

Maryland Accreditation Program Improvement Plan



Program/Provider/School Name: Magnolia Elementary School Accreditation Team Members: Catherine Nguyen- Prekindergarten Teacher LaTosha Diggs- Paraprofessional Sharelle Staggs- Principal Jasmine Giddings- Assistant Principal Whitney Tarver- Early Childhood Central Office Support		License/Registration #: 16-2122	Date Created: November 2, 2023
Age/Grade Level: (Check all that apply)	CHILD CARE: <input type="checkbox"/> Infant/Toddler <input type="checkbox"/> Preschool <input type="checkbox"/> School-Age	PUBLIC SCHOOL x <input type="checkbox"/> Pre-Kindergarten	

Directions: After completing the Initial Self-Appraisal, this form must be used to develop a program improvement plan for indicators rated Partially Met (P) and Not Met (N). This form can also be used to meet Maryland EXCELS Standards ACR 3.3-3.5 if ERS/CLASS goals (if required) and School Readiness goals are included. Add additional pages as necessary.

INDICATOR & Rating or IMPROVEMENT CATEGORY	IMPROVEMENT STRATEGIES /GOALS	RESOURCES NEEDED	PERSON(S) RESPONSIBLE	TIMELINE AND COMPLETION DATE
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School Readiness	30.9% of Kindergarten students were demonstrating readiness according to the 2022-2023 school year. As a result, the Early Childhood Office was intentional in selecting SKBs from the Early Learning Assessment that would support the development of student skills. The SKBs were selected based upon historical data reviewed for PGCPS students who had taken the KRA. Data collection for instructional planning helps support the creation of teacher SLOs based on the PreK Maryland College and Career Ready Standards that are directly aligned to the SKBs. The data collection for the identified SKBs is an ONGOING process. Lesson plans should identify the data collection method/tool that will be used to document student learning. Developmentally appropriate data collection includes: Observations, Anecdotal Notes, Portfolios/ Work Samples (NO WORKSHEETS), teacher checklists, parent Input/reports, video, photos and audio samples.	ECH website ELA KRA SKBs	Teacher Nguyen Para Diggs	January-March 2024
1.1.1 Philosophy (P)	Go back to the philosophy and make necessary edits so that DAP language is included along with welcoming of individuals with disabilities.	MD Accreditation Standards Best Practices Rationale	Principal Staggs	December 2023
1.1.2 Program Evaluation (N)	Complete process for program evaluation, conduct annual program evaluation, and create goals for on-going improvement	CLASS Outside Contractor	ELO	<i>March- April 2024</i>
1.2.1 Communication (N)	Submit staff meetings with rolling agenda minutes. Build DAP and program planning in monthly staff agendas to be shared with all staff. <ul style="list-style-type: none">Documentation of ongoing communication and information shared with staff regarding developmentally appropriate practices and program planning and evaluation	Pedagogy Guide Accreditation Information	Principal Staggs Teacher Nguyen	<i>January-April 2024</i>
1.2.2 Staff Evaluation and Ongoing Supervision (P)	-Upload staff evaluations (both teachers and paras) -Individual Staff development plans for teacher and paras	Accreditation Information FFT Evaluations	Principals Staggs Teachers Nguyen Paraprofessional Diggs	<i>January-March 2024</i>

August 2018

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INDICATOR & Rating / IMPROVEMENT CATEGORY	IMPROVEMENT STRATEGIES /GOALS	RESOURCES NEEDED	PERSON(S) RESPONSIBLE	TIMELINE AND COMPLETION DATE
<p>1.3.1 Transition and Continuity of Service <i>within</i> program (N)</p>	<p>Create a transition plan, including meetings and events between PreK and K.</p> <p>Please upload agendas and minutes of transition meetings and provide more evidence of communication with families regarding transition with the program.</p> <ul style="list-style-type: none"> ● 3 sample transition cards from 2023-2024 ● Kindergarten Transition Night powerpoint for Families 	<p>Pedagogy Guide Transition Materials</p>	<p>Teachers (PK) Ms. Nguyen (PK) Para Diggs (K) Ms. Fitchett (K) Ms. Ross (K) Ms. Sutton (K) Ms. Connor Administrators Principal Stagg</p>	<p>January-April 2024</p>
<p>1.3.2 Transition and Continuity of Service <i>between</i> Childcare (P)</p>	<p>Create a transition plan, including meetings and activities between PreK and local childcare/Head Start.</p> <p>Collect evidence of activities (sign in sheets, emails, etc.)</p> <p>Upload the following:</p> <ul style="list-style-type: none"> ● Written transition plan and activities ● Evidence of transition activities between Local Public School and Licensed Child Care/Head Start ● PreK orientation powerpoint ● outreach to local daycares re: prek enrollment 	<p>Pedagogy Guide Transition Materials MFN</p>	<p>Principal Stagg Teacher Ms. Nguyen Paraprofessional Ms. Diggs ELO</p>	<p>January - April 2024</p>
<p>1.3.3 Schedules & Routines (P)</p>	<p>Please ensure that lesson plans reflect intentional planning for daily transitions. Use the exemplar provided</p>	<p>CIM</p>	<p>Teacher Ms. Nguyen Para Diggs</p>	<p>Feb 2024</p>

