

At-A-Glance

2024-2025 Leeds Elementary School Improvement Plan

LES Vision: Cultivating excellence in students today in order for them to be engaged citizens tomorrow.

LES Mission: At Leeds we develop successful students through quality, engaging instruction, social emotional growth, and collaboration in a positive, safe environment.

Goal #1 - SAFE SCHOOLS

Goal: 100% of students at Leeds Elementary School will be provided a safe learning environment.

- **Objective:** Increase student access to instruction by decreasing the number of Office Disciplinary Referrals by 10%, increase the social, emotion support for students, and increase the number of wrap around services for our families.

- **Strategy #1-** Leeds Elementary School will implement a multi faceted system of services and programs to help students build appropriate behavioral skills that will be taught and reinforced while at school. Behavior management techniques will focus on the reinforcement of schoolwide and classroom behaviors.
 - The **Second Step** program will be used to teach students coping and conflict resolution strategies.
 - **Class Dojo:** A schoolwide, online positive reward system will be implemented to focus students on showing the character traits of Respect, Responsibility, and Safety. (This year, first grade will use paper Colt Charts)
 - **Restorative Practices** will be utilized to resolve concerns between students and others and to teach prosocial behavior.
 - Students will participate in all **schoolwide safety drills** in a safe and mature manner.

- **Strategy #2 -** The Attendance Committee will lead the implementation of a system of wrap-around services for families in need in order to ensure daily, on-time attendance of all students in order to support academic achievement.
 - Attendance
 - Track absences through school wide incentive attendance program
 - Address students who are tardy to school in the morning as they arrive to offer support; monitor for students who are routinely picked up early from school.
 - Create a tiered system of support and rewards for students; such as check-in/check out, home visits, mentors, small groups, etc.
 - Communication to families on the importance of attendance: parent programs, social media, flyers
 - Wrap Around Services
 - Wednesday attendance recoup (if needed)
 - Collaboration with community resources to coordinate services; such as health, food insecurities, homelessness, after-school homework club, etc.
 - Coordinate Holiday Help for families

- Coordinate with local resources to provide monthly food distribution

Goal #2 - EQUITABLE RIGOROUS LEARNING OPPORTUNITIES

Goal: Increase the percentage of students performing at or above grade level standards in reading and mathematics.

- **Objective:** Students at Leeds Elementary School will meet or exceed the FY25 Annual Targets on the Key Performance Indicators. [School Improvement Data Chart](#)
- **Strategy #1:** The teachers at Leeds Elementary School will implement fully the core curriculum of Cecil County Public Schools to ensure that students have the knowledge, skills, and dispositions to reach grade level academic standards. In order to do this, instructional and support staff will:
 - Implement the Bookworms 1st Edition program. Teachers will participate fully in Bookworms coaching with district and University of Delaware coaches
 - Teachers of reading in grades K-3 will implement the Foundations program.
 - Teachers of reading in grades K-3 will implement the Foundations intervention program in the DI block.
 - Teachers of reading in grades 4-5 will implement the Bookworms intervention program for fluency and comprehension and vocabulary and comprehension.
 - Teachers of mathematics Kindergarten through grades 5 will implement the Illustrative Mathematics program with an emphasis on written responses and small group work.
 - Teachers Pre-Kindergarten through grades 5 will utilize AVID WICOR strategies for organization, goal setting, and two column note taking.
 - Teachers will collect and analyze student specific data and provide additional support to students through PDSA structure.
 - Teachers will collect and analyze student data to inform instructional decision making.
 - Planning for Instruction by Examining Student Work
 - Track and monitor academic goals aligned to grade level standards through the use of PDSA cycles.
- **Strategy #2 -** Students track and monitor self selected academic goals through the use of goal setting.

