

**Duniway Elementary School**

**Matt Goldstein: Principal**

**Kala Goodman: TAG Coordinator**

<b>FOCUS: Acknowledgement of TAG Identified Students</b>		
<b>Action</b>	<b>Documentation</b>	<b>Expected Completion Date or Check Point</b>
<p><b>Method used to ensure all teachers know TAG students enrolled in their class(es):</b> Secretary prints out class lists for TAG coordinator. TAG coordinator hands out copy of class list with TAG students highlighted and identified in TAG areas to teachers. Teachers sign and give list back to TAG coordinator. A copy of the list is given to teachers to keep. Teachers are notified by TAG coordinator when TAG students are newly identified or enrolled. Teachers record appropriate TAG identification designation(R, M, and/or I) in record books.</p>	<p>Principals TAG Guide, Teacher’s record books, Class lists kept in school office TAG coordinator’s class lists</p>	<p>September and update after testing window ends</p>

<b>FOCUS: Identification of Students who Perform in the 97th Percentile or Demonstrate the Potential to Perform</b>		
<b>Action</b>	<b>Documentation</b>	<b>Expected Completion Date or Check Point</b>
<p><b>School has a discussion about school data and the identification of under-represented and underserved students and develops a plan to identify students, recognize leadership ability and develop talents.</b> This conversation with teachers will take place at a staff meeting in September when the TAG handbook materials and the identification process timeline are shared with staff. The TAG Coordinator and principal will facilitate this discussion. Dashboard data will be reviewed examining percentages of TAG identified students from various groupings(race, gender, language, etc).</p>	<p>Staff Meeting Agenda Teacher Handouts</p>	<p>October</p>
<p><b>The principal will ensure teachers are nominating students from underrepresented populations in the following manner:</b> TAG Coordinator and principal will examine assessment data for students from underrepresented groups. Principal will consult with individual teachers regarding screening data and tools for their students from</p>	<p>Test data from previous years broken down by ethnic groups, TAG lists in TAG folder</p>	<p>November</p>

Due to the PPS TAG Office by February 28, 2019

<p>underrepresented populations. TAG Facilitator will encourage teachers to nominate students from underrepresented groups whose parents may not think to nominate.</p>		
<p><b>Our school will use the following observation tools and/or data in the TAG identification process:</b> MAP testing scores, SBAC scores, grade level assessments, BAS Assessments, DIBELS, work samples, teacher observation, Grade 2 Cogat screener scores</p>	<p>Observational Tools filed in Student files or electronic files, assessment results</p>	<p>October/November</p>
<p><b>The building will use the following procedures throughout the ID process:</b> Teacher/Coordinator/Administrator Executive Summary checklists will be used to communicate responsibilities of staff. Important dates will be communicated through the school newsletter, weekly staff bulletin and Fall TAG Parent Information Night. IDPF's will be available on TAG bulletin board near office and online. TAG Coordinator will coordinate the nomination and identification process in line with district timelines.</p>	<p>List of recommendations filed in TAG folder</p>	<p>November</p>

<p align="center"><b>FOCUS: TAG Services</b></p>		
<p align="center"><b>Action</b></p>	<p align="center"><b>Documentation</b></p>	<p align="center"><b>Expected Completion Date or Check Point</b></p>
<p><b>Differentiation strategies:</b> Differentiation strategies in place within Duniway's classrooms may include any combination of the following: flexible grouping (within classrooms and grade-level teams) in math and reading instruction, including leveled readers, Jr. Great Books, literature circles; extensions and enrichments opportunities across the curriculum; access to above grade-level curriculum when appropriate; clustering TAG and other highly-able students for math, reading and/or writing instruction; compacting and acceleration in math and spelling/word study; tiered lessons in all academic areas; choice menus for reading, social studies, math, writing; tiered lessons and choice menus reflecting mindfulness of depth and complexity; higher-level questioning; open-ended assignments; development and use of scoring rubrics; science inquiry; critical</p>	<p>Teacher Lesson Plans, Classroom Observations, Master Schedule, Student Work, Assessment Data</p>	<p>On-going</p>

