

5. PLAN of ACTION

2006

Mission Statement SHS

- The mission of the SHS is to empower each child intellectually, emotionally, socially, physically, and religiously in an environment conducive to self-motivated learning.
- The child will develop to his/her fullest potential as a contributing member of the community.
- Each child will be treated with dignity, respect, and appreciation of his/her individual contributions.

School Development Objective: Comfortable settings where learning will continue to take place according to FBE strategies.

Results

Activities

Pictures of indicators

Evaluation

Responsible

Responsible

Involved

Indicators and comments

1. School Structure

1. The school is all-inclusive: it has a department for Special Ed/ Remedial Teaching where children with special needs can follow lessons at their level daily.

1.1 Write an accurate advertisement to recruit qualified Special Ed/Remedial Teacher.

1.2 Introduce new SE/RT teacher to the curriculum.

1.3 Write accurate job description for SE/RT.



Special Ed teacher with student

SE/RT teacher hired in June, after departure again in December.
Done in August

Diane

Jet

Jet

Position advertised in March; job description available.

Indicators per result

- 2.1.1 Advertisement in the newspaper.
- 2.2.1 Special/Remedial needs students receive support according to the curriculum: attending the class, records and timetable.
- 2.3.1 Job description is available.

Comments

2. Students

1. By the end of the school year, all students in cycle 1 will be taught according to FBE principles.

1.1 Train teachers how to become facilitators.

1.2 Train teachers on how to promote students to become self-motivated learners.

1.3 The IC provides teachers with 2 hours per week of feedback, based on observation.

1.4 IC identifies specific needs of FBE principles.



Tr. Sharron during the weekly sessions.

In weekly trainings.

Sharron

Done in weekly training sessions.

Sharron

Done every week, on Monday afternoon sessions for Cycle 1.

Sharron

Ongoing activity.

Sharron

Indicators per result

- 1.1.1 Teachers grow towards becoming an FBE-teacher: observation sheets IC.
- 1.2.1 Students can work effectively with the FBE-strategies.
- 1.3.1 Teachers know their strengths and weaknesses and work on their specific needs (IC observation forms).

Comments

2. The SHS has a Preparatory Class; K2 - grade 2 will form 3 cycle 1 groups.

2.1 The IC follows up on the implementation of the readiness program in the Day Care Center.

2.2 The IC meets with the Day Care Coordinator on a monthly basis.

2.3 Regroup K2 - grade 2 students into 3 cycle 1 groups.

2.4 Inform parents that students must be enrolled in the Preparatory Class immediately after their 4th birthday.



Admission right after 4th birthday.

100% of the new students are checked.

Sharron

Meet periodically, based on needs; quarterly contact.

Sharron

See comments.

Diane

Has been achieved throughout the year.

Diane

Indicators per result

- 2.1.1 Children in Daycare are familiar with the FBE-approach before they enter SHS.
- 2.2.1 Innovations in Daycare are executed according to plan to allow for a smooth transition.
- 2.3.1 Students are regrouped.
- 2.4.1 Registration system shows admission 4-year olds throughout the year.

Comments Prep class was combined with 5-year olds. Combinations 4-5 and 6-7 until teachers are fully skilled.

3. Cycle 1 students wear the SHS T-shirt.

3.1 Negotiate with Artisan Foundation for better quality shirts in relation to price.

3.2 Inform the parents to purchase the T-shirt.

3.3 Get a catalogue



Choice of quality is now available.

Elka

Accomplished.

Diane

Result accomplished locally.






Elka



Indicators per result






- 3.1.1 Comparison quotations; awarding report; 100 printed T-shirts by June.
- 3.2.1 Letter sent to parents; T-shirts sold.
- Cycle 1 students wear better quality shirts in August.






Comments Consider full uniform for next year.




School Development Objective: Comfortable settings where learning will continue to take place according to FBE strategies.		Pictures of indicators	Evaluation	Responsible		Indicators and comments
Results	Activities			Respons-ible	Involved	
						year.

