

Memorial School Action Plan
2018-2019

Strategic Objective #1: Enhance and align quality educational curricula, instructional resources, rigorous assessments, and social/emotional supports to improve academic performance.

Strategic Initiative	Action Steps	How will the Action Steps be Accomplished	Who will work to accomplish the Action Steps	What are the necessary time, resources, materials	How will progress be monitored	Timeline/Expected Date of Completion
<p><i>Emphasize Social Emotional Learning as a Coordinated Framework for student Learning and Support</i></p>	<ul style="list-style-type: none"> * Ribas SEL Training--3 staff members to participate in training of trainers. * Check in-Check Out Program (CICO): Tier II system of support for students at-risk. * define roles and expectations (and service delivery) of each service provider that relates to the social emotional needs of our students * investigate the inclusion of RRICK time into classrooms * Metrowest Adolescent Health Survey (6th grade) * Shifting Boundaries Curriculum--Wayside Youth and Family Services * School Nurse delivering lessons on mindfulness, self-coping/regulatory strategies/coping mechanisms to students in their classrooms 	<ul style="list-style-type: none"> * meetings to establish roles of service providers as related to social/emotional needs of students * Identify two staff members to be trained as trainers in the Ribas SEL Training * Committee to develop CICO program * Counseling staff, administration and 6th grade teachers to implement MWAHS * Classroom teachers continue use of RRICK Time 	<ul style="list-style-type: none"> * counseling staff, administration, classroom & special education teachers, specialists * Tier II team to create CICO Program 	<ul style="list-style-type: none"> * Ribas Training: 5 school days worth of training; District funding for all staff being trained as trainers * Tier II team will require at least monthly common planning time to create CICO Program * Shifting Boundaries is grant funded * MWAHS 	<ul style="list-style-type: none"> * Staff to complete RIBAS SEL Training during 2018-19 school year * Monthly meetings for Tier II Team * MWAHS administered in Fall of 2018 to 6th grade students 	<ul style="list-style-type: none"> * Training of trainers in Ribas SEL Program completed within the 2018-19 school year -staff training in 2019-20 * Tier II Team to complete outline/Pilot of CICO Program during the 2018-19 school year -continue implementation in 2019-20 school year * Shifting Boundaries completed within 2018-19 school year in the 6th grade

Memorial School Action Plan
2018-2019

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		* Counseling staff, Administration, Health/PE Teachers to plan integration of Shifting Boundaries 6-week program into Health Curriculum for 6th grade students				
<i>Increase formal and informal Diagnostic Capacity</i>	<ul style="list-style-type: none"> * investigate effective math assessment tool to measure student progress * development of common pre-assessments across K-6th grade and Unified Arts 	* research online math assessment tools (Eureka and iReady)	<ul style="list-style-type: none"> * math curriculum chairpersons, Title I Math Teacher, Administration * classroom, Unified Arts & special education teachers 	* online resources, consult with local school districts	<ul style="list-style-type: none"> * trial of various assessment tools (i.e.-iReady, Eureka, GMADE, STAR etc...) * walkthrough observations 	* 2018-19 school year
<i>Improve student Achievement in the areas of Mathematics</i>	<ul style="list-style-type: none"> * plan and implement summer training in Eureka curriculum-initial session scheduled for 6/28/18 * Math Coaching support funded through Title IIA grant * Professional Development training and monthly schedule of MPC meetings * Establish instructional connections between BBC and JSHS * Full school-wide implementation of Eureka Math Curriculum 	<ul style="list-style-type: none"> * monthly scheduled MPC meetings * MCAS data analysis 	<ul style="list-style-type: none"> * MPC members, Administration * math coach (internal coach; external consultant-Katie Saad) 	<ul style="list-style-type: none"> * monthly MPC meetings * MPC meetings during Early Release and Full Day PD Days 	<ul style="list-style-type: none"> * curriculum based assessments (formative & summative) * MCAS data analysis 	<ul style="list-style-type: none"> * Full Eureka Implementation to occur during the 2018-19 school year * Monthly MPC meetings to monitor progress

