

# Local Literacy Plan

for

Hammond Westside Montessori School PK-3

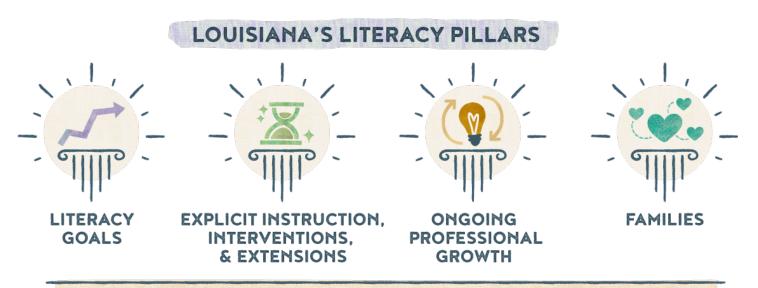
# Hugh V. Wallace III, Principal

Mrs. Melissa Stilley, Superintendent

31 May 23







### Section 1a: Literacy Vision and Mission Statement

- 1. What is your school's focus and mindset around literacy?
- 2. What is your primary, overarching goal and expected or intended outcomes for your school around literacy?
- 3. Is your vision and mission statement inclusive of all leaders, teachers, students, and families?

Literacy Vision	Hammond Westside Montessori School in partnership with families and community, will provide every student with high quality curriculum and instruction to acquire the literacy skills and abilities to reach their full potential.
Literacy Mission Statement	Hammond Westside Montessori School will provide every student a high-quality education and pathway to success by giving them every opportunity possible to develop their reading, writing, speaking, and listening skills so that students may





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	cultivate the tools necessary for a happy and successful life.

Section 1b: Goals	
<ul> <li>How are you school)?</li> <li>What subgro</li> <li>How are you</li> </ul>	I <u>literacy goals</u> ? <u>ART goals</u> for grade bands, subgroups, diverse learners, and teachers? measuring the performance of birth through grade 12 (use the grade bands in your ups are most in need of literacy intervention? addressing the literacy and language needs of diverse learners? plan to measure teacher performance based on your literacy goals?
Goal 1 (Student-Focused)	<ul> <li>The Students of Hammond Westside Montessori will:</li> <li>will enter kindergarten ready according to state assessment measures.</li> <li>will achieve mastery at third grade according to state assessment measures.</li> <li>with disabilities and students of color will increase in attaining mastery or above on state literacy assessments.</li> </ul>
Goal 2 (Teacher-Focused)	<ul> <li>The Teachers of Hammond Westside Montessori will:</li> <li>implement Tier I, high-quality Reading/ELA curriculum and assessments aligned to Louisiana State Standards.</li> <li>provide additional time for, and intensity of instruction/intervention for struggling learners in the foundations of reading and language using researchbased materials and programs.</li> <li>provide school leaders and teachers with scheduled times for collaborative planning to improve the use of evidenced-based practices to meet the literacy needs of all students.</li> <li>use literacy screening, formative, and summative assessment data to monitor students' progress and inform instruction.</li> </ul>
Goal 3 (Program-Focused)	The Faculty and Staff of Hammond Westside Montessori will:





## Section 1c: Literacy Team

- 1. Who will serve on the school literacy team?
- 2. What is the role of each member?
- 3. What is your plan for conducting regular meetings, including location, time, availability, and topics?
- 4. How are you monitoring the effectiveness of the plan?





Member	Role
Hugh Wallace	Principal - SPED & Enrichment Zone Admin.
Sharon Walker	Assistant Principal - 2nd & 3rd Gde Zones Admin.
Leslie Cuti	Assistant Principal-1st Gde Zone Admin.
Paula Wells	Curriculum Support Teacher-MATH/SCI
Hillary Wascom	Montessori Specialist/ Curriculum Support Teacher- ELA & PK-K Zone Admin.
Catherine Inzinna	PreK/K & K Lead Teacher
Lea Carter	3rd Grade Teacher-Math/SCI
Christy Navarra	3rd Grade Teacher-ELA/SS
ТВА	2nd Grade Teacher
Lakeisha Penn	1st Grade Teacher
Michelle Hampton	Librarian & Enrichment Chairperson
Claire Brown	SPED





