

# Franklin Public Schools Jefferson Elementary School



## **School Improvement Plan**

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# Acknowledgements

During the 2010/2011 school year, the Jefferson School conducted elections from parent/guardian (PCC) and teacher groups to serve on the school council. A community representative, Janice Roddy, the Franklin Public Library's Children's Librarian, was appointed by the principal. During the meetings held, training for council members took place. A school improvement plan was developed with input from the council members. Appreciation is extended to each individual who participated in this most important project.

Jane Hyman  
Principal

Judy Johnson  
Head Teacher

## *Jefferson Elementary School School Council and Interested Parties*

Colleen Davin, Co Chair

Jane Hyman, Co Chair

Judy Johnson

Brien Keller

Barbara Mitchell

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Rosalie Perry

Nancy Rae

Janice Roddy

Lisa Stanton

Rita Verney

Christine Zajac

# Executive Summary

## School Profile

**The Jefferson Elementary School serves children from kindergarten through the fifth grade level. Our enrollment for next year appears to be approximately 430 students.**

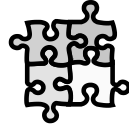
**Since children register and sometimes leave during the school year, our enrollment will fluctuate. During the 2011/2012 school year, it is anticipated that we will have two kindergarten classrooms that offer a full day program, three first grades, four second grades, three third grades, three fourth grades and three fifth grade classrooms. We will also have three ungraded special needs classrooms for children throughout the district. Students will receive music, art, wellness and physical education once per week taught by specialists. They also visit the library once per week to select books for both pleasure reading and research reports.**

**Additional information about our school can be found in our NCLB Report Card at the following link.**

**<http://profiles.doe.mass.edu/reportcard/rc.aspx?linkid=37&orgcode=01010010&fycode=2009&orgtypecode=6&>**

# Executive Summary

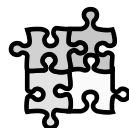
## Progress on Goals



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While some of the action plan activities noted in the goals below were accomplished in some fashion during the 2010-2011 school year, the actual goals in many instances were important enough to be considered ongoing or extended for the 2011-2012 school year.

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# Progress on Goals

- 1. Literacy:** Jefferson Elementary School students will increase their use of targeted reading strategies to be utilized at their instructional reading levels through the introduction of the reading workshop model. This will be measured by students' selections of "just right" books, their responses to open response questions and/or conferencing with staff and their responses in reading response journals.

Teachers received ongoing professional development on teaching units of study using the Readers' Workshop model. All teachers have received a total of six units of study between last year and this school year. All teachers are implementing Readers Workshop five times per week. Teachers continued to organize and expand their classroom libraries. Many new resources were added to the school's bookroom. Teachers continued to visit lab classroom teachers in our school and in the district to share ideas and practices. Teachers continued to work on using assessment data and conferring notes to guide their instruction. One study group was formed for teachers in the upper grades to discuss literacy topics. In addition, grade level teachers worked with a consultant and our literacy specialist to provide ongoing support for using data to drive instruction and for curriculum development.

Students are selecting "just right" books more often and they are reading more than ever before. For the school's voluntary reading program, all students participated. Less than 2.5% of the students did not read for all three months of the program.

# Progress on Goals

- 2. Mathematics: Jefferson Elementary School students will increase their practice and achievement of math skills through the use of targeted programs such as Everyday Math, Touch Math, Hands on Equations and Study Island. There will be communication with the Math CET, general education and special needs staff to foster best practice.**

The Math CET continued to do demonstration lessons in grades 3-5 classrooms using the Hands-On-Equation program. Classroom teachers completed any lessons that were not done by the Math CET. Thus all students in grades 3-5 went through the entire Hands-On Equations program. From a review of student work, it appears that students are gaining a deeper understanding of algebraic concepts. The Math CET met monthly with the special needs staff to increase communication about math instruction and special needs children. Both strategies and materials were shared at the meetings. A before school Study Island group was implemented for those students in grades 4 and 5 who scored poorly on the MCAS testing from spring 2010.

