

Stafford Municipal School District

Stafford Elementary School

# CAMPUS IMPROVEMENT PLAN

2008-09

Walt Fenn, Principal  
Carlotta Jenkins, Assistant Principal  
Carmen Clayton, Counselor

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**Stafford Municipal School District  
DISTRICT MISSION STATEMENT**

The mission of Stafford Municipal School District is to produce individuals armed with academic and technological proficiency and strong values who function as contributing members of society.

**Stafford Elementary School  
CAMPUS MISSION STATEMENT**

Because we care about every child achieving to his or her potential, the mission of Stafford Elementary School is to work together with parents and community to provide each student with daily work that is interesting, challenging, and satisfying and from which they develop academically, emotionally, and socially into productive and globally competitive happy citizens.

**Stafford Elementary School  
CAMPUS VISION STATEMENT**

We envision our school as a gathering place where students, parents, educators, and community joyfully come together to engage in learning activities and in the successful sharing of knowledge and wisdom.

*Stafford Elementary School - 2008-09 Campus Improvement Plan*

Stafford Elementary School  
**CAMPUS IMPROVEMENT PLANNING COMMITTEE (CIPC)**  
**2008-09**

Mr. Walter Fenn, Principal

***Second Grade***

Terri Calbert  
Pam Sultan

***Third Grade***

Mysty Alexander  
Brenda Diggs

***Fourth Grade***

Laura Cole  
Laura Bilheimer

***Parent Representatives***

Valerie Ricks  
Alba Martinez

***Non-Teaching Representatives***

Carmen Clayton - Campus  
Marva Rasberry - District

***Business Representatives***

Jana McGee  
Derwin Jones

Stafford Elementary School  
**SUMMARY OF GOALS**

**Goal 1: Implement a variety of programs and instructional strategies in order to improve student performance in all areas measured by state and federal accountability standards.**

Strategy 1: Implement and refine instructional practices that meet the academic needs of all student including all sub-groups of students.

Strategy 2: Promote high academic standards for students in special populations.

Strategy 3: Improve academic performance by increasing student attendance to 98%.

**Goal 2: Use appropriate technology in order to support and improve classroom instruction.**

Strategy 1: Provide technology programs and support that meet the needs of teachers and students.

**Goal 3: Provide for a safe and motivating school environment**

Strategy 1: Develop and implement a comprehensive safety program designed to provide positive experiences for students and to create a safe school environment.

**Goal 4: Recruit Highly-Qualified individuals for all teaching and staff positions.**

Strategy 1: Recruit Highly-Qualified individuals for all teaching and staff positions.

Strategy 2: Provide quality staff development.

Strategy 3: Provide motivation and incentives to increase teacher satisfaction and retention.

**Goal 5: Implement activities and programs that increase parent participation on campus.**

Strategy 1: Increase partnership with parents in all campus activities.

Stafford Municipal School District  
**STRATEGIC AREAS**

- Strategic Area I:** Academic Excellence and Continuous Student Development and Improvement
- Strategic Area II:** Recruit, Attract, and Retain Highly-Qualified Staff
- Strategic Area III:** Provide a Safe and Secure School Environment
- Strategic Area IV:** Increase student attendance and decrease drop-out rate
- Strategic Area V:** Actively Promote SMSD in Community, County, State, and Nation