Goal #3 - COMMUNICATION & ENGAGEMENT

Goal: 95% of families at Leeds Elementary School will rate the our communication and events as a 4 or 5 on satisfaction surveys

- **Objective:** Regular, weekly communication will be utilized to inform all families and staff to increase transparency. Families will have multiple opportunities to engage with teachers and their students in academic and social settings.
- **Strategies:**
 - **Strategy #1 - Enhanced Family Communication** - All staff will increase direct communication home to families including: phone calls home to parent and/or guardian to build relationships and reduce inappropriate student behaviors, Use of Class DoJo, and email

- **Strategy #2 - Increase/Maintain Community Partnerships** - Community partnerships will be built and/or maintained to increase student achievement and promote a positive school culture. Organizations can include, but are not limited to:
 - Offer to include members of these organizations as event volunteers for academic events
 - Offer to include members of these organizations as event volunteers for PTO events
- **Strategy #3 - Family Engagement Events** - A series of family events will be designed to teach parents about academic expectations for all students. Events will conform to the requirements of the funding source (Title 1 or School budget guidelines).
 - Writing Night - November 19, 2024
 - Math Night - December 17, 2024
 - Reading Night - January 2025
 - PTO Events (Fall Fest, Turkey Trot, Movie Night, Game Night, BINGO Night)

Goal #4 - RECRUITMENT AND RETENTION OF A HIGH-QUALITY WORKFORCE

Goal: 100% of teachers at Leeds Elementary School will choose to remain at LES or move to advanced/desired positions in the greater CCPS system at the end of the school year.

- **Objective:** Leeds Elementary School will be a positive workplace for all employees.
- **Strategies:**
 - **Strategy #1** - Monthly Meetings with new teachers/new teachers in the building, grade level teams, school departments
 - **Strategy #2** - Events will be planned and implemented to ensure that staff feel valued.
 - **Strategy #3** - Staff may access the administration in order to communicate concerns in the workplace. When problems arise teachers, staff and administrators will work collaboratively to develop solutions.

GOAL #5 - OPERATIONAL EFFICIENCIES

Goal: 100% of systems and processes at Leeds Elementary School will efficiently and effectively support student achievement.

- **Objective:** Leeds Elementary School will examine the systematic procedures and processes within the school in order to find opportunities for increased efficiency.
- **Strategies:**
 - **Strategy #1 - School Wide Review, Baseline Data Collection** - Baseline performance data will be collected on current systems which are in place in the school across domains using one of the following scales:
 - Baldrige Systems Check Level III - Areas of focus include: Leadership; Strategy; Customers, Measurement, Analysis, and Knowledge Management; Workforce; Operations; and Results.
 - AVID Elementary Coaching and Certification Instrument (CCI) - Instruction, Systems, Leadership, and Culture
 Once data has been collected, our Colt Council will decide on areas of focus to increase operational efficiency.

- **Strategy #2 - Classroom Operational Efficiencies** - In order to increase student achievement, we will continue to focus on uninterrupted instructional blocks to enhance the learning environment for all students by:
 - Maximize instructional time blocks for all content areas, including reading and mathematics cycle calendars
 - Adhere to the daily master schedule
 - Prioritize high leverage concepts versus exposure concepts within instructional blocks

- **Strategy #3 - Schoolwide Instructional Operational Efficiencies** - In order to increase student achievement, we will continue to focus on uninterrupted instructional blocks to enhance the learning environment for all students by:
 - Maintain the reading and mathematics cycle calendars to progress monitor student growth in grade level and below grade level skills.
 - Monitor the School Wide PDSA cycles of data (cycles calendars),

- **Strategy #4 - Building Operational Efficiencies** - In order to increase student achievement, we will continue to focus on uninterrupted instructional blocks to enhance the learning environment for all students by:
 - The main office will support classroom teachers and students by
 - Following protocols for visitors entering and exiting the building
 - The school custodial crew will
 - Clean all areas daily to support student health and well-being, creating a positive space for academic growth and development
 - Respond to custodial/ minor maintenance issues in a timely manner
 - Use the work order system for maintenance concerns in a timely manner
 - Proactively identify potential hazards to safety
 - Our paraprofessional and other support staff will
 - Establish a workflow with all grade level teams where they interact to efficiently address needs of students (what needs to be prepared, when to prepare it, when is it needed by)