



## Norfolk Public Schools Comprehensive School Improvement Plan 2023-2024

Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

Name of School: Suburban Park Elementary

School Division: Norfolk Public Schools

Area of Focus: Literacy

SMART Goal: By June 2024, we will increase our SOL Reading pass rate from 78.61% in 2023 to 80% in 2024.

S.M.A.R.T. Goal: By June 2024, we will increase our SOL Reading pass rate for students with disabilities from 61% in 2023 to 70% in 2024.

Essential Action/ Evidence-based Intervention/Research-based Strategy: Implement an aligned written, tested, and taught curriculum, with clear objectives, in every classroom, every day for every student.

☐ Academic Review Finding

Action Plan

| Action Steps<br>(Place in sequential order)<br>One must be related to family engagement.  | Position(s)<br>Responsible for Implementation | Implementation Frequency  | Evidence/<br>Artifacts:<br>Implementation and Impact     | Position(s)<br>Responsible for Monitoring                                  | Monitoring Frequency | Budget<br>(Title I, SIG, other funding sources)      | Title I Measurable Objective | Alignment to NPS Strategic Plan Goal (name goal) |
|---|---|---------------------------|--|--|----------------------|--|------------------------------|--|
| 1. Provide and monitor professional development during Grade Level PLCs to include phonological awareness, phonics, vocabulary development, and comprehension strategies. | Reading Specialist<br><br>Teachers            | August 2023 - June 2024   | Agenda, Lesson plans, observations, student work samples | Reading Specialist<br><br>School Administration<br><br>Instructional Coach | Bi-Weekly            | Funding for professional development opportunities   | MO1                          | Student Excellence                               |
| 2. Develop and implement Parent   | Reading Specialist                            | October 2023 - April 2024 | Agenda<br><br>Sign in sheets                             | Reading Specialist   | Quarterly            | Funding for the materials used during the workshops. | MO1,4                        | Community  |

Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

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| Workshops to ensure a better understanding of literacy and how best to support their child.  | Title 1 teacher<br>Teacher<br>Family Engagement Specialist      |                            | DOJO School Community Page   |   |   |                                      |     |                    |
| 3. Conduct walkthroughs and observation with a focus on using research-based strategies with interaction with word wall/sound wall, teacher modeling, vocabulary instruction and provide evidence-based feedback to teachers in a timely manner. | School Administrators<br><br>Reading Specialist<br><br>Teachers | September 2023 - June 2024 | Walk through notes/observations, Learning Walks, Peer Observations | School Administrators<br><br>Reading Specialist | Monthly<br><br>Quarterly Learning Walks/Peer Observations | None                                 | MO1 | Student Excellence |
| 4. Create, monitor & provide intervention  | Reading Specialist  | September 2023-June 2024   | Anecdotal notes,   | Reading Specialist                              | Every 4-6 weeks   | Instructional literacy manipulatives | MO1 | Student Excellence |

Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

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| support for identified PALS scholars in grades K-3.   | Title 1 Teacher<br>PALS Tutors                          |                           | Formative Assessments<br><br>Progress Monitoring Data<br><br>PALS Quick Checks<br><br>Unit Assessments | School Administrators   |           |                         |     |                    |
| 5. Develop and implement a process of peer observations to include grade level and vertical observations. | School Administrators<br>Reading Specialist<br>Teachers | November 2023 - June 2024 | Anecdotal notes<br><br>Look-for-Checklist  | School Administrators<br>Reading Specialist<br>Title I Teachers | Quarterly | Substitute allocation   | MO1 | Student Excellence |
| 6. Continue Implementing Grades 3-5 Benchmark Advance reading program                                     | Classroom teachers<br><br>Reading Specialist            | August 2023 - June 2024   | Lesson Plans<br><br>Grade Level Agenda minutes   | School Administrators<br><br>Reading Specialist                 | Bi-Weekly | Instructional materials | MO1 | Student Excellence |
| 7. Create, monitor, and provide intervention  | Title 1 Teacher<br>Classroom Teachers                   | August 2023 - June 2024   | Anecdotal notes,<br>Formative Assessments  | School Administrators<br>Reading Specialist                     | Bi-Weekly | Instructional materials | MO1 | Student Excellence |

Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

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| support for Tier III scholars.   | Reading Specialist                                 |   | Progress Monitoring Data<br><br>PALS Quick Checks<br><br>Unit Assessments                                 | Title 1 Teacher                                 |   |  |     |                    |
| 8. All students will receive universal screening: VLLs, STAR Reading, Fall Growth SOL, Winter Growth SOL, PALS K-3, DSA G1-5;                                    | Classroom teachers                                 | Fall 2023<br><br>Winter 2024<br><br>Spring 2024 | Screening Data<br>Intervention Groups   | Testing Co-Chairs                               | Bi-monthly (October, December, February, April, June) | None   | MO1 | Student Excellence |
| 9. Provide aligned intervention support between three and five times a week for 20 to 40 minutes for students identified by PALS/LEXIA to form small needs-based | Teachers<br><br>Title 1 Teacher<br><br>PALS Tutors | September 2023-June 2024                        | Student grouping based on initial start data<br><br>Flexible grouping aligned to progress monitoring data | Reading Specialist<br><br>School Administration | Bi-monthly (October, December, February, April, June) | Instructional materials for intervention support | MO1 | Student Excellence |



Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

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| skill groups that support foundational reading skills and provide opportunities for student practice. |  |  | Walkthrough Forms |  |  |  |  |  |
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| Area of Focus: Computational Literacy   |  |
| S.M.A.R.T. Goal: By June 2024, the SOL Mathematics pass rate will increase from 73% in 2023 to 78% in 2024.   |  |
| S.M.A.R.T. Goal: By June 2024, the SOL Mathematics pass rate for students with disabilities will increase from 48% to 65% in 2024.  |  |
| Essential Action/ Evidence-based Intervention/Research-based Strategy: Implement an aligned written, tested, and taught curriculum, with clear objectives, in every classroom, every day for every student. | <input type="checkbox"/> Academic Review Finding |
| Action Plan   |  |

Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

| Action Steps<br>(Place in sequential order)<br>One must be related to family engagement.   | Position(s)<br>Responsible for Implementation | Implementation Frequency | Evidence/<br>Artifacts:<br>Implementation and Impact  | Position(s)<br>Responsible for Monitoring           | Monitoring Frequency                             | Budget<br>(Title I, SIG, other funding sources) | Title I Measurable Objective | Alignment to NPS Strategic Plan Goal (name goal) |
|--|---|--------------------------|---|---|--|---|------------------------------|--|
| 1. Provide and monitor embedded professional development during Grade Level Planning to include the Deep Dive into the Framework, implementation of the CRA (Concrete, Representation, and Abstract) model, number sense routine, and DESMOS lessons (for grades 4 and 5.) | Math Specialist Teachers                      | September 2023-June 2024 | Grade Level Planning document<br>Formative Assessments Unit<br>Assessments Fall/Spring SOL Assessment<br>Lesson Plan, Observations<br>Sign-In Sheet | Math Specialist<br>Assistant Principal<br>Principal | Bi-Weekly<br>One-time<br>DESMOS student training | None  | MO 2                         | Student Excellence                               |

Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

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| 2. Develop and implement Parent Workshops to ensure a better understanding of content and how best to support their child. | Math Specialist<br>Family Engagement Specialist      | October 2023 -April 2024 | Agenda<br>Sign in Sheets   | Math Specialist<br>Family Engagement Specialist | Quarterly  | Instructional materials for workshop | MO2,4 | Community          |
| 3. Conduct walkthroughs and observations with a focus on using manipulatives, problem solving, and measurement             | School Administrators<br>Math Specialist Teachers    | September 2023-June 2024 | Walk through notes/observations, Learning Walks, Peer Observations                                 | School Administrators                           | Bi-weekly<br>Quarterly<br>Learning Walks/Peer Observations | Substitute allocation                | MO 2  | Student Excellence |
| 4. Focus on the interpretation of data to continuously improve teaching and learning                                       | Math Specialist<br>Teachers<br>School Administrators | September 2023-June 2024 | VDOE Just in Time Quick Checks<br>Daily Math Reviews<br>Unit Assessments<br>SOL Growth Assessments | Math Specialist<br>School Administrators        | Weekly-Quick Checks<br>Monthly-Unit Assessments            | None                                 | MO2   | Student Excellence |



Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

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| 5. Develop and implement a process of peer observations to include grade level and vertical observations.                       | School Administrators<br>Math Specialist Teachers | November 2023-April 2024                | Anecdotal notes<br>Look-for-Checklist  | School Administrator<br>s<br>Math Specialist<br>Title I Teachers | Quarterly   | None | MO 2 | Student Excellence |
| 6. Focus on subitizing and magnitude in grades K and 1.   | School Administrators<br>Math Specialist Teachers | October 2023- June 2024                 | Anecdotal notes<br>Walk Through Notes/Observations<br>Quarterly Assessment   | Math Specialist<br>School Administrator<br>s                     | Weekly - Walk Throughs<br>Quarterly - Subitizing Assessment | None | MO2  | Student Excellence |
| 7. All students will receive universal screening.   | Teachers  | Fall 2023<br>Winter 2024<br>Spring 2024 | STAR, VKRP, SOL Growth Reports   | Test Chair   | Tri-annually  | None | MO 2 | Student Excellence |
| 8. Students will utilize Edmentum for skills progression, formative checks, and mastery support a minimum of 45-minutes a week. | Teachers  | Fall 2023<br>Winter 2024<br>Spring 2024 | Edmentum Assessment data triangulated with Star and SOL Growth Assessments. Edmentum Growth Report that shows growth of 8 units by February 1, 2023, and a total of 16 | Math specialists   | Monthly<br><br>Tri-annually (growth report)                 | None | MO2  | Student Excellence |



Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

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|  |  |  | units by June 1, 2023 |  |  |  |  |  |
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| Area of Focus: Science   |  |
| SMART. Goal: By June 2024, we will increase our SOL Science Pass rate from 46% in 2023 to 70% in 2024.   |  |
| Essential Action /Research-based Strategy/Evidence-based Intervention:<br>Monitor and provide feedback to teachers on their use of professional development learning through a measurable and explicit focus on student learning outcomes. | <input type="checkbox"/> Academic Review Finding |

Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

| Action Plan   |   |                          |   |  |                      |  |                              |  |
|---|---|--------------------------|---|--|----------------------|--|------------------------------|--|
| Action Steps<br>(Place in sequential order)<br>One must be related to family engagement.              | Position(s) Responsible for Implementation          | Implementation Frequency | Evidence/Artifacts: Implementation and Impact     | Position(s) Responsible for Monitoring                             | Monitoring Frequency | Budget (Title I, SIG, other funding sources) | Title I Measurable Objective | Alignment to NPS Strategic Plan Goal (name goal) |
| 1. Provide and monitor PD during Grade Level planning to include resources from CANVAS and StemScope. | School Administrators<br>Science Teacher Specialist | Sept 2023 - June 2024    | Agenda<br>Lesson Plan                             | School Administrator<br>s<br>Math Specialist                       | Monthly              | None   | MO3                          | Student Excellence                               |
| 2. Embed Science Nonfiction text into Reading.  | Classroom Teachers<br>Reading Specialist            | Sept 2023 - June 2024    | Grade Level Minutes<br>Lesson Plan                | School Administrator<br>s<br>Reading Specialist<br>Title I Teacher | Monthly              | None   | MO1,3                        | Student Excellence                               |
| 3. Bi-Weekly scientific investigations based on the Engineering Design Process.                       | Classroom Teachers                                  | Sept 2023 - June 2024    | Lesson Plan<br>Grade Level Minutes<br>Observation | School Administrator<br>s<br>Math Specialist                       | Bi-weekly            | Funding for materials for investigations     | MO2,3                        | Student Excellence                               |