Meeting Schedules				
Date & Type of Meeting (Leadership, Collaboration, Planning, etc.)Frequency of Meetings (Weekly, Monthly, etc.)		Topic(s)		
Leadership	Weekly	Determined by Needs(Student/Staff, District)		
Executive Administration	Bi Weekly/As needed	Determine by Needs of students and teachers		
ILT Administration	Weekly	Determine by CC; Admin; and Needs		
Collaboration	Weekly	Determine by CC; Admin; and Student Needs. Alternate content with focus needs and lesson implementation developed from collaboration planning.		
Grade Level Teacher-Leader	Bi-Monthly	Follow-up modeling for grade levels		
General Faculty Meeting	Quarterly	Determine by Needs of students and teachers		

### Section 2: Complete the Action Plan for Explicit Instruction, Interventions, and Extensions

- 1. For each specific plan and activity around literacy, what is/are your:
  - action steps?
  - timeline?
  - person(s) responsible?
  - resources?
  - alignment to literacy goal(s)?
  - evidence of success?
- 2. When implementing literacy curriculum and assessments, how are you ensuring:
  - alignment to current research on foundations of reading and language and literacy?
  - cultural responsiveness?
  - connections across content areas?
- 3. When utilizing literacy screeners, what are your plans for:





- deciding which components will be measured in each grade band or subgroup?
- how often screeners are administered?
- progress monitoring?
- screening and supporting students in upper grades effectively?
- 4. When planning for and providing literacy interventions for struggling readers and writers, are you including specifications for:
  - students with dyslexia?
  - the EL population?
  - special education students?
  - cultural and dialectical sensitivity?

The action plan table on the next page can be used to plan out specific action steps related to literacy goals.

Goal	Timel ine	Action Steps	Person(s) Responsible	Resources	Evidence of Success
1	June 1 - June 30	Review prior year PK-3 data to establish school goals. Data will be used to guide next steps - continue what we are doing- make adjustments to instruction	Data manager and Academics team	Literacy screeners; Dibels, Daze, Zearn, Amplify, iReady, LEAP scores	Students and designated CIR and UIR subgroups demonstrate growth in year-to-year data.
2	July 1 - July 31	Communicate School Literacy Plans with Faculty and Staff; Families at Open House and School website	Administration and ILT	HWMSL Literacy Plan 2023 LEAP scores TPSS K-2 Data	Students and designated CIR and UIR subgroups demonstrate growth

# **Action Plan**





		Review 2023 LEAP data; District EOY data. Data will be used to guide next steps - continue what we are doing- make adjustments to instruction Review HWML Non-Negotiables		HWMSL Non- Negotiables	
3	Augu st 1 - Sept. 30	BOY screeners for PK - 3rd graders in first 30 days of school Dibels 8th Edition; mCLASS progress monitoring and learning resources available in updated platform.	ILT; Curriculum Coaches; Classroom Teachers	TPSS BOY Screens, Dibels, Daze, iReady Amplify, Grade level EOY Practice Test	PM Reports ; BOY-MOY-EOY
		Differentiation and the three tiers of interventions.	CC & Admin		Walkthroughs
4	Oct 13	Adminis will meet with teachers every 9 weeks to review dta and insure that it is being tracked.	CC & Admin		
5	Dec 2023	Analyze first semester progress and adjust instructions accordingly based upon student data. Use progress monitoring data to adjust intervention and extension groups	Classroom teachers in conjunction with the ILT will administer MOY assessments.	iReady;Equip; MClass; Mindplay; MOY checkpoints; EOY classroom assessments; MOY Dibels	MOY Growth or regressions of students and subgroups. Continue providing coaching support and feedback to teachers based on observations.
6	Jan 2024	Implement Instructional adjustments where needed. Hold School System Literacy Team meeting. Based on mid-year screening data, assess progress towards initial literacy goals.	Based on mid- year screening data and classroom observation, Classroom	Actionable feedback from Walkthrough s	Progress Monitoring. Gather feedback on materials and professional learning to inform plans for next summer and school year.





