

IMPROVING THE QUALITY OF LIFE

POTOSI R-3 SCHOOL DISTRICT

THROUGH QUALITY EDUCATION

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

REVISED 2007-2008

THE PLANNING PROCESS

The development of this Comprehensive School Improvement Plan (CSIP) for the Potosi R-3 School District began on November 3, 2005, with a meeting attended by members of the Board of Education, administration, faculty, staff, parents, students and community. Assistant Superintendent, Jamie Thompson, facilitated the process. At the first meeting the group looked at information from the most recent, December 2004, Missouri School Improvement Review. A list of strengths and concerns resulting from the review was discussed. The district mission statement and belief statements were analyzed to determine relevance to the current condition of the school. After discussion, the group made minor changes to the belief statements and adopted the mission statement as written.

The second meeting was held on February 7, 2006. At this meeting the group continued discussions on the strengths and concerns of the district and concluded that this list would be the guide for the new CSIP. After considerable discussion seven improvement objectives were adopted by the entire committee. Seven sub-committees were appointed with the leadership of each committee being served by a school employee. The sub-committees were given guidance on development of their specific objectives and left with the understanding that they would meet to develop strategies and report back to the entire group at a later date.

The third meeting was held on March 30, 2006. At this meeting four sub-committees reported to the entire group on strategies they had developed. After discussion and revision, the group adopted the Improvement Objectives and Strategies.

The fourth meeting was held on May 1, 2006. At this meeting the final three sub-committees reported to the entire group on strategies they had developed. The group discussed the Improvement Objectives and Strategies and adopted them with minor revisions.

The completed document was compiled and reviewed. The final Comprehensive School Improvement Plan was approved by the Potosi R-3 Board of Education on June 27, 2006.

The Potosi R-3 School District was identified for improvement according to the state-defined accountability standards. These standards are a result of

mandates from the federal *No Child Left Behind Act* where a “single system of accountability” applies to all schools and districts. As a result of being identified our District is required to revise our Comprehensive School improvement Plan (CSIP) to address areas of student performance that are below expectations.

The Potosi R-3 CSIP committee met on Wednesday, October 17, 2007 to begin the revision process. The CSIP document contains 6 goals that relate to student performance. Team leaders for each goal were designated. A timeline for revision was established and committees were determined. Sub-committee meetings were held over a three week period and then revisions were made to the District document for review by the entire committee.

The CSIP committee met again on Wednesday, November 13, 2007 to review and discuss proposed revisions. The committee engaged in some very beneficial conversation with excellent input from community members as well as a student representative. The document was fine tuned and approved by the committee. The final document was approved by the Potosi R-3 Board of Education on November 20, 2007.

The CSIP was submitted to Jamie Holiman, Federal Instructional Improvement Supervisor on Monday, November 26, 2007

SUMMARY OF STRENGTHS

- The district provides a large number of exploratory classes for seventh and eighth grade students.
- The district provides the minimum number of high school credits in all subject areas and the desirable number of high school credits in at least seven subject areas. In addition, the district provided classes in six of the seven vocational areas over a two-year period of time.
- The district's librarian-to-student staffing ratio meets the desirable standards in one elementary school and one middle school.
- The district's counselor-to-student staffing ratio meets the desirable standard and the middle school and high school.
- Advance questionnaire data indicate the district encourages students to perform well on the MAP tests.
- Advance questionnaire data indicates that teachers and administrators accept responsibility for promoting student success and reducing student failure.
- The district's Parents as Teachers program serves 70 percent of it eligible families compared to the state average of 46 percent.
- Advance questionnaire data indicates that the district evaluates and updates their CSIP.
- The percent of vocational completers who were placed in related employment or continued their education after graduation is at a high level.

SUMMARY OF CONCERNS

- Students with disabilities are not showing improvement in MAP achievement.
- The middle school health office does not provide areas for screening and to isolate ill students.
- MAP achievement results in the grade span 6-8 showed improvement, but these scores were low in math and science.
- MAP achievement results in the grade span 9-11 showed improvement, but these scores were low in math and science.
- Reading achievement results in grade 7 are not at an acceptable level and do not show sufficient improvement.
- The percent of graduates scoring at or above the national average on the ACT is not high and does not show sufficient improvement.
- The district attendance rate is below the state average.
- The district dropout rate has improved but is still above the state average.

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN EVALUATION

The following schedule will be followed in the continuous evaluation of the school improvement initiatives of the Potosi R-3 School District:

Objective	Committee to Review Data and Progress	Committee Report to Board
1.	November	December
2.	January	February
3.	January	February
4.	November	December
5.	September	October
6.	March	April
7.	March	April

COMMITTEE MEMBERS

Kelly Bouse	Faculty Member/Parent
Lauren Brown	Administrator
Charlie Causey	Faculty Member/Parent
John Cox	Faculty Member
Randy Davis	Administrator/Parent
Kristi Derby	Administrator
Tammy Finley	Faculty Member/Parent
Shirley Goodson	Board Member
Nathan Hostetler	Administrator
Carmen Litton	Administrator
Dorothy Lore	Community Representative
Vicki McCoy	Faculty Member/Parent
Barry McFarland	Board Member
Stephanie McGirl	Student
Randy McMahan	Administrator
Deanna Mercille	Faculty Member/Parent
Bruce Morgan	Staff Member
Courtney Nixon	Student
Rhonda Phares	Administrator
Jana Portell	Community Representative/Parent
Angie Schlosser	Faculty Member/Parent
Kim Smith	Parent
Jamie Thompson	Administrator/Parent
Don Young	Administrator/Parent
Peggy Young	Faculty Member/Parent

MISSION STATEMENT

The Potosi R-3 School District will provide for all students a safe environment which will allow them the opportunity to reach their learning potential and prepare them to become responsible citizens through a cooperative effort among home, school, and community.

