

## Comprehensive Progress Report

**Mission:** Harmony Elementary School will work as a team using STEM-Ag Education to meet and support the needs of all learners while developing curious and responsible students.

**Vision:** Harmony Elementary strives to exceed expected growth for all student by promoting Science, Technology, Engineering, Math and Agriculture (STEM-Ag) education through Problem Based Learning. In our classrooms, we create a nurturing environment where all students collaborate, problem solve, and innovate. We strive to produce problem solving students who aspire to be successful in their community.

**Goals:**

Target Goal - A4.01- 100% of teachers will utilize the tiered level of supports by June 2019 to ensure a minimum of 80% of students are proficient. Overall Goal- 100% of teachers will utilize the tiered level of supports to ensure a minimum of 85% of students are proficient by 2019.

Target Goal- E1.06- 100% of teachers will provide online resources for students/parents and send home monthly newsletters for the 2018-2019 school year. 100% of parents will be able to access updates and relevant information maintained on Harmony Elementary School's website and Facebook page. 100% of teachers will conference with 100% of families twice by June 2019. Overall Goal- E1.06- 100% of teachers will provide online resources for students/parents and send home monthly newsletters for the 2018-2019 school year. 100% of parents will be able to access updates and relevant information maintained on Harmony Elementary School's website and Facebook page. 100% of teachers will conference with 100% of families twice by June 2019.

Target Goal - A2.04 - 100% of teachers will facilitate STEM based activities on a weekly basis for the 2018 - 2019 school year. Overall Goal- A2.04 - 100% of students will be able to identify and apply the Engineering STEM Design Process by June 2019.



! = Past Due Objectives

KEY = Key Indicator

Core Function:			Dimension A - Instructional Excellence and Alignment			
Effective Practice:			High expectations for all staff and students			
	KEY	A1.07	ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.(5088)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			All classrooms are visited on a daily basis by the principal or instructional facilitator, then each classroom will have a walkthrough completed and tracked by Google Form and tracking spreadsheet for every teacher within a month with feedback given by principal and instructional facilitator.	Limited Development 09/14/2018		
<i>How it will look when fully met:</i>			During leadership meetings, the counselor will discuss status and progress of our school wide PBIS system with team. Principal and instructional facilitator will share findings and observations from daily visits and classroom walkthroughs. Behavior goal team will discuss needs and current data for individual student and classroom data, then determine next steps.		Kara Clouse	12/19/2018
<b>Actions</b>				<b>1 of 7 (14%)</b>		
	9/22/18	Weekly Leadership Meetings - team reflects with counselor			Kara Clouse	09/06/2018
	<i>Notes:</i> Evidence by weekly leadership meeting minutes.					
	9/22/18	Behavior Goal Team meets on the third Tuesday of every month.			Kara Clouse	09/04/2018
	<i>Notes:</i> Behavior goal team minutes will be taken every month.					
	9/22/18	All classrooms will have classroom rules and expectations posted.		Complete 08/27/2018	Todd Russo	08/27/2018
	<i>Notes:</i> Observed through daily classroom visits					
	9/22/18	PBIS/Behavior Folder updated and shared with all staff members			Kara Clouse	09/18/2018
	<i>Notes:</i> Folder shared with all staff after the behavior goal team meets and reviews contents.					
	9/24/18	PBIS/Behavior Folder updated and shared with all staff members to assist with Tier 1 planning			Kara Clouse	09/18/2018
	<i>Notes:</i>					
	9/24/18	Review ODR Data correlate to students classified at Tier 1 At-Risk, Tier 2 -1 or BIPs.			Kara Clouse	10/16/2018
	<i>Notes:</i>					
	9/24/18	Grade levels will report the number of celebrations earned to reflect on the Tier 1 behavior school-wide plan (PBIS).			Kara Clouse	10/16/2018

Notes:

