

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

SCHOOL IMPROVEMENT PLAN TEMPLATE

School Name: Longfellow Elementary School

Goal 2: Each school will provide a safe and nurturing school environment that values diversity and commonality.



Indicators	Standards
(1) Attendance	100% of schools will have a minimum attendance rate of 94%.
(2) Safe Student Behavior	100% of schools will have 2% or less of students demonstrating an unsafe behavior.
(3) Safe and Nurturing Environment	Individual school standards based on previous year's survey results.

Directions: For each Goal 2 area, school improvement teams shall provide the following:

- A narrative summary of their needs assessment/data analysis
- At least one S.M.A.R.T. (specific, measurable, attainable, realistic, timely) objective for each indicator
- Data for each student group and grade level, as indicated
- A detailed plan for improvement, including objectives, strategies/activities, person(s) responsible, milestones, method of assessment and outcomes

Revised 5/08

HOWARD COUNTY PUBLIC SCHOOL SYSTEM SCHOOL IMPROVEMENT PLAN

School Name: Longfellow Elementary School

School Year: 2008-2009

Goal 2: Each school will provide a safe and nurturing school environment that values diversity and commonality.

Area: Attendance

HCPSS Standard: 100% of schools will have a minimum attendance rate of 94%.

Summary of Needs Assessment/Data Analysis: *Longfellow's data shows an increase in the attendance of Hispanic students and a marked decrease in the attendance of Special Education students compared to our other student groups. There is still a lower attendance for the FARMS student group.*

Objectives: *Monitor the Attendance / Tardy Data for LOES Students to help keep absentee and tardy rate \leq 10%.
Increase student attendance to 96% for each student group.*

	2005-2006		2006-2007		2007-2008		2008-2009	
	#	Rate	#	Rate	#	Rate	#	Rate
Overall	405	95.9	420	95.9	454	96.0		
African American	154	95.7	169	95.8	176	95.8		
Asian	46	96.6	52	97.3	52	96.6		
White	158	96.0	152	95.9	164	96.1		
Hispanic	35	95.7	38	94.5	45	95.9		
Special Ed	46	95.1	49	95.7	55	94.4		
ELL	20	96.8	18	96.2	26	96.3		
FARMS	101	94.5	117	94.8	109	94.8		
Male	217	96.0	224	95.8	245	95.9		
Female	188	95.8	196	96.1	207	96.1		

HOWARD COUNTY PUBLIC SCHOOL SYSTEM SCHOOL IMPROVEMENT PLAN

Area: Attendance

Objectives	Strategies/Activities	Person(s) Responsible	Milestones (Timelines)	Method of Assessment	Outcomes (completed at the end of the school year)
Monitor the Attendance / Tardy Data for LOES Students to help keep absentee and tardy rate $\geq 10\%$	<u>Attendance Committee</u> meeting twice quarterly to review attendance info./trends/corres	Admininistrator / Pupil Personnel Worker / Secretary / Health Asst / SST/ Guidance Counselor / Parent Liaison	Initial Assessment of the # of students $\geq 10\%$ absent/tardy Follow-Up Meetings	Database of students sorted by % absences and tardies.	Reduction of the rate of students who are absent and/or tardy to less than 10%.
Identify concern level of identified students using: <i>Green Zone</i> <i>Yellow Zone</i> <i>Red Zone</i>	Utilize Attendance Committee to work with homeroom teacher to follow-up on students identified using: - <i>Monitoring</i> - <i>Initial Call of Caring and Concern</i> - <i>Follow-Up Contact Call or Letter</i> - <i>Attendance Contract Meeting</i>	Assessed twice within each quarter <i>Monitoring</i> - Attend Committee <i>Initial Call of Caring and Concern</i> - Homeroom Tch - Guid Counselor - Parent Liaison <i>Follow-Up Contact Call or Letter</i> - Health Asst	Reduction of % of absent/tardy for identified students to $\leq 10\%$ within one grading period Assessed once per month during attendance committee meeting.	Database of students sorted by % of absence and tardies Logs of Calls and Letters <i>(Attendance Committee Binder kept in Health Office)</i> Communication on current monitoring /intervention with families and staff.	Reduction of the rate of students who are absent and/or tardy to less than 10%.
Highlight students who achieve exemplary attendance to increase the amount receiving perfect attendance to 33% each quarter	Quarterly Awards Assemblies to give Perfect Attendance Awards <i>2007-08 Avg: 28% had perfect attendance</i>	Awards Committee - <i>Administrator</i> - <i>Guid Counselor</i> - <i>School Psy</i> <i>Parent Liaison</i>	Increase the amount of students receiving perfect attendance each quarter	Database of students sorted by % of absence and tardies	Increase in the amount of students receiving perfect attendance each quarter to an average of 33%.

HOWARD COUNTY PUBLIC SCHOOL SYSTEM SCHOOL IMPROVEMENT PLAN

Area: Safe Student Behavior - Suspensions

HCPSS Standard: 100% of schools will have 2% or less of students demonstrating an unsafe behavior. (98% of students enrolled will demonstrate safe behavior.)

