



## Comprehensive School Improvement Plan

**2021-2023**

School Name: Forest Hills Elementary

Principal : James Kirkpatrick

Assistant Principal : Lynne Kratochvil

Team Members: Jessica Worsham, Stormy Rigsby, Stephanie Haynsworth,  
Megan Evans, Robin Jackson, Allison Parris, Lindsey Huckstep, Noel Michalski

[CNA Executive Summary](#)

[Title I Components \(T1, T2, T3, T4\)](#)

Investing in Bright Futures

## OVERARCHING SCHOOL GOAL:

Improve content mastery in all subjects with a laser focus on literacy and numeracy.

STUDENT ACHIEVEMENT					
GOAL AREA: Literacy					
SMART Goal(s): By Spring of 2022, Forest Hills will increase reading proficiency on the SOL assessment from 61% to 78%.					
ACTION PLAN					
1. Essential Action/Research-Based Strategy: Plan and implement comprehension strategies in grades 3-5.					
Focus Area <i>[Grade Level/Student Group(s)/Educators]</i>	Action Steps	Person(s) Responsible for Implementation	Timeframe <i>(Beginning to End Dates)</i>	Evidence of Progress/Completion <i>(Artifacts required)</i>	Person(s) Responsible for Monitoring and Frequency
3-5	Analyze pre-assessment, quick checks, benchmark, and running record data. (Title I Component 2)	3-5 Reading teachers	August 16,2021-May 6,2022	Performance Matters data	Administration/ Quarterly
3-5	Identify English gap groups (Black, EDS, SWD) of students to determine focus for small group instruction/intervention and during school, after school, and FEV tutoring services plus use of Literacy Lab. (Title 1 component 2, 3, 4)) Title 1 Budget--\$5,000	3-5 Reading teachers	August 16,2021-May 6, 2022	Performance Matters data, FEV tutoring participation, student growth during tutoring;	Administration/Quarterly
3-5	Conduct progress monitoring on small groups/intervention groups. (Title 1 Component 3)	3-5 Reading teachers	August 16,2021-May 6, 2022	Performance Matters data	Administration/Quarterly
K-5	<a href="#">Plan and Implement Title 1 parental activities related to Reading</a>	K-5 Reading Teachers	August 16, 2021-May 6, 2022	Title 1 Parent Calendar, Agendas, Parent Sign sheets	Title 1 Parent Liaison/Monthly
3-5	Plan and Implement the Co-Teaching Model through Radford University (TTAC)	Inclusion teachers/SPED teacher	August 16, 2021-May 6, 2021	Performance Matters Data, Lesson Plans,	Administration/Quarterly
3-5	Implement Writing Across the Curriculum to give students opportunities to demonstrate reading comprehension. (Title 1 Component 3, 4)	all Content teachers	September 16, 2021-May 6, 2022	Student work samples, Writing Prompts, Lesson Plans;	Administration/Quarterly
K-5	Analyze and discuss in PLC Meetings the alignment of Tier 1 Instructional activities and assessments	K-5 Teachers	October26, 2021-May 6, 2022	Lesson Plans, PLC Meeting Agenda,	Administration/Monthly
2. Essential Action/Research-Based Strategy: Plan and implement phonological/ phonemic awareness in all K-3.					

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K-3	Based on CNA data reflection, train teachers and anyone involved with PALS testing using the UVA PALS training videos to provide consistency. (Title 1 Component 4)	Kindergarten Lead teacher	August, December, April Prior to testing	Sign in sheet and agenda	Administration/Tri-annually
K-3	Analyze PALS assessment results and identify students to determine focus for groups/individual students. (Title 1 Component 2, 3, 4)-	K-3 Reading Teachers	Post Triennial testing	PALS data in Performance Matters	Administration/Tri-annually
K-3	Develop and implement an intervention plan in lieu of a PALS Interventionist for 150 minutes per week.(Title 1 Component 2, 3, 4)	K-3 Reading Teachers	August 23, 2021t-May13, 2022	Lexia Core 5 data; Literacy Lab data; Teacher Lesson Plans, Walkthrough Observations;	Administration/Quarterly
K-3	Provide information to parents on Lexia Core, Literacy Lab, and PALS test results. (Title 1 Component 4)	K-3 Reading Teachers	September 20,2021-May 31, 2022	Newsletters, docs, class website, Title I event agenda/ sign in sheet, parent letter	Administration/Quarterly
K-5	University of Virginia will provide monthly professional development in best practices for literacy instruction via face-to face and asynchronous online modules for K-5 educators.	University of Virginia trainer, K-5 Reading teachers	November 2021-May 2022	Sign in sheet/Agenda, Walk Through observations	Administration/Monthly