Core Function:			Dimension A - Instructional Excellence and Alignment			
Effective Practice:			Curriculum and instructional alignment			
	KEY	A2.04	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)	Implementation Status	Assigned To	Target Date
Initial Assessment:			-planning standards together -uniform -following -grade level planning -vertical planning  9/2018 All PLCs are using a common planning template that is shared with all grade levels, enhancements, and support staff for vertical purposes and purposeful planning along with a focus on our STEM Initiative.	Limited Development 05/16/2017		
			Priority Score: 2  Opportunity Score: 2  Index Score: 4			
How it will look when fully met:			Teams will develop Science PBL lessons that align across all grade levels. The Science goal team will meet at NCCAT to develop lessons. Teachers will identify standards in 5th grade and each grade level will build off of this to come up with a school wide theme in the standards.		Cheryl Hathcock	06/07/2019
Actions				1 of 8 (12%)		
	6/6/17	Develop weekly STEM based activities to align with grade level standards.			Cheryl Hathcock	09/04/2018
Notes:		This could work with any standards, Science, Math, Reading etc.				
	10/25/17	STEM Notebook to be used in classroom and STEM			April Smith	09/04/2018
Notes:						
	10/25/17	Develop, Model, and Facilitate full STEM Design Process lessons on Early Release Days			Cheryl Hathcock	09/26/2018
Notes:						
	10/25/17	Heritage Day to showcase life as it once was and take it to market.			Rose Kennedy	04/30/2019
Notes:						
	10/26/17	Monthly partnership with 4-H. 4-H will teach students lessons on different standards that are aligned to the NC standard coarse of study.			April Smith	10/03/2018

*Notes:* October 3rd Quarter 1 Energy Transfer 5th grade  
 October 17th Quarter 1 Evaporation/Freezing & Melting 3rd grade  
 November 7th Quarter 2 Geology 4th Grade  
 December 5th Quarter 2 Solar System 3rd grade  
 January 30th Quarter 3 Ecosystems 5th grade  
 February 13th Quarter 3 Life Cycles 2nd grade  
 March 6th Quarter 3 Forces and Motion 1st grade  
 April 10th Quarter 4 Electricity 4th grade  
 No May meetings because of testing

9/22/18	Harmony teachers will align Science curriculum at NCCAT based on 5th grade.	Complete 08/31/2018	April Smith	08/31/2018
---------	---	---------------------	-------------	------------

*Notes:* Created at the beginning of the year and grade levels used throughout the year.

9/22/18	Curriculum/STEM Family Night		Todd Russo	11/08/2018
---------	------------------------------	--	------------	------------

*Notes:* Read to Achieve, ESL, Science Fair, Yearlong curriculum, and make and takes available for families. Families will be exposed/given resources and ideas to take home to engage in the Design Process steps.

9/22/18	Tier 1 CORE Plans for Reading and Math completed in RtI Stored.		Cheryl Hathcock	09/27/2018
---------	---	--	-----------------	------------

*Notes:* Plans will be reviewed and revised every 6 weeks. Evidence in RtI Stored.

<b>Implementation:</b>		09/21/2018		
<b>Evidence</b>	6/8/2018			
<b>Experience</b>	6/8/2018			
<b>Sustainability</b>	6/8/2018			

