

# Life School Cedar Hill

Carlotta Mitchell, Principal  
2010 – 2011  
Campus Improvement Plan  
Life School of Dallas, Inc.

## Action Plan

Presented and approved by faculty on August 11, 2010.

Presented to parents and community on (insert date here).

## Signatures

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PTO/PTA Parent Representative Date

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Teacher Representative Date

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Principal Date

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Central Office Representative Date

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Chief Academic Officer Date

The signatures of the Principal and central office representative indicate that this document has been reviewed by the central office staff and the Principal certify that this document meets all district requirements for a School Improvement Plan

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**Goal 1:** Become a TEA exemplary district for the 2010-2011 school year.

**Performance Goal 1: 95% OF ALL STUDENTS WILL BE PROVIDED WITH HANDS-ON ASSIGNMENTS AND ENRICHMENT PROGRAMS THAT FOCUS ON DEVELOPING PROBLEM SOLVING AND CRITICAL THINKING SKILLS.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Develop and implement the use of core laboratory experiments to be used in conjunction with the Science Scope & Sequence and include conclusions and information acquired on common assessments through the year	Science Teachers	Including but not limited to :  Common & Formative Assessments  Report Cards  Failure Report	Funding	Aug. – May
Provide Staff Development for teachers that focuses on Hands-On Assignments Developing Problem Solving and Critical Thinking	Principal	Formative & Summative Assessments  Report Card	Funding	Aug. – May
Provide resources, materials, intervention strategies, and modeled lessons for teachers	Principal Assistant Principal	Formative & Summative Assessments  Report Card	Funding	Aug. – May

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Utilize content mastery to address targeted needs of spec. ed. students	Spec. Dept.	Common & Formative Assessments Report Cards TAKS Tests Failure Report	-0-	Aug. – May
Monitor individual students in core subjects through progress charting by individual student and by subgroup breakdown in order to target individuals, groups and classes in need of short term and long term assistance in reading and math	Core Teachers Principal & District Curriculum and Instruction	Common & Formative Assessments Report Cards TAKS Tests Failure Report	-0-	Aug. – May
Teacher utilize Thinking Maps in all content areas	Teacher	Including but not limited to: Observations Common and Formative Assessment Lesson Plans Walk Throughs Campus Schedule for Thinking Maps Implementation	-0-	Aug. – May

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Teachers will use Differentiated Instruction to address all learning styles	Principal Teacher	Including but not limited to: Observations  Lesson Plans  Walk Throughs  Differentiated Instruction Follow-Up Check List on Shared Drive	-0-	Aug. – May
Kilgo Scope and Sequence will be adhered to ensure continuity throughout the district	Principal Assistant Principal	Including but not limited to: Observations  Lesson Plans  Walk Throughs  Scope and Sequence Follow-Up Check List on Shared Drive	-0-	Aug. – May
Eduphoria will be utilized to access student progress and help drive instruction	Principal Assistant Principal Teachers	Including but not limited to: Observations  Lesson Plans  Walk Throughs  Failure Reports  Assessment Results	-0-	Sept. – May
Students classified as ESL will have specific objective and actives to help increase their understanding.	Principal Assistant Principal Teachers	Including but not limited to: Observations  Lesson Plans  Walk Throughs  Failure Reports  Assessment Results	-0-	Sept. – May

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**Goal 2:** Design and implement a rigorous instructional delivery system that is data-driven and fosters student engagement

**Performance Goal 1: 100% of teachers will be Highly Qualified as defined by TEA by August 1st 2011.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/ Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Proper HQ check during interview process	Principal	Number of HQ teachers	-0-	Aug. – May
Monitor current teachers' certification	Principal	Number of HQ teachers	-0-	Aug. – May
Educators will have additional professional development specifically for content area	Principal	PDAS	Region X	Aug. – May

**Performance Goal 2: 100% of teachers will be GT certified by August 1st 2011.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/ Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Educators will receive 30 hours of training via Region 10 in Gifted and Talented area	Principal	Included but not limited to Certificates from training	-0-	Aug. – May

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Educators that currently have G-T certificate will attend 6 hours refresher Gifted and Talented Training	Principal	Included but not limited to Certificates from training	Funding	Aug. - May
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**Performance Goal 3: Dr. Robert J. Marzano's strategies in his book Classroom Instruction That Works: Research-Based Strategies for Increasing Student will be introduced by December 2010.**