BELIEF STATEMENTS

- 3 We believe that each student is important and unique.
- 3 We believe that all students can learn and should be given the opportunity to work up to their full potential.
- 3 We believe that parental and family support is essential.
- 3 We believe that all students deserve a safe and nurturing learning environment.
- 3 We believe that it is vital for all students to become lifelong learners in a global society.
- 3 We believe that all R-3 school personnel should be responsible for motivating all students to achieve.
- 3 We believe that all positions in the school are critical for the school to function.
- 3 We believe that it is vital for the school and community to foster ethical and moral character.
- 3 We believe that all students will increase understanding, tolerance, and acceptance of people from varied cultural, economic and racial backgrounds.

CSIP EVALUATION AND REVISION

The Potosi R-3 School District's Comprehensive School Improvement Plan will be evaluated by the planning team, the administration, and the Board of Education. Changes, revisions, and updates will be considered annually so the plan will provide current learning opportunities each school year. The strategic planning team will assess the progress toward each goal and objective. Recommendations for changes will be made by this group and presented to the Board of Education, as revisions are needed.

This document will also reflect and include any major concerns as identified by our MSIP Review scheduled for the 2009-2010 school year.

POTOSI R-3 SCHOOL DISTRICT

Comprehensive School Improvement Plan (CSIP) Goals

1. The percent of students in the special education subgroup scoring below the proficient level on Communication Arts and Math MAP assessments will decrease by 10% annually.
2. The district will maintain, construct, renovate and repair current and future buildings and grounds to accommodate for the appropriate educational needs of the students of the Potosi R-3 School District.
3. The percent of students in the total and white subgroups scoring below proficient on the Communication Arts and Math MAP assessments will decrease by 10% annually.
4. The percent of students in the free/reduced lunch subgroup scoring below proficient on the Communication Arts and Math MAP assessments will decrease by 10% annually.
5. The percentage of graduates scoring at or above the national average on the ACT will increase by at least 1% from the previous year.
6. The District's yearly attendance rate for ADA will be an average of 94.4% or higher over the next 5 years with no level (K-8 or 9-12) below 93%. The current District's attendance rate will increase .5% each year.
7. The District's percent of students graduating with their cohort group will increase 1% per year.
8. The Potosi R-3 School District will recruit, attract, develop and retain highly qualified staff to carry out the mission, goals and objectives of the district and staff turnover will be at or below 10% annually.
9. The Potosi R-3 Board of Education and Administration will govern the district in an efficient and effective manner providing leadership and representation to benefit the students, staff and patrons of the district at all times.

Measurable objective: **The percent of students in the special education subgroup scoring below the proficient level on Communication Arts and Math MAP assessments will decrease by 10% annually.**

How objective will be measured: **The District's MAP data will be analyzed through the Adequate Yearly Progress (AYP) and MAP Index Reports.**

Standard/ Indicator	Strategy Number	Strategy	Person Responsible	Start Date	Funding Sources	Date Completed
6.1.1 7.1.2	1	IEP goals will correspond to the appropriate Grade Level Expectancy (GLE) and labeled accordingly on the IEP.	Special Education Teachers	August 2007		
6.7.2 6.7.6	2	Provide in-service training for Special Education staff designed to address specific techniques to help improve disabled student performance.	Special Ed. Director, Bldg. Admins.	August 2007	School Improvement Grant, PDC	
6.2.1 6.2.2 6.2.3	3	Disaggregate MAP results for disabled students and analyze specific target areas in which indicated that improvement is needed.	Special Education Staff, Counselors, Bldg. Admins.	August 2007		

ACTION STEPS/ACTIVITIES FORM

Title/Strategy: IEP goals will correspond to the appropriate GLE and labeled accordingly.

Specific Objective: Special education teachers will include the appropriate GLE which corresponds to student goals on the IEP.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.1.1 6.1.2	1	Include special education staff on curriculum revision teams.	Asst. Supt., Bldg. Admins., Curriculum Director	August 2007	PDC	

ACTION STEPS/ACTIVITIES FORM

Title/Strategy: Provide in-service special education staff designed to address specific techniques to help improve disabled student performance.

Specific Objective: Special education teachers will be provided in-service training specifically designed to improve disabled student performance.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.7.2	1	Provide in-service training on specific classroom techniques and strategies to improve student performance.	PDC, Bldg. Admins., Special Ed. Director	August 2007	PDC	
6.8.1 6.8.3	2	Professional materials on specific techniques will be placed in the Library Media Centers for teachers and parents.	Bldg. Admins., Librarians	August 2007	PDC	
6.3.1 6.3.2 6.7.2	3	Provide professional development in Foundations and Wilson Reading and implement in K-12 special education classrooms.	Bldg. Admins., Special Education Teachers	August 2007	School Improvement Grant, PDC	
7.5.3	4	Plan parent in-service meetings three times yearly on Foundations and Wilson Reading Program.	Bldg. Admins.	August 2007	School Improvement Grant, PDC	

ACTION STEPS/ACTIVITIES FORM

Title/Strategy: Disaggregate MAP results for disabled students and analyze specific target areas which indicated that improvement is needed.

Specific Objective: Special education staff will analyze data and target areas requiring improvement.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.2.1	1	Provide in-service training on interpreting and analyzing special education student performance data.	PDC, Bldg. Admins., Special Ed. Director	August 2007	PDC	
6.2.2	2	Provide special education teachers opportunities to meet, analyze and discuss student performance.	Bldg. Admins., Special Ed. Director	August 2007		
6.7.6	3	Accommodate release time for departmental meetings/quarterly meetings.	Special Education Department	August 2007		

Measurable objective: The district will maintain, construct, renovate and repair current and future buildings and grounds to accommodate the appropriate educational needs of the students of the Potosi R-3 School District.

