

DISTRICT GOAL: Improve instruction for all students, including the sub-populations of Anglo, African-American, Hispanic, Asian & economically					NORTH EAST SCHOOL DISTRICT CAMPUS INSTRUCTIONAL IMPROVEMENT PLAN CASTLE HILLS ELEMENTARY 2004-2005					SUMMATIVE MEASURE: All students will pass their respective grade level TAKS, each campus will receive an Exemplary or Recognized accountability rating, and each cluster will have a minimum of ten National Merit Semifinalists.					
Board Goals					TARGET	LEVEL				OD	ACTION STRATEGY	FORMATIVE MEASURE	ASSESSMENT	RESPONSIBLE	COST/
1	2	3	4	5	AREA	E	M	H	D	#			TIMELINE	PERSON(S)	RESOURCES
X					Professional Development	X				13A	Staff Development training will continue to be provided for all new teachers K-5 in the areas of Building Blocks and Four Blocks and the Innovation Configuration for Four Blocks and Building Blocks.	100% of new teachers will score a 2 or above on the Innovation Configuration of Four Blocks and Building Blocks	August 2003.	Gina Graham, Debe Palmer or Carle Hafle, Classroom teachers, and Administration, Associate superintendent	District budget
X					Professional Development	x				13B	New teachers will be given training in the implementation of the Innovation of the Math Innovation Configuration.	100% of new teachers will score a 2 or above on the Innovation Configuration and Mathematics	August 2003, Staff Development training	Elementary Administrators, teachers, Luann Weynand, Ellen Szecsy, Associate Superintendent of instruction.	District Budget
X					Professional Development	X				13C	Implement best practices of reading in grades K-5	Lesson Plans will reflect the implementation of best practices.	August 2003, Staff Development	as above	District Budget
X					Professional Development	X				13D	3rd grade teachers will be given more Staff Development in order to implement the Six Traits of writing	100% of language arts teachers in 3rd grade will receive instruction in Six Traits	August 2003- Staff Development training or as planned by	District curriculum specialists, Associate Superintendent	District/school budget
X					Professional Development	X				13E	Science will continue to be taught using the Science 5E's Lesson Cycle	100% of classroom teacher science lesson plns will indicate the use of the Science 5E's Lesson Cycle	August 2003.	District curriculum specialists, Associate Superintendent of Curriculum, School Administrators	District/school budget

X						X			13F	Teachers will attend training to better understand the Vertical Alignment of Social Studies TEKS	Lesson Plans will reflect the appropriate alignment of Social Studies TEKS	August 2003.	District curriculum specialists, Associate Superintendent of Curriculum, School Administrators	District Budget
X						X			13G	Provide opportunities for staff to attend needed Staff Development Plan and provide preschool campus inservice as follows: Blood born pathogens, Child abuse, DNR Policies, TAKS Implementation, TEKS Assessment, School climate, Organizational Health Survey, Discipline Management and other needed topics. Continue to provide Staff Development opportunities through school year or TEKS Assessment and TAKS.	Plan with district curriculum personnel as to how this can be done due to Year Round calendar and still meet the needs of 100% of the classroom teacher. 100% of certifies staff will have received this information and training. 100% of certified staff will attend campus based staff development 100% specified staff will attend district staff development if possible according to calendar and funds staff development will also be presented on campus.	July 2003 - June 2004 July 2003- August 2003 August 2003- June 2004	Castle Hills Administration. Don Dalton, Executive Director of Curriculum. Campus Administrators, School Nurse, Organizational Health Team. District curriculum staff, School administration.	Substitute monies if needed for teachers to be able to attend staff development. School budgeted funds. Campus and district budgeted funds.

