

## Comprehensive Progress Report

**Mission:**

We are committed to providing a safe environment that promotes academic excellence and prepares students to become knowledgeable and contributing citizens in our society and in the world....every day, and in every classroom!

Vision: Cabot High School will engage students in rigorous learning by offering multiple pathways targeting college, community, and career readiness.

**Goals:**



! = Past Due Actions		KEY = Key Indicator			
<b>Core Function:</b>		<b>School Leadership and Decision Making</b>			
<b>Effective Practice:</b>		<b>Establishing a team structure with specific duties and time for instructional planning</b>			
	<b>ID01</b>	<b>A team structure is officially incorporated into the school governance policy.(36)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<i>Initial Assessment:</i>		The school is divided into departments. There are department chairs for most departments.	Full Implementation 09/03/2015		
	<b>ID02</b>	<b>All teams have written statements of purpose and by-laws for their operation.(37)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<i>Initial Assessment:</i>		Some teams have this in place while others do not.	Limited Development 10/02/2014		
<b>How it will look when fully met:</b>		Teachers will follow the statements of purpose and by-laws developed by each team or department.	<b>Objective Met 08/28/17</b>	<b>Melinda Asewicz</b>	<b>05/26/2017</b>
<b>Action(s)</b>	<b>Created Date</b>				
1	10/14/14	The committee will review sample sets of by-laws and statements of purpose for CHS teams.	Complete 10/28/2014	Melinda Asewicz	10/28/2014

Notes: Mrs. Asewicz brought 3 sets of bylaws to the meeting for the team to review. Duties = Purpose =

Teaching Team Bylaws - Job Description

Teachers at CHS - By laws for the school

- school mission statement
- could include things like ethics list
- evaluation procedure
- department necessaries
- discipline procedure
- essentially teacher expectiatons
- chain of command (council)

How to structure:

- List mission statment
- List chain of command
- Expectations for deparments
- Expectations for teachers
- Evalutation of expectatons

2	11/11/14	Create bylaws for our ACSIP Committee	Complete 11/11/2014	Jill Weir	11/11/2014
<p>Notes:</p> <p>ACSIP Committee Bylaws</p> <ol style="list-style-type: none"> <li>1. If you need to miss a committee meeting, please notify Mrs. Weir or Mrs. Sandage before the meeting.</li> <li>2. All matters voted on will be decided by a majority.</li> <li>3. During the meeting, silence your cell phones and step out of the meeting if you need to make a call.</li> <li>4. Let other committee members finish speaking before asking questions or making comments.</li> <li>5. Meetings will be scheduled every other Tuesday in the CHS Media Center. An invitation will be sent via google calendar at least a week before the meeting. Agendas for the meeting will be sent with the calendar invitation.</li> </ol>					
3	10/28/14	Examine club bylaws and use those to craft the CHS Teaching team bylaws.	Complete 11/11/2014	Melinda Asewicz	11/11/2014

Notes: Our statement of purpose will be our mission statement. Club bylaws are kept in Mr. Granderson's office. We used samples to create and revise our bylaws					
4	10/14/14	Distribute the sample set to team leaders to review and consult with team members to bring back to next meeting.	Complete 12/02/2014	Melinda Asewicz	12/02/2014
Notes: Mrs. Asewicz shared the bylaws with Mrs. Weir, she will distribute to the committee via google drive.					
5	10/14/14	Compile revisions from interested parties and report back to committee.	Complete 01/06/2015	Melinda Asewicz	12/16/2014
Notes:					
6	10/14/14	Finalize and implement by-laws and statement of purposes for teams.	Complete 05/20/2016	Melinda Asewicz	05/01/2015
Notes:					
7	9/28/16	CHS will conduct PLC meetings by department.	Complete 05/25/2017	Alana Graham	05/19/2017
Notes:					
		<b>ID04</b>	<b>All teams prepare agendas for their meetings.(39)</b>	<b>Implementation Status</b>	<b>Assigned To</b>
<b>Initial Assessment:</b>		Some meetings have agendas while others do not.		Limited Development 10/02/2014	
		Priority Score: 1	Opportunity Score: 3	Index Score: 3	
<b>How it will look when fully met:</b>		All team meetings will have an agenda.		<b>Objective Met 10/15/15</b>	<b>Sarah Vance</b>
<b>Action(s)</b>	<b>Created Date</b>				
1	10/14/14	Develop an agenda template for team meetings.		Complete 10/28/2014	Sarah Vance
Notes: The school board uses boarddocs.com, which is subscription based so we decided to create our own. We discussed items needed on the agenda. Mrs. Vance will create the agenda and email it to Mrs. Sandage.					
2	10/14/14	Provide template to department heads to discuss use of template in team meetings. Mrs. Sandage will email to department heads.		Complete 03/30/2015	Charlotte Sandage
Notes: This will be shared in google docs.					
3	3/30/15	Assistant principals for departments will remind departments to use the agenda template for department meetings.		Complete 08/18/2015	Charlotte Sandage
Notes:					
4	10/14/14	All teams will implement agendas for their team meetings.		Complete 10/02/2015	Sarah Vance