How objective will be measured: Enrollment measurements and periodic inspections and evaluations of buildings and grounds will be conducted by qualified personnel.

Standard/ Indicator	Strategy Number	Strategy	Person Responsible	Start Date	Funding Sources	Date Completed
8.10 8.11	1	Current and future buildings/grounds projects will be designed, renovated, repaired and maintained to ensure a safe, appropriate educational environment that is in compliance with the Americans with Disabilities Act (ADA).	Superintendent, Special Education Director, Maintenance Director, Building Administrators	Ongoing	Local	Ongoing

Title/Strategy: Potosi R-3 School District Buildings and Grounds Improvement and Remedial Plans

Specific Objective: Buildings and Grounds will be continually inspected and evaluated to provide for an appropriate educational climate for the students of the Potosi R-3 School District.

Standard/Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/Comments
8.10.2 8.11.1 8.11.3	1	Buildings and grounds will be inspected annually to address any safety concerns that may be a problem in the district.	Safety Coordinator, Building Administrators	August/ Ongoing	Local	
8.10.1	2	Enrollment trends will be reviewed annually to assess the need for future building plans in the district.	Superintendent	Annually	Local	
8.10.1	3	Cost/benefit analysis will be conducted in the districts' buildings and grounds and maintenance personnel to improve the short and long-term efficient operation of the districts' resources.	Superintendent, Maintenance Director	Ongoing	Local	
8.10.1 8.10.2	4	Buildings and grounds will be analyzed to renovate current or build additional resources to provide for enhanced learning climate or opportunities for the students and staff of the district.	Superintendent	Ongoing	Local	
8.10.1	5	All current and new buildings/grounds will be evaluated and designed to ensure that at minimum "reasonable" accommodations are achieved to make standards of ADA.	Superintendent, Maintenance Director, Special Education Director	Ongoing	Local	

Measurable objective: **The percent of students in the total and white subgroups scoring below proficient on the Communication Arts and Math MAP assessments will decrease by 10% annually.**

How objective will be measured: **The District's MAP data will be analyzed through the Adequate Yearly Progress (AYP) and MAP Index Reports.**

Standard/ Indicator	Strategy Number	Strategy	Person Responsible	Start Date	Funding Sources	Date Completed
6.1.1 6.1.2 6.1.4	1	The District will review and revise all curriculum guides, curriculum maps and assessments to assure clear alignment to Grade Level Expectations (GLES).	Asst. Supt., Bldg. Admins., Curriculum Coordinator	August 2007	PDC	
6.7.1 6.7.2 6.7.3 6.7.4 6.7.6	2	The District will provide professional development for staff in the areas of reading and math.	Asst. Supt., Bldg. Admins., PDC	August 2007	PDC	
6.2.6 6.5.1 6.5.2	3	The District will provide incentives and motivation for students to encourage them to perform their best on the MAP and other District assessments.	Bldg. Admins., Counselors, Incentive Committee	August 2007		
6.3.3 7.1.2	4	Students who do not master GLEs on District assessments will attend tutoring and retake the assessments for mastery.	Teachers	August 2007	District Funds, Career Ladder	
6.2.2 6.2.3	5	The District will review and evaluate MAP Communication Arts & Math results yearly. Modifications and revisions to curriculum, instruction and assessments will be made as needed.	Asst. Supt., Bldg. Admins., Testing Coordinator, Curriculum Coordinator	August 2007		
7.5.3	6	Parents will be provided resources to learn MAP ideas, concepts and strategies.	Teachers, Bldg. Admins.	August 2007	Title I, District Funds	

Title/Strategy: Review, revise and align curriculum with Grade Level Expectations.

Specific Objective: District curriculum will be aligned to assure accurate **instruction and** assessment.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.1.1 6.1.2 6.1.3 6.1.4	1	Develop formative and summative assessments and curriculum maps aligned to Grade Level Expectations.	Teachers, Bldg. Admins., A+ Coordinator	August 2007	PDC	
6.1.4	2	Develop and implement a District wide curriculum revision plan.	Asst. Supt., Curriculum Coordinator, Bldg. Admins., Board of Ed., A+ Coordinator	August 2004 & beyond	PDC, Career Ladder	
6.1.2	3	Utilize Crystal Reports and Electronic Alignment Tool to align District curriculum.	Asst., Supt., Curriculum Coordinator, Bldg. Admins., Counselors, A+ Coordinator, Assessment Coordinator	August 2007	PDC	

Title/Strategy: Train teachers in **research-based** methods of instruction.

Specific Objective: Continue to improve performance-based methods of instruction and assessment.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.3.1 6.3.2 6.3.3 6.3.4 6.7.2	1	District administrators and the PDC will work cooperatively in developing and implementing quality in-service opportunities for staff.	Asst. Supt., Bldg. Admins., PDC	August 2007	Title II PDC	
6.1.2 6.3.2 6.7.2 6.7.6	2	Elementary and Intermediate teachers will participate in researched-based literacy instruction training through Missouri Reading Initiative.	Bldg. Admin., Teachers	August 2007-May 2008	Title II, PDC	
6.1.2 6.7.2 6.7.6	3	District teachers will participate in research-based math instruction training.	Bldg. Admin., Teachers	August 2007-May 2008	Career Ladder	

ACTION STEPS/ACTIVITIES FORM

Title/Strategy: Motivational incentives are provided to enhance student performance on District assessments.