Core Function:			Dimension A - Instructional Excellence and Alignment			
Effective Practice:			Student support services			
	KEY	A4.01	The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.(5117)	Implementation Status	Assigned To	Target Date
Initial Assessment:			<p>-RTI -I do/you do/we do -Tier Instruction</p> <p>9/2018 - Academic Team will be planning support and trainings for teachers with the assistance of the leadership team to provide opportunities for training to learn RtI Stored to develop effective Tier 1 plans for the grade levels and Tier 2-1 and 3-2-1 for targeting students needs by providing interventions.</p>	Limited Development 05/16/2017		
			<p>Priority Score: 2</p> <p>Opportunity Score: 2</p> <p>Index Score: 4</p>			
How it will look when fully met:			Teachers at Harmony Elementary will progress monitor with fidelity, plan targeted interventions and paperwork will be completed with or without instructional coach.		Cheryl Hathcock	12/19/2018
Actions				0 of 10 (0%)		
	9/28/17	Administer Universal Screeners 4-5 I-ready/ K-3 McCLASS			Cheryl Hathcock	09/04/2018
	Notes: BOY Sept MOY Jan EOY May					
	6/18/18	Meet as grade levels to discus students in Tier II and next steps.			Cheryl Hathcock	10/16/2018
	Notes:					
	9/22/18	Academic Goal Team determines PD needs for staff			Beverly Jordan	10/16/2018
	Notes:					
	9/22/18	Tier 1 Reading and Math Plans Developed			Cheryl Hathcock	09/26/2018
	Notes:					
	9/22/18	Common Grade Level spreadsheet developed to track students in Tier 1 At-Risk, Tier 2-1, and Tier 3-2-1 as classified by RtI Stored			Beverly Jordan	10/16/2018
	Notes:					
	9/24/18	Individual and grade level coaching with RtI Stored scheduled based on grade level needs.			Cheryl Hathcock	09/26/2018
	Notes: Monthly time will be dedicated to support staff with becoming proficient in RtI Stored. Some staff meetings will be utilized for PD sessions as well.					

9/24/18			Review of the number of students receiving Tier 2-1 and 3-2-1 by grade level using Rtl Stored and Tracking Spreadsheet		Beverly Jordan	10/16/2018
Notes:						
9/24/18			EC PLC meets with leadership to discuss at-risk students in 3-2-1 that are potentially considered for specially designed instruction.		Todd Russo	09/04/2018
Notes:						
9/24/18			Develop and administer a teacher survey to determine staff members' ability / confidence to navigate Rtl Stored.		Beverly Jordan	10/16/2018
Notes:						
9/24/18			Each grade level member shares best practices and resources used to build a strong CORE		Beverly Jordan	10/16/2018
Notes:						
Implementation:				06/08/2018		
Evidence			6/8/2018			
Experience			6/8/2018			
Sustainability			6/8/2018			
	KEY	A4.06	ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)	Implementation Status	Assigned To	Target Date
Initial Assessment:			Our counselor will be working with teachers to ensure appropriate data is collected for behaviors along with working with administration to monitor office discipline referrals. Students will be monitored and moved to an at-risk status or Tiered support for Check In/Out if needed based data collected from office, observations, and ABC data.	Limited Development 09/14/2018		
How it will look when fully met:			Ongoing tracking/monitoring put in place as a process for student behaviors by teachers with the coaching support of the counselor. Students will be updated in Rtl Stored by staff to develop plans to address student needs.		Kara Clouse	12/19/2018
Actions						
Notes:						

	KEY	A4.16	The school develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level-to-level.(5134)	Implementation Status	Assigned To	Target Date
<b>Initial Assessment:</b>			<p>Whole school approach to ensure students are prepared academically and socially. Teacher meet with their PLC twice a week. Once with leadership, and once on their own. Teachers are planning with a common template to allow for vertical planning and connections with enhancement and support staff.</p> <p>Counselor is currently working with grade levels on a weekly basis with focus lesson to continue to grow student social skills and character. Lessons are presented to students and followed up on as the counselor checks in with teachers.</p> <p>Leadership is conducting daily visits and classroom walkthroughs, along with teacher observations to ensure teachers are following planned lessons and established school processes, procedures, and initiatives.</p>	Limited Development 09/14/2018		
<b>How it will look when fully met:</b>			Data from walkthroughs, observations, student assessments, and RtI Stored show student progress and adequate growth paired with minimal office discipline referrals.		Todd Russo	12/19/2018
<b>Actions</b>						
<i>Notes:</i>						

Core Function:			Dimension B - Leadership Capacity			
Effective Practice:			Strategic planning, mission, and vision			
	KEY	B1.01	The LEA has an LEA Support & Improvement Team.(5135)	Implementation Status	Assigned To	Target Date
Initial Assessment:			A School Improvement Team has been developed and comprised of a member of each grade level and department within the school. The team will meet on the first Tuesday of every month.	Limited Development 09/14/2018		
How it will look when fully met:			The SIT will have met every month and reflected on the school-wide deployment steps and progress of each to ensure our initiatives have been fully implemented with fidelity to increase proficiency levels of our students.		Rose Kennedy	06/07/2019
Actions						
Notes:						