<p>thinking/Socratic questioning/Systems Thinking; Storyline; field trips that provide enrichment and extensions of science and social studies content. Single subject grade level acceleration in math on a case-by-case basis as determined by team, with consultation by district support-staff.</p>		
<p><b>We determine whether a student needs acceleration in the following way:</b> Assessments Scores (SBAC, BAS, Dibels, MAPS), Pre-test, Observations and Recommendations from Teachers, Parents and Student Work Samples.</p>	<p>Assessment Data Teacher Observations Team Meeting Notes TAG Identification Lists</p>	<p>On-going</p>
<p><b>Our process for using <i>data</i> to measure the growth of our TAG students is:</b> Grade level teams analyze data from a variety of sources during team meetings to inform cluster groupings and differentiation. Classroom teachers use formative and summative assessment to inform differentiation needs; within the classroom and possibly within grade level. Strategies for differentiating needs are discussed during team meetings.</p>	<p>Team Meeting Notes Record/Grade Books</p>	<p>On-going</p>
<p><b>The following options for acceleration are available at our school:</b> Cluster grouping, flexible groups, compacting through choice menus and projects, accelerated curriculum, individual exploratory projects, Online Subscription Tools. <b>Students access these options in the following manner:</b> Assignments or offering by teacher observation; negotiation with teacher; student interest; parent input; Consultation with TAG office regarding single-subject acceleration as needed.</p>	<p>Schedules Lesson Plans Class Lists Individual TAG plan if requested</p>	<p>On-going</p>
<p><b>If a student requires a course beyond what is typically available for that grade or subject area, that student can access this course or experience in the following ways:</b> Cross grade level sharing of resources, individualized instruction/projects, Walk to Read, Walk to Math, Single Subject Acceleration as determined on a case by case basis by team consultation with district support staff.</p>	<p>Team Meeting notes Assessment Data</p>	<p>On-going</p>
<p><b>Additional services available for TAG students include:</b> Student Leadership, Lego Robotics; chess club; Saturday Academy; 5<sup>th</sup> graders can participate in band; chorus when offered; artist residencies at all grades; Spanish and other language classes; Mad Science; play performances; Duniway Talent Show; after</p>	<p>Duniway Update List of Classes offered Master Schedules Community Bulletin Board</p>	<p>On -going</p>

<p>school art programs; Service Learning (school garden, food drive coordination, book drive, reading buddies, mentoring of students at younger grade levels). Performance and/or participation in all school assemblies. School leadership opportunities.</p> <p><b>The students access these services in the following manner:</b> Informational flyers and catalogs; weekly school newsletter announcements; informational parent meetings; literature on school bulletin board; teacher invitation; direct communication with parents of TAG identified students by TAG coordinator; classroom teacher coordination.</p>		
<p><b>The administrator(s) ensures the use of differentiated strategies, rigorous and relevant coursework, and instruction provided at the appropriate rate and level in the following ways:</b> Classroom observations; consultation with individual teachers; goal-setting and discussion during teacher evaluation process; team meeting notes; attendance at team meetings.</p>	<p>Walk-through Notes, Lesson Plans, Observations, Formal and Informal Evaluations</p>	<p>On-going</p>

<p align="center"><b>FOCUS: Responsibilities of TAG Coordinator</b></p>		
<p align="center"><b>Action</b></p>	<p align="center"><b>Documentation</b></p>	<p align="center"><b>Expected Completion Date or Check Point</b></p>
<p><b>The administrator ensures the TAG Facilitator is trained and familiar with the requirements of the TAG Facilitator Job Description, which include mandatory attendance at TAG sponsored PD and coordinating the Nomination and Identification process in the school, in the following manner:</b></p> <p>TAG Coordinator PD presentations to staff; Coordinator forwards to the principal copies of identification and program communications for staff and parents; regular coordinator/principal consultation; regular email communications.</p> <p>Coordinator attends TAG Coordinator meetings; attends/facilitates meetings with parents and teachers as needed; manages email and phone communication with parents regarding TAG issues; consults or co-coordinates extension opportunities/activities with parent volunteers; communicates regularly as needed with TAG office. TAG Facilitator remains stable if possible.</p>	<p>Successful attendance and completion of required activities</p>	<p>On-going</p>