- 3. Home/School Communication: To provide information to staff and parents/guardians on the status of school funding, budgets, proposed overrides/debt exclusions and to educate constituencies on the annual budget process for the Franklin School System.**

This year the school council continued to write several articles in the Jefferson newsletter to keep families informed about the budget. Members of the school committee and central administration came to a PCC meeting to further inform the public. Each PCC meeting agenda lists dates and times for upcoming school committee and town council meetings.

# Progress on Goals

4. **Supportive Learning Environment: To promote activities and awareness to inspire and promote healthy lifestyles, including but not limited to making good food and exercise choices.**

The *Nutrition Nuggets* newsletter is sent home regularly to give families information about good nutrition and fitness. Student council members continue to include fun and interesting health facts in the PCC newsletter. The Jefferson School community promotes good health by participating in the *Jump Rope for Heart program* and holding fitness events - the *Jefferson Fun Run*, Field Days and Kid's Fitness Day at the school. A Healthy Lifestyle week was held in May and included such things as a Hula Hoop challenge at recess and dancing at recess to music provided by our music instructor. A salad bar was added to the lunch menu. The PCC did buy replacement playground equipment for use at recess.

5. **School Safety: To continue to use the Open Circle Social Competency Program on a school-wide basis.**

Two teachers were trained this year to use the Open Circle Program and two consultants supported the *Open Circle* program at Jefferson. All classrooms held meetings at least two times per week. The entire school holds Open Circle on Monday afternoons. When difficult problems existed in classrooms, the teacher and/or the principal and/or the adjustment counselor held Open Circles in the target classrooms. *No Name Calling Week* and *Mix-It-Up Days* were held as part of an anti-bullying program. The district attorney's office also held a workshop for third grade students. A school bulletin board in the lobby highlights important aspects of the *Open Circle* program. Parent training was also held this school year. Cultural Enrichment brought The Power of One, an anti-bullying assembly to all grades. Students then signed a pledge to stop any bullying either as a participant or a bystander. The school purchased a copy of One for each grade level and the students were involved in a one school one book initiative to discuss bullying as an inappropriate behavior.



# Progress on Goals

- 6. Technology Integration: To encourage the safe use of the Internet on both computers and hand held devices at home for Jefferson Elementary families.**

The technology goal was designed to keep families informed on the safe use of the Internet, and the council members achieved this through articles published in the PCC Newsletter that covered topics such as safe use of the Internet, social networking sites as well as cyber bullying. Posters were displayed in the computer lab and Internet safety cards with tips to help children stay safe when using the computer were distributed to new students at Jefferson School this year. The links on the Jefferson webpage have been periodically updated.

# Goal Statements

## 2011 ~ 2012

### 1. Literacy: Continuation Goal

**Jefferson Elementary School students will increase their use of targeted reading strategies to be utilized at their instructional reading levels through the continuation of the reading workshop model. This will be measured by students' selections of "just right" books, their responses to open response/short answer questions and/or conferencing with staff, and their responses in reading response journals.**

Teachers and students have made great strides in implementing the Readers' Workshop model in the classroom. During 2011-2012 teachers will continue to use the model five times a week. There are now six units of study. Teachers will continue to become more adept at using informal and formal assessment to drive small group instruction. Reading response journals will be more fully implemented in grades 3-5. One of the units of study is on test-taking behaviors. The literacy specialist will practice open response questions with students and model good test taking behaviors for students and staff. The literacy specialist will also meet with grade level teams to organize the sequence in which units are taught at each level. Common vocabulary for test taking strategies will also be organized across grade levels. Teachers in grades K-2 will be trained in the Foundations program to be used in the classroom.

### 2. Mathematics: Continuation Goal

**Jefferson Elementary School students will increase their practice and achievement of math skills through the use of targeted programs such as *Everyday Math*, *Touch Math*, *Hands on Equations* and *Study Island*. There will be communication with the Math CET, general education and special needs staff to foster best practice.**

The Math CET will continue to work with students and staff on Open Response Question and algebraic thinking. The work with the special needs staff will continue to coordinate classroom and specialized instruction in math for our special needs population.

