

**KVHS School Improvement Plan 2016-2019**

Working Document Draft 2016

To Be Reviewed Jun 2017

End Goal #1: Academics (K is Knowledge)

To demonstrate continuous improvement in academics through inclusion, assessment, and empowering students to succeed.

Strategies	Indicators of Success	Timeline	Responsibility
A. Improve assessment practices so that assessments accurately align with curriculum outcomes, promote a culture of continuous learning, and engage professional judgement	Course syllabi contain assessment plans which reflect outcomes Assessment and placement decisions are made with regard to achievement on outcomes School guidelines for assessment practice established	Building Awareness: 2016-2017 Building Capacity: 2017-2018 Integrating Practice: 2018-2019 Syllabi standardized for Sep 2017 Focus on achievement in assessment and placement decisions for Sep 2016 School guidelines for Jun 2018	<i>General</i> Teachers (in professional practice, PLCS, and PGP) SPRs & Admin as instructional leaders <i>Specific</i> Syllabi by CLT in consultation with staff Guidelines by CLT in consultation with staff
B. Continue to improve formative assessment practices as distinct from summative practices	Course syllabi assessment plants which reflect formative practices Increase in use of formative practices as per Teacher Perception Surveys	Course syllabi assessment plans for Sep 2017 Teacher perception surveys Fall 2017 & 2018	<i>General</i> Teachers (in professional practice, PLCS, and PGP) SPRs & Admin as instructional leaders <i>Specific</i> Syllabi by CLT in consultation with staff Review of Perception survey by CLT
C. Continue to improve triangulation of assessment (Conversations, Observations, and Products)	Use of triangulation in assessment after PD session by subject coordinators as reported by SPRs by department	PD sessions TBD 2017-2018	<i>General</i> Teachers (in professional practice, PLCS, and PGP) SPRs & Admin as instructional leaders <i>Specific</i> PD by subject coordinators Review and reporting by SPRs

D. Continue to improve inclusionary practices such as accommodations, justified accommodations, and modifications; continued use of UDL in designing courses; continued review of IEP	Teacher survey by SPRs by department (accommodations/modifications) Annual review of UDL principles within departments Twice annual review of IEP students' plans and schedules (inclusion as much as possible, pullout as much as necessary) Subject teacher involvement in writing IEP goals	Survey June 2017 & June 2018 UDL review Sep 2017 IEP reviews each semester IEP goals for subject teachers Sep 2017	<i>General</i> Teachers (in professional practice, PLCS, and PGP) SPRs, R&Ms, & Admin as instructional leaders <i>Specific</i> Teacher survey by admin UDL review by SPRs IEP review by ESS SPR
E. Standardized course syllabi	Use of and posting of course syllabi	Standardized for Sep 2017	CLT in consultation with teaching staff
F. Assessment practices which incorporate higher order thinking skills	Teacher survey by SPRs by department Teacher and SPR review of exams	PD session TBD 2017-2018	<i>General</i> Teachers (in professional practice, PLCS, and PGP) SPRs & Admin as instructional leaders <i>Specific</i> PD session by admin Review & Reporting by SPRs
G. Support for teachers through ongoing professional development	Renewed PD committee to survey teachers for PD needs Renewed PLC focus to concentrate on four PLC questions Renewed PGP focus to concentrate on authentic practices related to Provincial, District, and School plans Distinction between teacher responsibility for professional development in areas of common growth (e.g., assessment) versus areas of individual professional interest	Renewed PD Committee for Sep 2017 Renewed PLC focus for Sep 2017 Renewed PGP focus for Sep 2017 Distinction made Sep 17	PD Committee: PD Chair, Principal, teaching staff PLC: Admin leadership, teacher practice PGP: Admin leadership, teacher practice Distinction: CLT
H. First Nations Education	Actions of teacher committee on First Nations education Follow up survey of teachers	2016-2017, Revised for 2017-2018	Committee on First Nations education
I. Guidelines for credit recovery	Set guidelines for all teachers	Sep 2016	Administration

J. Tier 2 Academic Interventions	Continuation of PASS program Implementation of ESST co-teaching Development of Crusader Center	PASS: Sep 2016 Co-teaching: Sep 2016 Crusader Center: Feb 2017	PASS: ESST Co-teaching: ESST Crusader Center: Admin & ESST
K. Renewed Focus on AP	More AP Courses (More than 4) Higher visibility for AP in school	Fall 2017	Admin

Ongoing Initiatives for Goal #1:

- Literacy across the curriculum strategies
- ELA 9 teachers write action plans for students unsuccessful on ELPA
- ESST/VPs meet with all students failing three or more courses to make intervention plans
- ESST runs Reading Tutor 120 as a reading intervention
- French signage and announcements to promote bilingual learning environment
- ESST runs PASS program
- Each Grade 10 and 11 students meets one-on-one with VP/GC when selecting courses.
- FI students meets Policy 309 requirements through a variety of FI courses
- FI students speak only French during FI classes.
- Coop Education 120 options for students of all academic levels
- ESST check-in with all teachers of students with modified PLPs each semester.