		Communicate to families the progress students are making toward their individual literacy goals.	teachers will make adjustments to their professional learning calendars.		
7	Dec 22	Admins will meet with teachers every 9 weeks to review data and insure that it is being tracked.	CC & Admin		
8	Aug- 2023 May 2024	All qualifying ELPT students, students with Dyslexia, and SPED students will utilize Mindplay, Amplify, and iReady programs.	ILT; Curriculum Coaches; Classroom Teachers	IN-house TPSS Technology Resources for specific grade bands.	Students and designated CIR and UIR subgroups demonstrate growth
9	Aug- 2023 - May 2024	K- 2 Grade levels. Administer mCLASS DIBELS measures three times a year (BOY, MOY, EOY) and report student literacy development and progress data to families including universal screening results, school supports and interventions, and activities to do at home to promote literacy skills. Review lesson planning and implementation for teaching and learning in ELA and how ILT will support them.	ILT; Curriculum Coaches; Classroom Teachers	IN-house TPSS Technology Resources for specific grade bands.	Based upon MClass Dibels the following grade bands were achieved. K = Above Avg- 30%; 1st Gde= Above Avg- 31%, Benchmark-15%; 2nd Gde= Above Avg-31%, Benchmark- 19%. In Daze, 58% of 3rd Gde students tested Above Avg. In terms of ELA Progress Monitoring of K-2, 16% were Below Avg., 35% were Basic, and 35% of 311 students were Proficient. Students and designated CIR(Black, Economically Disadvantaged, ESL, Hispanic/Latino, Students with Disabilities, Two or more races, subgroups demonstrate growth. Adhere to curriculum embedded assessments for teacher selected activities and unit/major test grades
10	Aug- 2023 -	Administer i-Ready diagnostic three times a year (BOY, MOY, EOY). Administer Acadience Reading (formally DIBELS) state	ILT; Curriculum Coaches; Classroom Teachers	IN-house TPSS Technology Resources for	





	May 2024	required measures three times /year and report student literacy development and progress to parents every 5th and 9th week each 9 week period. The data to families includes universal screening results, school supports and interventions, and activities to do at home to promote literacy skills.		specific grade bands.	
11		Data review: 2nd grade Data (Benchmark, mCLASS DIBELS, final grades), DAZE, i-Ready diagnostic Determine level of support for instructional planning (Above, Proficient, Below)	ILT; Curriculum Coaches; Classroom Teachers	IN-house TPSS Technology Resources for specific grade bands.	
12		Practice: adhere to curriculum embedded student activities, including student skills activity book, repeated oral reading with student readers and CKLA Hub practice activities Differentiated Instruction: embedded supports to address unfinished learning, based on students' specific needs as gathered from diagnostic and formative data (e.g., teacher observations, analyzed student	ILT; Curriculum Coaches; Classroom Teachers	IN-house TPSS Technology Resources for specific grade bands.	





	work) collected as students engage in the work of the curriculum.			
13	<ul> <li>K-2 - Wit &amp; Wisdom (WW) (90 minutes)</li> <li>Planning: backward design, annotating lessons for class trends using assessment data, pacing guides, calendar</li> <li>Delivery of Instruction: adhere to the intent of the lesson objectives, instruction aligns with required minutes for Wit &amp; Wisdom</li> <li>Differentiated Instruction: embedded supports to address unfinished learning, based on students' specific needs as gathered from diagnostic and formative data (e.g., teacher observations, analyzed student work) collected as students engage in the work of the curriculum.</li> </ul>	ILT; Curriculum Coaches; Classroom Teachers	IN-house TPSS Technology Resources for specific grade bands.	

# Section 3: Ongoing Professional Growth

**Guiding Questions:** 

1. On what are you basing your professional development needs? Are you considering:





- teacher performance data
- student performance data
- observation cycles
- teacher background knowledge and experience levels
- 2. When planning opportunities for <u>ongoing professional growth</u> for leaders and teachers, are you including plans for:
  - ongoing training and support?
  - coaching?
  - various types of PD offerings?
  - by whom, when, and how PD will be provided?
  - PD specific to foundations of reading and language and literacy?
  - PD on high-quality interactions (such as CLASS<sup>®</sup> for birth-grade 2)?
  - monitoring the implementation and effectiveness of professional development?
  - tailoring opportunities to individual needs of teachers?

## **Potential PD Planning**

Month/Date	Topics	Attendees
(When can PD be scheduled throughout the school year?)	(What topics are most needed and should be covered and/or prioritized?)	(Who would benefit most from this PD? Consider also who can redeliver to other teachers/faculty.)
July/ 2023	TPSS Grade level Non-Negotiables-District Handouts Gde Level Teacher-Leaders will review TPSS Non-Negotiables with respective Grade level bands	ILT
	HWMSL Non- Negotiables	ILT All Teachers would benefit.
	<b>Professionalism (Be Firm, Be Fair, Be</b> <b>Consistent!)</b> 1. Dress professionally(TPSS standards)	