**Norfolk Public Schools**  
**Comprehensive School Improvement Plan 2023-2024**

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| 4. Science content word wall with visual and interactive notebooks.   | Classroom Teachers                   | Sept 2023 - June 2024 | Word wall Notebooks (TIP Charts)                                   | School Administrator<br>s<br>Math Specialist                    | Monthly                                 | Funding for notebooks | MO3        | Student Excellence |
| 5. Family STEAM Learning Opportunities.   | Classroom Teachers                   | Sept 2023 - June 2024 | Attendance log Participant Survey Results Flyer                    | School Administrator<br>s<br>Math Specialist                    | November 2022, January 2023, April 2023 | Funding for materials | MO 1,2,3,4 | Community          |
| 6. Monitor ongoing formative assessments by grade-level teams.  | Classroom Teachers                   | Sept 2023 - June 2024 | Formative assessment   | School Administrator<br>s<br>Math Specialist<br>Title I Teacher | Monthly                                 | None                  | MO 3       | Student Excellence |
| 7. Conduct walkthroughs and observations with a focus on the use of CANVAS and StemScope, Engineering Processes, and formative assessments. | Classroom Teachers<br>Administrators | Sept 2023 - June 2024 | Walk through notes/observations, Learning Walks, Peer Observations | School Administrator<br>s<br>Math Specialist                    | Bi-monthly                              | None                  | MO3        | Student Excellence |



Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

Area of Focus: Attendance

SMART Goal: By the end of the current school year, the percentage of scholars chronically absent will decrease from 23% to 10%, and the total percentage of scholars in attendance will increase from 93% to 96%.

Essential Action/ Evidence-based Intervention/Research-based Strategy: Changing the climate and culture of the school to reflect caring relationships between staff and students and their families based upon trust, respect, fairness, and equity.

☐ Academic Review Finding

Action Plan

Norfolk Public Schools  
Comprehensive School Improvement Plan 2023-2024

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|---|---|------------------------------|--|---|----------------------|---|------------------------------|--|
| 1. Provide monthly student recognition for perfect (or most improved after September) attendance. (OB)      | School Counselor                              | Sept. 30, 2023-June 16, 2024 | Synergy Attendance Reports, Class Dojo Attendance Roster of Attendees                        | School Counselor<br>Family Engagement Specialist<br>Student Data Specialist | Monthly              | Funding for incentives                          | MO1,2,3                      | Student Excellence                               |
| 2. Provide weekly student recognition for perfect attendance. (\$1 scholar dollar per week)                 | Classroom Teachers                            | September 2023-June 2024     | Synergy Attendance Reports, Class Dojo Attendance  | School Counselor<br>Family Engagement Specialist                            | Weekly               | None  | MO1,2,3                      | Student Excellence                               |
| 3. Develop monthly parent recognition for scholars having perfect (or improved attendance after September). | Family Engagement Specialist                  | October 2023- - June 2024    | Synergy Attendance Reports, Class Dojo Attendance Sign-in Sheets Posting on School's Webpage | Family Engagement Specialist<br>Student Data Specialist<br>Media Specialist | Monthly              | None  | MO4                          | Community  |
| 4. Develop and implement a process for acknowledging a student's absence and welcoming him/her back.        | Classroom Teachers                            | September 2023-June 2024     | Photographs, Dojo Messages, Notes, Letters, Classroom Postings                               | School Counselor  | Weekly               | None  | MO1,2,3                      | Student Excellence                               |

**Norfolk Public Schools**  
**Comprehensive School Improvement Plan 2023-2024**

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| 5.Establish mentoring groups (lunch buddies) for scholars identified with chronic or high absenteeism rates (4 or more absences). | School Counselor, Communities in School, Family Engagement Specialist                 | October 2023-June 2024   | Sign-in Sheets                                      | School Administrators             | Bi-Weekly | None | MO1,2,3 | Student Excellence |
| 6.Monitor the effectiveness of the truancy team's procedures  | Principal, Assistant Principal, Parent Engagement Specialist, Guidance Counselor, SDS | September 2023-June 2024 | Agendas<br>Sign in Sheets<br>Log of Parent Contacts | Principal and Assistant Principal | Bi-Weekly | None | MO1,2,3 | Student Excellence |