**Stafford Elementary School - 2008-09 Campus Improvement Plan**

**Stafford Elementary School  
PERFORMANCE ANALYSIS NEEDS ASSESSMENT**

**Demographics**

Enrollment: 635

Ethnicity: African American - 35%; Asian - 14%; Hispanic - 38%; White - 11%

Sub-Groups: Economically Disadvantaged - 54%; Special Education - 7%; LEP - 20%

**Current Performance**

TAKS Scores - Percent met standard

Grade 3: Reading - 93%, Math 77%

Grade 4: Reading - 77%, Math 84%, Writing - 87%

- There is a need to increase the number of students passing the Reading TAKS in the following areas:
  - Grade 3 - LEP, Special Education student population
  - Grade 4 - Hispanic, Economically Disadvantaged, Title I, LEP, Special Education, At-risk student population
- There is a need to increase the number of students passing the Math TAKS in Grades 3 and 4 in the following sub groups:
  - African American student population
  - Economically Disadvantaged student population
  - LEP student population
  - At-risk student population
  - Hispanic student population
  - Title I student population
  - Special Education student population
- There is a need to increase the number of students passing the Writing TAKS in Grade 4 in the following sub groups:
  - Special Education student population
  - At-risk student population

**Attendance**

97.2%

- There is a need to increase the student attendance rate to 98%.

**Student Discipline**

PEIMS Discipline Reports:

181 incidents by 55 students: African American - 55%; Hispanic - 32%; White - 12%

- There is a need to continue reducing the number of discipline incidents on campus.:
- There is a need to reduce the over-representation of African American students in the number of campus discipline referrals.

**Teacher Turnover**

Of teachers who were offered a contract for 2008-09:

15% turnover due to: Family changes - 34%; Career opportunities within education 50%; Dissatisfaction - 16%

- There is a need to increase retention of teachers and reduce the turnover rate each year..

**Parent Involvement**

Continues to be approximately 50% of all parents involved in education process:

- There is a need to increase the involvement of parents in the education process.

**Goal 1: Implement a variety of programs and instructional strategies in order to improve student performance in all areas measured by state and federal accountability standards.**

<b>Strategic Area I: Excellence and Continuous Student Development and Improvement</b>			
<b>Person Responsible:</b> Campus Administrators Counselor Team Leaders Grade Level Teachers Resource Teachers		<b>Brief Description:</b> A variety of programs and instructional strategies will be implemented in order to improve student performance in all areas measured by state and federal accountability standards.	<b>Evaluation Benchmark:</b> TAKS Results AEIS Report AYP Report Benchmark and Snapshot Results TPRI and DRA Levels Informal Walkthroughs PDAS Observations RtI Documentation
<b>Progress Report Dates:</b> Oct 2008      Dec 2008      Mar 2009      May 2009			
<b>Resources Required:</b> Teachers Educational Consultants Time and Effort Technology Paraprofessionals Contracted Services	<b>FTE's Required:</b> 1	<b>Source of Funds:</b> Title I Title III AMI/ARI Funds Local Funds	<b>Amount</b> \$8,000.00 \$7,500.00 \$50,000.00 \$50,000.00

**Stafford Elementary School - 2008-09 Campus Improvement Plan**

<b>Goal 1 - Strategy 1: Implement and refine instructional practices that meet the academic needs of all students including all sub-groups of students.</b>													
		<b>Timeline</b>											
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Disaggregate annual TAKS results	Principal Counselor Team Leaders		X							X		X	X
Implement CScope curriculum: <ul style="list-style-type: none"> <li>Identify objectives for school-wide focus</li> <li>Evaluate and refine 'road-map'</li> <li>Evaluate and refine snapshots and benchmark assessments</li> <li>Refine intervention plan for students at risk of failure</li> </ul>	Team Leaders Grade Level Teachers Math Specialist		X	X	X	X	X	X	X	X	X	X	X
Expand campus vertical teams to include teachers from upper and lower grade levels.	Principal Assistant Principal			X		X		X		X		X	
Continue implementation of Math Lab for students in Grades 3 and 4.	Principal Math Specialist		X	X	X	X	X	X	X	X	X	X	X
Research development of passing standards for students based on identified reading levels.	Principal Vertical Reading Team			X	X								
Monitor student progress in reading through the use of TPRI, DRA, Scantron Performance Series, and STAR.	Grade Level Teachers		X				X				X		
Continue implementation of research-based reading programs including Saxon Phonics and Guided Reading.	Principal Reading Vertical Team		X	X	X	X	X	X	X	X	X	X	X
Implement Guided Writing program in Grades 2-4.	ELA Vertical Team		X	X	X	X	X	X	X	X	X	X	X
Provide staff development in the areas of Guided Reading, Literacy Centers, and ELL instructional strategies.	Principal Consultants		X	X	X								