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4. Moral values are promoted through storytelling, drama and group work.	4.1 Reinforce moral values in Monday morning assemblies, Religion lessons and classroom rules.		Takes place.	Team		Indicators per result 4.1.1 Less physical and verbal violence; respectful behavior between staff - students - management - bus drivers; less students on punishment. Comments
3. Staff						
1. By the end of the schoolyear all cycle 1 teachers apply all FBE strategies effectively.	1.1 Write classroom management strategies on paper. 1.2 Train, observe and evaluate all cycle 1 teachers in applying classroom management strategies.		Received in writing; result achieved. Activity carried out; 75% of the teaching in Cycle I is done effectively.	MT		Indicators per result 1.1.1 Teachers organize their classroom and implement the rules according to the classroom management document. 1.2.1 IC reports on weekly observations in all cycle 1 classrooms show a positive trend. Comments
2. Cycle 2 teachers are trained in FBE strategies, and apply new strategies in their classroom, based on homework assignments.	2.1 Train cycle 2 teachers in: Learning through Discovery, Shared Reading, Literature Circles, Shared Match, projects, experiences, lab work, etc. 2.2 Observe and evaluate all cycle 2 teachers in applying the strategies.		All teachers attend training; all apply at least some of the strategies. Observations are done as a follow-up on homework assignment.	Sharron		Indicators per result 2.1.1 Cycle 2 plan books show that all strategies are applied. 2.2.1 IC's teacher observations show positive trend. Comments
3. All cycle 1 teachers set up the learning environment based on the learning activities and the educational needs of each individual student.	3.1 Train the teachers in reliably filling out the tracking system. 3.2 Plan and prepare the curriculum web and lesson plan based on the student tracking system. 3.3 IC observes learning environment and teacher behavior with appropriate sheets and informs the principal.	 Webbing	Result achieved. Result achieved. Result achieved.	Sharron	Team	Indicators per result 3.1.1 Teachers base their findings on facts and keep examples in the students' portfolios. 3.2.1 Lesson plan fits the needs of students so there are no discrepancies in their skills. 3.3.1 Scores on observation of learning environment shows positive trend. Comments
4. Staff relationships have improved through organizing social gatherings to promote staff relationships.	4.1 Staff members organize social gatherings. 4.2 Acting Principal collects funds for presents, cards and staff dinners.	 Networking	Is done regularly Is done.	Team	Miranda	Indicators per result 4.1.1 Staff members socialize in other situations than in the school setting 4.2.1 Special occasions are honored with attention Comments

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5. An Innovations Coordinator has been appointed to guide the teachers through the implementation process.	5.1 Draw up contract 5.2 Convince BPO, USONA, and ExCo that a contract needs to be signed yearly.		Contract is made. Contract has not been signed.	Franklin Franklin		Indicators per result 5.1.1 IC contract has been signed for the whole implementation period 5.2.1 BPO and USONA take care of timely transfer of funds Comments
6. Recruited teachers are knowledgeable in FBE learning and working in centers.	6.1 Write accurate advertisement 6.2 Management meets with prospective applicants for an interview on knowledge and skills. 6.3 Inform applicants about the status of the school: school-in-development. 6.4 Once recruited take new teachers through the Teachers' School Book.		Available. FBE-skills are mentioned in interviews and e-mail correspondence. Teachers receive Teachers' School Book. Achieved in a meeting at the beginning of the schoolyear.	Board Diane Diane Diane		Indicators per result 6.1.1 Ads placed in newspapers and on website. 6.2/3 New teachers fit in the FBE-program: less tension concerning the expectations. Comments
4. Quality of Education						
1. All cycle 1 teachers have effectively assessed and recorded the development of their individual students.	1.1 Change the format of the portfolio to include clear indication of contents, and to accommodate the progress of the child. 1.2 Ensure that all teachers use the different tests (chapter, unit, pre-, post-, midyear, end of year, self-developed) and assessment instruments (portfolio, running records, SAT, checklist) as intended.		Result achieved. Result achieved.	Sharron Team		Indicators per result 1.1.1 New portfolio is in use. 1.2.1 Cycle 2 teachers have all grades recorded in their registers. Cycle 1 teachers have progress assessment in writing; portfolios are in use for all students; running records are kept and checklists are filled out 3 times per year.
2. All teachers work more effectively with students with learning and behavior problems.	2.1 Develop a standardized record progress sheet on students.		Still to be done, due to late arrival of Remedial Teacher and School Psychologist.	Diane Sharron	SE/RT	Indicators per result 2.1.1 More children are effectively engaged in the learning process. 2.1.2 All children show progress. Comments
3. Pupils and their families are given additional support by the multi-disciplinary team.	3.1 Recruit candidates for the multi-disciplinary team. 3.2 Make arrangements for each of the 5 experts to come and provide support and training. 3.3 Organize expert support (ticket, hotel, parent information)		No AMFO-funding. No AMFO-funding. No AMFO-funding.	Team Team Team		Indicators per result 3.1.1 Pupils of selected families will show improved behavior and will be better taken care of (homework done, hygiene improved, better fed, etc). 3.1.2 Parents of selected families show more (positive) interest in school matters. 3.2/3.1 Pupils will continue to get support from experts.