Strategy/Action	Person Responsible	Formative/Summative/ Progress Measurement	Resources Needed	Timeline
Educators will be provided staff development to effectively implement Research Based Instructional Strategies	Principal	Including but not limited to Walk Throughs  Lesson Plans  Book Study Feedback	-0-	Aug. - Dec.
Conduct administrative Walk Throughs to ensure continuity and consistency of instruction.	Principal Asst. Principal	Walk Throughs  Checklist on Shared Drive  PDAS	-0-	Weekly
Educators will conduct a book study on <u>Classroom Instructions That Works</u>	Principal Asst. Principal Team Leaders	Implementation of strategies  Walk Throughs  Formative Assessments  Lesson Plans	Funding	Sept. - May

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**Performance Goal 4: Thinking Maps, Inc. tools will be introduced by the end of the first eight weeks and cycled throughout the year.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/ Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Educators will be provided staff development on how effectively utilize Thinking Maps	Principal Asst. Principal	Lesson Plans  Campus Schedule for Implementing Thinking Maps  Walk Throughs	-0-	Aug. 6, 2010
Thinking Maps scope and sequence will be provided for educators	Principal Asst. Principal	Walk Throughs  Checklist	-0-	Its Eight Weeks
Thinking Maps will be displayed through-out the building	Teachers	Including but not limited to Walk Throughs  Lesson Plans	-0-	Aug. - May
Grade Levels will present during Staff Meetings how they have effectively used Thinking Maps	Principal Team Leaders Teachers	Agenda  Sign In Sheets	-0-	Sept.- April
Teacher will provide opportunities for students to complete activities utilizing Thinking Map	Principal Asst. Principal Teachers	Including but not limited to Walk Throughs Lesson Plans PDAS	-0-	Aug. - May

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**Performance Goal 5: All teachers will be trained in Margret Kilgo Scope and Sequence by August 13<sup>th</sup> 2010 and will be followed and assessed.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Educators will be provided staff development on how effectively utilize Margret Kilgo Scope and Sequence	District Principal	Lesson Plans Teacher Reflections Check List on Shared Drive for each educator Formative Assessments PDAS	-0-	Aug. 5, 2010
Conduct administrative walk throughs to ensure continuity and consistency of instruction.	Principal Asst. Principal	Including but not limited to Walk Throughs Checklist Common Assessments PDAS	-0-	Weekly

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<p>Team planning to ensure Kilgo Scope and Sequence is being followed</p>	<p>Principal Asst. Principal</p>	<p>Walk Thru PDAS Lesson Plans Teacher Reflections Check List on Shared Drive for each educator Formative Assessments Agenda</p>	<p>-0-</p>	<p>Weekly</p>
<p>Vertical alignment planning to ensure weak student expectation areas are addressed and strong areas continue to grow</p>	<p>Principal Asst. Principal</p>	<p>Walk Thru Agenda Kilgo Scope and Sequence Formative Assessments Check List on Shared Drive for each educator Lesson Plans</p>	<p>-0-</p>	<p>Sept. 29, 2910 Oct. 15, 2010 Jan. 3, 2011 May 11, 2011 May 18, 2011</p>
<p>Teachers have opportunity to ask questions and seek clarification and receive additional Kilgo training, if needed</p>	<p>Principal</p>	<p>Including but not limited to Walk Throughs Team Meeting Agenda Staff Development Sign In</p>	<p>-0-</p>	<p>Bi-weekly</p>

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**Goal 3:** Teacher Pay/Recruitment/Retention - Recruit, develop, and retain highly qualified employee in an environment that embraces diversity.

**Performance Goal 1: Life School will retain 100% highly qualified employees in an environment that embraces diversity.**

Strategy/Action	Person Responsible	Formative/Summative/Progress Measurement	Resources Needed	Timeline
Provide ongoing training and instructional materials for all staff that will improve/enhance instructional delivery and skills in the four core subjects.	Principal Asst. Principal	Including but not limited to: Sign-in sheets, agendas, handouts  Walk Through, PDAS	Funding	Monthly
Utilize Region 10 to train and support campus teachers for the purpose of data disaggregation, lesson modeling, embracing cultural diversity and best practices.	District Principal	Including but not limited to: Sign-in sheets, agendas, handouts  Walk Throughs, PDAS	-0-	Aug.-May  As scheduled
Teachers will help with decision making in regards to instructional materials	Team Leaders  Principal	Including but not limited to: Sign-in sheets, agendas, handouts  Walk Throughs, PDAS	Funding	Aug.-May
Educators will have the opportunity to participate in Teacher Job Fairs to help select campus employees	Principal	Including but not limited to Sign In Sheets	-0-	District Designated Job Fair Days