End Goal #2: Culture & Relationships (V is for Values)

To demonstrate continuous improvement in our positive, safe, and inclusive learning environment.

<p>A. Improved communication (Teachers)</p>	<p>Formal communication plan Use of Faculty Handbook Understanding of Communication barriers and responsibilities Formalize expectations admin to teachers PLC minutes Marks submitted, attendance submitted, attendance reporting, report cards filed, and CRs signed at agreed upon times Consolidation of ESST in office</p>	<p>Communication Plan Sep 2017 Review of Handbook Sep 2017 Discussion of barriers and responsibilities Sep 2017 Review admin-teacher expectations fall 2017 PLC minutes submitted effective Sep 2016 Consolidation Sep 2016</p>	<p>Communication Plan: Administration Review of Handbook: CLT Discussion of communication responsibilities: Admin Formal expectations: Admin PLC minutes: Admin leadership, teacher practice Paperwork: admin leadership, teacher practice Consolidation Principal</p>
<p>B. Improved communication (Parents)</p>	<p>Use of Power School Parent Portal Standardized Course Syllabi Three points of contact with failing students Teacher-Parent communication plan and intervention plan discussed at Open House Ongoing feedback from PSSC Renewed Website</p>	<p>Open Parent Portal Fall 2016 Standardized Syllabi Sep 2017 Expectations for contact Sep 2016 Communication/Intervention Plan Sep 2016 PSSC: Ongoing Website: Spring 2017</p>	<p>PS: administration/PS leads leadership Advisory teacher promotion Subject teacher use Contact: subject teacher practice; Admin/ESST leadership Communication Plan: Teacher practice, Admin leadership PSSC: Principal Website: Admin</p>
<p>C. Improved communication (students)</p>	<p>Renewed focus groups Use of Parent Portal</p>	<p>Spring 2017 Fall 2016</p>	<p>Focus Groups: Principal PS: teachers practice, admin/PS lead leadership</p>
<p>D. Provision of instructional leadership</p>	<p>Renewed Walk-Through Cycle Renewed PLC focus on PLC questions Renewed Peer Coaching Continued co-teaching</p>	<p>Fall 2017 Fall 2017 Fall 2017 Fall 2016</p>	<p>Walk-Throughs CLT PLC: CLT &amp; teachers Peer Coaching: CLT, teachers Co-Teaching: ESST, teachers, Admin</p>
<p>E. Use of PBIS in establishing common expectations of students</p>	<p>Survey on understanding and reactions PD on strategies for managing behaviour</p>	<p>Survey June 2017 &amp; June 2018 PD 2017-2018</p>	<p>Admin leadership, teachers practice PD: PD committee, Admin POI: Admin</p>

for behaviour and of staff for managing student behaviour	PD on POI and communication and roles within POI		
F. Review of Crusader Culture	Consistency of teacher expectations and responses	Fall 2017	Admin, Committee
G. Renewed focus on mentor teachers	Assigned to VP portfolio Regular meetings, peer coaching, and supply time made available	2017-2018	Admin
H. Lobby TV to promote student success	Use of TV	Sep 2017	Admin/Teacher

Ongoing initiatives

- Advisory program
- “Fact sheets” on website
- Focus groups with students
- POI for Behaviour

End Goal #3: Mental Health & Physical Space (H is for Health)

To empower students and staff to address mental health concerns by improving student coping skills and to make improvements to the physical and organization structure of KVHS that promote health, wellbeing, and learning.