	KEY	B1.03	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices. (5137)	Implementation Status	Assigned To	Target Date
<b>Initial Assessment:</b>			<p>Three meetings have been scheduled per month. The following schedule for Tuesdays has been established to set aside time to purposefully review the implementation of effective practices:</p> <ul style="list-style-type: none"> <li>• 1st Tuesday - SIT</li> <li>• 2nd Tuesday - Staff Meeting</li> <li>• 3rd Tuesday - Goal Team Meeting</li> </ul> <p>Our School Improvement Team meeting and Goal Team meeting will count as the two reserved meetings to review and reflect. Several staff meets will also allow added time to act on deployment steps and review/reflect on progress in teams. Agendas for each meeting will be shared prior to every meeting. Meeting minutes will be completed on the agendas and shared with the staff. After goal team meetings, the principal will provide feedback to teams to improve their processes and develop purposeful deployment steps.</p>	Limited Development 09/14/2018		
<b>How it will look when fully met:</b>			Every meeting will have minutes to serve as evidences of the meetings and improvements made through monitoring progress for deployment steps.		Todd Russo	06/07/2019
<b>Actions</b>						
Notes:						

Core Function:			Dimension B - Leadership Capacity			
Effective Practice:			Distributed leadership and collaboration			
	KEY	B2.03	The school has established a team structure among teachers with specific duties and time for instructional planning.(5143)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			Clear expectations have been established with non-negotiables for teams. All team members collaborate in their grade level PLCs, as well as, self selecting a goal team to represent their grade level. Each grade level and department also has a member on our School Improvement Team. Weekly PLC meeting will take place - a minimum of two meetings: 1 with instructional facilitator and one with the grade level team.	Limited Development 09/14/2018		
<i>How it will look when fully met:</i>			PLCs will have met twice a week and evidence will be provided from meeting minutes and planning documents. All team members serve on a goal team, and one member from each team serving on the School Improvement Team - evidence from meeting minutes.		Cheryl Hathcock	06/07/2019
<i>Actions</i>						
Notes:						

Core Function:			Dimension B - Leadership Capacity			
Effective Practice:			Monitoring instruction in school			
	KEY	B3.03	The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			<p>On Tuesday, September 4th grade levels met in their PLC grade level teams in an organized manner for the first time with the principal and instructional facilitator. A common planning sheet for all grade levels used with the 5 Learning Centered Questions:</p> <ul style="list-style-type: none"> <li>• What will the students learn?</li> <li>• How will they learn it?</li> <li>• How will you know you've learned it?</li> <li>• What if students don't learn it?</li> <li>• What if students already know it?</li> </ul> <p>The planning sheet is Kindergarten - 5th Grade - <a href="#">CLICK HERE</a>. This allow for vertical planning and allows our enhancement teachers to use as a resource in making connections to their curriculum.</p> <p>Principal and Instructional Facilitator conducting classroom walk throughs in order to monitor planned instruction/activities a minimum of once a month per teacher using a Google Form in collaboration with district leadership and school input from 2017 - 2018. Formal observations are also conducted as required for Comprehensive, Standard, and Abbreviated Plans. Classroom Walkthroughs and Observations tracked using a Google Spreadsheet - <a href="#">CLICK HERE</a>. After each observations, the principal and teacher will develop a next step to improve their practice and better reach the academic and social needs of their students.</p>	Limited Development 09/14/2018		
<i>How it will look when fully met:</i>			All observations will have been completed for all plans in a timely manner with adequate feedback, which would have allowed for professional growth. All teacher next steps were followed up on by the principal. All teachers will have had monthly walkthroughs with positive praise and feedback with ideas to improve practices. All grade levels would have planned as a grade level captured in the planning spreadsheet.		Todd Russo	06/07/2019
<i>Actions</i>						