Specific Objective: Rewards will be provided for improved student performance.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.2.6 8.7.2 6.5.1 6.5.2	1	Building level administrators will appoint a committee to develop appropriate incentives and rewards to recognize student achievement.	Bldg. Admins., Incentive Committee, Washington County C2000 Partnership	August 2007	District Funds	

Title/ Strategy: **Students will attend tutoring and retake assessments for mastery of objectives.**

Specific Objective: **Specific tutoring (GLE based) will be provided for students.**

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.3.3	1	Teachers will identify students performing below expectation.	Teachers	2007-2008	District Funds, Career Ladder	
6.3.1 6.3.3 6.3.4	2	Tutoring will be provided.	Teachers	2007-2008		
6.3.1 6.3.4	3	Students will retake necessary assessments.	Teachers	2007-2008		

Title/Strategy: Conduct annual review and analysis of MAP assessment results to improve instructional and curricular components.

Specific Objective: Implement annual testing summary review and analysis.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.2.1 6.2.2 6.2.3	1	Analyze yearly assessment results to determine strengths and weaknesses.	Asst., Supt., Curriculum Coordinator, Assessment Committee, Bldg. Admins., Testing Coordinator	Annually		
6.2.1 6.2.2 6.2.3 8.8.2	2	Testing information will be disseminated to administrators, teachers, students, parents, Board of Education and community.	Asst. Supt., Counselors, Bldg. Admins., Teachers	Annually		
6.2.1 6.2.3 7.5.3	3	Interpretation of testing results will be explained to students and parents for clear understanding.	Bldg. Admin., Counselors, Teachers	Annually		
6.2.1 6.2.2 6.2.4 6.3.1 6.5.2	4	Teachers and administrators will make modifications to improve areas of concern.	Bldg. Admin., Teachers	Annually		
6.3.1 6.3.2	5	Implement Foundations and Wilson Reading in K-12 special education classrooms.	Special Education Teachers	Annually		
9.2	6	Implement sustained silent reading in secondary classrooms.	Bldg. Admins., Teachers	August 2007		
6.2.2 6.3.1	7	Implement reading strategies class and additional math class at high school.	Bldg. Admins., Teachers	January 2007		

Title/Strategy: **Parents will be trained in Communication Arts and Math MAP strategies.**

Specific Objective: **Instructional opportunities will be offered.**

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
7.5.2	1	The District will join Practical Parenting Partnership.	Principals, Asst. Supt., PPP Coordinator	January 2008	District Funds	
7.5.3	2	The District will offer parent literacy nights.	Title I Coordinator, Title I Staff, Special Ed. Staff	2007-2008	Title I District Funds	
7.5.3	3	The District will offer MAP Attack nights.	Bldg. Admin., MAP Teams	Spring 2008	District Funds	

Measurable objective: **The percent of students in the free/reduced subgroup scoring below proficient on the Communication Arts and Math MAP assessments will decrease by 10% annually.**

How objective will be measured: **The District's MAP data will be analyzed through Adequate Yearly Progress and MAP Index Reports.**

Standard/Indicator	Strategy Number	Strategy	Person Responsible	Start Date	Funding Sources	Date Completed
6.7.2 6.7.4 6.7.6 6.3.2	1	Provide professional development opportunities for staff in the areas of Communication Arts and Math instruction.	Asst. Supt., Bldg.Admins., PDC	August 2007	PDC Funds, Title I, Title II	
6.3.2 6.5.2	2	Create and implement Reading Improvement Plans for 2 nd through 6 th grade students who are performing below acceptable reading levels.	Reading Committee, Teachers	August 2007	District Funds	
7.5.3 6.3.3 6.5.2	3	Provide tutorial Communication Arts and Math instruction for students performing below acceptable performance levels.	Fed. Prog. Coord., Teachers, Bldg. Admins.	August 2007	Title I, Career Ladder, District Funds	
7.5.2 7.5.3	4	Develop partnerships and programs with parents and community to promote student performance in communication arts and math.	Fed. Prog. Coord.Bldg. Admins., Teachers, C2000	August 2007	District Funds, PTA, Title I	
6.8.1 6.1.1 6.4.1 6.4.2	5	update materials to coordinate with MAP Assessments/GLE's.	Bldg.Admins., Lib. Med. Spec., Teachers, Curr.Coord., Supt., Asst. Supt., Fed. Prog. Coord.	August 2007	District Funds, Title I	

Title/Strategy: Professional Development to improve **Communication Arts and Math instruction.**

Specific Objective: Staff will participate in professional development to learn research-based instructional strategies.

Standard/Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/Comments
6.7.2 6.7.4 6.3.2 6.3.1	1	The District will utilize the Missouri Reading Initiative as professional development to train Pre-K through 6 th grade teachers in research-based reading instructional strategies.	Asst. Supt., Fed. Pgm. Coord., PDC, Bldg. Admins.	August 2007	PDC Title I, Title II	
6.2.2 6.2.5 6.7.6	2	Teachers will review and evaluate MAP results in Communication Arts and Math to determine weaknesses.	Asst. Supt., Bldg. Admins., Teachers	August 2007	PDC	
6.3.1 6.7.2 6.7.6	3	Teachers will attend math in-service training.	Asst. Supt., Bldg. Admins., Teachers	August 2007	PDC, Career Ladder	
6.2.3 6.2.4	4	Teachers will receive training in differentiated instruction and use the strategies in their classrooms.	Asst. Supt. Bldg. Admins., Teachers	August 2007	PDC, School Improvement Grant	
6.7.3	5	Explore and consider implementing ideas and concepts based on Ruby Payne's study of children in poverty.	Counselors, Social Workers	August 2007	PDC	

ACTION STEPS/ACTIVITIES FORM

Title/Strategy: Write Reading Improvement Plans.

Specific Objective: Reading Improvement Plans will be created and implemented for 2nd through 6th grade students who are performing below acceptable reading levels.