<p>1.3.4 Intentional Planning (P)</p>	<p>Lesson plan reflects implementation of the C4L project based curriculum and includes speech/IEP goals (identify students by initials), ELL modifications taken directly from C4L, turn and talk or think pair share opportunities throughout, open ended questions, “free-choice” centers, questions students are asked while engaged in centers for problem solving opportunities, statement that identifies how families have informed the lesson plan (surveys), differentiated small groups</p> <p>See sample lesson plans that were sent and notes provided in Google Classroom assignment</p>	<p>CIM Lesson Plan</p>	<p>Teacher Ms. Nguyen Para Diggs</p>	<p>January-Mar ch 2024</p>
<p>1.3.5 Multiple Assessment Methods (P)</p>	<p>Include evidence of assessments and small group activities in lesson plans. Make sure to date work samples to measure student growth. Portfolios should include the evidence collected for three students (i.e. work samples, anecdotal notes, writing samples) Each student should have several pieces of documentation that are varied and span the course of the school year. Written plans with differentiated instruction</p> <p>Upload the following document:</p> <ul style="list-style-type: none"> ● Written assessment plan ● Assessment tools are aligned with Maryland Early Learning Standards ● Evidence of ongoing observations used to inform planning Evidence of informal assessment using portfolios, checklists, anecdotal notes, work samples, etc. ● Written plans reflecting differentiation of instruction based on assessment ● ELA classroom report (provide the assessment used to inform differentiated small groups from lesson plan 	<p>Lesson Plan CIM CIRCLE Manual DIDM KReady ELA Platform</p>	<p>Teacher Ms. Nguyen Para Diggs</p>	<p>January-Mar ch 2024</p>
<p>1.3.6 Assessment Strategies (P)</p>	<p>Continue to maintain student portfolios. Assessment results reflected in individualized lesson/small group. Use of informal assessments (i.e. anecdotal notes, checklists, etc.)</p> <p>Please upload the following evidence:</p> <ul style="list-style-type: none"> ● Evidence of completed assessment tools <ul style="list-style-type: none"> ● Samples of data collected ● Evidence of differentiation, e.g. grouping based on assessment data ● Strengths and interests of children are reflected in instructional strategies, e.g. think-pair share, cooperative learning, problem solving, etc 	<p>CIRCLE ELA</p>	<p>Teacher Ms. Nguyen</p>	<p>January-Mar ch 20234</p>

<p>1.4.1 Reporting (P)</p>	<p>Upon completion, schedule meetings to share program evaluation with school staff and PTA. Staff meeting agenda/leadership team meetings include accreditation topic.</p> <p>Please provide evidence that program evaluation, program Improvement Plan (PIP) and accreditation self-appraisal results were shared with staff, parents, and governing body.</p> <ul style="list-style-type: none"> • Screenshot of ClassDojo (Teachers) for Families) • Principals link documents to rollwing staff agenda (staff) • Add the Program Improvement Plan (PIP) and Program Evaluation Flyer to the school’s website 	<p>Agendas Sign-In Sheets</p>	<p>Principal Stagg Teacher Nguyen</p>	<p>February-April 2024</p>
<p>2.1.1(a) Outdoor Learning Environment (P)</p>	<p>Get work orders placed on the Accreditation Work Orders spreadsheet to address any issues.</p>	<p>building supervisor principal Teacher</p>	<p>Facilities Principal Stagg Mr. Curtis Ms. Nguyen</p>	<p>January 2024</p>
<p>2.1.1(b) Outdoor Environment: Organization of Space (P)</p>	<p>gardening/ digging tools/bug catchers/magnifying glasses books for reading outside</p>	<p>Teachers Paras</p>	<p>PGCPS Ms. Nguyen Para Diggs</p>	<p>January 2024</p>
<p>2.1.1 (c) Outdoor Environment: Intentional Learning Opportunities (N)</p>	<p>Purchase outdoor wagon/portable container for play for both classrooms. Add drawing and painting materials for outside, and musical instruments. Add sidewalk chalk, materials for drawing and painting & prop boxes for clothes and costumes to promote dramatic play, puppets, ribbons for dancing, and materials for building (legos, blocks, etc).</p>	<p>Materials</p>	<p>Teacher Ms. Nguyen Para Ms.Diggs ELO -purchase wagon</p>	<p>March 2024</p>
<p>2.1.2 (b) Indoor Environment: Organization of Space (P)</p>	<p>Consider purchasing cubbies or hooks for students’ personal belongings, teacher uses bins for backpacks by students last name</p>	<p>ELO</p>	<p>ELO Principal Stagg Custodian Mr. Curtis</p>	<p>March 2024</p>
<p>2.1.3 (a) Fostering Appreciation Support Diversity:</p>	<p>Have students bring cultural artifacts. Find diversity posters and place strategically</p>	<p>posters</p>	<p>Teachers Ms. Nguyen Paras Ms. Diggs</p>	<p>January-Feb 2024</p>