# Goal Statements

## 2011 ~ 2012

### **3. Home/School Communication: Continuation Goal**

**To provide information to staff and parents/guardians on status of school funding, budgets, proposed overrides/debt exclusion and to educate constituencies on the annual budget process for the Franklin School System.**

Franklin continues to struggle with fiscal constraints. The School Council feels it's important to continue to keep the public informed about town government and budget issues. All PCC meeting agendas will list dates and times of critical school committee and town council meetings.

### **4. Supportive Learning Environment: Continuation Goal**

**To promote activities and awareness to inspire and promote healthy lifestyles, including but not limited to making good food and exercise choices.**

The problem of obesity in youth continues to be an issue both locally and nationally. The district is now implementing a wellness program at the elementary level. The strategies outlined in this goal will serve to support the new wellness initiative. Students will continue to be encouraged to eat more healthfully at home and at school.

# Goal Statements

## 2011 ~ 2012

### 5. School Safety: Continuation Goal

**The Jefferson Elementary School will continue to use the Open Circle Social Competency Program on a school-wide basis to encourage students to be good citizens of their school and community.**

The *Open Circle Social Competency Program* continues to be the core of teaching problem solving and social skills to our students and their families. This year new Open Circle curriculum binders were purchased that now include lessons to address bullying behavior. An FEF grant was received to purchase *Model Me* videos for kindergarten to further supplement social skills development. Two additional books, Zero and Junkyard Wars have been purchased for two more one school one book initiatives to address bullying behavior.

### 6. Technology Integration: Continuation Goal

**To encourage the safe use of the Internet on all computers/handheld devices and inform the Jefferson community of the growing problem of Cyber Bullying.**

As students use technology more in the home, the goal of the council is to integrate technology in a safe and supervised way. By using safe websites and providing pertinent articles to families, we hope students will use technology in a safe way to achieve academic goals.

# SCHOOL IMPROVEMENT ACADEMIC ACTION PLAN

## LITERACY GOAL

**GOAL STATEMENT: 1.** Jefferson Elementary School students will increase their use of targeted reading strategies to be utilized at their instructional reading levels through the continuation of the reading workshop model. This will be measured by students' selections of "just right" books, their responses to open response/short answer questions and/or conferencing with staff, and their responses in reading response journals.

<b>Target:</b> Reading Workshop Model						
ROOT CAUSES	INSTRUCTIONAL CHANGE OBJECTIVE (ICO)	STRATEGIES	RESOURCES	SPECIFIC TIMELINE	INDICATORS OF IMPLEMENTATION	METHOD(S) OF COLLECTING IMPLEMENTATION DATA
1. Insufficient professional development in delivering reading/writing instruction through the workshop model	Teachers will engage students in a workshop model for a minimum of five times per week throughout the school year.	Classroom libraries organized by level, genre, authors, and topics  Create mini lessons based on students' needs  Conference with students  Utilize units of study for targeted skills in reading & writing	Classroom libraries Bookroom texts, including anchor texts School Library Internet Literacy Specialist Teachers for Teachers consultants Office of Instructional Services Units of Study Lucy Calkins writing program	Ongoing throughout the school year	Classroom libraries organized by level, genre, authors, and topics  Evidence of student work  Evidence of 4-6 week planning	Classroom observations  Review of students' work  Conferring notes  Selection of focus lessons used for unit
	STUDENT LEARNING OBJECTIVE (SLO)	TARGETED STUDENTS	ASSESSMENT SCHEDULE	ASSESSMENT TOOLS	DESIRED LEVEL OF PERFORMANCE	PERSON(S) RESPONSIBLE
	Students will use targeted reading strategies with instructional leveled texts with teacher guidance.  Students will use targeted strategies independently with independent leveled texts.	All students K-5  Writing (3-5 students)	September-June	Classroom formative assessments District Assessment tools Anecdotal notes and observations	Students' instructional levels	Classroom teachers Literacy Specialist Principal Teachers for Teachers consultants Office of Instructional Services Resource Room Teachers
ROOT CAUSES	INSTRUCTIONAL CHANGE OBJECTIVE (ICO)	STRATEGIES	RESOURCES	SPECIFIC TIMELINE	INDICATORS OF IMPLEMENTATION	METHOD(S) OF COLLECTING IMPLEMENTATION DATA
2. Not enough time spent reading at instructional level with staff members and not	Teachers will provide opportunities for students to engage in reading at students' "just right" levels during independent reading	Instruct students in how to choose "just right" books  Small group targeted instruction at instructional	Classroom libraries that include a variety of levels, genres, topics, and authors  School library	Ongoing throughout the school year	Classroom libraries  Sustained reading time/instructional schedules	Classroom observations  Student work  Conferring Notes