Summary of Needs Assessment/Data Analysis

Objectives: *Reduce the percentage of suspension for Male Students*
Reduce the percentage of suspension for African American Students

	2005-2006					2006-2007					2007-2008				
	Total # of Students	Total # of Students	% of Students Suspended	Total # of Incidents	% of Incidents	Total # of Students	Total # of Students	% of Students Suspended	Total # of Incidents	% of Incidents	Total # of Students	Total # of Students	% of Students Suspended	Total # of Incidents	% of Incidents
Overall	405	18	4.4	21	100.0	420	10	2.4	13	100.0	454	7	1.5	16	100.0
Asian	46	1	2.2	1	4.8	52	0	.0	0	.0	52	0	.0	0	.0
African American	154	12	7.8	13	61.9	169	4	2.4	6	46.2	176	4	2.3	11	68.8
White	158	0	.0	0	.0	152	3	2.0	3	23.1	164	2	1.2	2	12.5
Hispanic	35	4	11.4	6	28.6	38	3	7.9	4	30.8	45	1	2.2	3	18.8
ELL	20	0	.0	0	.0	18	0	.0	0	.0	26	0	.0	0	.0
FARMS	101	11	10.9	12	57.1	117	7	6.0	10	76.9	109	2	1.8	9	56.3
Special Ed	46	5	10.9	6	28.6	49	2	4.1	2	15.4	55	3	5.5	10	62.5
Male	217	15	6.9	18	85.7	224	10	4.5	13	100.0	245	7	2.9	16	100.0
Female	188	3	1.6	3	14.3	196	0	.0	0	.0	207	0	.0	0	.0

HOWARD COUNTY PUBLIC SCHOOL SYSTEM SCHOOL IMPROVEMENT PLAN

HCPSS Standard: 100% of schools will have 2% or less of students demonstrating an unsafe behavior. (98% of students enrolled will demonstrate safe behavior.)

Summary of Needs Assessment/Data Analysis

Two students showed unsafe behavior on two different occasions with an attach on staff members.

Objectives: *Reduce incidents of unsafe behaviors to 0*

MSDE Unsafe Behaviors	2005-2006		2006-2007		2007-2008	
	# of Students	% of Students	# of Students	% of Students	# of Students	% of Students
Arson/Fire	2	0.5	0	0.0	0	0.0
Drugs	0	0.0	0	0.0	0	0.0
Explosives	0	0.0	0	0.0	0	0.0
Firearms	0	0.0	0	0.0	0	0.0
Other Guns	0	0.0	0	0.0	0	0.0
Other Weapons	0	0.0	0	0.0	0	0.0
Physical Attack - Teacher/Staff	0	0.0	0	0.0	2	0.4
Sexual Assault	0	0.0	0	0.0	0	0.0

HOWARD COUNTY PUBLIC SCHOOL SYSTEM SCHOOL IMPROVEMENT PLAN

Area: Safe Student Behavior - Office Discipline Referrals (ODR's)

HCPSS Standard: 100% of schools will have 2% or less of students demonstrating an unsafe behavior. (98% of students enrolled will demonstrate safe behavior.)

Summary of Needs Assessment/Data Analysis Office referrals dropped from 121 in 2005-06 to 51 in 2006-07 to 45 in 2007-08. The bulk of referrals come from African Americans and Male Students.

Objectives: Reduce the % of African American and Male Office Referrals to $\leq 75\%$ while maintaining the low amount of referrals.

OPTIONAL

Office Discipline Referrals (ODRs)						
	2005-2006		2006-2007		2007-2008	
	# of	% of total ODR's	# of	% of total ODR's	# of	% of total ODR's
Overall #	146		51		45	
African American	83	60%	37	73%	38	84%
White	19	16%	13	25%	7	16%
Asian	4	3%	0	n/a	0	n/a
Hispanic	5	4%	1	2%	0	n/a
Special Ed			14	27%	7	16%
ELL*	0	n/a	2	4%	2	4%
FARMS*					12	27%
Male	110	91%	45	88%	42	93%
Female	11	9%	6	12%	3	7%

ODR's by Quarter			
	2006-2007	2007-2008	2008-2009
Quarter 1		16	15
Quarter 2		19	
Quarter 3		8	
Quarter 4		2	

ODR's by Grade Level			
Grade	2006-2007	2007-2008	2008-2009
K	0	0	1
1	12	7	5
2	5*	15*	1
3	10	21*	3
4	16*	2	1
5	8	0	3

(* as information is available)

Targeted ODRs for

Problem Behaviors	<i>Aggressive Behavior</i>	<i>Disrespect</i>	<i>Threat</i>
# of ODRs from Previous Year	26	7	4

