



HAVELOCK ELEMENTARY SCHOOL

SCHOOL IMPROVEMENT PLAN

“When Kids Come First”

2011-13

Submitted by Staff and PSSC of Havelock School

Anglophone School District - South

SCHOOL PROFILE

Havelock Elementary School is a multi-level K-5 school built in 1967 and is located in Fundy Heights in West Saint John. In the 2012-13 school year, it serves a population of 170 students.

In addition to classrooms, the school contains a gymnasium, changing rooms, combined library/computer lab, 80-seat music theatre, and staff room. It is also the home base for the District Instrumental program. Havelock is currently houses the District School Psychology Services. The school also plays an important community role and is used by various non-profit groups six days per week.

The student population consists of combinations of two-parent families, single-parent families, foster families and group home settings. A majority of the students live in single or two-family dwellings and walk to school. In 1999-2000 Havelock opened its first grade 1 Early French Immersion class. Havelock is the western zone school site for early French immersion and until 2008, offered the program in grades 1 to 5. The Early French Immersion program has had some recent changes provincially and beginning in 2009-10 it will begin in grade 3. While many of the children attending the program are within the school boundary, several of the FI students travel by bus. All students are permitted to remain at school each day for lunch, although many still choose to go home.

SCHOOL STAFF (2012-13)

Principal	Mrs. Cynthia Freeman King	Grade 4FI	Mrs. J. Empey
Vice-Principal	Mrs. Margo Emrich	Grade 5	Ms. N. McGrath
Secretary	Mrs. D. Kane	Resource	Mr. D. Patterson
Kindergarten	Ms. L. Fox	Music	Mr. M. Smith
Grade 1	Mrs. J. Flood-Waugh	Phys. Ed.	Ms. J. Mott
Grade 2	Mrs. J. Smith	Phys. Ed.	Mr. M. Chevarie
Grade 2	Mrs. T. Naida	English	Ms. K. Bregel
Grade 3	Mrs. M. Emrich	Custodians	Mrs. C. Combie
Grade 3FI	Mrs. I. McGraw-Sisk		
Grade 4	Mrs. N. Deschenes		

MISSION STATEMENT

Our Mission statement was revised this year into a format that we believe demonstrates our values and reason for doing what we do.

***Providing a positive and productive learning environment
L'école Havelock offre un environnement d'apprentissage positif et productif.***

Vision Statement

Our new vision statement is child-centered and created through the input of teachers, staff, PSSC, parents and students. It is intended to be a way of doing things at Havelock School and part of the culture of our building.

Havelock students are/Les étudiants de Havelock sont:

H - HONEST/HONNÊTE

A - ACCEPTING/ACCUEILLANT

V - VIBRANT/VIBRANT

E - ENGAGED/ENGAGER

L - LOYAL/LOYAL

O - OPENMINDED/OUVERT

C - CREATIVE/CRÉATIF

K - KIND

GOALS

- **Government Target # 2** – To Work Urgently on *Literacy and Numeracy and Science*

PERFORMANCE TARGETS

- 90% OF KIDS REACH THE READING STANDARD AT GRADE 2 AND AGAIN AT GRADE 4; 20 % EXCEED IT (by 2013)
- 90% OF KIDS REACH THE NUMERACY STANDARD AT GRADE 3 AND AGAIN AT GRADE 5; 20 % EXCEED IT (by 2013)
- 80% OF KIDS SUCCESSFULLY ACHIEVE THE SCIENCE OUTCOMES AT GRADE 5 AT AN APPROPRIATE LEVEL; 20% EXCEED AT A STRONG LEVEL (BY 2013)