enough time spent reading at the independent level independently	time  Teachers will provide opportunities for students to engage in reading instructional level text with staff	level  Schedule independent reading time with independent level texts with accountability (e.g. logs, response journals, open response questions, conferencing)	Bookroom texts  Utilize technology as appropriate		Plans for small group instruction	Planning sheets
	<b>STUDENT LEARNING OBJECTIVE (SLO)</b>	<b>TARGETED STUDENTS</b>	<b>ASSESSMENT SCHEDULE</b>	<b>ASSESSMENT TOOLS</b>	<b>DESIRED LEVEL OF PERFORMANCE</b>	<b>PERSON(S) RESPONSIBLE</b>
	Students will choose "just right" texts more accurately and independently.  Students will engage with staff members for literacy instruction at instructional level	All students K-5	September-June	Open Response Questions Conferences Reading Logs Response Journals District Assessment Tools	Students' instructional levels	Classroom teachers Literacy Specialist Principal Teachers for Teachers consultants Office of Instructional Services Resource Room Teachers
3. As measured on MCAS testing and from classroom work, it is evident that students need more time and strategies to answer open response/short answer questions appropriately.	<b>INSTRUCTIONAL CHANGE OBJECTIVE (ICO)</b>	<b>STRATEGIES</b>	<b>RESOURCES</b>	<b>SPECIFIC TIMELINE</b>	<b>MEASURE(S) OF IMPLEMENTATION</b>	<b>METHOD(S) OF COLLECTING INFORMATION</b>

	Staff will provide opportunities for students to respond to open response/short answer questions across the curriculum.	Instruct students on how to respond to open response/short answer questions across the curriculum.  Schedule time in all curriculum areas to respond to open response questions.	Prior open response/short answer questions from MCAS tests Open Response Questions in math texts Test Prep unit of study for Readers Workshop Open response/short answer questions based on classroom read alouds	Ongoing throughout the school year	Completed open response questions  Reading Response Journals	Student work  Classroom observations  Reading Response Journals
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	<b>STUDENT LEARNING OBJECTIVE (SLO)</b>	<b>TARGETED STUDENTS</b>	<b>ASSESSMENT SCHEDULE</b>	<b>ASSESSMENT TOOLS</b>	<b>DESIRED LEVEL OF PERFORMANCE</b>	<b>PERSON(S) RESPONSIBLE</b>
	Students will respond to open response/short answer questions that incorporate data from what has been asked or read.	All students Gr. 3-5	September- June	Open response/short answer questions  Reading response journals  MCAS	Majority of students will score between 2-3 on MCAS  Open Response/short answer questions in journals will show improved performance over time	Classroom teachers Literacy Specialist Math CET Principal Resource Room Teachers EAs
4. Insufficient professional development in delivering phonics instruction	<b>INSTRUCTIONAL CHANGE OBJECTIVE (ICO)</b>	<b>STRATEGIES</b>	<b>RESOURCES</b>	<b>SPECIFIC TIMELINE</b>	<b>MEASURE(S) OF IMPLEMENTATION</b>	<b>METHOD(S) OF COLLECTING INFORMATION</b>
	K-2 teachers will engage students in the Foundations program as prescribed in the manual.	Utilize Foundations materials to instruct students to use phonic skills for encoding and decoding.	Foundations materials Foundations training	Ongoing throughout the school year	Classroom schedules Evidence of student work	Student work  Classroom observations  Planning sheets
	<b>STUDENT LEARNING OBJECTIVE (SLO)</b>	<b>TARGETED STUDENTS</b>	<b>ASSESSMENT SCHEDULE</b>	<b>ASSESSMENT TOOLS</b>	<b>DESIRED LEVEL OF PERFORMANCE</b>	<b>PERSON(S) RESPONSIBLE</b>
	Students will use learned phonic elements to encode and decode words in isolation and in text.	All students Gr K-2	September- June	Foundations progress monitoring	Mastery of skills taught	Classroom teachers Literacy Specialist Principal Resource Room Teachers Office of Instructional Services Foundations trainers