<b>FOCUS: Professional Development</b>		
<b>Action</b>	<b>Documentation</b>	<b>Expected Completion Date or Check Point</b>
<p><b>A quarterly PD schedule is provided that demonstrates when each of the following is included in the school’s professional development plan:</b> flexible grouping, Rigor in the classroom, assessments to inform instruction, increased use of mathematical practices and instructional shifts, increased text complexity and text-based questions</p> <p><b>These strategies will be integrated into our school professional development plan or school improvement plan in the following ways:</b> CCSS Implementation, School Climate Work, Literacy PD, Team Meetings. Conversations around best practices for K-5 students in reading, math, science and social studies.</p>	<p>Meeting agendas Notes from team meetings Year-long calendar with PD schedule</p>	<p>August October November January February April May</p>
<p><b>Administrator(s)//Teachers will use their staff meetings, collaborative planning times, or team planning times to integrate these strategies into their instruction in the following manner:</b> At staff meetings, Coordinator will lead PD supported by TAG office presentation tools and materials; at monthly team meetings, teams will plan differentiation implementation strategies and notes from these meetings will be shared with the principal. Looking at Student Data, Forward Planning, Identifying Targets and Sharing Learning</p>	<p>Agendas and Notes from Meeting</p>	<p>On-going discussions</p>

<b>FOCUS: Communication</b>		
<b>Action</b>	<b>Documentation</b>	<b>Expected Completion Date or Check Point</b>

<p><b>Teachers communicate the differentiation strategies they’re implementing in their classrooms in the following ways:</b>                  Back to School Night; classroom newsletters and or web pages; differentiated assignments and homework; fall conferences; ongoing conversations with parents and students, Lesson Plans, Learning Targets, Student Work, Posters, Charts</p>	<p>Communication from teachers                  Email                  Website</p>	<p>On-going</p>
<p><b>The administrator uses the school newsletter to communicate with families about TAG in the following ways:</b>                  Will announce in weekly Duniway Community Update upcoming TAG parent meetings and workshop/conference opportunities; describe identification process and timelines; letters to inform parents of upcoming testing dates.</p>	<p>Duniway Community Update through Email</p>	<p>On-going</p>
<p><b>TAG Bulletin Board will be available for parents to read on the first day of school and will remain posted throughout the year. It will include a copy of the Building TAG Plan, current ID Process forms and other relevant information in languages represented in the school community when available. The TAG Bulletin Board will be maintained by:</b>                  TAG Facilitator</p>	<p>Bulletin up and current</p>	<p>On-going</p>
<p><b>A Fall TAG parent meeting will be held before 10/31. Details include:</b> overview of district policies and state mandates; building program and services; enrichment opportunities; parent resources; contact information, information about the identification process and timelines. All parents are invited: parents of current TAG students and prospective parents with questions. Powerpoint will be presented and questions answered by Administrator and TAG facilitator.</p>	<p>Notice on TAG Board                  Duniway Update email                  Attendance Sheet</p>	<p>Before 10/31</p>
<p><b>Parent/teacher will sign a form at Parent-Teacher Conferences that indicates parents have had the opportunity to offer input into and review the school’s plan for meeting a student’s rate and level. If an individual plan is written, a copy of the individual plan will be placed in the student’s CUM folder.</b></p>	<p>Forms signed and placed in folder                  Parent/Student Survey</p>	<p>November</p>

<p><b>Our families will have the following opportunity(ies) to evaluate our TAG services:</b>                  Parent/Student Survey; Duniway’s TAG Plan; ongoing individual teacher/parent conversations about differentiation/services; principal and TAG coordinator share information on program/services at Fall Information Night, Site Council review</p>	<p>Written Communication                  Parent/Student Survey</p>	<p>On-going</p>
<p><b>If parents have concerns about their child’s TAG services they will have the following opportunities (process) to inform the school:</b>                  communication with classroom teacher; follow-up contact with principal if parents continue to have concerns; communication with TAG Coordinator. TAG Coordinator’s contact information appears on parent communications, bulletin board and TAG related newsletter announcements.</p>	<p>Written Documentation of Meeting</p>	<p>As needed</p>

Submitted \_\_\_\_\_

Received \_\_\_\_\_

Approved \_\_\_\_\_