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4. All required materials and equipment for FBE in cycle 1 and 2 are available and in use.	4.1 Make needs assessment 4.2 Ask for quotations. 4.3 Purchase equipment and materials. 4.4 Ensure necessary training for effective use of new materials and equipment.	 All materials mentioned in the needs assessment are available.	Assessment available. All materials in place; training has been given, materials being used in the classrooms.	Team MT Jet Sharron		Indicators per result 4.1.1 All cycle 1 and 2 students will progress through all subject areas according to their personal development plan. Comments
5. Teachers in grade 3-6 adjust the minimum standards as mentioned in their grade's manuals, for all subjects.	5.1 Management Team makes a list of minimum standards and benchmarks. 5.2 Subject Minimum Standard form to be filled in and presented before completion of report cards.		Teachers work according to the minimum list. Is done in the format of a progress graph.	MT Team		Indicators per result 5.1.1 At least 90% of grade 3-6 students achieve at least the minimum standards for all subjects. Comments
5. Physical Situation						
1. At the beginning of schoolyear 2005-2006 all FBE classrooms are suitable for FBE.	1.1 Install harmonica doors.	 Partition wall is installed.	Result achieved.	Jet		Indicators per result 1.1.1 The two rooms are transformed into one bigger room, which can be used in a flexible way by closing the harmonica doors, and have the centers installed. Comments
2. The Computer Lab continues to be fully used.	2.1 Make a schedule for the teachers. 2.2 ICT-assistant works with most grades. 2.3 ICT-assistant does Guided Computer-lessons in cycle 1. 2.4 Install filters for internet use.	 All FBE-students follow weekly lessons in the Computer Lab	Activity done. Activity done. Activity done. In progress.	Diane ICTass ICTass Diane		Indicators per result 2.1-3.1 Computer room is in full use by all students. Comments
6. Educational Organization and School Management						
1. At least 2 teachers' assistants are available in cycle 1.	1.1 Get approval from the school board. 1.2 Write accurate advertisement and job description. 1.3 Appoint teachers' assistants.		Activity done. Activity done. 1 Teacher Assistant and 2 Teacher Aides are available in Cycle I.	Diane Board Board		Indicators per result 1.1-3.1 More personal attention is given to individual students (tracking system). Comments