Standard/Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/Comments
6.5.3	1	Teachers will assess students' reading levels using the DRA and STAR assessments.	Teachers	August 2007	District Funds, Title I	
6.5.2 6.5.3	2	Reading plans will be written and implemented according to district policy.	Bldg. Admins., Reading Committee, Teachers	August 2007	District Funds, Title I	
6.5.2 6.3.3 7.5.3	3	Staff will meet with student and parent to evaluate goals and the process for improvement.	Bldg. Admins., Teachers	August 2007		

Title/Strategy: **Provide tutorial instruction for students performing below proficient on Communication Arts and Math MAP assessments.**

Specific Objective: **Additional Communication Arts and Math instruction will improve student learning.**

Standard/Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/Comments
6.3.1 6.3.2 7.7 6.3.3	1	District staff will provide before and after school tutoring in Communication Arts and Math for students in the free/reduced lunch subgroup.	Fed. Prog. Coord., Teachers	August 2007	District Funds, Career Ladder, Title I	
6.3.3 6.3.4	2	The District will provide transportation for students in after school tutoring.	Superintendent, Transportation Director	January 2008	District Funds, Community Grant	

Title/Strategy: Develop partnerships and programs with parents and community to promote student **learning in Communication Arts and Math.**

Specific Objective: Improve student **learning in Communication Arts and Math.**

Standard/Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/Comments
7.6	1	Community resources will be utilized to offer incentives to promote additional reading by students.	Bldg. Admins.	August 2007		
7.5.2 7.5.3	2	Title I Teachers and Parent Advisory Committee will collaborate to plan activities and strategies to improve Communication Arts and Math performance levels.	Fed. Prog. Coord., Asst. Supt.	August 2007	Title I	
7.5.2 7.5.3 7.6	3	Potosi R-3 Schools will collaborate with the Washington County Library to extend reading sources for all grade levels.	Washington County Library, School Librarians, Bldg. Admins., Supt.	August 2007	Library Media Center	
7.5.3	4	All schools will conduct "MAP Nights" to inform/train parents on assessment/test-taking strategies.	Bldg. Admins., Teachers, Fed. Prog. Coord.	August 2007	Title I, District Funds	
7.5.2 7.5.3	5	Potosi Elementary School will conduct Parent "Literacy & Math Nights" to inform parents of reading strategies to support/implement at home.	Bldg. Admins., Teachers, Fed. Prog. Coord.	August 2007	Title I, District Funds	
7.6	6	Trojan Intermediate School and Middle School will work collaboratively with Washington County Health Department to implement TOP (Teen Outreach Program) with students.	Health Dept., Bldg. Admins., Teachers	August 2007	Community Grant	
7.6	7	Collaborate with Mineral Area College to implement Educational Talent Search to provide resources and opportunities for at-risk students in grades 6-12.	ETS Staff, District Counselors	August 2007	ETS Grant	

Title/Strategy: Purchase Communication Arts and Math materials to coordinate with the MAP assessments and GLE's.

Specific Objective: Provide appropriate materials in Communication Arts and Math for students to prepare for MAP.

Standard/Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/Comments
6.2.3 6.8.1	1	Administrators, teachers and librarians will evaluate the availability of a wide variety of reading materials and purchase additional resources as needed.	Supt., Bldg. Admins., Teachers, Librarians	August 2007	Title I, District Funds	
6.1.1 6.2.1 6.8.1 6.4.2	2	Research-based instructional materials and programs will be purchased to enhance Communication Arts and Math instruction.	Supt., Bldg. Admins., Classroom Teachers	August 2007	District Funds	

Measurable objective: The percent of graduates scoring at or above the national average on the ACT will increase by at least 1% from the previous year.

How objective will be measured: The objective will be measured by analyzing ACT data.

Standard/ Indicator	Strategy Number	Strategy	Person Responsible	Start Date	Funding Sources	Date Completed
6.9 6.2.5 6.2.3 9.3	1	The District will increase opportunities for students to prepare for the ACT test.	Bldg. Admins., Counselors, Teachers	August 2007	District Funds	
6.9 6.9.4 9.4.1	2	The District will increase the course offerings for advanced coursework.	Bldg. Admins., Counselors, Teachers	August 2007	District Funds	
7.5.3	3	The District will develop a plan to improve student and parent awareness of college preparation criteria.	Bldg. Admins., Counselors, Teachers, A+ Coordinator	August 2007	District Funds, Career Ladder	

Title/Strategy: Increase student participation in ACT preparation activities.

Specific Objective: To increase student participation in ACT preparation activities and increase the number of students taking the ACT test.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.1.4 6.2.5	1	Analyze course offerings to include ACT testing content.	Asst. Supt., Bldg. Admins., Counselors, Teachers	Yearly	District Funds	
9.3 6.3.3 6.5.2	2	Provide tutoring by core area teachers before and/or after school as needed prior to ACT test.	Teachers, Counselors	August 2007	Career Ladder, District Funds	
6.4.1 6.4.2 9.3	3	Continue to provide the ACT Laboratory as a resource to improve student preparation for the ACT test.	Bldg. Admins., Counselors, Teachers	August 2007	District Funds	
6.5.2 7.2.2 9.3	4	Continue to implement ACT practice workshops and courses to improve student ACT scores.	Bldg. Admins., Teachers, Counselors	August 2007	District Funds	
9.3 9.4	5	Provide assessment opportunities in the 9 th grade using Explore Assessment by ACT.	Bldg. Admins., Counselors, Parents	August 2007	Parents	
9.3 9.4	6	Provide assessment opportunities in 10 th grade using Plan Assessment by ACT.	Bldg. Admins., Counselors, Parents	August 2007	Parents	
9.3	7	Provide one-time financial assistance for students to take or retake the ACT (two fee waivers will be used first for qualifying students.)	Bldg. Admins., Counselors	August 2007	District Funds	

ACTION STEPS/ACTIVITIES FORM

Title/Strategy: Increase student participation in advanced coursework.