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X	X		X		Guidance	X				19A	To reinforce values for Character Education promoted through the "Knight Life" program	100% student participation during classroom guidance lessons.	Aug.2004-June 2005	Kathy Mullinax, Caryn Schmidt - Counselors, classroom	PTA Budgeted
X			X		Guidance	X				19E	5th grade PTA mtg. Re: Gear-Up program for the Texas Grant (HB713,SD158)	Parent sign-in sheets will reflect 100% attendance or contact if needed by document sent home to parents who were unable to attend the scheduled	Aug.2004-June 2005	Kathy Mullinax, Caryn Schmidt - Counselors	Campus funds
X	X		X		Guidance	X				19A	To set goals with students based on classroom behavior	Counselor documents will indicate 100% participation of identified students.	August 2004-June 2005	Kathy Mullinax, Caryn Schmidt-counselors	Campus funds
X	X		X		Guidance	X				19A	To continue the Peer Mediation (conflict reschedule training)	100% of students will be introduced to conflict resolution process through guidance	August 2004-June 2005	Kathy Mullinax, Caryn Schmidt-Counselors	Campus funds
X	X		X		Safe & Drug Free	X				18A	To actively sponsor the Red Ribbon week essay/visual art contest (3-5)	100 % of students will participate in the Red Ribbon week contest in grades 3-5.	Oct. 2004	Counselor, Caryn Schmidt, Susan Gargotta PTA Adept Chairperson.	District/school budget funds-\$500.
X	X		X		Safe & Drug free	X				18A	To expand HUGS mentoring program to include additional community & area businesses and other Castle Hills residents.	Counselor attendance logs will indicate 100% participation by mentors	Aug 2004-June 2005	Caryn Schmidt-counselor	District/school budget funds-\$500.

X	X		X			18A	To plan with Principal and PTA Adept coordinator to schedule at least 5 drug-free education assemblies for the students.	100% of students will attend the scheduled assemblies	Aug.2004-June 2005	Principal, counselors-Caryn Schmidt, Kathy Mullinax, Adept Coordinator-Susan Gargotta	Student admission charge-\$1.00 peer student
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X					Reading	x				1A	Align and implement reading strategies that reflect Four Blocks methodology (K-5)	100% of K-5 teachers will score a 2 or above on the Innovation Configuration for Four Blocks	August 2004 - June 2005, Summer 2005	Classroom teachers (K-5), Special Ed, District Curriculum Coordinator	District budget. Allocated school funds
X					Reading	X				1B	Continue benchmark assessment program to guide reading instruction (K-5)	100% of students at grades (K-5) will be administered periodic benchmark tests to determine progress in reading	Fall, winter, spring - Aug 2004 - June 2005	Classroom teachers (K-5), Special Ed teachers	District budget. Allocated school funds
X					Reading	X				1C	Any teacher new to the campus not trained in Four Block will receive training (K-5 and Special Ed)	100% of all (K-5) and Special Ed teachers will be trained in Four Blocks Reading method	Staff Development Days, Summer 2004, School year 2004-2005	District reading specialists - Debbie Palmer, Mary Anderson	District budget Allocated school funds
X					Reading	X					Align and implement strategies that reflect Best Practices	100% of K-5 language arts teachers will attend workshops on Best Reading Practices according to district plan	Summer 2004 Fall and Winter 2004 Spring 2005	Classroom teachers K-5, Special Ed, District Curriculum Coordinator	District budget and allocated school funds

X					Reading	X					Maintain training and implementation of Building Blocks (K) and Four Blocks (1-5) as well as Best Reading Practices (K-5)	100% of the language arts teachers will show an increase in at least one area of the Innovation Configuration	Summer 2004 Fall and Winter 2004 Spring 2005	Debe Palmer, Gina Graham, and literacy specialist	District budget
X					Writing	X					2A Improve student writing by implementing the K-12 scope & sequence of writing	100% of students will pass TAKS Writing Test.	February-March 2005	Classroom teachers, special teachers. District Language Arts consultant	District budget
X					Writing						2B , 2C Teachers will attend training in order to implement the essential elements of good writing in classroom	100% of classroom teachers will receive in 4 Blocks, 6 Traits, and grade level appropriate writing workshop, to include two new Teacher as Writer.	Aug. 2004 - June 2005, Summer 2005	Classroom teachers, special teachers	District budget

