

Smith Writing Improvement Plan (02-03)

Actions	Results	Timeframe	Who	Resources
Aug. 26 Inservice -Build awareness -Introduce SIP Plan -Introduce Rubric, Attitude Survey, and Goal Setting forms. Brainstorm roles and responsibilities of teachers during writing instruction. Discuss flow chart.	Teachers understand the SIP process, the assessment tools, and the process of helping children become accountable for their learning.	Aug. 26	Staff	Rubrics (New/District/Writing Stages) Student Writing Survey Mavica Pictures Pens/Chart Paper Binders Goal setting forms Flow Chart
Sept. Students write to the prompt- SAI prompt or grade level prompt WRITINGS WILL BE NARRATIVE Give students attitude survey	<u>All grades submit Student Attitude Surveys to Linda by Sept. 20 (tally your results and turn them in to Linda)</u> Submit writing samples (PROMPT) to Bonnie by Sept. 27. <i>(no goal setting this month)</i>	Survey-Sept. 20 Writing Samples-Sept. 27	Staff/Students	Writing Prompt Surveys Rubrics
Sept. 20 Inservice Meeting -Finalize the goal setting forms. -Data input procedure explained in the LC using your own data and an Excel file -Sharing of workshops and various software.	Teachers understand how to put data in a spreadsheet and create graphs that will help them analyze results. Teachers share information.	After school on Sept. 20	SIP Team	Excel file Forms CD's Binder

Oct. 11 Inservice -Look at writing results and analyze -Model the use of the goal setting form. (work in grade levels) -Plan for next prompt.	-Teachers develop an awareness of results and what they mean as they view them graphically. Teacher become aware of goal setting and plan for next prompt.	Oct. 11 1-3:30	SIP team	Writing sample results Rubric Writing samples Excel worksheet Binder Goal sheets
Oct. 7-11 Goal setting week	Teachers and students set individual writing goals based on students' writings (structured or non-structured)	Oct. 7 - 11	Teachers and students	Individual writings Individual goal setting forms
Oct. 16-17 Grade Level Meeting Share information about goal setting and look at first data point results. Make a graph of goal and writing results.	Share writing samples and discuss progress of goal setting/conferences Analyze results	Oct. 16-17	Staff	Prompt Rubric Graphs Binder Goal sheets
Oct. Writing Prompt and Goal Setting report	Submit writing sample (PROMPT and GOAL) results to Bonnie by Nov. 1	Nov. 1	Students/Staff	Prompt Rubric Goal setting total and writing results
Nov. Goal setting week	Teacher and student conference present goal and set new goal	Nov. 4 - 8	Teacher and students	Students' writing and goal setting forms

Nov. 13-14 Grade Level Meeting Nov. 13-14 Share writing samples, discuss goal-setting conferences and analyze data. Discuss student goal setting with parents	Share writing samples and discuss progress of goal setting/conferences	Nov. 13 –14 1/2 day	SIP Team/Staff	Prompt Rubric Graphs Binder Goal sheets
Nov. Goal setting report	Submit GOAL results to Bonnie by Dec. 2	Dec. 2	Teachers	Goal setting totals
Dec. Goal setting week	Teacher and student conference present goal and set new goal	Dec. 2-6	Teacher and students	Students’ writing and goal setting forms
Dec. Writing Prompt SAI prompt or grade level prompt WRITINGS WILL BE EXPOSITORY Dec. Goal setting report	Submit results to Bonnie by Jan. 10th. Submit GOAL results to Bonnie by Jan. 10th.	Jan. 10	Students/Staff	Prompt Rubric
Jan. Goal setting week	Teacher and student conference present goal and set new goal	Jan. 6-10	Teacher and students	Students’ writing and goal setting forms
Jan. 17 Inservice <u>(Grade levels look at third data point results. Present pareto to staff...discuss error number. In inservice evaluations, ask teachers about their attitudes and needs relating to student conferencing and writing instruction.</u>	Identify error number, and teacher attitude and needs.	Jan. 17 1/2 day	SIP Team and teachers	Pareto Survey

Jan. Goal setting report	Submit GOAL results to Bonnie by Jan. 31st	Jan. 31	Teachers	Teachers
Feb. Goal setting week	Teacher and student conference present goal and set new goal	Feb. 3-7	Teachers/ Students	Students' writing and goal setting forms
Feb. 10 – 11 Grade Level Meeting Look at results of staff evaluation and discuss. Share concerns and work on prompts.	Information is shared and acted upon. Prompts are constructed.	Feb. 4 – 5 ½ day	Staff	Evaluation results prompts
Feb. 14 Inservice (May share workshop info staff has gathered and may use time for software work)	Teachers share/gather info	Feb. 14 1/2 day	SIP team/Staff	Workshop info Software
Feb. Goal setting report	Submit GOAL results to Bonnie by Feb. 28th	Feb. 28	Teachers	Teachers
Last part of Feb. Meet with goal group... Check binders to see if everything is included. Discuss how to interpret results	Teachers getting ready for evaluation conferences...goal is documented and appropriate reflections are discussed	Before or after school	Cindy and goal group	Binders
March Goal setting week	Teacher and student conference present goal and set new goal (parents may be included during conferences)	March 3-7	Staff/Students Parents	Students' writing and goal setting forms
Feb./March write to grade level prompt	Submit writing samples to Bonnie by March 19	March 19		Writing Prompt Rubrics
March 25-26 March Grade Level Meeting Look at fourth data point results	Analyze results	March 25-26 ½ day	SIP team and staff	Writing results

March/Ap. Goal setting report	Submit GOAL results to Bonnie on April 11	April 11	Teachers	Goal setting totals
May Goal setting week	Teacher and student conference Present goal and set new goal	April 22-25	Teachers and students	Students' writing and goal setting forms
April/May Writing Students write to SAI prompt WRITING WILL BE PERSUASIVE	Submit results (PROMPT and GOAL) to Bonnie by May 9th	Ap./May	Students/Staff	Prompt Rubric
May 13-14 May Grade Level Meetings Assess prompt/goal setting results and plan for next year	Look at final results... Standardize improvements... What is next?	May 13-14 1/2 day	SIP Team/Staff	Graphs Goal setting forms
Give Writing Attitude Survey to Students	<u>All grades submit Student Attitude Surveys to Linda by May 23 (tally your results and turn them in to Linda)</u>	May 23	Teachers	Survey
June 3 SIP Half Day Look at results and plan for the future	Plans for next school year begin based on results	June 3 1/2 day	SIP Team	Binder