<ol> <li>Commit to the process</li> <li>Trust</li> <li>Be on time for all duty and meetings</li> <li>Bring student data to all SAT and Collaboration meetings</li> <li>Daily Attendance posted timely in SIS</li> <li>Teachers will facilitate all non violent Level 1 offenses and make first contact with parents in addition to logging incidents in the Notes section of SIS.</li> <li>Use "inside voice" when dealing with all students.</li> <li>Do not get into a "power struggle" with your students.</li> <li>Do not institute Mass punishment for the indiscretion of one or several</li> </ol>	Delivered by Selected Teachers, Admin, CC, Teacher Leaders ILT
students. Instructional	
<ol> <li>Set clear, measurable goals for student achievement.</li> <li>Shift from Compliance to Engagement to Ownership.</li> <li>Less DI by you and more student led facilitation.</li> <li>Must see more use of items in your "Toolbox", such as .Equity Sticks, Whiteboards, Hand Responses, Short Answers, Pair Share,, Turn and Talk, etc. These MUST be utilized consistently and not just when being observed.</li> </ol>	





	<ol> <li>Objectives posted and Discussed!</li> <li>Lesson Plans timely posted and annotated!</li> <li>Checking for Understanding- CFU (Exit Tickets)</li> <li>Pacing within guidelines(range).</li> <li>Word Walls &amp; Word Notebooks</li> <li>Spelling Bees</li> <li>Read Alouds</li> </ol>	
	<i>Communications</i>	
	<ol> <li>Every teacher MUST make 5 positive parental contacts per week and log them into OnCourse. Handbook Review/Protocols</li> <li>Lesson Planning and Expectations for Annotations models with Tier 1 Curriculums</li> <li>Learning Walks and Actionable Feedback</li> <li>Classroom Protocols and Classroom Management</li> <li>BOY- MOY-EOY Testing Schedule</li> </ol>	
August / 2023	Review of NIET Rubric	Administration
	A review of our observational data in EEPASS illustrates that this year's top three areas of Reinforcement observed were MOT (Motivating Students- 37%); ESMB (Engaging Students and Managing Behavior-	Delivered by ILT Members Curriculum Coaches





Content-12 areas of Re PIC(Prese 31%);Li QU(Q FEED(Acade a clear indic be in the are instruction teachers re instructional that all stu master wha accomplished teachers instructional the students motivating academic especially	C (Presenting Instructional %). Conversely, the top three finement also observed were nting Instructional Content- S(Lesson Structure-12%); Questioning-12%); and mic Feedback-12%). All this is attion that our future focus will as of improving the quality of s being presented by having pularly provide differentiated methods and content to insure lents have the opportunity to t is being taught. This will be I by creating support plans for to assist them differentiate practices based on the needs of These efforts will also aid in students in increasing their performance and growth, students who are currently ing in our Red category.
Planning s	ession for teachers on NIET Rubric
Da	a Based Annotations
	s in teacher collaboration will
-	ity for teachers by modeling ms of annotations for teachers
	ve the teachers practice and
present l	sson annotations in future collaborations.





September / 2023	All applications and programs that students can access through CLASSLINK (Boost, Learning Ally, iREADY) Set well-defined and measurable goals for curriculum implementation (including timelines and strategies for monitoring the implementation and ensuring continuous improvement and evaluation). On PD Days Lesson Planning Expectations Model with Tier 1 Curriculum Staff Training on DIBELS 8th Edition (Turnkey plan from district training) New Measures (Word reading, MAZE in 2nd grade, gatekeeping measures) Emphasis on understanding that this assessment is a screener that identifies areas of need for students.	All K-2 Teachers & Para- interventionist Delivered by ELA Curriculum Facilitator and Teacher Leaders
	<ul> <li>New BOY, MOY, and EOY Goals.</li> <li>Adjusted scoring rules</li> <li>mCLASS portal and practice in assessing students in this program.</li> </ul>	
October / 2023	Analysis of Intervention groups and students progress in those groups using PM data provided in mCLASS portal.	All Teachers & ILT Collaborations
October- November / 2023	K-2 CKLA Individual School On-Site Literacy Coaching-	TPSS Staff Certified ILT Members





Aug 2023 - May / 2024	<ul> <li>Use data and flexible scheduling to create targeted intervention and extension groups.based upon Progress Monitoring, and documented data driven student needs.</li> <li>Establish well-organized equitable classrooms that exhibit clear routines and where all students receive access to high-quality literacy materials that support diverse learning activities.</li> <li>Train teachers on Literacy Implementation Pillars and Literacy Instructional Practices</li> <li>Imbed coaching for individualized teacher support</li> <li>Provide opportunities for feedback and reflection.</li> <li>Act 108 training.</li> <li>Provide collaborative learning opportunities.</li> </ul>	Teachers, CC, ILT Members
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### Section 4: Family Engagement Around Literacy

- 1. To improve <u>family engagement around literacy</u>, how are you:
  - including families in focus groups and other discussions with teachers, students, and leaders around:
    - specific programs to address the school's mission?
    - families' concerns about literacy achievement?
    - students' attitudes toward reading and writing?
    - teachers' beliefs about student literacy and learning?
  - providing ongoing support and communication to families?
  - considering diverse families and their specific needs or challenges in regards to communication, technology, transportation, etc.?