**Stafford Elementary School - 2008-09 Campus Improvement Plan**

<b>Goal 1 - Strategy 2: Promote high academic standards for student in special populations.</b>													
		<b>Timeline</b>											
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Continue to improve the number of students from all demographic groups who are nominated for GT.	Counselor Campus GT Coordinator Grade Level Teachers	X	X	X	X	X	X	X	X	X	X	X	X
Hold two meetings per year for parents of GT students.	Campus GT Coordinator	X	X	X	X	X	X	X	X	X	X	X	X
Continue monitoring of placement decisions made by ARD and 504 Committees	Principal Assistant Principal Resource Teacher	X	X	X	X	X	X	X	X	X	X	X	X
Align decision-making of CARE Team with District RtI pilot plan.	Principal Counselor CARE Team												

<b>Goal 1 - Strategy 3: Improve academic performance by increasing student attendance to 98%.</b>													
		<b>Timeline</b>											
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Develop and implement individual and class awards for Perfect Attendance and Highest Attendance each six-weeks.	Attendance Committee ADA Clerk		X		X	X		X		X	X		
Implement system of notifying parents when student accumulates 10 or more absences and tardies.	Assistant Principal ADA Clerk		X		X	X		X		X	X		
Inform parents of state's mandatory attendance laws as they apply to elementary age children.	Assistant Principal ADA Clerk		X		X	X		X		X	X		

**Stafford Elementary School - 2008-09 Campus Improvement Plan**

<b>Goal 1 - Strategy 5: Create a Science Lab for Grades 2 and 4 instruction.</b>													
		<b>Timeline</b>											
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Purchase appropriate science laboratory equipment.	Principal Assistant Principal Team Leaders			X	X	X		X		X	X		
Develop and Implement appropriate science laboratory lessons for each grade.	Team Leaders Teachers		X		X	X		X		X	X		

**Stafford Elementary School - 2008-09 Campus Improvement Plan**

**Goal 2: Use appropriate technology in order to support and improve classroom instruction.**

<b>Strategic Area I:</b> Excellence and continuous student development and improvement						
<b>Strategic Area V:</b> Develop program(s) and plan(s) to identify and encourage non-SMSD Stafford students to attend SMSD as well as avert current SMSD students from withdrawing						
<b>Person Responsible:</b> Campus Administrators Team Leaders Librarian Teachers		<b>Brief Description:</b> Appropriate technology will be implemented in order to support and improve classroom instruction..			<b>Evaluation Benchmark:</b> STAR Reports AR Points Earned Web-site Contributions Classroom Observations	
<b>Progress Report Dates:</b> Oct 2008      Nov 2008      Dec 2008      Feb 2009      Mar 2009      May 2009						
<b>Resources Required:</b> Time and Effort Educational Consultant Supplies and Materials Software		<b>FTE's Required:</b> 2		<b>Source of Funds:</b> Local Funds (12) Title II - Part D Activity Funds		<b>Amount</b> \$4,000.00 \$3,500.00 \$3,000.00

<b>Goal 2 - Strategy 1: Provide technology programs and support that meet the needs of teachers and students.</b>													
Activity	Person(s) Responsible	Timeline											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Provide staff development for the effective integration of technology during instruction.	Principal Technology Committee Librarian		X	X	X			X	X				
Encourage students' and teachers' use of websites correlated to classroom instruction.	Librarian Teachers			X	X	X	X	X	X	X	X	X	
Implement use of Accelerated Reader program in all grade levels.	Librarian AR Committee			X	X	X	X	X	X	X	X	X	

