Utilize the Positive Behavior and Academic Support (PBAS) model to promote a safe, positive learning environment for students and staff							
<b>Area of Need</b>	<b>Action/Strategy</b>							
	<b>Person(s) Responsible</b>	<b>Targeted Population</b>	<b>Timeline Start</b>	<b>Timeline End</b>	<b>Resources Human/Material/Fiscal</b>	<b>Formative Evaluation</b>	<b>Evidence of Completion</b>	
Training	PBAS team will attend district training							
	Campus Administrators, ; Counselor, ; Teachers,	2nd-5th Students	8/26/2013	6/6/2014	Local funds	Training Agenda, membership List, School-wide Discipline Plan, Sign-In Sheets	PIEMS report	

Data Analysis	Ensure that the PBAS team meets once per six weeks to evaluate progress and to make data-based decisions about improving student behavior using the PBAS process.						
	Principal, ; Teachers,	2nd-5th Students	8/26/2013	6/6/2014	Review 360	Review 360 reports, Meeting minutes/evaluation of data	PEIMS report
Safe and Secure Schools	Provide rewards and incentives to promote positive student behavior.						
	Principal, ; Teachers,	2nd-5th Students	8/26/2013	6/6/2014	PIE, PTO, General Budget	Reduced number of office referrals.	List of students recognized.
Safe and Secure Schools	Provide incentives and organize activities for staff that encourage teamwork and boost morale.						
	Principal, ; Counselor,	2nd-5th Students	8/26/2013	6/6/2014	Coke Fund, Social Committee, PTO, PIE.	List of activities per six weeks. List of incentives given.	Staff Attendance Report
Safe and Secure Schools	Utilize the counselor to plan and implement guidance lessons (drug awareness, bullying, college and career, WHO, etc) and to support teachers with the implementation of the Keystone Curriculum.						
	Principal, ; Counselor,	2nd-5th Students	8/26/2013	6/6/2014	local funds, counselor's lesson plans & schedule	Review 360	PEIMS report
<b>Strategic Objective/Goal 5:</b>	Highlands Elementary will recruit, develop, and retain highly qualified and highly effective personnel.						
<b>Performance Objective 1:</b>	Provide high-quality & on-going professional development that address effective instructional strategies to increase student achievement in the four core areas						
<b>Area of Need</b>	<b>Action/Strategy</b>						
	<b>Person(s) Responsible</b>	<b>Targeted Population</b>	<b>Timeline Start</b>	<b>Timeline End</b>	<b>Resources Human/Material/Fiscal</b>	<b>Formative Evaluation</b>	<b>Evidence of Completion</b>

Professional Development	Teachers will attend district and campus professional development that addresses effective instructional strategies to increase student achievement, especially in the areas of reading, effective differentiation techniques, and training pertaining to specific student populations such as: LEP, special education and ED.						
	Campus Administrators, ; Campus Instructional Specialists, ; Teachers,	Teachers and Support Staff	8/26/2013	6/6/2014	District and local funds.	Agendas, Sign-in sheets, lesson plans	Staff Development Records, STAAR Index 4
Professional Development	Campus Instructional Specialists will provide coaching support to classroom teachers especially teachers new to the profession, grade level or content area.						
	Campus Administrators, ; Campus Instructional Specialists,	Teachers	8/26/2013	6/6/2014	local funds	CIS Schedules, Discipline Reports, Benchmarks	PIEMS Report, STAAR & EOY tests
Professional Development	Provide additional professional development for all non-HQ teachers and TINA.						
	Campus Administrators, ; Campus Instructional Specialists,	Teachers	8/26/2013	6/6/2014	District and local funds	TINA Intervention plan with timeline, lesson plans	Certifications, agendas, sign-in sheets
Records Review	Conduct mid-year review of teacher staff development hours.						
	Campus Administrators, ; Campus Instructional Specialists,	Teachers	8/26/2013	6/6/2014	Eduphoria, sign-in sheets	Professional development agendas, sign-in sheets	Staff Development Report, certificates.
Certifications	Encourage all teachers to become ESL and GT certified.						
	Campus Administrators,	Teachers	8/26/2013	6/6/2014	Title, State Compensatory, & local funds	Training sign-in sheets, agendas	Certificates

<b>Performance Objective 2:</b>	Monitor the recruitment and retention of highly qualified personnel							
<b>Area of Need</b>	<b>Action/Strategy</b>							
	<b>Person(s) Responsible</b>	<b>Targeted Population</b>	<b>Timeline Start</b>	<b>Timeline End</b>	<b>Resources Human/Material/Fiscal</b>	<b>Formative Evaluation</b>	<b>Evidence of Completion</b>	
NCLB review	Review all assignments & re-assignments once per year through CNA							
	Campus Administrators,	Professionals & Paraprofessionals	8/26/2013	6/6/2014	TEA Certificate Lookup, CNA committee notes	Professional Development sign-in sheets	Certificates, PDAS	
Interview Committee	Through our established interview committee, hire highly qualified candidates that best matches the needs of the student population.							
	Campus Administrators,	Students	8/26/2013	7/25/2014	Paperwise, Personnel Office, Career Fairs	Committee review notes, reference checks	Candidates Certifications, Retention Data, PDAS	
Mentor Program	New teachers will be assigned a mentor and provided opportunities to meet to discuss progress and provide feedback							
	Assistant Principal,	Newly hired teachers	8/12/2013	6/6/2014	District training, monthly meetings	Observation notes from mentor & mentee, agendas, sign-in sheets	PDAS, contract	
<b>Strategic Objective/Goal 6:</b>	Highlands Elementary will establish and maintain parental and community partnerships in education to enhance student achievement.							
<b>Performance Objective 1:</b>	Provide opportunities for parents to be actively involved in the educational process							
<b>Area of Need</b>	<b>Action/Strategy</b>							
	<b>Person(s) Responsible</b>	<b>Targeted Population</b>	<b>Timeline Start</b>	<b>Timeline End</b>	<b>Resources Human/Material/Fiscal</b>	<b>Formative Evaluation</b>	<b>Evidence of Completion</b>	