# SCHOOL IMPROVEMENT ACADEMIC ACTION PLAN

## MATH GOAL

GOAL STATEMENT: 2. Jefferson Elementary School students will increase their practice and achievement of math skills through the use of targeted programs such as Everyday Math, Touch Math, Hands on Equations and Study Island. There will be communication with the Math CET, general education and special needs staff to foster best practice.						
Target: Hands on Equations Program						
Root Causes						
	INSTRUCTIONAL CHANGE OBJECTIVE (ICO)	STRATEGIES	RESOURCES	SPECIFIC TIMELINE	MEASURE(S) OF IMPLEMENTATION	METHOD(S) OF COLLECTING INFORMATION
1. Not enough time spent on concrete algebraic number sense relationships.	Teachers will engage students in the Hands on Equation Program for a minimum of seven lessons	Math manipulatives will be used in teaching the seven lessons	Hands on Equation Kit  EM curriculum  Math CET	Ongoing throughout the school year	Evidence of student work	Classroom Observations  Review of students' work
	Student Learning Objective (SLO)	Targeted Students	Assessment Schedule	Assessment Tools	Desired Level of Performance	Person(s) Responsible
	Students will use the Hands on Equation Program	All students in grades 3-5	September-June	Classroom formative assessments  Anecdotal notes and observations  Lesson activity	Students' completion of seven lesson activities with a majority of correct responses	Classroom teacher  Math CET  Principal  Office of Instructional Services
	INSTRUCTIONAL CHANGE OBJECTIVE (ICO)	STRATEGIES	RESOURCES	SPECIFIC TIMELINE	MEASURE(S) OF IMPLEMENTATION	METHOD(S) OF COLLECTING INFORMATION
2. Not enough coordinated communication between general education and special education staff with Math CET.	Math CET to meet a minimum of one time per month with SPED staff to brainstorm math strategies for struggling students.	Math CET and SPED staff to have monthly meeting.  FASTTMath pilot to be continued with struggling students.  SPED staff will use math reference sheet all year long.	FASTTMath program  Study Island  Student Reference Sheet  Open Response binder	Ongoing throughout the year	Record of staff meetings  Student use of specialized materials  Evidence of student work	Review of students' work  Observations  Record of staff meetings and topics discussed



		Before school Study Island program for struggling students in grades 3-5 will be continued.	Touch Math materials Jefferson Math Closet Supply List			
	<b>STUDENT LEARNING OBJECTIVE (SLO)</b>	<b>TARGETED STUDENTS</b>	<b>ASSESSMENT SCHEDULE</b>	<b>ASSESSMENT TOOLS</b>	<b>DESIRED LEVEL OF PERFORMANCE</b>	<b>PERSON(S) RESPONSIBLE</b>
	Students will demonstrate increased understanding of math concepts and applications.	Students in grades 3-5	Ongoing throughout the year	Data collection sheets FASTTMath profile Study Island Profile Unit Tests	Students will demonstrate growth on the growth model from MCAS	General Education teacher Special Education teacher EA staff Math CET Team Chair Principal Office of Instructional Services

## SCHOOL IMPROVEMENT NON-ACADEMIC ACTION PLAN HOME/SCHOOL COMMUNICATION

**GOAL STATEMENT: 3.** To provide information to staff and parents/guardians on status of school funding, budgets, proposed overrides/debt exclusion, and to educate constituencies on annual budget process for the Franklin School System.

