

School Planning Report 2009-2010

Step 1	Identification			
	Name of School Division St. James-Assiniboia	Name of School Heritage Elementary	Name of Principal Neil Moffatt	Date (yyyy/mm/dd) 2009/06/24

Step 2	School Profile <i>(Complete the following using FTE as of Sept 30)</i>		
	Number of Teachers: 13	Number of Students: 173	Grade Levels: K-5
What is your mission statement? The mission of Heritage School is to create an environment which fosters positive self-esteem, optimal academic growth and responsible social interactions.			

Step 3	Planning Process		
	Did your planning refer to the school vision/ mission statement?	<u>Yes</u> No	Year last revised: 2006
	List or describe factors that influenced your priorities. Our school goals are derived based upon provincial and divisional initiatives , the academic needs of our school population, and community feedback from our annual school survey.		
Describe the planning process and the involvement of students, staff, families and the community. (Who was involved? How often did you meet? How were decisions made? What data was used? Goal setting begins with a needs assessment of our school, planning time to cohesively develop priorities and personal goal setting. This takes place in the spring, beginning with a reflection on the current schools goals before planning for the following year. Several discussions take place at staff meetings as well as in small committees. A community survey provides information from parents, as well as parent council meets monthly to discuss needs and our student council has a forum for sharing and brainstorming improvements and activities for students. Decisions are made on a consensus basis.			

Step 4	School Priorities	
	1.	Assessment: to develop and implement common literacy assessments as a means of guiding instruction and accurately assessing student growth.
	2.	Sustainability: to develop a school wide Sustainability Program allowing each classroom to be involved in sustainability initiatives of their design.
	3.	Instruction: to develop a school wide math committee to assist teachers refine their instruction and assessment practices with a focus on developing students' number sense.
	4.	
	5.	

Step 5	Previous Years' Successes. Please comment on successes and progress towards meeting previous school plan outcomes		
	Expected Outcomes	Results (status, data or anecdotal evidence)	Enter First letter Discontinued Ongoing Met
	1. By June 2009, all staff will be using restitution as a means of dealing with behavioural choices.	-Staff have acquired a minimum of restitution level 2. -Staff have continued to meet in Professional Learning Communities focusing on restitution. -All staff use restitution as a means of dealing with and preventing behavior issues.	M
	2. By December 2009, the school will integrated an everyday breakfast program in the school.	-Approximately 30% of students participate in our breakfast program on a daily basis. -100% of students have participated in our breakfast program on an occasional basis. -All staff members have volunteered in the breakfast program. -There is Infrastructure in place to ensure the smooth operation of our breakfast program. Students are able to get to classes on time.	M

Comment [W1]: Please assess progress on last year's outcomes by indicating 'D, O, or M'

	3. By June 2008, all teachers will have integrated one Literacy with ICT (individual or class based) project into their curricular program.	<p>-A committee was established early in the school year to determine the best practice for implementing Literacy with ICT at Heritage School.</p> <p>-All staff were provided with copies of the MECY documents related to Literacy with ICT.</p> <p>-All students had access to a variety of technological forms: ebooks, internet, smartboards, digital cameras and video cameras.</p> <p>By October 2007, a PLC will be established with the objective of determining "best practice" for implementing Literacy with ICT.</p>	M
	4. By June 2009 all teachers will participate in one professional learning community.	<p>-Staff were provided with release time to attend Professional Development sessions related to the Professional Learning Communities that they were involved in.</p> <p>-All staff had an opportunity to select a PLC to become a part of.</p> <p>-Teachers had common prep time built into their timetables to facilitate PLC meetings.</p> <p>-Time during the school day was provided to staff to help facilitate PLC meetings.</p>	M
	5.		
<p>Comment on why you chose the outcomes.</p> <p>Staff was involved in the process and outcomes from present professional learning communities were integral. Parent Council had been informed and had been solicited for other directions. Our community survey was implemented and ideas and feedback were considered. Coordinators and initiatives with regards to new/other directions from our senior administration were also considered.</p>			