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**Performance Goal 2: 90% of teachers are retained yearly.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Provide opportunities for teachers to participate in the recruitment efforts to secure highly qualified culturally diverse teachers and administrators.	Principal	District Recruitment Reports	-0-	As scheduled by the district
Publicize district Job Fairs in campus newsletters/websites	Principal Office Staff	District Recruitment Reports	-0-	As scheduled by the district
Create and distribute a campus brochure that will provide prospective teachers with information about our school and community.	Principal Office Staff	Survey	Funding	Distribute throughout the school year
First year teachers will have mentors for at least two years for campus support	Principal Assistant Principal Team Leaders	Including but not limited to surveys, retention percentage, documentation of meetings	Funding	Sept. - May
Requested second PDAS observation will be conducted by administrators from other campuses	Principal	Including but not limited to Walk Throughs and PDAS	-0-	PDAS Observation Window
Classroom observations of other teachers or administrators	Principal Assistant Principal Team Leaders	Including but not limited to Walk Throughs and PDAS	-0-	Sept. - May

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**Performance Goal 3: Staff retention will increase by 10%.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/ Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Conduct administrative walk throughs to ensure continuity and consistency of instruction.	Principal Asst. Principal	Walk Thru Checklist, PDAS	-0-	Weekly
Provide opportunities for teachers to demonstrate leadership abilities by modeling lessons and sharing best practices with colleagues.	Principal All Teachers	Sign-in sheets, agendas, handouts Walk Thru, PDAS	-0-	Monthly
Provide mentors for new teachers to provide instructional support.	Mentors	Mentor Log, Walk Throughs , PDAS	-0-	Follow timelines set by district
Offer Cohort/Tuition copays for qualified educators desiring to pursue administrative degree and certifications	District	Including but not limited to approved PO's , teacher documentation	Funding	Follow timelines set by district

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**Goal 4:** Fiscal Management – Build the fund balances to be 25% of the general fund budget

**Performance Goal 1: Enrollment will be and maintain a capacity of 100% by August 16<sup>th</sup>, 2010.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/ Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Re-enrollment forms will be sent out and parents contacted when forms are not returned by due date.	Registrar PEIMS Clerk	Including but not limited to Re-enrollment Form Parent Contact Log	Funding	Feb. - April
Monitor Student list and contact parents when there are availabilities	Registrar PEIMS Clerk	Parent Contact Log	-0-	Aug. - May
Encourage current Life School parents to refer other families to consider Life School	Registrar PEIMS Clerk	Including but not limited to Referral Form, Acceptance Comment Form,	-0-	Aug. 2011
Provide an Open House for community to find out about campus	Principal Assistant Principal Teachers	Including but not limited to sign in sheets, surveys, number of applications	Funding	March 2011
Offer campus tours for prospective parents and students.	Principal Assistant Principal Registrar	Tour Sign-in Sheet	-0-	Aug. - May

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**Performance Goal 2: The student attendance rate will be 98% for 2010 -2011 school year.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/ Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Comply with all local and state policies regarding compulsory attendance.	Attendance Clerk/Committee	Attendance Contact & Committee Meeting Logs Student, District Attendance Reports	-0-	Every six weeks
Recognize students and staff for perfect attendance at the end of each six week marking period.	Attendance Clerk/Committee, Office Secretary	Skyward, staff, and student reports  District Attendance Reports	Funding	Every six weeks
Recognize and reward each class at the end of each six week marking period for the highest attendance rating.	Attendance Clerk/Committee, Office Secretary	ADA report, Six Week Attendance Reports	Funding	Every six weeks
Attendance committee meeting every six weeks regarding students with excessive absences and tardies.	Attendance Clerk/Committee	Attendance Report	-0-	Every six weeks

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**Goal 5:** Expect, promote and support a safe and orderly learning environment.

**Performance Goal 1: Students will be provided with safe, effective, and supportive learning environments.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Teachers will meet individually with students to develop learning goals based on individual areas of concern and implement an action plan for each.	Teachers	Progress Monitoring Benchmarks Release TAKS Test Data	-0-	Aug. 2010 – May 2011
Inspect school facilities to determine maintenance needs and ensure building cleanliness and safety.	Custodial Staff	Facility Inspection Forms, Work Orders	-0-	Monthly
Train and practice with staff and students all safety drills outlined in the Emergency Operations Plan (EOP)	Assistant Principal All Staff	EOP Checklist, District Drills Log, Training Agenda	-0-	Comply with district timeline for practicing all drills
Inspect school facilities to determine maintenance needs and ensure building cleanliness and safety.	Custodial Staff	Facility Inspection Forms, Work Orders	-0-	Monthly
Recognize and reward for Perfect Attendance for the year	Attendance Clerk Teachers	Attendance Rate Tardy Book	Funding	Aug. - May
Weekly grade level attendance drawing for student with no tardies and absences	Assistant Principal Attendance Clerk Teachers	Attendance Rate Tardy Book	Funding	Aug. - May