Notes:

<b>Implementation:</b>		10/15/2015		
<b>Evidence</b>	10/15/2015 Agendas stored in google drive.			
<b>Experience</b>	10/15/2015 This was an easy objective for the team to implement because this was something most departments already had implemented.			
<b>Sustainability</b>	10/15/2015 Occasional monitoring to ensure that agendas are used for all meetings.			

ID07		A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).(42)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Leadership meetings have begun this month.	Limited Development 10/02/2014		
		Priority Score: 3                      Opportunity Score: 3	Index Score: 9		
<b>How it will look when fully met:</b>		Bi-weekly leadership meetings will occur on the CHS campus.	<b>Objective Met 10/15/15</b>	<b>Jill Weir</b>	<b>06/05/2015</b>
<b>Action(s)</b>	<b>Created Date</b>				
1	3/17/15	A leadership team will be created with representatives from all departments	Complete 09/25/2014	Jill Weir	09/25/2014
		<i>Notes:</i>			
2	3/17/15	Meetings will occur bi-weekly throughout the school year.	Complete 03/17/2015	Jill Weir	03/17/2015
		<i>Notes:</i>			
3	3/17/15	Leadership meetings will be scheduled every two weeks for the entire school year.	Complete 10/09/2015	Jill Weir	06/05/2015
		<i>Notes:</i>			
<b>Implementation:</b>			10/15/2015		
<b>Evidence</b>					
		10/15/2015 Agendas, minutes and sign in sheets in indistar and google drive.			
<b>Experience</b>					
		10/15/2015 We have scheduled meetings and held them.			
<b>Sustainability</b>					
		10/15/2015 Continuing twice monthly meetings.			

Core Function:		School Leadership and Decision Making			
Effective Practice:		Aligning classroom observations with evaluation criteria and professional development			
	IF02	The Leadership Team reviews the principal's summary reports of classroom observations and takes them into account in planning professional development.(66)	Implementation Status	Assigned To	Target Date
Initial Assessment:		We look at TESS data and classroom walkthrough data, see where improvement is needed and base Professional Development on that data.	Full Implementation 09/03/2015		
	IF06	Teachers are required to make individual professional development plans based on classroom observations.(70)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Teacher's PGPs were created based on classroom observations. This will continue next year.	Full Implementation 09/03/2015		
!	IF10	The principal plans opportunities for teachers to share their strengths with other teachers.(74)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Currently faculty members are invited to present their learning or share their strengths during cadre.	Limited Development 03/03/2015		
How it will look when fully met:		When fully implemented would have had multiple opportunities to share and observe other colleagues. Evidence will include cadre agendas, sign in sheets, and other paperwork.		Lindsey Peerson	05/26/2017
Action(s)	Created Date		2 of 4 (50%)		
1	3/17/15	A video will be created by the broadcasting students to highlight teachers using bell to bell learning in their classrooms since this is our building focus.		Lindsey Peerson	05/26/2017
Notes:					
2	3/17/15	Meet with students at lunch and obtain their opinion on what good teachers at CHS are doing.		Lindsey Peerson	05/26/2017
Notes:					
3	3/30/15	Department heads will create a google doc for CHS teachers to share with other teachers highlighting things going well in classrooms. All members of the department can contribute to the document.	Complete 12/16/2015	Lindsey Peerson	12/18/2015
Notes: Mrs. Peerson has communicated with all departments and a document has been created for each. She will follow up with a reminder in January.					
4	3/30/15	Two teachers will be selected weekly by fellow teachers to recognize excellence in their classrooms.	Complete 09/30/2015	Lindsey Peerson	09/29/2015
Notes:					