**Goal 3: Provide for a Safe and Motivating School Environment**

<b>Strategic Area I:</b>			
<b>Person Responsible:</b> Campus Administrators Counselor Team Sponsors PBS Team Campus Crisis Management Team Office Staff SRO's		<b>Brief Description:</b> Programs and activities designed to improve student behavior and student safety will be implemented.	<b>Evaluation Benchmark:</b> PEIMS 425 Reports Six-Weeks Discipline Reports Fundraiser Reports Counselor's Schedule Safety Drill Calendar
<b>Progress Report Dates:</b> Dec 2008      May 2009			
<b>Resources Required:</b> Time and Effort PBS Grant Parent Support SOPT Supplies and Materials Region 4	<b>FTE's Required:</b> 2	<b>Source of Funds:</b> Activity Funds Local Funds Title IV	<b>Amount</b> \$4,000.00 \$10,000.00 \$1,000.00

**Stafford Elementary School - 2008-09 Campus Improvement Plan**

<b>Goal 3 - Strategy 1: Develop and implement a comprehensive safety program designed to provide positive experiences for students and to create a safe school environment.</b>													
		<b>Timeline</b>											
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Continue utilization of V-Soft program to monitor all visitors on campus.	Assistant Principal Office Staff SRO		X	X	X	X	X	X	X	X	X	X	X
Conduct minimum of two Red-Alert drills in addition to fire and severe weather drills.	Assistant Principal Campus Crisis Management Team		X	X	X	X	X	X	X	X	X	X	X
Continue use of Student Safety Patrol during arrival and dismissal of students.	Teacher Sponsors		X	X	X	X	X	X	X	X	X		
Implement Positive Behavior Initiative as the core of campus discipline management plan. <ul style="list-style-type: none"> <li>• Teach BEE lessons</li> <li>• Continue BEE Buck Store</li> <li>• Implement CHAMPs</li> </ul>	Principal Assistant Principal PBS Team		X	X	X	X	X	X	X	X	X	X	X
Provide opportunities for community service including Locks of Love, Peddling for Pennies, St. Jude's Mathathon, and Walk for Diabetes.	Teachers Sponsors Counselor		X	X	X	X	X	X	X	X	X	X	X

**Goal 4: Provide for a Safe and Motivating School Environment**

<b>Strategic Area II:</b> Recruit, attract and retain Highly-Qualified staff			
<b>Person Responsible:</b> Principal Assistant Principal Team Leaders		<b>Brief Description:</b> Actively attract and recruit teachers who meet Highly-Qualified criteria.	
<b>Evaluation Benchmark:</b> Teacher Recommendation Forms			
<b>Progress Report Dates:</b> Aug 2009			
<b>Resources Required:</b> Time and Effort Campus Leadership	<b>FTE's Required:</b> 2	<b>Source of Funds:</b> Local Funds Title II - Part A Title III	<b>Amount</b> \$4,000.00 \$500.00 \$1,500.00

**Stafford Elementary School - 2008-09 Campus Improvement Plan**

<b>Goal 4 - Strategy 1: Recruit Highly-Qualified individuals for all teaching and staff positions.</b>													
		<b>Timeline</b>											
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Attend Job Fairs to recruit and hire candidates who meet Highly-Qualified criteria.	Principal Assistant Principal Team Leaders									X	X	X	X

<b>Goal 4 - Strategy 2: Provide quality staff development.</b>													
		<b>Timeline</b>											
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Plan and hold staff retreat for the purpose of team-building, staff development, data disaggregation, and instructional planning.	Principal Assistant Principal Counselor Team Leaders		X							X	X	X	X
Provide opportunities for teachers and paraprofessionals to attend Region 4 conference for Bilingual/ESL educators.	Principal Teachers Bilingual/ESL Director			X									
Provide campus staff development in the following areas: <ul style="list-style-type: none"> <li>• Discipline Management</li> <li>• Instructional strategies in math and reading</li> <li>• Differentiated instruction</li> <li>• Use of technology</li> </ul>	Principal Assistant Principal		X	X	X		X	X	X	X	X		
Continue to increase the number of teachers with 30 hours of GT training.	Principal District GT Coordinator		X	X	X		X	X	X	X	X		