ROOT CAUSES	STRATEGIES	RESOURCES	SPECIFIC TIMELINE	INDICATORS OF IMPLEMENTATION	METHOD(S) OF COLLECTING IMPLEMENTATION DATA	PERSONS RESPONSIBLE
1. Lack of awareness by staff, parents/guardians about annual budget process, budget terminology and Town intent (e.g. overrides)	<p>Submit budget articles to PCC Newsletter. (Remind readers to review Superintendent's messages in newsletters and on the School District's web-site.) Focus on current budget issues, events &amp; the budget process. Potential topics: Town Gov't., Actual Budget Process, How Cuts Impact Education of Children, Services Available to People in Need.</p> <p>Inform voters (PCC, parents/guardians) of relevant Town Council and/or School Committee Meetings. (Give specific dates and times when possible.)</p> <p>Inform voters about budget matters, including proposed override and/or debt exclusion votes, and their impact on the schools.</p>	<p>Tuesday memo(s) Jefferson Listserve PCC Newsletter Jefferson Website</p>	Ongoing	<p>Evaluating needs at School Council meetings and distributing information as needed</p> <p>Memos, PCC Newsletter Articles, List Serve Communication and Website Information</p>	Discussion at a Spring PCC meeting as to the usefulness of information disseminated	<p>Rosalie Perry</p> <p>Barbara Mitchell</p>

## SCHOOL IMPROVEMENT NON – ACADEMIC ACTION PLAN

### SUPPORTIVE LEARNING ENVIRONMENT

**Goal: 4. To promote activities and awareness to inspire and promote healthy lifestyles including but not limited to making good food and exercise choices.**

ROOT CAUSES	STRATEGIES	RESOURCES	SPECIFIC TIMELINE	INDICATORS OF IMPLEMENTATION	METHOD(S) OF COLLECTING INFORMATION	PERSONS RESPONSIBLE
1. Physical Education classes have been cut in the Franklin Public School system, while obesity in our nation's youth has tripled in the last fifteen years.	<p>Healthy Lifestyle Events/Activities such as:</p> <ul style="list-style-type: none"> <li>• Healthy Lunch Day</li> <li>• Healthy Snack Day</li> <li>• Exercise in the Classroom</li> <li>• Recess activities to promote physical fitness</li> <li>• Speakers/Special Guests</li> </ul> <p>School lunch menu to include daily salad bar</p> <p>Hang posters promoting healthy choices</p> <p>Jump Rope for Heart Programs</p> <p>Field Day</p> <p>Kids Fitness Day Program</p> <p>Jefferson Fun Run</p> <p>PCC to replace worn out recess supplies as needed (subject to availability of funds) to encourage active play during recess</p> <p>Request that Student Council incorporate fun and interesting health facts into the PCC newsletter</p>	<p>Federal Websites</p> <p>Other Internet sources</p> <p>PE/Wellness program</p> <p>PCC</p>	Ongoing	<p>Events take place</p> <p>New playground equipment is purchased</p> <p>Posters are on display</p> <p>Articles in newsletter and/or Listserve</p> <p>Nutrition Nuggets</p> <p>Salad bar is available at lunch</p>	<p>Event observation</p> <p>Program participation</p>	<p>Colleen Davin</p> <p>Nancy Rae</p> <p>Lisa Stanton</p> <p>PE teacher</p> <p>Teaching Staff</p> <p>PCC</p> <p>Student Council</p>

# SCHOOL IMPROVEMENT NON-ACADEMIC ACTION PLAN

## SCHOOL SAFETY

**GOAL STATEMENT: 5. The Jefferson Elementary School will continue to use the Open Circle Social Competency Program on a school-wide basis to encourage students to be good citizens of their school and community.**