Step 6	2009–2010 Plan			
	For more examples, see the Planning in Education website at http://www.edu.gov.mb.ca/ks4/specedu/pie/index.html			
	Expected Outcomes What specifically are you trying to improve for students? (Observable, measurable)	Indicators How will you know that you are making progress?	Strategies What actions will you take ?	Data Collection By what means will you collect evidence of progress?
	1. By June 2010, staff will work in Professional Learning Communities to develop and implement common literacy assessments as a means of guiding instruction and accurately assessing student growth.	<ul style="list-style-type: none"> -Professional development sessions to support assessment and evaluation will be attended by staff members. -Grade level teams will have met to develop common assessments and evaluation tools. -Teachers will have an increased repertoire of assessment tools and strategies. -Students will have a better understanding of what they can do, what they need to work on and what progress they have made. -Students will be able to demonstrate their achievement/learning at their individual potentials. 	<ul style="list-style-type: none"> -PIA and curriculum coordinator will work with grade level teams. -Writing exemplars for each grade level will be collected and collated. -Teachers will share common assessment strategies (checklists, rubrics, etc). -Staff will agree upon common language/terms related to assessment and evaluation. -Teachers will be encouraged to visit other classrooms within the school and within the division to deepen their understanding of good instruction and assessment. 	<ul style="list-style-type: none"> -Common assessments created and collated (checklists, rubrics, etc.) -Exemplars created -Assessment data analyzed at each grade level -Reading levels tracked and updated centrally.
	2. By June 2010, a school wide Sustainability Program will be developed allowing each classroom to be involved in a minimum of one sustainability initiative of their choice/design.	<ul style="list-style-type: none"> -Students will continue to participate in our divisional sustainability education program. -Students at all grade levels will have the opportunity to be involved in sustainable development initiatives. -Information related to the student initiatives will be relayed to parents through our monthly newsletter. Parents will be surveyed to see if electronic newsletters can be used instead of paper copies. -The school will utilize a 'butterfly garden' to promote sustainability within the community. -The no-idle zones in our parking lot will be reinforced (through student volunteers in the parking lot and notices in our newsletters). -Additional supplies will be purchased to help facilitate recycling in the school and on the playground. 	<ul style="list-style-type: none"> -Heritage students are active members in our divisional sustainability education program. -All classrooms have adopted at least one sustainability initiative during the school year. -A new 'green' section has been added to each of our monthly newsletters. -Whenever possible, school newsletters are sent to parents electronically instead of paper copies. -Butterfly garden has been planted and upkept (watered and weeded regularly). -No-idle reminders will be placed in the newsletter on a regular basis. -Additional blue box recycling bins have been purchased and placed around the school (and brought outside for recess). 	<ul style="list-style-type: none"> -Divisional data related to energy and water usage will be examined by classrooms. -Students will keep track of the number of garbage pick-ups and recycling pick-ups during the school year to determine the effectiveness of our initiatives. -The number of cars idling in our parking lot will be tracked.
3. By June 2010, a school wide math committee will be created to help all K-5 math teachers refine their instruction and assessment practices with a focus on developing students' number sense.	<ul style="list-style-type: none"> -A math committee, consisting of the PIA, math teachers and "First Steps" trained teachers, will be formed. -Time will be allocated within the school day for teachers to provide daily mental math/problem solving instruction. -Curricular outcomes for each grade will be reviewed by grade level teams and the PIA. -Additional resources will be purchased to assist in the instructional focus on number sense. -Curriculum coordinator will be accessed to help grade level teams determine instructional practices to refine. -Common language related to number sense will be reviewed, prioritized and utilized across all grade levels. -Additional manipulatives will be purchased and stored centrally within the school. 	<ul style="list-style-type: none"> -Math committee has been formed and assisting teachers with their number sense instruction/assessments. -A designated 12 minute block has been established at the beginning of the afternoon for teachers to have math centres/routines and to provide additional mental math and problem solving instruction. -Additional manipulatives and resources have been purchased and are being utilized by staff. -Grade level teams have established common language, instruction and assessments in the area of number sense. -Curriculum coordinator has been accessed by staff. 	<ul style="list-style-type: none"> -Report card data will be examined to determine areas of growth and continued need throughout the school year. -Common language and routines/strategies will be shared at staff meetings. 	
4.				
5.				
Comment on why you chose the outcomes.				

Step 7	Healthy Child Healthy Schools Survey Information. Schools are required to develop and report upon Nutrition Policies. Please complete the short survey below.	Fully in Place	Partially in Place	Under Development	Not applicable
	Do you have a written school nutrition policy?				
	A) At the school Level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B) At the division level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No		
	Does the school have a representative committee or group that addresses school nutrition issues?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Have you utilized the Manitoba School Nutrition Handbook?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Have you adopted the Manitoba Guidelines for Foods Available at School?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

A Rubric is available at www.edu.gov.mb.ca/k12/specedu/pie/index.html.

<p>Direct inquiries about the <i>School Planning Report</i> to: Larry Budzinski Phone: (204) 572-5117 Email: lbudzinski@gov.mb.ca</p>	<p>DUE DATE: OCTOBER 30, 2009</p>	<p>Submitting Completed School Planning Report</p> <p>Please submit completed <i>School Planning Reports</i> to your division office. Divisions please send the reports to Kim Warelis at: Email: Kim.Warelis@gov.mb.ca or Fax: (204) 622-2260 or Mail: Program and Student Services, Room 411, 27-2nd Ave. S.W., Dauphin MB R7N 3E5 Electronic Submissions are preferred. Schools and Divisions wishing to participate in the school and division report database project are asked to submit their plan using the link from our website.</p>
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