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x	X		X		Discipline management	X				21A	Continue to include character education for campus wide implementation	100% of Castle Hills students will participate in a character education program.	August 2004 through June 2005	Principal, Asst. Principal, Counselors, Teachers, and Educational Assistants.	School Budgeted Funds.
	X		X		Discipline management	X				22A	Review each component of the BMP, using newly acquired training materials provided by the district, with all current faculty and staff and provide this information to students	100% of the staff, both new and former faculty, will complete BMP training, using newly acquired district BMP materials, allowing for full implementation of the school wide BMP.	July 2004 in-service/staff development training and student/parent orientations.	Principal and Assistant Principal	School Budgeted Funds.
	X		X		Discipline management	X				23A	Make modifications to the campus BMP using district discipline data.	Make modifications to the campus BMP incorporating district data including date of inclusion of these changes.	Aug-04	Campus Administrators and discipline committee.	No Cost above current budget

	X		X		Discipline management	X				24 A	The Counselors will select and train the 5th grade students for the implementation of Conflict Mediation.	100% of the 5th grade students will learn more strategies to use when student behavior issues occur. 100% of administrators and staff will monitor student behavior in order to decrease the amount of behavioral issues.	August 2204 through June 2005	Counselors, Classroom Teachers, Total Staff, and Administrators	School Budgeted Funds.
	X		X		Discipline management	X					Covey Leadership training will be provided to 5th graders during lunchtime.	Same as above.	Same as above.	Same as above	Same as above.

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X					Special Education	X				17A	Provide staff development regarding appropriate referrals and service delivery options to STAT committee and faculty	Continued reduction of referrals to Special Education from 2003-2004 to 2004-2005	Every three months (90 days)	Central Office personnel, STAT Committee,	
X					Special Education	X				17D	Decrease emphasis on participation in a self-contained special education environment by providing an individualized program for students with disabilities in various curriculum areas in the least restrictive environment by encouraging participation in the general education curriculum as much as possible.	Continued effort will be made by the special education staff and STAT Committee to increase the number of students with disabilities served in general education settings, through co teaching and content mastery, from 2003-2004 to 2004-2005 in order to decrease the campus ratio of students being served in a self-contained environment.	Every six weeks, Aug. 2004-June 2005	Administrators, Special Ed staff - Carol Mika, Staci Edgar, Julia Schneider, Aileen Appleby, STAT Committee members, counselors- Kathy Mullinax and Caryn Schmidt, and assistants - Julie Williams and April Ybarra	Funds from district and campus managed accounts - \$900.
X					Special Education	X				14E	Increase the percentage of students with disabilities taking TAKS	Continued effort will be made by special education staff to increase the number of identified students with disabilities taking TAKS	August 2004, June 2005	Administrators, Special Ed., and Counseling staff - Carol Mika, Staci Edgar, Julia Schneider, Aileen Appleby, and Kathy Mullinax	Funds from district and campus managed accounts - \$900.

X				Special Education	X			17 E	Monitor compliance with timelines for initial evaluations, annual ARD's, and three year REED's	ARD's, FIE's, and REED's for 100% of the identified students will occur in a timely manner.	Every three months (90 days) as required	Special Ed and Counseling staff- Carol Mika, Julia Schneider, Staci Edgar, Aileen Appleby, April Ybarra, Julie Williams	Funds from district and campus managed accounts - \$900.
X				Special Education	X			17 F	Provide ongoing staff development to general education on differentiated instructional strategies and collaborate with staff on serving students with disabilities in the	Continued effort to collaborate with grade level teams. Continus to presents relevant information to staff as it pertains to methodology, strategies and special education guidelines.	Weekly with grade levels Presentations when new information is obtained	Special Ed and Counseling staff- Carol Mika, Julia Schneider, Staci Edgar, Aileen Appleby, Kahty Mullinax, Caryn Schmidt	Funds from district and campus managed accounts