		IF11	The school provides all staff high quality, ongoing, job-embedded, and differentiated professional development.(3984)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			Some Professional Development is provided during the school day based on the building PGP goals, additionally the district provides Professional Development for the district PGP goal. One way this was differentiated is through a district mini conference where teachers chose their activities based on their individual goals.	Full Implementation 09/03/2015		
<b>Core Function:</b>		<b>School Leadership and Decision Making</b>				
<b>Effective Practice:</b>		<b>Expanded time for student learning and teacher collaboration</b>				
!		IH01	The school monitors progress of the extended learning time programs and other strategies related to school improvement.(3981)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			Math tutor lab offered during both lunches, private math tutoring offered before and after school. Private tutoring offered district wide by teachers. SIP is available for student athletes.	Limited Development 09/17/2015		
<b>How it will look when fully met:</b>			Every student is given opportunity in addition to the regular class time to have additional individualized instruction in core curriculum areas. Extended learning time would be available after school and on Saturdays for all students that need it.		<b>Nicole Gatewood</b>	<b>05/26/2017</b>
<b>Action(s)</b>	<b>Created Date</b>			<b>3 of 4 (75%)</b>		
1	11/12/15	Have a twice weekly writing lab available for students that need it. Certified teachers and peer tutors will be available.		Complete 05/27/2016	Melinda Asewicz	05/27/2016
<i>Notes:</i>						
2	11/12/15	Saturday school will be available for students needing Math extra assistance, certified teacher and peer tutors are available for instruction.		Complete 05/27/2016	Nicole Gatewood	05/27/2016
<i>Notes:</i>						
3	11/12/15	Math tutoring will be available Tuesdays from 4-6. 2 certified teachers will be on hand for assistance		Complete 05/27/2016	Nicole Gatewood	05/27/2016
<i>Notes:</i>						
4	11/12/15	We plan to impement similar programs in our science and social studies departments in the 2016-2017 school year.			Alana Graham	05/26/2017
<i>Notes:</i>						

<b>Core Function:</b>		<b>School Leadership and Decision Making</b>				
<b>Effective Practice:</b>		<b>Ensuring High Quality Staff - Recruitment, Evaluation, and Retention</b>				
		<b>II01</b>	<b>The school works collaboratively with the district to recruit and retain highly-qualified teachers to support school improvement.(3982)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<i>Initial Assessment:</i>		Central office personnel department works closely with Principals to ensure that teachers are highly qualified. Teachers that are not HQT are worked with to ensure that they become highly qualified. Retention is helped with a competitive salary schedule and job security assurances. Mentors are provided for new teachers.		Full Implementation 09/17/2015		

<b>Core Function:</b>		<b>Curriculum, Assessment, and Instructional Planning</b>				
<b>Effective Practice:</b>		<b>Engaging teachers in aligning instruction with standards and benchmarks</b>				
		<b>IIA01</b>	<b>Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(88)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<i>Initial Assessment:</i>		English department created units and common assessments to keep teachers aligned. Pre AP and AP courses are required to keep extension binders to document extensions of the curriculum. Math department uses some common assessments and all units of instruction are based on standards. Science department fully implements standard aligned units of instruction.		Full Implementation 09/17/2015		

<b>Core Function:</b>		<b>Curriculum, Assessment, and Instructional Planning</b>				
<b>Effective Practice:</b>		<b>Assessing student learning frequently with standards-based assessments</b>				
		<b>IID02</b>	<b>The school tests each student at least 3 times each year to determine progress toward standards-based objectives.(100)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<i>Initial Assessment:</i>		Some departments have common assessments and others don't.		Limited Development 01/14/2016		
<b>How it will look when fully met:</b>		Common assessments would be given to all students in core classes 3 times per year. Teams will meet following test scoring to review assessment data.			<b>Alana Graham</b>	<b>05/25/2018</b>
<b>Action(s)</b>	<b>Created Date</b>			<b>1 of 2 (50%)</b>		
1	2/11/16	Departments will discuss options to give sections of ACT tests and will report back to the group.		Complete 02/25/2016	Jill Weir	02/25/2016
<i>Notes:</i> All departments were on board with giving practice tests. The group wanted to look at how to reduce the teacher workload for the test.						
2	2/25/16	The committee will research ways to digitally test students and record the data.			Jill Weir	05/26/2017



Notes:					
IID09		Instructional Teams use student learning data to plan instruction.(107)	Implementation Status	Assigned To	Target Date
<b>Initial Assessment:</b>		We have started to work as a team to assess where our students are and working together to plan how to meet goals we set for our students progress.	Limited Development 11/30/2016		
<b>How it will look when fully met:</b>		Our faculty will know our students strengths and weaknesses and will work as a team to plan instruction.		Henry Hawkins	05/25/2018
<b>Action(s)</b>	<b>Created Date</b>				
Notes:					