Focus	Strategies	Action Plan	Time Lines	Responsibility
Instruction	Teachers will provide explicit, strategic literacy, mathematics, and science instruction to create independent learners, measured by school, district and provincial benchmarks	Deliver quality literacy instruction through a balanced literacy approach using a variety of tools and resources and the support of District Literacy mentors	Scheduled ongoing PLC meetings	Teachers, PLC teams, admin team
		Provide cross- curricular activities, integrated learning and creation of integrated subjects in teaching schedule	Ongoing throughout year	Teachers, PLC teams, Admin team
		Utilize common approaches to instruction and common language used throughout classrooms to deliver instruction	Ongoing	Teachers, PLC teams, Admin team
		Identify literacy/mathematics leads at K-2 and 3-5 working with the PLC level teams	Ongoing	Admin team
		Determine school-based PD sessions identified by the PLC team curriculum priorities as recorded in meeting minutes with focus on addressing the instructional needs of all students. Ensure that teacher Professional Growth plans are aligned with SIP goals	Monthly	Teachers, PD and PLC teams, Admin team
	Support teacher professional growth through professional development, PLC teams, and opportunities for sharing with colleagues			

		Ensure that teachers who attend off-site PD sessions have the opportunity to share their knowledge with colleagues by allowing time in staff meetings	As needed	Teachers, PD and PLC teams, Admin team
	Support teachers in their efforts to provide differentiated instruction through provision of materials, resources and time	Plan collaborative and professional development with colleagues from team schools in order to share strengths and knowledge ensuring consistency in instructional delivery	3 Times per year	PLC leads, Admin team, partner school admin.
		Collaborate as K-2 and 3-5 teams to provide students with learning opportunities targeted to their specific identified instructional needs as indicated on interest inventories and benchmark data	Monthly	Teachers, PLC teams, Admin team
		Create a student-centered environment to support individual learning needs through the identification of individual learning styles and interest inventories and determine needs and support best instructional practices	Yearly	Classroom teachers, PLC teams
Assessment	Provide support for collaboration in learning teams to establish SMART goals created by PLC teams and develop common assessments	Ensure the establishment, support and maintenance of high quality school and classroom libraries as well as a teacher resource room	Ongoing	Classroom teachers, PLC teams
		Provide professional support for learning teams in the development of formative and summative assessments ensuring that there are multiple measures to assess student progress and instructional needs and that data is ongoing, driving instructional decisions	Monthly	Teachers, PLC teams, Admin team

Intervention	Support a student-centered learning environment by communicating curriculum goals and assessment practices to students and families	Ensure that benchmark assessments are conducted at strategic intervals in order to identify student achievement levels and effectively respond to targeted student needs	Sept, Nov, Jan, Apr, June	Admin. Team
		Implement use of student rubrics and teach students techniques for self-assessment	Ongoing	Teachers, PLC teams, Admin team
		Communicate curriculum standards through classroom and school newsletters, Open House and Parent/Teacher interviews and District/Department hand outs	Sept, monthly, scheduled events	Teachers, PLC teams, Admin team
		Use school website for posting of information related to standards and providing links to Department website	Monthly	Admin team
	Develop an effective system for collecting and analyzing assessment data and evidence resulting in a user-friendly tool	Data from benchmark assessments will be collected and added to the ongoing student data sheet.	Sept, Nov, Jan, Apr, June	Admin team
		Collect information on students participation in school-based activities and outside activities for analyzing purposes	Ongoing	Admin team
		Compare and analyze all collected data to determine student achievement and student engagement	Weekly	Teachers, PLC teams, Admin team
		Adapt the Pyramid of Interventions model (academic and behavioural) to reflect the resources available at Havelock School and revise as needed	Yearly	Teachers, PLC teams, Admin team
	Promote individual learning growth by providing support within the Pyramid of Interventions model	Analyze academic and behavioural data to create targeted intervention and support for individual students and monitor the effectiveness of these interventions	Ongoing	Teachers, PLC teams, SST team, Admin team

	Provide enrichment opportunities for whole school and individual identified students	Monitor and record improvements to student achievement and revise strategies as determined by classroom teachers and Student Services team meetings and incident reports	Ongoing	Teachers, PLC teams, SST team, Admin team
		Train staff on the Enrichment Model so that they are familiar with the categories and aspects, with the support of the District Coordinator.	October 2011	District personnel, teachers, Admin team
		Plan for enrichment opportunities based on 21 st C goals for learning, curriculum outcomes, and student interest surveys	November 2011-ongoing	Teachers, Admin team
	Utilize expertise of community to provide enrichment and remediation opportunities for students through the use of Home and School, PALS and community groups	Determine how identified human and financial resources are best employed and acquire the necessary resources and funding in order to provide for these experiences	As per events	Admin team
		Develop a needs survey directed at determining skills and interests for those identified community members willing to participate	Nov 2011 and yearly	Admin team
		Collect and analyze program data to determine next steps	Nov 2011 and yearly	Admin team