Specific Objective: Student participation in advanced coursework will increase.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.1.4 6.3.1	1	Course offerings for grades 7-12 will be analyzed to meet the needs of college bound students.	Asst. Supt., Bldg. Admins., Counselors, Teachers	August 2007		
6.3.1 6.4.1	2	College bound students will use Missouri Connection System beginning in grade 6 to identify college entrance criteria and create their 6-year plan and their yearly class schedule.	Teachers, Counselors	August 2007		
6.5.2	3	College bound students will utilize their assessment results from MAP, ACT and/or ASVAB to selectively plan their course of study to include advance coursework.	Bldg. Admins., Teachers, Counselors	August 2007		
7.8	4	Counselors will plan college campus visits and provide opportunities for students to meet with college representatives to help guide their course selections.	Bldg. Admins., Teachers, Counselors	August 2007		
6.9.3	5	Counselors will conduct and/or provide workshops for students to better inform them about choices.	Bldg. Admins., Teachers, Counselors	August 2007		
6.3.3 6.5.2	6	Core teachers will provide tutoring for advanced courses before and after school.	Teachers	August 2007	Career Ladder, District Funds	

ACTION STEPS/ACTIVITIES FORM

Title/Strategy: Increase student and parent awareness of the college preparatory criteria.

Specific Objective: To increase student and parent knowledge of college entrance requirement, college selection process and resources available.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
7.5.3	1	Encourage parents and students to attend meetings for high school/college preparation information.	Bldg. Admins., Counselors, Teachers, Honor Society Sponsors	August 2007	Career Ladder	
6.3.1 6.4.1	2	College bound students will use Missouri Connection System beginning in grade 6 to identify college entrance criteria and create their 6-year plan and their yearly class schedule.	Teachers, Counselors	August 2007	Career Ladder, Donations	
6.3.3 6.4.1	3	Utilize technology resources to enhance communication and information between school and parents through web site links.	Teachers, Counselors	August 2007	District Funds	

Measurable objective:

The District's yearly attendance rate for ADA will be an average of 94.4% or higher over the next 5 years with no level (K-8 or 9-12) below 93%. The current District attendance rate will increase .5% each year.

How objective will be measured:

The District will use Core Data statistics from DESE and conduct annual comparisons.

Standard/ Indicator	Strategy Number	Strategy	Person Responsible	Start Date	Funding Sources	Date Completed
6.5.2 6.5.3 6.9.3 10.1.1	1	The District will review and revise attendance policies as needed.	Superintendent, Bldg. Admins., Board of Ed., Attendance Committees	August 2007		
7.5.2 7.5.3 7.6.2 10.1.1	2	The District will develop a partnership with parents and the community to promote improved communication, student understanding, and student accountability in regard to consistent, regular attendance.	Bldg. Admins., School Based Social Workers, Counselors, A+ Coordinator, Washington County C2000 Partnership, At- Risk Instructors	August 2007		
6.9.4 10.1.1	3	The individual buildings in the district will update annually building improvement plans to increase their percentage of student and staff attendance.	Bldg. Admins., Incentive Committees, Classroom Teachers	August 2007		

Title/Strategy: The District will review and revise attendance policies as needed.

Specific Objective Increase average daily attendance to 94.4% with no building below 93%.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.3.6 6.5.2 6.6.1,3-4 8.6.3 8.7.2 10.1.1	1	Each building will appoint a committee to review present attendance and discipline policies to determine effectiveness.	Bldg. Admins., School Based Social Workers, Attendance Committee, At-Risk Instructors	August 2007		
6.5.2 7.5.3 8.7.2 10.1.1	2	Students and parents will be appointed to serve on attendance committees.	Bldg. Admins.	August 2007		
8.3.1 8.3.3 10.1.1	3	As policies are reviewed and revised, changes will be brought before the Board of Education for adoption.	Bldg. Admins., Superintendent	Annually		

Title/Strategy: The District will develop a partnership with parents and community to promote improved communication, student understanding, and student accountability in regard to consistent, regular attendance.

Specific Objective: Promote cooperation to increase average daily attendance of students.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
7.5.3 8.7.2	1	Appoint a District-wide committee with community representation to review attendance procedures.	Supt., Bldg. Admins., School Based Social Workers, Parents, Counselors, Juvenile Officer, At-Risk Instructor	March 2007		
7.5.3 7.6 8.8.2	2	Use local media, District website and student handbooks at all grade levels to communicate attendance policies and the importance of regular and consistent student attendance.	Bldg. Admins., Technology Coordinators, School Based Social Workers, Counselors, Teachers	August 2007		
6.5.3 7.5.3 8.8.2	3	Each building will distribute a summary of the attendance policy to parents for their review and signature.	Bldg. Admins., School Based Social Workers, Counselors, Teachers	August 2007		
6.5.2 6.9.3-4 7.6.1	4	Identify chronic absentees and develop peer and community support by developing partnerships with the business community to honor students with excellent attendance.	Bldg. Admins., School Based Social Workers, Counselors, Washington County C2000 Partnership, Juvenile Officer, CD, School Nurses, Teachers, At-Risk Instructor, Local Business Leaders	August 2007		

7.6.1 10.1.1	5	Involve local agencies as needed when chronic absenteeism is identified.	Bldg. Admins., School Based Social Workers, Juvenile Officer, Prosecuting Attorney, CD, At- Risk Instructor, Counselors, Attendance Secretaries	August 2007		
-----------------	---	--	---	-------------	--	--

Title/Strategy: The District will provide incentives and motivation to improve student attendance.

Specific Objective: Increase student interest in regular school attendance.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.5.1 6.5.2 6.5.3	1	Periodic attendance awards will be provided to students with perfect, excellent and/or improved attendance.	Bldg. Admins., Incentive Committees, School Based Social Workers, Counselors, At-Risk Instructors	Annually	District Funds	
6.5.1 6.5.2 6.5.3 10.1.1	2	Classroom teachers will be encouraged to develop and implement classroom or course rewards for excellent attendance.	Bldg. Admins., Teachers	August 2007		

Measurable objective: The District’s percent of students graduating with their cohort group will increase 1% per year.