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X					Library Services	X				7A	Use Big 6 Research Skills Grades 1-5	Teachers will participate in the planning and teaching process with the librarian.	2004-2005 school year	Librarian, Teachers, and Technology Co-ord.	2005 District budget
X					Library Services	X				7B	Flex Library scheduling will be used for grades K-5 and teachers will accompany their classes to the library.	Teachers will accompany their classes to the library for FLEX classes and participate in the planning and teaching process for TEKS and curriculum integration	2004-2005 school year	Librarian and Teachers	
X					Library Services	X				7C	The Accelerated Reading Program will be used in grades 1-5. Teachers will review the goals and revise as needed to determine the	100% of classes in Grades 1-5 will participate	August 2004 - June 2005	Librarian and Teachers	\$600 For AR trophies, school 900 funds

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X	X			X	Technology Application	X					17 A	Campus Technology Committee will meet a minimum of once a month with Educational Technology Staff to identify technology staff development needs, technology trainers, and campus infrastructure needs. Lab maintenance, trouble shooting procedures, aork order system, etc.	Using a technology survey, 100% of teachers will gain proficiency in at least one technology knowledge and skill area. 100% of teachers will participate in at least nine hours of staff development that has a technology component as measured by the Professional Development Planner. Instructional Technology Specialists will monitor to insure 100% of the Campus Technology Readiness Checklist items are addressed as needed. 100% of Teachers will begin	Once per 6 Weeks for year 2004-2005	Principal, Campus Technology Committee Representatives (one per grade level)	District budget

		X		X	Technology Application	X				17 B	Educational Technology staff will support teachers in the utilization of GradeSpeed and TeacherWeb software to manage grades and improve communication with staff, students, and parents	100% of teachers who report numerical grades will use GradeSpeed to record grades 100% of teachers who report numerical grades will use GradeSpeed to upload six-weeks grades. 100% of teachers will post essential classroom information as outlined in the TeacherWeb template. (see addendum)	Daily to Weekly Six-weeks Daily to Weekly	Principal, Campus Technology Committee Representatives (one per grade level)	District budget
X					Technology Application	X				17 C	Educational Technology staff will provide teachers and students with keyboarding software, equipment and staff development to deliver keyboarding instruction and practice.	100% of students will demonstrate mastery of grade level keyboarding proficiencies as assessed by proficiency tests provided with software and developed by Career and Technology Education.	Twelve-weeks	Principal, Campus Technology Committee Representatives (one per grade level)	District budget
X					Technology Application	X				17 D	Education Technology staff will support teachers in the utilization of the North East Technology Applications Standards for Students to assess mastery of essential knowledge and skills	100% of students will demonstrate mastery of grade level technology standards as measured by district proficiency tests, and rubrics.	Six-weeks	Principals, Teachers, Instructional Technology Specialists	District budget

X		X						17	District and School staff will support teachers and students in the utilization of classroom computers, wired computer labs, and wireless computer labs on a regular basis to integrate technology standards into the content areas.	100% of students 1-5 will work with their teachers, with wired or wireless computer labs and during classroom instruction. A minimum of 6 times each 6 weeks grading period. (Kindergarten will begin computer instruction 2nd)	Weekly, Aug. 2002 - June 2003	Classroom teachers, computer technology committee, Classroom teachers, Christine Bonilla, Specialist	District budget
X		X						17	All classroom teachers and all administrators will have received staff development in order to utilize the Technology Innovation Configuration.	100% of administrators and classroom teachers will use the Technology Innovation Configuration for walkthroughs, observations, and reflective practice. 100% of classroom teachers will score a two or above on the Technology Innovation Configuration.	Weekly, Aug. 2004 - June 2005		District budget