Government Target: To Create Healthy and Safe Schools				
District 8 Target: To sustain a positive learning and working environment within the district, schools, and related school activities				
21st Century Learning Goals: Critical Thinking/ Collaboration/ Communication/ Personal Development / Self Awareness/ Citizenship				
Focus	Strategies	Action Plan	Time Line	Responsibility
Positive Behaviour	Establish Positive Behaviour Intervention Support practices * (*PBIS) in each school.	Provide staff with professional development and resources to create and maintain best practices in PBIS supporting positive classroom environment.	First 6 weeks of school, then ongoing	PLC, teachers and Admin team
		Collect and determine the use of data to prioritize and implement PBIS practices in schools.	Monthly, quarterly	All staff, Admin team
		Develop/ implement/revise Pyramid of Interventions for school.	Yearly	Admin team, all staff
	Ensure that students and staff are working in a safe environment	Communicate to students and parents, positive behavior expectations and work with them to initiate referrals for support.	Sept. yearly, ongoing	Admin team, teachers
		Review, communication and practice of safety and emergency procedures to students, staff and community	Monthly	Admin team, teachers
		Identify Violence Threat Risk Assessment protocols teams and provide training on the use of protocols.	Yearly	Admin team

Government Target: To create healthy and safe schools; to engage communities and partners in improving schools				
District 8 Target: To have students maintain active healthy life styles – socially, emotionally, and physically				
21st Century Learning Goals: Critical Thinking/ Collaboration/ Communication/ Personal Development/ Self Awareness/ Citizenship				
Focus	Strategies	Action Plan	Time Line	Responsibility
Wellness and Healthy Living	Engage community agencies and groups to provide support for student health and wellness.	Seek a broad array of extra and co-curricular programs aimed at developing student health and wellness.	Yearly identification	Wellness rep, teacher teams, admin, parent groups Admin team, teachers
		Identify and promote school and community groups that offer extra and co-curricular programs.	Ongoing	
		Investigate the adoption of programs that promote pro-social and citizenship skills.	Ongoing	
	Engage Public Health nurses (Healthy Learners Program) in supporting health enhancing activities and curriculum in schools.	School Wellness Teams access funding grants from Wellness, Culture & Sport Dept. and provide programs to students in consultation with Public Health nurses.	Ongoing	Wellness team, Admin team
		School provides opportunities for students to learn about healthy life-style choices in line with District Nutrition policy.	Ongoing	Teachers
		Seek District resources for opportunities and programs promoting student health (dependent upon available funding).	Ongoing	Admin team

Government Target: To Engage Communities and Partners in Improving Schools				
District 8 Target: To sustain a positive learning and working environment within the district, schools, and related school activities				
21st Century Learning Goals: Critical Thinking/ Collaboration/ Communication/ Personal Development/ Self Awareness/ Citizenship				
Focus	Strategies	Action Plan	Time Line	Responsibility
Home Involvement/ Community Partners	Support school/parent/community partnerships in children's education	Communicate information regarding 21C learning and its impact upon education	Ongoing	Admin team, teachers
		Classroom newsletter explaining curriculum outcomes being taught and strategies for helping with homework.	Monthly	Homeroom teachers
		Inviting community programs into school to support goals of 21C Learning	Ongoing	District, admin team, PSSC, Parent Comm. classroom teachers
	Using 21C cornerstones of learning to develop good citizens and environmental custodians in our students	Education of students regarding the importance of volunteerism and the types of charitable organizations in our community	Ongoing	Admin team, teachers
		Student-directed recycling initiatives in the school and at home	Home introduction Sept 2011, Ongoing	Community partners, lead teacher, teachers
		Community speakers to provide education regarding 21C issues	Ongoing as identified	