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2. Teachers of cycle 1 prepare themes and learning assignments together, after school hours.	2.1 Set a day per week to meet. 2.2 Guidance by the Innovations Coordinator. 2.3 Make use of the Teachers Resource Center. 2.4 Make use of the Curriculum Framework for web planning. 2.5 Prepare lesson plans (skills and activities) together.		Cycle I teachers meet on Mondays with the IC.	Team		Indicators per result 2.1-2.5 All projects, activities and skills taught are prepared together.
			Resources are used.	Team		
			Themes are always prepared together.	Team		
			Lesson plans are prepared in pairs or separately.	Team		
		Cycle I teachers meet weekly with the IC.				
3. Stakeholders understand FBE.	3.1 Management Team fills out the Management Matrix. 3.2 Management Team makes appointments with the stakeholders. 3.3 Rethink communication strategies (e.g. video documentary, non-violent communication).		Management Matrix is not always kept up to date.	MT		Indicators per result 3.1/3.2 Meetings are held and minutes are available. Comments
			Meetings take place with all stakeholders.	MT		
			Communication is ongoing; workshop NVC will be given.	MT		
4. Success of implementation has been evaluated for all teachers.	4.1 Adjust appraisal format to fit FBE. 4.2 IC informs principal on a quarterly basis. 4.3 Principal has 1 appraisal interview per year with each individual teacher. 4.4 Teachers write their Personal Development Plan 4.5 PDP is discussed regularly		For leaving teachers.	Diane		Indicators per result 4.1.1 All teachers adhere to job description and curriculum. 4.4.1 All teachers continue to grow towards the FBE-teacher goals (Teachers towards FBE score sheet). Comments
			On a weekly basis.	Sharron		
			As of this year, all teachers will be appraised.	Diane		
			All teachers have set their goals.	Team		
			Individual discussions.	Diane		
5. The Plan of Action is implemented	5.1 Display the Plan of Action in a visible spot and keep track monthly of the achievements. 5.2 Discuss regular meeting times with the stakeholders (e.g. every Wednesday, or every last Monday of the month) and set up meetings for three months at a time.		Result is accomplished.	Diane		Indicators per result 5.1/2.1 Meetings are held and minutes are available. Comments
			Meetings are held with all stakeholders as planned.	Diane		
6. Throughout the schoolyear the teachers are trained in FBE concepts and strategies.	6.1 Trainer organizes a 3-hour training once a week. 6.2 All teachers participate in the mandatory weekly trainings.		Result is accomplished.	Sharron		Indicators per result 6.1 All teachers are aware of new developments 6.2 In cycle 1 and 2 all teachers, also subject teachers, apply FBE principles. Comments
			Training was ongoing until dispute with commissioner in January 2006; resumed in April.	Team		

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7. Language Policy						
1. Spanish speaking children receive some extra attention in English.	1.1 School advises parents to have children watch English TV, speak English at home, hire a tutor for extra lessons, play with Saban friends, read English books. 1.2 Advise the parents to learn English.		Advice is always given, which is no guarantee that it will be applied.	Team	Indicators per result 1.1.1 Better mastery of English language by Spanish speaking students (check by teachers).	
			Adult Education stopped.	Team		Comments
		Extra support Spanish-speaking students.				
2. Reinstall the school policy on Dutch as a subject in cycle 1.	2.1 Write an accurate advertisement for the NVT teacher. 2.2 Write an accurate job description. 2.3 Check referees. 2.4 In cycle 1 the homeroom teacher teaches Dutch: develop a timetable which ensures that through team teaching all cycle 1 students receive Dutch lessons. 2.5 Recruit NVT teacher for cycle 2 who is knowledgeable of TPR.		Done verbally.	Board	Indicators per result 2.1-2.5 All students receive Dutch lessons at their level, using TPR-principles.	
			Tasks all described.	Diane		
			Not done.	Diane		
			Time table available; lessons are being taught.	Diane		
			Through self-study and workshops.	Board		
			Comments			
8. Services						
1. Children's wellbeing has been promoted.	1.1 The SHS provides the following services to the students: library, social worker, hospital, church, homework support, dental care, police adoption policy. 1.2 Services are provided to the SHS by: Public Works, Innovations Bureau, PTA, Lions Club, church, Lipscomb University, Marine Park, etc.		No dental care.	Diane	Indicators per result 1.1.1 Children are attending and receiving help from several services: behavior and work improves. 1.2.1 All students progress on Social-Emotional Development, Reading Comprehension, school-willingness.	
			No PTA.	Team		Comments