Parent Involvement	Host a parent orientation/ Title 1 back to school meeting to promote positive home/school relationships and to communicate grade level and state assessment expectations.						
	Campus Administrators, ; Teachers, ; Family Involvement Coordinator,	2nd-5th Students, Parents	8/16/2013	8/26/2013	Title I	Agendas, Flyers	Sign-In Sheets
Parent Involvement	Provide at least two family academic events for all students and their families for the subjects of mathematics, ELA/reading, science, social studies and college awareness.						
	Campus Administrators, ; Campus Instructional Specialists, ; Teachers, ; Family Involvement Coordinator,	2nd-5th Students, Parents	8/26/2013	6/6/2014	Title I & local funds	Flyers, reminders	Sign-in Sheets
Parent/School Communitation	Foster communication between home and school by utilizing all avenues to include: phone calls, notes to parents, newsletters, calendar of events, emails, conferences, webpage, IRIS system						
	Campus Administrators, ; Teachers, ; Counselor, ; Family Involvement Coordinator,	2nd-5th students.	8/26/2013	6/6/2014	local & Title I funds	Parent contact logs, newsletters, flyers	EOY Report
Parent Teacher Organization (PTO)	Foster an active Parent Teacher Organization with a focus on recruiting active parent and teacher members.						
	Campus Administrators, ; Family Involvement Coordinator,	2nd-5th Students, Teachers, Parents	8/26/2013	6/6/2014	Local funds	Meeting Agendas, sign-in sheets, membership roll	Minutes. Sign-in Sheets, EOY report

Parent Workshops	Provide workshops with translators for parents focusing on volunteering, technology, parent skills and how to support the instructional program.						
	Campus Administrators, ; Counselor, ; Family Involvement Coordinator,	2nd-5th Students, Parents	8/26/2013	6/6/2014	Title I	Flyers. Agendas. Sign-in Sheets.	EOY Report
<b>Performance Objective 2:</b>	Continue to utilize Partners In Education (PIE) and other organizations to increase students' academic success						
<b>Area of Need</b>	<b>Action/Strategy</b>						
	<b>Person(s) Responsible</b>	<b>Targeted Population</b>	<b>Timeline Start</b>	<b>Timeline End</b>	<b>Resources Human/Material/Fiscal</b>	<b>Formative Evaluation</b>	<b>Evidence of Completion</b>
Partners In Education (PIE)	Collaborate with Highlands Rotary Club to develop a plan for motivating student success						
	Campus Administrators, ; Counselor,	2nd - 5th grade students	8/26/2013	6/6/2014	Rotary & local funds	PIE newsletter, general meetings sign-in sheets, counselor notes	EOY reports
Community	Partner with other community support groups to provide curricula & extra curricula activities such as the sharing Christmas tree, better advertisement of summer backpack buddies, sponsoring health and safety fair, better advertisement for Highlands Jamboree.						
	Campus Administrators, ; Teachers, ; Family Involvement Coordinator,	2nd-5th students	9/9/2013	6/6/2014	Campus training, local & Title I funds, Beach Club & Kids Shine Chairs	Training Agendas, Sign-in sheets, student participation sign-in sheets	EOY reports
<b>Strategic Objective/Goal 7:</b>	Highlands Elementary will provide the technology infrastructure and tools to maximize student achievement.						
<b>Performance Objective 1:</b>	Provide opportunities to increase student achievement through technology						
<b>Area of Need</b>	<b>Action/Strategy</b>						
	<b>Person(s) Responsible</b>	<b>Targeted Population</b>	<b>Timeline Start</b>	<b>Timeline End</b>	<b>Resources Human/Material/Fiscal</b>	<b>Formative Evaluation</b>	<b>Evidence of Completion</b>

Achievement Gap	Use technology to identify academic areas of need and provide intervention						
	Principal, ; Teachers,	2nd-5th with a focus on students identified at-risk	8/26/2013	6/6/2014	Think Through Math, IStation, Eduphoria	System Reports	STAAR
Curriculum	Integrate technology into all content areas by utilizing available resources to provide students the skills needed						
	Principal, ; Teachers, ; Librarian,	2nd-5th Students	8/26/2013	6/6/2014	EduSmart, Type to Learn, AR	Student Products, System Reports	EOY Reports
Technology Integration	Increase technology integration in the core content areas in order to increase the level of student engagement and participation as well as to improve the technology proficiency of all students.						
	Principal, ; Teachers, ; Librarian, ; Campus Instructional Specialists,	2nd-5th students	8/26/2013	6/6/2014	District, local and Title I funds	Lesson plans, librarian schedule	Staff development records