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STUDENT ACHIEVEMENT					
<b>GOAL AREA:</b> Numeracy					
<b>SMART Goal(s):</b> By Spring of 2022, we will increase math proficiency on the SOL assessment from 47% to 70%.					
ACTION PLAN					
<b>1. Essential Action/Research-Based Strategy:</b> Plan, implement, and monitor professional development for all Math teachers on number sense routines and aligning lessons to the Standards of Learning.					
Focus Area <i>[Grade Level/Student Group(s)/Educators]</i>	Action Steps	Person(s) Responsible for Implementation	Timeframe <i>(Beginning to End Dates)</i>	Evidence of Progress/Completion <i>(Artifacts required)</i>	Person(s) Responsible for Monitoring and Frequency
K-5	Distribute appropriate resources from summer PD to math teachers.(Title 1 Component 2)	Media Specialist	October 8, 2021	Email	Administration/Upon receipt
K-5	Demonstrate number sense routines during faculty meetings. (Title 1 Component 3)	K-5 Math teachers	October 25, 2021-April 25, 2022	Sign in sheet/Lesson	Administration/Monthly
K-5	Observe math routines in practice and give lesson plan feedback to determine additional professional development needs.(Title 1 Component 3)	K-5 Math Teachers	October 18,2021-April 1, 2022	Walk through observation/Lesson Plan Feedback; additional professional development	Administration/Each Semester
<b>2. Essential Action/Research-Based Strategy:</b> Plan and implement number sense routines.					
Focus Area <i>[Grade Level/Student Group(s)/Educators]</i>	Action Steps	Person(s) Responsible for Implementation	Timeframe <i>(Beginning to End Dates)</i>	Evidence of Progress/Completion <i>(Artifacts required)</i>	Person(s) Responsible for Monitoring and Frequency
K-5	Form math PLC teams to practice routines and plan instruction.( Title 1 Component 3)	K-5 Math Teachers	Oct. 19, 2021-April 12, 2022	PLC agenda	Administration/Quarterly
K-5	Evaluate impact of routines through quick checks and observations. (Title 1 Component 2)	K-5 Math Teachers	November 2, 2021-April 12, 2022	Performance Matters/ Lesson Plans	Administration/Quarterly
K-5	Increase rigor of number sense routines as students' math vocabulary evolves. (Title 1 Component 3)	K-5 Math Teachers	January 11, 2021-May 31, 2022	Performance Matters/ Lesson Plans	Administration/Quarterly
K-5	<a href="#">Plan and Implement parental activities related to Math</a>	K-5 Math Teachers	Oct. 21, 2021-May 15, 2022	Title 1 Parent Calendar, Agendas, Parent Sign In Sheets	Administration/monthly