Memorial School Action Plan
2018-2019

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<i>Improve student Achievement in the areas of English Language Arts</i>	<ul style="list-style-type: none"> * review of Reading Services and eligibility criteria * delineate roles and service delivery of Reading Teachers * Provision of Reading Enrichment services 	<ul style="list-style-type: none"> * quarterly meetings with reading teachers, administration 	<ul style="list-style-type: none"> * reading teachers, classroom teachers, administration 	<ul style="list-style-type: none"> * MRA Conference for staff 	<ul style="list-style-type: none"> * development of literacy instructional resources, 	<ul style="list-style-type: none"> * 2018-19 school year
<i>Integrate STEM into curriculum planning, instruction, and assessment</i>	<ul style="list-style-type: none"> * Research Project Lead the Way (Computer Science) Grant for elementary school * Identify engineering learning tasks into curriculum maps * Alignment of science curriculum maps to both BBC and JSHS * Investigate STEM/STEAM enrichment opportunities * Continuation of Destination Imagination program at Memorial School 	<ul style="list-style-type: none"> * curriculum mapping 	<ul style="list-style-type: none"> * science curriculum chairs, classroom teachers, ASC Director & administration, DI Coordinator 	<ul style="list-style-type: none"> * FOSS Curriculum, NGSS Frameworks * Curriculum Council 	<ul style="list-style-type: none"> * review of curriculum maps * monthly meetings with ASC Director 	<ul style="list-style-type: none"> ongoing throughout 2018-19 school year

Memorial School Action Plan
2018-2019

Strategic Objective #2: Ensure staff development and professional learning is on-going, relevant, accessible, and inclusive of all staff members to support opportunity for continuous growth.

Strategic Initiative	Action Steps	How will the Action Steps be Accomplished	Who will work to accomplish the Action Steps	What are the necessary time, resources, materials	How will progress be monitored	Timeline/Expected Date of Completion
<p><i>Maintain Focus on Established Professional Development</i></p>	<ul style="list-style-type: none"> * Memorial Elementary School Leadership Team meetings (monthly) * Curriculum Council Meetings (quarterly) * Participation in Blackstone Valley Curriculum Consortium PD offerings for Unified Arts and related service providers * Science Curriculum Review * School Wide Implementation of Eureka Math Curriculum & Ongoing Monthly PD * RIBAS Social Emotional Learning Training of Trainers * Check In Check Out (CICO) program for At-Risk students 	<ul style="list-style-type: none"> * monthly leadership meetings * Quarterly Curriculum Council Meetings * Schedule HPS PD to align with BVCC PD * Monthly Math Piloting Committee meetings * 5 SEL Trainings throughout the year * CICO PLC to implement program 	<ul style="list-style-type: none"> * Grade Level Leaders, Curriculum Chairpersons, Administration, District Leadership team, Math Piloting Committee Members, 3 staff volunteering to be trained in SEL, members of MES Instructional Technology PLC 	<ul style="list-style-type: none"> * monthly leadership meetings * quarterly curriculum council meetings * Hopedale High School Alumni Association Grant * Title I/IIA Grants * BVCC Science Workshops * 5 SEL Training days throughout school year 	<ul style="list-style-type: none"> * Monthly agendas, meeting minutes, survey faculty for PD topics * Curriculum Council agenda, minutes, educator feedback *staff participation in BVCC PD * MPC meeting minutes, teacher feedback, 	<ul style="list-style-type: none"> * 2018-19 school year * Piloting EngageNY math curriculum during 2018-19 school year