- using communication methods that accommodate all families?
- 2. How are you working directly with community partners to:
  - engage families and the community?
  - invest in the literacy of our youth?
  - improve access to resources?
- 3. What resources and tools are you sharing with families and community partners to enhance literacy?

Month/Date	Activity	Accessibility Opportunities	Community Partners
September	Open House and continued Parent Conferences around Literacy.	Communications in English and Spanish	
October	Hold Parent Conferences to address student's current Intervention Level and Reading Plan.	Communications in English and Spanish	
November	Family Literacy Night Thanksgiving Dinner with Family	Communications in English and Spanish	Tangipahoa Parish Public L:ibrary
December	Holiday Celebrations MOY Literacy Assessment	Communications in English and Spanish	
Aug-May	Guests Readers Also,one on one Parent conferences in the first weeks of school to know the reading current reading level of their child.and what they can do to assists.	Communications in English and Spanish	Parents, community members, Board Member. Invited Outside Guest Personalities.
February	Black History Month Presentations	Communications in English and Spanish	
March	LEAP Night	Communications in English and Spanish	





April	EOY Literacy Assessments Spring Break	Communications in English and Spanish	
Мау	Cinco de Mayo Celebration LEAP Assessments	Communications in English and Spanish	

# Section 5: Alignment to other Initiatives

Other Programs/Initiatives	Connecting to Literacy	Plan to Monitor/Evidence of Success
School Improvement Plan	ELA Goal	Students demonstrate growth from BOY to MOY to EOY in CKLA and Wit & Wisdom, and Guidebook Assessments.
Summer School Program	ELA Goal	Students demonstrate growth in CKLA and Wit & Wisdom ,and Guidebook Assessments.
Phd Science	Wit & Wisdom Curriculum, CKLA	Students demonstrate growth from BOY-MOY- EOY assessments
Social Studies	Wit & Wisdom, CKLA	Students demonstrate growth from BOY-MOY- EOY assessments
EOY Assessments	CKLA and Wit & Wisdom	Based upon MClass Dibels the following grade bands were achieved. K = Above Avg-16%, Benchmark- 30%; 1st Gde= Above Avg- 31%, Benchmark-15%; 2nd Gde= Above Avg-31%, Benchmark- 19%. In Daze, 3rd Gde students tested Above Avg - 58%. In terms of ELA Progress Monitoring (SLT Calculation)of K-2, 16% were Below Avg., 35% were Basic, and 35% of 311 students were Proficient. 2023-24 Goals:





	K- Above Avg - 20% Benchmark - 35% 1st - Above Avg - 36% Benchmark - 20% 2nd - Above Avg - 36% Benchmark - 25% ELA PM - Below Avg - 10% - Basic - 40% - Proficient - 40%

#### Section 6: Communicating the Plan

**Guiding Questions:** 

- 1. What are the implementation expectations for schools?
  - Will schools have school-based literacy teams?
- 2. How will district-level personnel support schools in meeting those expectations?
- 3. How will you communicate the plan to families and community members?
- 4. How will you communicate the progress being made throughout the school year?
- 5. How will you ensure ongoing monitoring and implementation of this plan at the school-level?
  - Will you hold quarterly meetings?
  - Will you report on progress monitoring of the plan components and goals?

#### **Communication Plan**

Stakeholder Group	Plan for Communicating	Timeline
Parents and Guardians	Whirlwind, Social Media, Mandatory teacher contacts per week; Open House; Awards ceremonies; ONcourse and JCampus; Flyers,	Aug 2023 - May 2024





Section 6: Communicating the Plan		
Faculty and Staff	Daily am Announcements; Weekly PLC Collaborations; Emails; As needed Faculty Assembly;	Aug 2023 - May 2024
Students	Daily Announcements; Morning Meetings; Grade Level Meetings by Zone Admins; Grade Level Meetings by Teacher-Leaders; Classroom Teachers	Aug 2023 - May 2024
ILT	Weekly ILT Meetings; Walkthroughs with Actionable Feedback; Collaborations;	Aug 2023 - May 2024

Review the <u>School System Literacy Roadmap</u> for recommended timelines for action steps to promote literacy.

For additional guidance and resources, visit the Louisiana Literacy's webpage, Literacy Library, or emaillouisianaliteracy@la.gov.Updated A 2022