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3-5	Implement writing across the curriculum by students explaining steps/process when solving word problems.	3-5 Math Teachers	Oct. 21, 2021-May 6, 2022	Lesson Plans, student samples	Administration/Quarterly
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STUDENT ACHIEVEMENT					
GOAL AREA: Science					
SMART Goal(s): By Spring of 2022, we will increase science proficiency on the SOL assessment from 34.8% to 70%.					
ACTION PLAN					
1. Essential Action/Research-Based Strategy: Plan, implement, and monitor 5 E model of Science instruction in K-5 classrooms aligning to 2018 Standards of Learning.					
Focus Area <i>[Grade Level/Student Group(s)/Educators]</i>	Action Steps	Person(s) Responsible for Implementation	Timeframe <i>(Beginning to End Dates)</i>	Evidence of Progress/Completion <i>(Artifacts required)</i>	Person(s) Responsible for Monitoring and Frequency
K-5	Train on Stemsscopes curriculum (Title 1 Component 3)	Stemsscopes Trainer	October 18, 2021-April 30, 2022	PD sign in sheets	Assistant Principal/Quarterly
K-5	Align lesson plans to 2018 Standards (Title 1 Component 3)	K-5 Science Teachers	September 15, 2021-May 31, 2022	Planbook-Lesson Plan Feedback on Alignment	Administration/Monthly
K-5	Incorporate STEM experiments in Science units to align with Science and Engineering practices (Title 1 Component 3) Note: Integrated approach	K-5 Science Teachers	September 15, 2021-May 31, 2022	Planbook-Lesson Plan Feedback on alignment and Walkthroughs for Alignment	Administration/Quarterly
K-5	Utilize cross-curricular activities to support Science curriculum (Title 1 Component 3)	All Content teachers	October 18, 2021-May 15, 2022	Planbook-Lesson Plan feedback on alignment of activities; Walkthroughs to see alignment of activities;	Administration/Quarterly
K-5	<a href="#">Plan and Implement title 1 parental activities related to Science</a>	K-5 science teachers	October 1, 2021-May 6, 2022	Title 1 Parent Calendar, Agendas, Parent Sign In Sheets	Administration/ Monthly

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CULTURE AND CLIMATE					
<b>GOAL AREA:</b> Culture and Climate					
<b>SMART Goal(s):</b> Forest Hills will increase “strongly agree” and “agree” responses on the VDOE Working Conditions survey from 83% to 88% in the area of decision making.					
ACTION PLAN					
<b>1. Essential Action/Research-Based Strategy:</b> Cultivate a culture and climate that supports decision making that includes all staff					
Focus Area <i>[Grade Level/Student Group(s)/Educators]</i>	Action Steps	Person(s) Responsible for Implementation	Timeframe <i>(Beginning to End Dates)</i>	Evidence of Progress/Completion <i>(Artifacts required)</i>	Person(s) Responsible for Monitoring and Frequency
K-5	Evaluate staff assignments on leadership teams to ensure all staff voices are represented.	School Improvement Team	October 1, 2021-April 30, 2022	SIT Minutes	Administration/Monthly
K-5	Develop pathways to Solicit feedback from all staff members regarding large leadership decisions	School Improvement Team	October 1, 2021-May 31, 2022	Faculty Meeting Agenda, SIT Team Minutes	Administration/Monthly

\*Insert more rows as necessary. Include a maximum of 5-7 Essential Actions/Strategies based on prioritized areas derived from the CNA.

## OVERARCHING SCHOOL GOAL:

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CULTURE AND CLIMATE					
GOAL AREA: Attendance					
SMART Goal(s): By Spring 2022, Forest Hills will maintain the pre-COVID chronic absenteeism rate of less than 10%.					
ACTION PLAN					
1. Essential Action/Research-Based Strategy: Develop, implement, and monitor a plan to address chronic absenteeism.					
Focus Area <i>[Grade Level/Student Group(s)/Educators]</i>	Action Steps	Person(s) Responsible for Implementation	Timeframe <i>(Beginning to End Dates)</i>	Evidence of Progress/Completion <i>(Artifacts required)</i>	Person(s) Responsible for Monitoring and Frequency
K-5	Facilitate attendance meetings with parent liaison, students, parents, and the teacher after the student misses 5 days of school (Title 1 Component 4)	Parent Liaison	August_June	attendance plan, calendar of parent meetings	Administration/Weekly
K-5	Designate a school attendance team with the purpose of analyzing and tracking school level data. (Title 1 Component 4)	VTSS/PBIS Team	September 30, 2021-May 31, 2022	Team Member List, findings from school attendance data,	Administration/Monthly
K-5	Implement Social emotional Learning classroom sessions. (Title 1 Component 4)	K-5 classroom teachers	August 1, 20216-May 6,2022	Weekly topics/lesson plans	Administration/Monthly