<b>Core Function:</b>		<b>Classroom Instruction</b>				
<b>Effective Practice:</b>		<b>Expecting and monitoring sound instruction in a variety of modes</b>				
!		IIIA33	All teachers interact socially with students (noticing and attending to an ill student, asking about the weekend, inquiring about the family). (142)	Implementation Status	Assigned To	Target Date
<b>Initial Assessment:</b>		Although this is a building focus, not all teachers have fully implemented this practice.		Limited Development 01/06/2015		
<b>How it will look when fully met:</b>		When fully implemented, all teachers will greet students and engaging with students on a personal level. Administrator walkthroughs and a follow up survey will be evidence of this objective is fully implemented.			Richard O'Connell	05/26/2017
<b>Action(s)</b>	<b>Created Date</b>			<b>3 of 6 (50%)</b>		
1	1/6/15	Mr. O'Connell will develop a survey for students and will share it with this committee at our next meeting.		Complete 01/20/2015	Richard O'Connell	01/20/2015
<i>Notes:</i> This will be a google survey						
2	1/20/15	Mr. O'Connell will share the survey with the students at CHS.		Complete 02/02/2015	Richard O'Connell	02/24/2015
<i>Notes:</i>						
3	1/20/15	The results of the survey will be shared with the committee.		Complete 02/02/2015	Richard O'Connell	02/24/2015
<i>Notes:</i>						
4	1/20/15	Students will be interviewed on video to share with teachers about ideas that help them in this area.			Jill Weir	05/26/2017
<i>Notes:</i> Mr. Massey's broadcasting students are working on this project.						
5	1/20/15	Ideas will be shared with the faculty to improve in this area.			Jill Weir	05/26/2017

Notes:					
6	2/3/15	Have a round table discussion with students to discuss teacher/student engagement.		Jill Weir	05/26/2017
Notes: Will meet with Renaissance club to gather data.					
	<b>IIIA35</b>	<b>Students are engaged and on task.(144)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<b>Initial Assessment:</b>		This is our building professional growth plan. All teachers will receive training on this indicator during embedded professional development. Principals will send frequent reminders to keep students on task and for bell to bell instruction.	Limited Development 10/02/2014		
		Priority Score: 3                      Opportunity Score: 2	Index Score: 6		
<b>How it will look when fully met:</b>		Teachers actively engage students from the beginning of class until the end of class. Classroom walkthroughs, bell ringers, exit tickets, TESS Evaluations.	<b>Objective Met 10/29/15</b>	<b>Richard O'Connell</b>	<b>05/30/2015</b>
<b>Action(s)</b>	<b>Created Date</b>				
1	11/11/14	Professional Growth Plans for all CHS staff implemented the first week of school: Best use of Instructional Time	Complete 09/30/2014	Charlotte Sandage	09/30/2014
Notes:					
2	11/11/14	Teachers developed procedures for starting and ending class.	Complete 08/18/2014	Helen Goodman	08/18/2014
Notes:					
3	11/11/14	Develop a survey of CHS teachers of how they implement bell to bell instruction in their classroom.	Complete 12/02/2014	Richard O'Connell	12/02/2014
Notes: This will be a google survey.					
4	12/3/14	Discuss the results of the survey at cadre staff meeting.	Complete 12/03/2014	Charlotte Sandage	12/03/2014
Notes:					
5	12/3/14	Team will review data from survey and decide a plan of action to get more participation.	Complete 01/06/2015	Richard O'Connell	01/06/2015
Notes: Team reviewed data, will review again with Mr. Hawkins at next meeting.					
6	1/6/15	Results of teacher survey will be shared with Mr. Hawkins. Mr. Hawkins will be asked to come to the next meeting to help us plan next steps.	Complete 01/20/2015	Richard O'Connell	01/20/2015
Notes:					
7	1/20/15	Mr. O'Connell will resend the survey so that we get more responses from teachers.	Complete 02/02/2015	Richard O'Connell	01/21/2015

<i>Notes:</i>					
<b>8</b>	1/20/15	All students will be surveyed to see how bell to bell instruction affects their learning.	Complete 02/02/2015	Richard O'Connell	01/30/2015
<i>Notes:</i>					
<b>9</b>	1/20/15	Principals will conduct targeted walkthroughs to target bell to bell learning and see how it is progressing in the building. Walkthroughs will be targeted on a TESS component each week.	Complete 10/28/2015	Henry Hawkins	03/31/2015
<i>Notes:</i>					
<b>Implementation:</b>			10/29/2015		
<b>Evidence</b>					
		10/29/2015 Classroom walk throughs, surveys.			
<b>Experience</b>					
		10/29/2015 CHS teachers, students, and admin collaborated and were cooperative in improving student on task time.			
<b>Sustainability</b>					
		10/29/2015 Periodically revisiting this goal and surveying teachers and staff will monitor this objectives.			