**Stafford Elementary School - 2008-09 Campus Improvement Plan**

<b>Goal 4 - Strategy 3: Provide motivation and incentives to increase teacher satisfaction and retention.</b>													
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>											
		<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Provide opportunities for teachers to participate in campus leadership through participation in committees: <ul style="list-style-type: none"> <li>• Family Learning Night</li> <li>• Red Ribbon Week</li> <li>• Social Committee</li> <li>• Marquee Committee</li> <li>• Career Week</li> <li>• Multicultural Week</li> <li>• Discipline</li> </ul>	Principal Assistant Principal Team Leaders Staff Volunteers		X	X	X	X	X	X	X	X	X	X	X
Provide opportunities for recognition for teachers and other staff members by: <ul style="list-style-type: none"> <li>• Random Acts of Kindness (RAK) Jar</li> <li>• Teacher of the Month Parking</li> <li>• Six-Weeks Perfect Attendance</li> </ul>	Principal	X	X	X	X	X	X	X	X	X	X	X	X
Continue Campus Mentoring program for new teachers	Principal Assistant Principal Team Leaders			X		X		X		X		X	

**Goal 5: Implement activities and programs that increase parent participation on campus**

**Strategic Area V:** Develop program(s) and plan(s) to identify and encourage non-SMSD Stafford students to attend SMSD as well as avert current SMSD students from withdrawing

**Strategic Area X:** Actively promote SMSD in community, county, state and nation

<p><b>Person Responsible:</b> Principal Assistant Principal Team Leaders Counselor SOPT CIT</p> <p><b>Progress Report Dates:</b> Nov 2008    Feb 2009    Mar 2009    May 2009</p>	<p><b>Brief Description:</b> A variety of activities will be offered for the purpose of increasing parent participation in all types of campus activities.</p>	<p><b>Evaluation Benchmark:</b> SOPT Membership V-Tech Reports Sign-in Sheets</p>
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<b>Resources Required:</b>	<b>FTE's Required:</b>	<b>Source of Funds:</b>	<b>Amount</b>
Parent Support	2	Local Funds	\$1,500.00
Campus Administrators		Activity Funds	\$2,000.00
Teachers		Title I	\$1,500.00
Paraprofessionals			
Technology			
Supplies and Materials			
Time and Effort			

**Stafford Elementary School - 2008-09 Campus Improvement Plan**

<b>Goal 5 - Strategy 1: Increase partnership with parents in all campus activities.</b>													
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>											
		<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Recruit parents as members of campus committees.	Principal Team Leaders Committee Chairperson			X	X	X	X	X	X	X	X	X	
Expand Parent Involvement Month	CIT Counselor Team Leaders				X								
Use newsletter, flyers, out-dialer, marquee, and website to publicize events, provide updates, share information.	Principal Campus Committees Counselor Team Leaders		X	X	X	X	X	X	X	X	X	X	X
Offer specific opportunities for parents to participate in campus events including: <ul style="list-style-type: none"> <li>• Meet the Teacher</li> <li>• Fall Parent Orientation</li> <li>• Testing Overview</li> <li>• Parent Breakfasts</li> <li>• Career Week</li> <li>• Field Day</li> <li>• Family Learning Night</li> <li>• Grade Level Programs</li> </ul>	Principal SOPT Team Leaders Committee Facilitators		X	X	X	X	X	X	X	X	X	X	X
Implement Latino Family Project	Home-School Liaison Bilingual/ESL Teachers		X	X	X	X	X	X	X	X	X	X	X
Recruit teacher as participant with SOPT Board	Assistant Principal Team Leaders			X									