How objective will be measured: The District will use Core Data statistics provide by DESE and conduct surveys to make annual comparisons.

Standard/ Indicator	Strategy Number	Strategy	Person Responsible	Start Date	Funding Sources	Date Completed
6.2.3 6.3.5 6.5.3 8.7.1 10.1.1	1	Utilize dropout prevention programs such as: Adopt-A-Student, Rainbows/ Spectrum, District At-Risk Committee, PAT, Character Plus Community Program, TOP.	Bldg. Admins., Counselors, At-Risk Committees	August 2007	Title IV, Community Grant	
6.3.5 6.3.6 7.3.2 10.1.1	2	The District will review and expand alternative instructional delivery systems such as: Missouri Option Program, Credit Recovery Program, Character Education Program, Alternative School, Summer School Programs, Foundations/Wilson Reading, Saturday School, Tutoring, Homework/Retesting Policy, School Store at PHS, At-Risk classes at PES, TIS & JEMS.	Superintendent, Bldg. Admins., Counselors, At-Risk Committees	August 2007	Title I, Title IV, Title V, School Improvement Grant	
6.3.5 10.1.1	3	The District will expand the dropout recovery program.	Social Workers, Counselors, Bldg. Admins.	August 2007	Title V	
6.6.4	4	Drug/alcohol/violence-free instructional program will be reviewed, developed, and implemented to reduce the impact of these habits on student attendance and persistence to graduation.	Administrators, Social Workers, Counselors	August 2007	Title V, Community Grant	

ACTION STEPS/ACTIVITIES FORM

Objective # 7
Strategy # 1

Title/Strategy Develop procedures to identify students at-risk of dropping out of school.

Specific Objective The District will identify potential dropouts.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
8.7.1.	1	Building-level committees will identify at-risk students.	Bldg. Admins., Social Worker, Counselors, Teachers, Care Teams	August 2007		

ACTION STEPS/ACTIVITIES FORM

Title/Strategy Expand alternative instructional delivery program.

Specific Objective Increase the persistence to graduate rate by 1%.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.3.5 6.3.6 10.1.1	1	To expand the summer school program to address the needs of at-risk students.	Asst. Supt., Bldg. Admins.	August 2007	District Funds	
6.3.5 6.3.6	2	Provide professional development opportunities for staff to increase literacy understanding and implementation in PK-12 classrooms.	Superintendent, Bldg. Admins.	August 2007	PDC, School Improvement Grant, Title II	

Title/Strategy Expand dropout recovery program.

Specific Objective Increase the persistence to graduate rate by 1%.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.9.3 7.5.3	1	Increase communication with dropouts to encourage re-enrollment in school and determine deficiencies in educational programming.	Bldg. Admins., Superintendent, Social Workers, Counselors	August 2007	Title IV	
7.6.1 7.6.2	2	Develop partnerships with community agencies to recover students who have dropped out of school.	A+ Coordinator, Bldg. Admins., Social Workers	August 2007	Title IV Title V	
6.2.4 6.3.6 7.6.2	3	Develop a program to monitor recovered dropouts.	Bldg. Admins., Counselors, Social Workers	August 2007		

ACTION STEPS/ACTIVITIES FORM

Title/Strategy Provide instruction/services to deter student drug/alcohol and violence participation.

Specific Objective Reduce dropout rate and increase the persistence to graduation rate.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.6.4	1	Develop curriculum that provides instruction and tactics to live drug/alcohol and violence free lives. (Positive Action, Words of Wisdom)	Asst. Supt., Counselors, Bldg. Admins.	August 2007	Community Grant, PDC	
6.6.4	2	Schedule specific activities and events to address the negative impact of drug and alcohol use. (Red Ribbon Week, Assemblies, DARE, Guest Speakers)	Bldg. Admins., Social Workers, Counselors	August 2007	District Funds	
6.6.4	3	Provide Drug Free/Violence Free instruction along with remediation tactics for drug/violence free living to large groups and individuals. (Peer Mediation)	Social Workers, Counselors, DARE Officer	August 2007		
6.4.2 6.6.4	4	Purchase and use promotional materials that promote drug/alcohol free lifestyles.	Asst. Supt., Bldg. Admins., Teachers	August 2007	District Funds	

Measurable objective: The Potosi R-3 School District will recruit, attract, develop and retain highly qualified staff to carry out the mission, goals and objectives of the district and staff turnover will be at or below 10% annually.

How objective will be measured: Employment records will be used to determine turnover rate.

Standard/ Indicator	Strategy Number	Strategy	Person Responsible	Start Date	Funding Sources	Date Completed
8.4	1	Employ qualified individuals for required positions.	Superintendent, Asst. Supt., Bldg. Admins.	August 2007	District	
8.4	2	Employ individuals with goals and philosophies consistent with those of the district.	Superintendent, Asst. Supt., Bldg. Admins.	August 2007	District	
8.4	3	Employ individuals who express interest in the school and community.	Superintendent, Asst. Supt., Bldg. Admins.	August 2007	District	

Title/Strategy: Employ qualified individuals for required positions.

Specific Objective: The district will employ qualified individuals for positions on each campus.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
4.1 4.2 4.3 5.1 8.4 8.4.1	1	Positions will be filled by candidates who possess the required certification and training for the opening.	Superintendent, Asst. Supt., Bldg. Admins.	August 2007	District/ Title IIA	
4.1 4.2 4.3 5.1	2	Attend job fairs, contact colleges and universities and post positions in order to recruit high quality candidates.	Asst. Supt., Bldg. Admins.	August 2007	District	
8.4.1	3	Background checks will be conducted on all new employees.	Asst. Supt., Payroll Secretary	August 2007	District	

Title/Strategy: Employ individuals with goals and philosophies consistent with those of the district.

