

Leal Elementary School
School Continuous Improvement Plan
Last Updated November 2013

CL6) School Leadership and primary caregivers will engage in regular communication to provide mutual supports and guidance between home and school for all aspects of student learning.	
Current level of development or implementation:	From parent: "Home School communication is one of Leal's greatest strengths." Parent provided evidence: Classrooms open for observation every Tue/Thur as stated in handbook; volunteers assist in every classroom; lunchtime is open for parent visits (recess too); most teachers write excellent classroom newsnotes; biweekly newsnote sent home by Principal; PTA email contact list currently contains over 300 names.
How it will look when fully met:	Open communication between school and home and home and school is essential to meeting the needs of all students. Leal will endeavor to keep all parents fully informed of school practices and policies to support all students and families both academically and socially and provide mechanisms for parent input and feedback. Evidence objective met: Survey responses Maintain or grow current PTA email contact list of parents Fewer calls to office on day of events/early dismissals
Tasks	<ol style="list-style-type: none"> 1. Determine a requirement for reading the parent handbook - how to make sure parents read it or conduct opening meetings to present highlights of the handbook. Assigned to Spencer Landsman 2. Explaining the DEAR calendar to all parents and include "Parent Pipeline." Parents have been given instructions on the procedure and purpose of the Drop Everything and Read monthly calendar. Teachers have incorporated the DEAR calendar into nightly homework assignments as every class requires some amount of reading each day. Also sent home each month with the DEAR calendar is the Parent Pipeline which provides parents with a specific reading strategy they can work on with their child while completing the nightly reading assignment. Assigned to Darcy Silver 3. Reach out to parents to determine their best method of communication (ex. day, time, methods). Our Dual Language Parent Liaison will research a mechanism through contacts at UIUC to be able to simultaneously send messages and information to parents via multiple information platforms (ie: email, Twitter, text message, etc.) as we have found some sets of stakeholders use primarily one of these modes of communication over another depending on their access to differing technologies. Additionally, annually survey parents on school/home communications; their effectiveness and content. Assigned to Amanda Harris, Spencer Landsman, and Classroom Teachers

Leal Elementary School
School Continuous Improvement Plan
Last Updated November 2013

	<p>4. Continue to hold PTA meetings, Fun Fair and Open House, First Day of School Coffee, PTA Wellness Committee Assigned to PTA and Spencer Landsman</p>
	<p>5. Regularly (at least monthly) send out office newsletter with information about upcoming events and important dates, building procedures, academic and behavior initiatives, including PBIS updates, and strategies on how parents can help their students be successful at Leal. Assigned to Spencer Landsman</p>
	<p>6. Continue to send out all school communications and those of outside groups in both English and Spanish. Assigned to Spencer Landsman</p>
	<p>7. Hold curriculum nights and hold parent education nights/classes about healthy habits, ie: bedtime, eating, discipline, how to do homework, that stress the importance of home support to reinforce what is taught and learned at school. Assigned to Title I Teachers</p>
	<p>8. Maintain/update website - Keep building website current and up to date with information on special programs, events, building initiatives, and classroom events and projects. Assigned to Office Staff and District Public Relations</p>
	<p>9. Create a parent resource room. Assigned to Guadalupe Ricconi</p>
	<p>10. Establish a parent buddy system through PTA to keep each other in the loop. Assigned to Spencer Landsman</p>
	<p>11. Respond to parent communications within one day of receipt. Assigned to all school staff</p>

Leal Elementary School
School Continuous Improvement Plan
Last Updated November 2013

IIB02) Unit pre-tests and post-tests will be administered to all students in the grade level and subject covered by the unit of instruction.	
Current level of development or implementation:	Teachers have implemented this step at different levels across the building and curriculum. Core math series includes pre/post tests for every unit. Teachers at each grade level have committed to creating a common pre- and post- test assessment in math each quarter as part of the SIP.
How it will look when fully met:	Teachers will put into practice informative assessment format that was the subject of 2012-2013 professional development by picking a subject area and implementing pre and post assessments to inform instructional decisions. Evidence: Improved instructional outcomes RtI Classroom meetings Classroom walkthroughs and observations Grade Level Meeting notes
Tasks	1. Grade level teams will create common math assessments once each quarter with pre- and post- tests administered to all students. Assigned to Classroom Teachers
	2. All teachers will bring pre/post assessment data to RtI meetings with said data driving the discussions about student learning in each classroom. Assigned to Classroom Teachers and RtI Team
	3. Grade level teams will meet regularly to analyze common assessment results to make informed instructional decisions in each classroom. Assigned to Classroom Teachers, Instructional Coach, Title I Teachers, and Spencer Landsman
	4. Teachers will plan differentiated instruction within the classroom based on the data obtained from the common assessments and grade level discussions. Assigned to Classroom Teachers, Instructional Coach, Title I Teachers, and Spencer Landsman

Leal Elementary School
School Continuous Improvement Plan
Last Updated November 2013

IIB04) Teachers will differentiate instruction based on assessment results to provide support for some students and enhanced learning opportunities for others.	
Current level of development or implementation:	Teachers are moving towards differentiated instruction across the curriculum in response to district initiatives. Progress has been made in language arts and math. The 2013-2014 district wide professional development focus is on differentiated instruction based on formative assessment results.
How it will look when fully met:	All students will receive appropriately differentiated instruction based on decisions informed by continuous assessment. Evidence: Improved instructional outcomes Classroom walkthroughs and observations Grade Level Meeting notes
Tasks	1. Gather information on student strengths and interests through pretests and student surveys. Assigned to Classroom Teachers
	2. Provide small group instruction such as guided reading and math groups. Assigned to Classroom Teachers
	3. Scaffold directions and instructions and provide re-teaching material as needed. Provide individualized help through volunteers, America Reads/Counts tutors. Use peer tutors and cross-age tutors, including classroom Reading Buddies. Assigned to Classroom Teachers
	4. Use ability grouping, supplemental projects, and team teaching to differentiate instruction. Assigned to Classroom Teachers

Leal Elementary School
School Continuous Improvement Plan
Last Updated November 2013

IVD03) The school will regularly and clearly communicate with primary caregivers about its expectations of them and the importance of the "curriculum of the home."	
Current level of development or implementation:	Current news notes need to demonstrate more evidence. Parents are given a homework grid that lists all homework expectations per grade level. Parents are invited to attend RtI meetings about their children. The school holds regular Title I nights centered about reading and math.
How it will look when fully met:	Teachers and parents will "be on the same page" regarding school-wide academic, social and behavioral expectations and how parents can support their children with practices in the home that supplement and reinforce those expectations.
Tasks	<ol style="list-style-type: none"> 1. The school will communicate to parents explicit expectations of how/what parents can do at home to help their students be successful both academically and socially at Leal School. Assigned to Classroom Teachers, Title I Teachers, and Spencer Landsman 2. The school will conduct quarterly parent meetings dealing with topics and strategies that would educate parents on how to help their students at home. These will include information on technology and strategies used by teachers at school to help meet individual student needs. Assigned to Classroom Teachers and Title I Teachers 3. Continue the Leal tradition of grade level Parent Information Nights at the beginning of the school year in order to inform parents about the general expectation of the classroom, classroom procedures, and the curriculum to be covered that year. Assigned to Spencer Landsman 4. Classrooms at grade 2 and above will regularly use assignment books to inform both students and parents of assignments and expected completion dates. Assigned to Spencer Landsman 5. It will be expected that all classroom teachers send home classroom newsnotes to parents on a regular basis and that School/Home Communication Logs will maintained by teachers. Assigned to Classroom Teachers and Spencer Landsman