Core Function:		Family Engagement in a School Community			
Effective Practice:		Explain and communicate the purpose and practices of the school community			
	FE04	The school's Title I Compact (Or Non-Title I schools roles and expectations for parents, students, and teachers) includes responsibilities (expectations) that communicate what parents (families) can do to support their students' learning at home (curriculum of the home, with learning opportunities for families to develop their curriculum of the home). (3983)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We currently send home a syllabus with classroom expectations for families. Teachers provide contact information for parents to contact them with questions or concerns. A weekly newsletter is constructed and placed on the website and communicated via facebook and twitter with information for parents. Enrichment is provided weekly for math and literacy. The Counseling center sends monthly emails to parents to communicate important information.	Limited Development 03/10/2016		
<i>How it will look when fully met:</i>		The school will outline how parents, school staff, and students will share responsibility for improving academic achievement. The school will describe how the school and parents can work together to help students achieve the state's standards. The plan will be posted to the school's website.		Sarah Vance	05/26/2017
Action(s)	Created Date				
<i>Notes:</i>					

Core Function:		High School: Opportunity to Learn			
Effective Practice:		Ensure content mastery and graduation			
	HS04	The school provides all students with guidance and supports (academic, financial, etc.) to prepare them for college and career. (4541)	Implementation Status	Assigned To	Target Date

<b>Initial Assessment:</b>	ACT/SAT preparation is provided in core classes and through the counseling center. Career and Technical education is provided including auto tech, carpentry, medical technology and many more options. SKILLS, band and choir programs provides scholarship opportunities for students. Cabot Public Schools offers college scholarships to seniors. College fair, recruiting, and college visits are provided at CHS. Administrators provide progress monitoring to students in danger of failing, and the counseling center provides academic counseling. APEX grade recovery is available students who have failed a course. ACE is available for students who need a different learning environment.	Full Implementation 12/03/2015		
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<b>Core Function:</b>	<b>High School: Opportunity to Learn</b>
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<b>Effective Practice:</b>	<b>Assist students with transitions</b>
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	HS13	The school provides senior students with formal supports as they make the transition out of high school (e.g., college and career planning, job fairs).(5523)	Implementation Status	Assigned To	Target Date
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<b>Initial Assessment:</b>	We do some supports through our GT and Counseling programs but are wanting to go above and beyond to support our student's post-secondary goals.	Limited Development 11/30/2016		
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<b>How it will look when fully met:</b>	Our faculty will know our students strengths and weaknesses and will work as a team to plan instruction to get students ready for post-secondary school options. There will be supports in place to ensure that all students who would like to go to college/vo-tech school have prepared/taken entrance exams (ACT, ASVAB, etc), and have applied to a post-secondary school.		<b>Henry Hawkins</b>	<b>05/25/2018</b>
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<b>Action(s)</b>	<b>Created Date</b>		<b>1 of 8 (12%)</b>		
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<b>1</b>	11/30/16	Students will be surveyed to see if they are prepared to take the ACT and what supports they need to be successful on the college admissions exam.	Complete 11/30/2016	Jill Weir	11/30/2016
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<i>Notes:</i> Parents, teachers, and students were surveyed to gather baseline data. These results were used to see what needed to be added, changed, or taken away.					
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<b>2</b>	11/30/16	A link will be created on the CHS website for parents and students to help register and do well on the test.		Jill Weir	05/04/2018
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<i>Notes:</i>					
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<b>3</b>	11/30/16	Cabot High School will partner with ASU-Beebe and Pulaski Technical College to make sure all our seniors apply to college before high school graduation. ASU offers 2 and 4 year degrees along with vocational options.		Nicole Gatewood	05/25/2018
<i>Notes:</i>					
<b>4</b>	11/30/16	CHS will offer a semester long ACT class to help our students prepare for success on the ACT.		Melinda Asewicz	05/25/2018
<i>Notes:</i>					
<b>5</b>	11/30/16	CHS content area teachers will allow practice time in class for ACT including practice tests and bell ringers.		Richard O'Connell	04/27/2018
<i>Notes:</i>					
<b>6</b>	11/30/16	Students will be assessed with interim assessments to show how they are progressing towards academic goals.		Alana Graham	05/25/2018
<i>Notes:</i>					
<b>7</b>	11/30/16	Frequent surveys of students will be conducted to see what supports are needed to be added. This will show programs that need to be added, revised, or discontinued.		Jill Weir	05/25/2018
<i>Notes:</i>					
<b>8</b>	12/1/16	CHS will host an ACT parent night to give parents information on how to help their child be successful on the ACT.		Shannon Southard	10/26/2018
<i>Notes:</i>					