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2018-2019

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<p><i>Initiate year-long professional development plan that incorporates focused, strategic initiatives to increase student performance</i></p>	<ul style="list-style-type: none"> * Technology PD * Blackstone Valley Curriculum Consortium PD offerings for Unified Arts Staff and Related Service Providers * HPS Professional Development Calendar 	<ul style="list-style-type: none"> * Administrative team, Curriculum Council to create PD calendar for the District 	<ul style="list-style-type: none"> * Administrative team, Curriculum Council * educators to share content, strategies, knowledge acquired at PD offerings with faculty * IT Staff 	<ul style="list-style-type: none"> * Bi-weekly Admin Team meetings * Title IIA Grant 	<p>student assessments</p> <ul style="list-style-type: none"> * Admin Team meeting agendas, minutes * walkthrough observations 	<p>2018-19 School Year</p>
<p><i>Ensure that Professional Development Activities focus on Instructional Strategies that Meet the Needs of All Learners</i></p>	<ul style="list-style-type: none"> * Continuance of PLCs: Math, Inclusive Practices, Unified Arts, Tier II Response/CICO, Science, At-Risk Students/Tiered Instruction * Expansion & enhancement of PBIS Initiative * District Wide Professional Development Calendar focused on meeting the differentiated needs of all learners * Social Emotional Learning for all staff * Development and implementation of structured PD calendar for Math Piloting Committee (MPC) * Pre-Assessment for all faculty * Susan Fitzell January 2019 PD 	<ul style="list-style-type: none"> * PLCs meet on monthly basis * Monthly PBIS team meetings * District PD calendar for professional & support staff * Yearly calendar for MPC members 	<ul style="list-style-type: none"> * Memorial School PLC members, Administration * PBIS Team Members, Faculty * Administrative Team to set PD calendar, resources & presentations * BICO 	<ul style="list-style-type: none"> * Monthly meetings; pertinent research in PLC field * Monthly PBIS Team meetings, PBIS Coach * PACE Grant to support PBIS initiatives * Monthly Early Release PD days 	<ul style="list-style-type: none"> * PLC Meeting minutes, development of Philosophy Statement & Action Plan * PBIS Meeting Minutes, creation of instructional videos, posted 	<p>2018-19 School Year</p>

Memorial School Action Plan
2018-2019

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	*BICO Inclusion training		Consultant	and bi-annual full day PD days * Title IIA Grant to fund MPC trainings	behavioral expectations , etc... * Scheduling of District PD Calendar	
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Memorial School Action Plan
2018-2019

Strategic Objective #3: Improve and develop programming to ensure all students have access to high quality appropriate education and opportunity.

Strategic Initiative	Action Steps	How will the Action Steps be Accomplished	Who will work to accomplish the Action Steps	What are the necessary time, resources, materials	How will progress be monitored	Timeline/Expected Date of Completion
<i>Assess, Review, and Revamp BBC School Year and Summer Programming</i>	N/A					
<i>Develop a continuum of support and service for students with intensive disabilities from preschool through high school</i>	<ul style="list-style-type: none"> * Development & Revision of The Flex Center Classroom * Implementation of Inclusive Special Education Service Provision across all grades in Memorial * Collaboration with BBC Staff focused on continued implementation of transitional supports/ instructional programming for students entering kindergarten * Collaboration with JSHS Staff focused on implementation of transitional supports/instructional programming and curriculum development for students entering the 7th grade 	<ul style="list-style-type: none"> * Review of Independent Evaluation of Special Education Service Delivery * Observation of Special Education programs * Ongoing collaboration with PPS Director * Training/coaching in Inclusive Teaching Practices 	<ul style="list-style-type: none"> * Administration, PPS Director, Team Chairperson, Special Education Staff & Classroom Teachers * Coordination of programming with BBC and JSHS staff * BICO Consultant * Administration, Leadership Team, classroom and special education teachers, support staff 	<ul style="list-style-type: none"> * Independent Evaluation of Special Education Service Delivery * Increase in special education professional staff * SEPAC * Use of PD days, faculty meetings, curriculum council 	<ul style="list-style-type: none"> * Bi-Monthly Administrative Team Meetings; * continuous review of programming at monthly admin meetings * Ongoing program review with special education staff 	3-5 years

Memorial School Action Plan
2018-2019

Strategic Objective #3: Improve and develop programming to ensure all students have access to high quality appropriate education and opportunity.