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**Performance Goal 2: Student self discipline will be established with a relationship with teacher and parent.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/ Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Parents and students will be provided discipline expectations during Parent Orientation Meeting	Principal Assistant Principal	Parent Sign-In Log	-0-	Aug. 2010
Parents will be notified daily in student's planner as to child's behavior	Teachers	Tallies Detention Referrals	-0-	Aug. 2010- May 2011
Have Spanish speakers available at meetings, Open House, for office help, etc.	Principal PEIMS Clerk	Parent Sign-In Log Parent Survey	-0-	Aug. 2010- May 2011
Homeroom teachers will contact parents within first six weeks to reintroduce themselves and answer any questions about required parenting points	Teachers	Parent Conference Form Note Books Phone Logs	-0-	Aug. – Sept.
Homeroom teachers will contact parents to answer any questions and provide student progress information	Principal Teachers	Parent Conference Form Note Books Phone Logs	-0-	Aug. – Sept.

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**Performance Goal 3: Number of referrals and suspensions will decrease by 20%.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/ Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Conduct a school- wide "Back to School" orientation to educate students and parents on campus and district expectations, policies, and procedures.	Administrators All Staff	Sign-in sheets  Handouts	-0-	8- 11-10: Third Grade  8- 12-10: Second Grade  8-14-10: Kindergarten and First Grade
Analyze discipline data every six weeks and share information with staff.	Assistant Principal	Six week Discipline Report, Sign-in sheets, Agendas	-0-	Every six weeks
Implement incentives to promote and reward positive student behavior.	All Staff Discipline Management Team	Six week Discipline Reports	Funding	Aug. - May
Develop a mentorship program to support the social and emotional development of students.	Staff  Mentor Committee	Including but not limited to Mentoring Log/Surveys	-0-	Sept. - May
Educator will be provided specific staff development for the Tally System	Assistant Principal	Sign In Sheet  Agenda  Discipline Data for Tallies  Teacher Feedback	-0-	August 12, 2010  As needed

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Further Development for Staff Tally System	Assistant Principal	Sign In Sheet Agenda Discipline Data for Tallies Teacher Feedback	-0-	September November January March May
Educators will receive Non-verbal training to help reduce discipline problems in classroom	District	Sign In Sheet Agenda Discipline Data for Tallies Teacher Feedback		August 10, 2010 October 15, 2010

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**Performance Goal 4: Parental attendance at Parent Nights will increase by 25%.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Send home notes to parents to inform them about the meeting	Secretary	Sign In	Funding	Aug. -May
Provide survey to parents soliciting what type of parenting information they need	Team Leaders	Surveys	Funding	Sept. and Jan.
Students will be recognized at parenting meetings	Principal	Sign In	Funding	Aug. - May
Plan Family/ Community Events in conjunction with the Parents as Partners that focuses on student achievement, cultural diversity, family fitness, and other topics of interest.	Principal All Staff	Agendas, Sign-in sheets, Hand-outs, Programs,	Funding	February May
Promote parental involvement and home-school communications through various means of communication (email, telephone, agendas, notes, and conferences).	Administrators All Staff	Visitor Log, Parent Survey	Funding	As needed

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**Performance Goal 5: Number of tallies will decrease by 10% overall yearly by practicing effective classroom management.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Develop a Discipline Management Team that will provide ongoing staff development in classroom management support and strategies	Assistant Principal  Discipline Team	Six Week Discipline Report  Sign-in sheets  Agendas	-0-	Aug. - May
Develop a character kids club for promoting the six pillars of character	Teachers	Tallies/Referrals/Surveys	-0-	Aug - May
Utilize covey planners to engage students in meaningful and measurable activities that will assist them in examining and developing their character	Teachers	Tallies	-0-	Aug - May

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**Performance Goal 5: Promote a college bound culture throughout the year.**

<b>Strategy/Action</b>	<b>Person Responsible</b>	<b>Formative/Summative/ Progress Measurement</b>	<b>Resources Needed</b>	<b>Timeline</b>
Create a "College News Team" comprised of students who will be responsible for interviewing staff members about their college/university "alma mater" and reporting this information during morning announcements.	Principal Assistant Principal	Student survey	Speakers Club  (\$10.95 x 2) Book to order	February
Provide opportunities for students to research a college/university of interest and make informational banners/posters to display throughout the school.	Teachers	Student survey	Funding	To be scheduled during the year
College apparel can be worn by students and staff on days report cards are issued.	Principal Assistant Principal	Student Survey	-0-	District Designated Report Card Days