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X					Writing	X				2D	Teachers will administer and monitor writing benchmark assessments and common end-of-semester assessments to guide writing instruction	100% of 4th grade students will take benchmark assessments and 100% of 3 & 5 grade students will take common assessments.	Fall/Winter, Spring 2003-2004.	Classroom teachers, special teachers	District budget
X					Math	X				3A	Utilize revised NE Scope & Sequence for grades K-5	100% of students will score a minimum of 70% on each benchmark assessment & end-of-semester common assessment (grade 2)	Aug 2004-June 2005	Classroom teachers & Administrators	
X					Math	X				3G	Expand Math leadership team responsible for maintaining campus focus on TEKS	100% of teachers will get the opportunity to volunteer to serve on a Math Leadership committee, composed of 1 member from each grade level.	Monthly, Aug 2004-June 2005	Teachers, Administrators	
X					Math	X				3K	Integrate the use of the following best practices into math program - inquiry, class discourse, use of appropriate tools including all necessary mathematical vocabulary. Provide opportunities for professional development and support.	100% of the students will be given the instruction following the best practices	Aug. 2004-June 2005	Teachers, administrators, Math cluster coordinator	

X					Science	X				4A	Integrate the use of the following best practices into science program - including the 5 E's Lesson cycle, KWL, Word Walls, and Concept Mapping.	100% of the formative walkthroughs will indicate use of effective teaching strategies. Elementary students will have a portfolio with a minimum of five products that reflect the 5E's.	September 2003 December 2003 March 2004	Campus Administrators, Grade Level Chairmen, Science Teacher	\$1,000 District budget
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X					Dyslexia	X					Continue implementation of a dyslexia program that meets state mandated requirements	100% of identified dyslexia students will be provided service as reflected in STAT or ARD minutes	2004-2005 school year	Instructional Intervention teacher, campus principal	

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x					Music	x						Provide a well-rounded music program for K-5 which emphasizes vocal performance, instrumental performance, rhythmic and movement experiences and historical correlations	100% of students will participate and improve their skills.	Students will be evaluated each nine weeks of the 2004-2005 school year.	Music teacher -	

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					P.E.						Provide a well-rounded Physical Education program for K_5 which emphasizes physical fitness, health and well being.	100% of students will participate and improve their skills.	Student will be evaluated each nine weeks of the 2004-2005 school year.	P.E. Specialist - Susan Nielsen	

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X					Science	X					Provide all students with a safe environment in which to learn science by fully implementing the Texas Science Safety Standards.	100% of walkthroughs of teachers teaching science will demonstrate either compliance or a written action plan for meeting compliance within 3 years.	2004-2005 school year	Principal, Assistant principal, Teachers	district budget
X					Science	X					Ensure that all students have an equal opportunity for learning by implementing a standards-based education and by providing equitable equipment and facilities.	The campus' science lab will stay intact and the resources and materials will be available for each teacher to use as needed. 100% of the science walkthroughs will indicate adherence to the district scope and sequence.	2004-2005 school year	Principal, Assistant principal, Teachers	school/district budget
X					Science	X					Integrate inquiry-based instruction to increase student achievement including: 5E's, questioning to target higher order thinking, and questioning that targets the unifying concepts in science.	100% of teachers teaching science will score a 2 or above on the Science Innovation Configuration. 100% of the formative science walkthroughs will indicate appropriate use of these inquiry strategies.	2004-2005 school year	Principal, Assistant principal	district budget

X						X				Integrate the use of the following best practices to target diverse learners including: 60-89 40 laboratory and field investigations, KWL, Word Wall, vocabulary development process, say something- think-pair- share, classifying, concept mapping, reflection journals, using technology to enhance critical thinking, and content specific inclusion support	100% of teachers teaching science will score a 2 or above on the Science Innovation Configuration. 100% of the formative science walkthroughs will indicate appropriate use of these inquiry strategies.	2004-2005 school year	Principal, Assistant principal Teachers	district budget
									Science					
X						X				Attend professional development to assist teachers in developing competency in science.	100% of the formative science walkthroughs will reflect teacher competency in science instruction.	2004-2005 school year	Principal, Assistant principal Teachers	district budget
									Science					