HOWARD COUNTY PUBLIC SCHOOL SYSTEM SCHOOL IMPROVEMENT PLAN

Area: Safe Student Behavior

Objectives	Strategies/Activities	Person(s) Responsible	Milestones (Timelines)	Method of Assessment	Outcomes (completed at the end of the school year)
Decrease the number of suspension and office referrals for African American students and for male students by \geq 10%	<p>PBIS Eagle Club Provide identified students with an Eagle Club Mentor and motivate with check-in check-out system.</p> <p>BSAP Mentor Provide identified students with a BSAP Mentor for support in the classroom.</p>	<p>Guidance Counselor School Psychologist PBIS Committee Eagle Club Mentors Teachers Parent Liaison</p>	Reduction of occurrences of African Americans suspensions, male suspensions and office referrals	<p>Ongoing review of data in PBIS Committee</p> <p>Quarterly review of suspension and office referral data in SIT Steering and SIT Team</p> <p>Comparison of BSAP Mentees and the data</p>	Decreased suspensions and office referrals by 10% for male students.
Decrease in students who move from yellow to red over weekly periods.	Ongoing review of expectations and explicit instruction of PBIS rules with guidance lessons co-taught with Health Teacher	<p>Guidance Counselor School Psychologist Administrators Health Teachers Homeroom Teachers Paraeducators</p>	Decrease in students who move from yellow to red over weekly periods by 5-10% each monthly.	<p>Review of Monthly Behavior Logs to see # of red students. Interviews w/ teachers to determine details of move from yellow to red (time of day/class/circumstance,</p>	Decrease in students who move from yellow to red over weekly periods by 5-10% each monthly.
Maintain the number of office referrals at approximately 50 for the year.	<p>Use of Admin Conference Request to provide support to teachers and students when close to a yellow red zone offense.</p> <p>Use of Eaglegrams written by students to students to recognize their use of the 3 school rules.</p>	<p>Administrators Guid Counselor School Psychologist Students For Safe Schools Teachers/Paraeduca.</p>	<p>Increased percentage of students who stay on green following AC or OR</p> <p>Reduction of office referrals with each quarter</p>	Review of Database kept of AC (Admin Conference Request) and SWIS to note patterns in time of day/class/circum/etc.	<p>Increased percentage of students who stay on green following AC or OR</p> <p>Reduction of office referrals with each quarter</p>

HOWARD COUNTY PUBLIC SCHOOL SYSTEM SCHOOL IMPROVEMENT PLAN

Area: Safe and Nurturing Environment

Summary of Needs Assessment/Data Analysis

Objectives: *Increase or maintain rating on School Environment Survey to scores ≥ 3.2 .*

Also increase the % of stakeholders who participate in the survey to $\geq 50\%$.

	2005-2006			2006-2007			2007-2008		
	Parents	Students	Staff	Parents	Students	Staff	Parents	Students	Staff
Welcoming Environment	3.23	2.98	3.25	3.36	3.17	2.92			
Physical Environment	3.21	3.27	3.04	3.14	3.07	3.00			
Discipline	3.52	3.04	3.04	3.38	3.24	2.58			
Nurturing Learning Environment	3.59	3.39	2.8	3.36	3.30	2.96			
Diversity & Commonality	3.36	3.27	2.98	3.10	3.02	2.83			

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Area: Safe and Nurturing Environment

Objectives	Strategies/Activities	Person(s) Responsible	Milestones (Timelines)	Method of Assessment	Outcomes (completed at the end of the school year)
<p>Increase survey participation to 50% or more of parents, students, and staff and earn a 3.2 or higher on School-Based Survey</p>	<p>Provide inservice on the aspects of the PBIS program at Longfellow to staff and parents.</p> <p>Increase response time and improve communication of parent-initiated requests.</p> <p>Making phone calls and/or holding conferences to explore concerns and requests in a timely manner.</p> <p>Increase opportunities for parent/school community building at LOES</p> <p>Publicize dates and % of survey completion using variety of venues. Provide day and evening time using school computers.</p>	<p>Administrators Community Outreach Committee Parent Liaison BSAP Mentor Title I Teachers PTA Parent Volunteers Guidance Counselors School Psychologist School Staff</p>	<p>Earning a 3.5 or higher on School- Based Survey and HCPSS Environment Survey</p> <p>Decrease in students who move from yellow to red over weekly periods.</p> <p>Satisfactory feedback from Family Outreach Activity Surveys following each event</p>	<p>Review of Parent Communication Log, Artifacts of Communication, Notes, and Summarization of Emails</p> <p>Review of Monthly Behavior Logs Interviews w/ teachers to determine details of move from yellow to red (time of day/ class/circumstance, etc.)</p> <p>Family Outreach Surveys given following each event</p> <p>LOES School-Based Survey given in Feb. during conferences</p> <p>HCPSS Environment Survey given in May</p>	<p>Increase survey participation to 50% or more of the population of parents, students, and staff.</p> <p>Earning a 3.2 or higher on School-Based Survey and HCPSS Environment Survey</p> <p>Decrease in students who move from yellow to red over weekly periods.</p> <p>Satisfactory feedback from Family Outreach Activity Surveys following each event with most responses scoring higher in the scale value.</p>