ROOT CAUSES	STRATEGIES	RESOURCES	SPECIFIC TIMELINE	INDICATORS OF IMPLEMENTATION	METHOD(S) OF COLLECTING IMPLEMENTATION DATA	PERSONS RESPONSIBLE
<p>1. Students need to be taught and encouraged to be good citizens of their school and community</p> <p>2. Research shows bullying behaviors can begin at an early age unless students are taught about socially competent ways to understand differences.</p>	<p>Continue to implement Open Circle at least twice per week in every classroom.</p> <p>Continue to use an Open Circle bulletin board in a prominent place to share compliments, problem - solving steps etc.</p> <p>Continue to have a weekly school-wide Open Circle time.</p> <p>Participate once again in No Name Calling Week, using creative public displays for student pledging.</p> <p>Continue to participate in periodic "Mix-it Up" days at lunchtime.</p> <p>Continue to report Double D's to school administration.</p> <p>Continue to use multi-cultural resources to increase cultural awareness and understanding of</p>	<p>Open Circle curriculum binders</p> <p>Open Circle Book Cart</p> <p>Open Circle bulletin board</p> <p>Open Circle website</p> <p>Internet</p> <p>FPS Anti-Bullying Task Force Information on district website</p>	Ongoing	<p>Open Circle will be held at least twice weekly in each classroom.</p> <p>There will be a school-wide Open Circle day/time.</p> <p>Newsletter articles</p> <p>Events held</p> <p>FEF Grant application will be completed.</p> <p>Open Circle Book Cart will be updated.</p> <p>Open Circle Bulletin Board will be filled by various grade levels.</p> <p>Students will receive Good Citizen Awards.</p> <p>Office referrals for behavior problems will be minimal.</p>	<p>Classroom and Common area observations</p> <p>Problem Solving boxes will be utilized in each classroom.</p> <p>Bulletin Board</p> <p>Book Cart</p> <p>Office referrals will be monitored.</p>	<p>Teaching and Support Staff</p> <p>Head Teacher</p> <p>Principal</p>

	<p>differences.</p> <p>Continue to offer anti-bullying workshops in Grades 3-5.</p> <p>Inform staff, students and parents about the anti-bullying legislation using a variety of sources.</p> <p>Encourage the use of the FPS district anti-bullying Task Force resources, which are available on the district website. Highlight some of these resources through the JES newsletter several times per year.</p> <p>Consider writing a Franklin Education Foundation (FEF) grant to provide more books/resources for parents, teachers, and students on the topic of bullying.</p> <p>Hold "One School, One Book" events to raise awareness of differences.</p> <p>Continue to offer Open Circle Parent/Guardian training during the school day, with sign ups held during the year.</p> <p>Invite parents/guardians to sit in on a classroom Open Circle.</p>					
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## SCHOOL IMPROVEMENT NON-ACADEMIC ACTION PLAN TECHNOLOGY INTEGRATION

**GOAL STATEMENT: 6. To encourage safe use of the Internet on all computers/handheld devices and inform the Jefferson community of the growing problem of Cyber Bullying**

ROOT CAUSES	STRATEGIES	RESOURCES	SPECIFIC TIMELINE	INDICATORS OF IMPLEMENTATION	METHOD(S) OF COLLECTING IMPLEMENTATION DATA	PERSONS RESPONSIBLE
Increased danger to students and families through exposure to inappropriate people and materials as has been documented nationally.	Distribute communication to Parents/Guardians	Tuesday memo(s), Jefferson list server, PCC Newsletter, or Jefferson Website	Ongoing	Evaluating needs at School Council meetings and distributing information as needed	Discussion at Spring PCC meeting as to usefulness.	Rosalie Perry Barbara Mitchell Rita Verney Brien Keller Classroom Teachers Tech Coordinator
	Publish Articles on Internet Safety, Social Networking sites and Cyber Bullying	PCC Newsletter	February, March and April	PCC Newsletter	Discussion at School Council meetings and PCC meetings	
	Evaluate/add/maintain links to Jefferson School webpage as appropriate		Ongoing			
	Schedule spring Teen Angel presentations for grade 5 students	Middle School Teen Angels	May/June 2012	Student participation, class schedules	Observe presentation	
	Produce/distribute pertinent information and tools to students when available, including Internet Safety Cards to new student at Jefferson	Distribute take home materials to students	Ongoing	Memos, PCC Newsletter articles and updated website.	Discussion at School Council meetings and PCC meetings	
	Initiate a Poster Contest for 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> grade students to	Class/Home Activity	No Name Calling Week		Discussion at School Council meetings	

	bring awareness to anti-bullying and Cyber Bullying issues.					
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