Specific Objective: The district will employ individuals who possess the goals and philosophies of the district.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
8.4.1	1	During the interview process goals and philosophies of candidates will be determined.	Asst. Supt., Bldg. Admins.	August 2007	District	

Title/Strategy: Employ individuals who express interest in the school and community.

Specific Objective: The district will employ individuals who genuinely express interest in the school and community.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
8.4.1	1	Through the application and interview process a potential candidates' interest in the school and community will be determined.	Asst. Supt., Bldg. Admins.	August 2007	District	

Measurable objective: The Potosi R-3 Board of Education and Administration will govern the district in an efficient and effective manner providing leadership and representation to benefit the students, staff and patrons of the district at all times.

How objective will be measured: This objective will be considered met when the district meets all standards of the Annual Performance Report and maintains full accreditation.

Standard/ Indicator	Strategy Number	Strategy	Person Responsible	Start Date	Funding Sources	Date Completed
8.7	1	The Potosi R-3 Board of Education and district leaders commit to implement fully the Missouri School Improvement Standards and Indicators, as outlined in the fourth cycle Standards and Indicators Manual.	Board of Education, Superintendent, Asst. Supt., Bldg. Admins.	August 2007	District	
8.2	2	The Potosi R-3 Board of Education and district leaders commit to implement fully the Comprehensive School Improvement Plan (CSIP). The district has a board-approved CSIP, which is ongoing with goals, outcomes or objectives in sufficient detail so as to direct the improvement efforts of the district for at least a five-year period.	Board of Education, Superintendent, Asst. Supt., Bldg. Admins.	August 2007	District	
6.2	3	The Potosi R-3 School District will create an organizational structure and process that will provide both time and ways for faculty and administration to discuss and plan the actions needed to raise student achievement.	Superintendent, Asst. Supt., Bldg. Admins.	August 2007	District	
6.1	4	The Potosi R-3 Board of Education and district leaders support and encourage curriculum review and alignment to state and national standards.	Asst. Supt. Bldg. Admins.	August 2007	Career Ladder, PDC	

Title/Strategy: The Potosi R-3 Board of Education and district leaders commit to implement fully the Missouri School Improvement Standards and Indicators, as outlined in the fourth cycle Standards and Indicators Manual.

Specific Objective: The Potosi R-3 School District will employ appropriate procedures to assure the accurate and timely reporting of required data to state and federal agencies.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
8.7.1	1	The district reports Core Data as required for each reporting period.	Asst. Supt., District Admin., Counselors	August 2007	District	
8.7.2	2	The district completes and submits self-monitoring documents to state and federal programs.	Asst. Supt., Federal Program Director	August 2007	District, Title 1	
8.7.3	3	The district reports dropouts from school to the Missouri Literacy Hotline.	High School Principal, Counselors	August 2007	District	
8.7.4	4	The district reviews the Annual Performance Report and submits any needed corrections promptly.	Asst. Supt.	August 2007	District	
8.7.5	5	The district reports suspected child abuse and neglect to the Child Abuse or Neglect Hotline.	School Based Social Workers, Counselors, Bldg. Admins.	August 2007	District	
8.7.6	6	The district makes reports required by the Safe School Act and the Safe and Drug-Free Schools and Communities program.	Bldg. Admins.	August 2007	District	

Title/Strategy: The Potosi R-3 Board of Education and district leaders commit to implement fully the Comprehensive School Improvement Plan (CSIP). The district has a board-approved CSIP, which is ongoing with goals, outcomes or objectives in sufficient detail so as to direct the improvement efforts of the district for at least a five-year period.

Specific Objective: The district will utilize the written CSIP to direct the overall improvement of its educational programs and services.

Standard/Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/Comments
8.2.2	1	The district involves representatives of the entire community in the comprehensive school improvement planning process.	Asst. Supt.	August 2007	District	
8.2.3	2	The CSIP is continuously evaluated and updated as necessary.	Asst. Supt.	August 2007	District	
8.2.4	3	The strategies contained in the district's CSIP are being implemented, and student performance is improving.	Superintendent, Asst. Supt., Bldg. Admins., Teachers	August 2007	District	

ACTION STEPS/ACTIVITIES FORM

Title/Strategy: The Potosi R-3 School District will create an organizational structure and process that will provide both time and ways for faculty and administration to discuss and plan the actions needed to raise student achievement.

Specific Objective: To provide time for faculty and the administrative team to have discussion and develop a plan to raise student achievement.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.2.1 6.2.2 6.2.5 6.7.2 6.7.4	1	District administrators will work with faculty to develop curriculum, instructional activities, learning activities and assessments that will lead to improved student learning.	Asst. Supt. Bldg. Admins.	August 2007	District PDC	
6.7.4	2	District administrators will participate in professional development concerning student achievement and requirements.	Asst. Supt., Bldg. Admins.	August 2007	District	

Title/Strategy: The Potosi R-3 board of Education and district leaders support and encourage curriculum review and alignment to state and national standards.

Specific Objective: The curriculum of the district will be aligned to state and national standards.

Standard/ Indicator	Action Step Number	Action Steps	Person Responsible	Time Frame	Funding Sources	Evaluation/ Comments
6.1.1 6.1.4 6.7.5	1	Grade level expectations and course level expectations will be used to guide development of curriculum, instructional activities, learning activities and assessments at each grade level and in each course.	Asst. Supt., Bldg. Admins., Teachers	August 2007	District, PDC	
6.1.1 6.1.2 6.1.4	2	Curriculum is revised and aligned to state and national standards.	Asst. Supt., Bldg. Admins., Teachers	August 2007	District, PDC	