		* Use of Professional Development days and Curriculum Council				
<i>Design and Implement Supports for Accelerated Learners</i>	<ul style="list-style-type: none"> * Creation of one after school enrichment club * Examination of related service providers services/caseloads to enhance in-class supports to engage all learners, including accelerated students * ELA and Math enrichment opportunities 	<ul style="list-style-type: none"> * Survey faculty for interest in enrichment topics * Evaluate caseload & schedule of related service providers to maximize in-class supports for all students 	<ul style="list-style-type: none"> * Administration, general & special education staff * related service providers 	<ul style="list-style-type: none"> * instructional materials for enrichment club * PD in meeting instructional needs of all learners 	<ul style="list-style-type: none"> * assessment of students' instructional needs * instructional schedule of related service providers * attendance & participation in district PD offerings 	* 2018-19 school year
<i>Increase Capacity to Assist Students with Behavioral Needs</i>	<ul style="list-style-type: none"> * Professional Development & Training for faculty * Implementation of Revised of Tiered Instruction Process * Implementation of CICO Program 	<ul style="list-style-type: none"> * Faculty Meetings * District Professional Development Calendar 	<ul style="list-style-type: none"> * Administration * Tiered Instruction PLC, Administration, Counseling staff 	<ul style="list-style-type: none"> * CALM Verbal De-escalation training for Memorial School faculty 	<ul style="list-style-type: none"> * Participation in CALM Verbal De-Escalation Training * Aspen database 	2018-19 School Year

Memorial School Action Plan
2018-2019

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	* RIBAS SEL Training		* CICO PLC Members, Instructional & Support staff, RIBAS Training participants	* clarification of expectations for staffs' proactive management of student conduct * PBIS Team supports and interventions		
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Memorial School Action Plan
2018-2019

Strategic Objective #4: Build relationships with the community so that parents and community members are more involved and engaged in the schools.

Strategic Initiative	Action Steps	How will the Action Steps be Accomplished	Who will work to accomplish the Action Steps	What are the necessary time, resources, materials	How will progress be monitored	Timeline/Expected Date of Completion
<i>Improve Content and Format of Parent Communication</i>	<ul style="list-style-type: none"> * Weekly email correspondence with Memorial School Families * Use of Twitter/Social Media * Development of a set of expectations of parent communication for all faculty members, to include provision of positive feedback to families as well as matters of concern <ul style="list-style-type: none"> --alert families of academic concerns/failing grade --routinely and consistently providing positive feedback to parents/families as well as matters of academic and behavioral concerns 	<ul style="list-style-type: none"> * weekly email schedule * Maintenance of Memorial School's Twitter Account * Survey faculty/Memorial School Leadership Team 	<ul style="list-style-type: none"> * Administration, faculty * Memorial School Leadership Team 	<ul style="list-style-type: none"> * Aspen, school Twitter Account * Monthly Leadership Team meetings 	<ul style="list-style-type: none"> * Email record * Twitter record * Creation of a set of expectations for communicating with parents/families 	2018-19 School Year
<i>Build Community and Parent Relationships within our Schools</i>	<ul style="list-style-type: none"> * Continued ELL Family Night * Academically themed parent workshops <ul style="list-style-type: none"> -math -reading * Creation of a family night for children in Special Education <ul style="list-style-type: none"> -Back to School Night * Continued efforts to support local families in need (vacations, summer, holidays) 	<ul style="list-style-type: none"> * Invitations sent to ELL students & families for ELL Family Night (9/2018); Organize informational materials, translated into native language * Special Education Department Meetings 	<ul style="list-style-type: none"> * Administration, ESL Teachers, PPS Office Staff * Literacy teachers * Administration & special education staff * Faculty 	<ul style="list-style-type: none"> * Translated documents; Community Resource List for parents/families; interpreters * Faculty & community based donations 	<ul style="list-style-type: none"> * Family attendance sheet * Workshop schedule, parent attendance sheet * Schedule of student visits 	<ul style="list-style-type: none"> * ELL Family Night scheduled for September of 2018 * Compile resources & logistical planning for Family Night for Children in Special Education in 2018 * Provision of Family Night for Children in

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2018-2019

Strategic Objective #4: Build relationships with the community so that parents and community members are more involved and engaged in the schools.

	* Sustain relationship with the residents and staff of Atria Draper Place	* Office staff maintain confidential list of local families in need	* Student Council Advisor, students		to Atria Draper Place	Special Education in 2018-19 school year
<i>Align work within the schools with the Opioid Task Force</i>	* Implement initiatives set forth by Hopedale's Opioid Task Force	* Administrative liaisonship to the Hopedale Opioid Task Force	* Administration, faculty	* Resources to be supplied by Opioid Task Force	* Adherence to initiatives set forth by Hopedale's Opioid Task Force	2018-19 School Year