Notes:

Core Function:			Dimension C - Professional Capacity			
Effective Practice:			Quality of professional development			
	KEY	C2.01	The LEA/School regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(5159)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			During all meetings, Goal Teams, SIT, Faculty, PLC, data is always reviewed and used to make decisions based on what is needed to improve our school needs. During leadership meetings, all data is considered to grow students and staff meetings. Staff input is used to determine needs of staff for professional development.	Limited Development 09/14/2018		
<i>How it will look when fully met:</i>			The leadership team, grade level teams, SIT, and goal teams will have regularly looked at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.		Todd Russo	06/07/2019
<i>Actions</i>						
Notes:						

Core Function:			Dimension C - Professional Capacity			
Effective Practice:			Talent recruitment and retention			
	KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			<p>We are currently fully staffed, and feedback is collected from staff members to determine the culture and climate. Positive feedback is provided by leadership on a regular basis. Feedback is given to teachers in classroom walkthroughs for ideas and ways to improve observed practices. A system is put in place for staff members to recognize each other in a positive manner.</p> <p>Mentors are provided for staff members on a comprehensive plan to serve as a resource for new teachers. Teachers are also encouraged to host a student teachers to help in recruiting new interest in our school.</p>	Limited Development 09/14/2018		
<i>How it will look when fully met:</i>			Retain 100% of staff until retirement. 100% satisfaction rate will be achieved in areas on the teacher working conditions survey to ensure teachers are happy in their work place and feeling a strong sense of worth and achievement.		Todd Russo	06/07/2019
<i>Actions</i>						
<i>Notes:</i>						

Core Function:			Dimension E - Families and Community			
Effective Practice:			Family Engagement			
	KEY	E1.06	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			-Standards go home -newsletters -parent/teacher conferences - curriculum night -parent contacts platform that matches -facebook	Limited Development 05/16/2017		
			Priority Score: 2                      Opportunity Score: 2                      Index Score: 4			
<i>How it will look when fully met:</i>			Harmony Elementary will be communicating with parents through Open House, Curriculum Night, Connect Ed., Newsletter and Social Media.		Todd Russo	06/07/2019
<i>Actions</i>				1 of 10 (10%)		
	6/6/17	Create and send out weekly updates to parents in English via phone and email.			Todd Russo	08/28/2018
<i>Notes:</i>						
	9/12/17	Teachers will create weekly/ monthly newsletters to send home to parents.			Todd Russo	08/31/2018
<i>Notes:</i>						
	9/12/17	Teachers will schedule and meet with parents to discuss student progress.			Todd Russo	11/08/2018
<i>Notes:</i>			1x per semester			
	10/25/17	Monthly PTO meeting to update and brainstorm ideas on how to help out the school			Kelly Royal	09/18/2018
<i>Notes:</i>						
	9/22/18	HES Open House to welcome families for the '18 -'19 school year		Complete 08/21/2018	Todd Russo	08/21/2018
<i>Notes:</i>						
	9/22/18	Harmony will conduct a parent/ student Fall Festival. This will have some games created by our students using the engineering design model.			Kelly Royal	09/27/2018
<i>Notes:</i>						
	9/22/18	Parent Communication/Engagement Goal Team Meetings			Leigh Scott	09/18/2018
<i>Notes:</i>						
	9/22/18	Harmony will conduct a STEM curriculum night to involve parents and students building using the Harmony STEM design model/ RTA for 3rd.			Todd Russo	11/08/2018

<i>Notes:</i>				
9/24/18	Communication team will develop a flyer to post on social media and send home for Family Night		Leigh Scott	10/18/2018
<i>Notes:</i>				
9/24/18	Teacher survey developed and given to collect information on what academic resources are shared with parents.		Leigh Scott	10/18/2018
<i>Notes:</i>				
<b>Implementation:</b>		06/08/2018		
<b>Evidence</b>	6/8/2018			
<b>Experience</b>	6/8/2018			
<b>Sustainability</b>	6/8/2018			