Learning Environment (P)				
2.1.3 (b) Fostering Appreciation Support for Diversity: Intentional Teaching (P)	<p>Provide social stories and CSEFEL strategies and include them on the lesson plan and daily instruction.</p> <p>Post images of diverse people/groups - Continue to look for books and social stories to help children understand social interactions</p> <p>Accreditation Look Fors Document</p>	CSEFEL Early Childhood Website	Teachers Ms. Nguyen Paras Ms. Diggs ELO	Feb 2024
2.3.4(c) Language Arts: Writing (P)	<p>Ensure a variety of materials are available in the writing center. Make the ABC wall accessible for students so they can use it when at the writing center to write names, words, etc.</p> <p>Makes sure dictations are present on posted art work in both classrooms Variety of writing materials available in all learning centers Child generated books are displayed and available to children- Create classroom books, and provide opportunities for students to create their own books and place them in the library. Make sure to date the books.</p>	ECH website materials	Teachers Ms. Nguyen Paras Ms. Diggs	Jan- March 2024
2.3.5 Mathematics (P)	Provide and post opportunities of hands-on activities that support math concepts like counting, graphing, weighing, sorting, comparing, etc.	Pedagogy Guide	Teachers Ms. Nguyen Paras Ms. Diggs	Jan- Feb 2024
2.3.7 Social Studies (P)	<p>Create a map of our classroom with students.</p> <p>find a globe, authentic newsprint in dramatic play, photographs that can be placed in various centers: science, construction, etc.</p>	Materials	Teachers Ms. Nguyen Paras Ms. Diggs	January - Marsh 2024
2.3.8 Fine Arts (P)	<p>Create an "Author's Chair" for students' work.</p> <p>Have different genres of music playing as the students play at centers. Consider incorporating various genres of music into the children's daily routine. Display a piece of artwork; showcase an artist, allows students to make their own interpretations.</p>	CIRCLE CIM C4L	Teachers Ms. Nguyen Paras Ms. Diggs	January- March 2024
3.1.1 Communication with Families (P)	<p>Parent Newsletters (monthly/weekly)</p> <p>Plan and implement Pre-k family nights. (Raising Reader, Kindergarten Transition)</p> <p>Connect for Learning Family Unit Newsletters Unit projects to communicate with families. Magnolia's Parent and family handbook</p>	C4L Family Unit Newsletters RAR	Principal Ms. Stagg Teachers Ms. Nguyen Paras Ms. Diggs	January- April 2024

	<p>Pictures, flyer from field trip to pumpkin patch Math night flyer Storybook Activity flyer Classdojo screen shots of communication</p>			
<p>3.1.3 Communication of Assessment Information (P)</p>	<p>From October 10 Conferences, upload your P/T sign in sheet 3 samples of conference forms signed by parents showing strategies shared with parents (Strategies to support development on the form must be completed) 3 report card samples (when completed in January) upload 2nd conference sign in sheet (in February), upload 3 signed by parents samples P/T conference forms for 2nd conference in February.</p>	<p>ELA P/T conference form</p>	<p>Teachers Ms. Nguyen Paras Ms. Diggs</p>	<p>Jan- March 2024</p>
<p>3.1.4 Family Engagement and Involvement (P)</p>	<p>Collect evidence of all school family engagement activities that include PreK: Agendas/sign-in sheets & flyers for training/workshops provided for families (Math Night, Storybook Parade, Millers Farm Field Trip, School-wide “Content” specific Family Nights, Transition to Kindergarten Night) etc.</p>	<p>Agendas Flyers Parent Sign-in Sheets</p>	<p>Principal Ms. Stagg Teachers Ms. Nguyen Paras Ms. Diggs</p>	<p>December 2023- April 2024</p>
<p>3.1.5 Community Engagement and Involvement (P)</p>	<p>Collect monthly school newsletters/communication providing information on community resources. Upload evidence that reflects partnerships between the school/prek and community programs and businesses (library, career day, food banks, churches, etc.), collect evidence (pictures, sign in sheets, emails, etc) Whatever form of communication is used to notify parents, (i.e. newsletters/google classroom/classdojo announcements, etc.) Upload at least two announcements that contain information regarding community resources. n</p>	<p>PGCPS PGCMLS Parks & Rec Churches Food Banks</p>	<p>Principal Ms. Stagg Community School Liaison Ms. Wren</p>	<p>January -April 2024</p>
<p>3.1.6 Evaluation (N)</p>	<p>Collect parent surveys on program evaluation. Share Parent Survey results with: leadership team (SIT), prek families, link to school’s website for all community stakeholders</p>	<p>rolling agendas screenshots of school website emails</p>	<p>ELO Principal Ms. Stagg Teachers Ms. Nguyen Paras Ms. Diggs</p>	<p>May 2024</p>

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October 2022