A. Relocate Work Room to create Crusader Center	Changes will allow for a consolidation of ESST services for students Expansion of BYOD	Fall 2016 BYOD: When permitted by EECD	Principal
B. Painting	Areas include Crusader Center, Business Wing, Washrooms in Home Ec wing, Doors to Work Room, Stairway by Work Room	Summer 2017	Principal & Facilities
C. Parking lot and driveway improvements to improve safety	New signage and lanes painted in driveway	Fall 2016	Principal, Facilities, KRPF consulting
D. Physical Improvements to KVHS	Capital improvement priorities to Facilities Posters for musical replaced Composites updated New Bleachers Resurfacing gym floor Balcony seats replaced Student Center in minigym Courtyard improvements Painting of concrete in parking lot	Capital improvements list 2017 Posters up by musical 2018 Composites up by Sep 2017 Bleachers in by Jan 2017 Gym floor: TBD Balcony: Apr 2018 Student Center: Jan 2017 Courtyard: Sep 2016 Concrete: Spring 2018	Capital improvements: Admin Posters: teacher committee/admin Composites: Principal Bleachers: Facilities Gym Floor: capital improvement Balcony: community committee & principal Student Center: PE Department Courtyard: PD Department Concrete: Principal
E. Mental Health Committee's Four Year Plan for building skills (students)	Grade 9 Resiliency classes Grade 12 Mental Health Fair Grade 10 & 11 TDB Health Relationships Awareness Sexual Assault Awareness Month Mental Health Weeks in advisory	Grade 9 & 12 ready 2016 Grade 10 & 11 ready 2017 Relationships: 2016-2017 SAAM: 2016 Mental Health Week: Nov & May beginning 2016	Grades: Committee & Principal Relationships: Advisory teachers, Principal, KRPF support, Guidance, Mental Health Committee, and WMC 120 teacher SAAM: Admin, WMC 120 teacher

			Mental Health Week: Principal, Committee
F. Proactive inclusion strategies for LGBTQ+	Rainbow Flag in Lobby Mural Support for GSA LGBTQ+ PD at staff meetings	Beginning 2016-2017 PD 2016 and regular 2017-2018	Admin & GSA Advisor
G. Review Mental Health First Aid	Completion of MHFA at staff meetings	PD regular 2017-2018	Admin & Trained Teachers
H. Identify bullying responses	Identify programs we will use Identify steps taken with all staff Empower all staff to intervene	2017-2018	Admin & ESST
I. Integrate CAR Model	PD at staff meetings Review by SPRs	Awareness Sep 2017 SPRs Jan 2018	CLT & ESST, Teachers
J. Revised Bell Schedule	Longer Breaks Increased teacher supervision during breaks	Sep 2017	Admin
K. Revised Duty Schedule	Duty is shared equitably Duty allows for all areas of school to be open Teachers feel supported and safe Duty schedule meets ongoing needs of shrinking faculty	Semester 2, 2017	Admin & Teacher Committee

#### Ongoing Initiatives

- Strong relationship with ISD, Nurse Practitioner, and Work Room
- TADD Week & Stand Up (Anti-bullying) Week
- PSSC Grade 9 Health Fair

End Goal #4: Attendance & Growth (S is for Strength)

To maintain excellent attendance standards through policy and relationships and to increase our international student population.

A. Improve attendance with policy	Review ASD-S's attendance guidelines	June 2017	Admin & Teachers
B. Attendance data shared at ESST and staff meetings as per ASD-S policy	Attendance data shared at ESST and staff meetings	Beginning Sep 2017	Admin
C. Internal attendance tracking consistent with ASD-S policy	KVHS Attendance Policy	Sep 2016 Review Jun 2017	Admin & Teachers
D. Attendance recording in PS to allow 9:00 and 4:00 calls and accurate and timely data about student attendance	Recording of attendance in each class	Sep 2017	Admin, Teachers, and Admin Assistants
E. International students added to a VP portfolio	Responsibilities to growth international student population, liaise with district/AEI, and ensure needs of international students are met	Sep 2017	Admin
F. Strategies to increase KVHS's profile internationally	Improved Website Video of KVHS Connection with AEI and other organizations	2017-2018	Admin

Ongoing initiatives

- Active cooperation with International Student Mentor and EAL Lead Teacher to meet needs of EAL students.
- Excellent use of PS and effective attendance policy and procedures



## Appendix A; Terms

AEI: Atlantic Education International

ASD-S: Anglophone South School District

BYOD: Bring Your Own Device

CLT: Core Leadership Team (Senior Management Team)

CRs: Cumulative Records

EECD: Department of Education and Early Childhood Development

EAL: English as an Additional Language

ELA: English Language Arts

ESST: Education Support Services Team

FI: French Immersion

ISD: Integrated Service Delivery

PASS: Positive Academic Support Strategy

PBIS: Positive Behaviour Interventions & Supports

PD: Professional Development

PGP: Professional Growth Plans

PLC: Professional Learning Community

PLP: Personal Learning Plan

POI: Pyramid of Interventions (Academic, Attendance, or Behaviour)

PS: Power School (including Power Teacher and Parent Portal)

PSSC: Parent School Support Committee

SPRs: Supplementary Positions of Responsibility (Department Heads & Athletic Director)

TADD: Teens Against Drunk Driving

UDL: Universal Design for Learning