

Maryland Accreditation Program Improvement Plan



Program/Provider/School Name: Carole Highlands Elementary		License/Registration #: 16-1711	Date Created: November 11, 2024
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 <input checked="" 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
School Readiness Not Met	33.6% of Kindergarten students were demonstrating readiness according to the 2023-2024 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 SKBs	Teacher Mr.A Perfetto Ms. E Cabrera Para Ms. Benjamin Ms. Aquino	January-March 2025

1.1.2 Program Evaluation (N)	Complete process for program evaluation, conduct annual program evaluation, and create goals for on-going improvement	CLASS Teachstone	Accreditation & Licensing Office	<i>March- April 2025</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. Share fall CLASS flier and other information pertaining to the pre k accreditation process. Consider sharing monthly Accreditation Google Classroom assignments, work orders, etc. during staff meetings • PreK Teachers should be sharing at each meeting to inform the staff of developmentally appropriate practices and the accreditation process they are going through. • Pre accreditation information should be highlighted in yellow so it is easy for validators to see. 	Pedagogy Guide Accreditation Information	Principal Ms.Ray Teacher Mr. Perfetto Ms. Cabrera	<i>January-April 2025</i>
1.2.2 Staff Evaluation and Ongoing Supervision (P)Partially Met	-Upload staff evaluations (both teachers and paras) -Individual Staff development plans for teacher and paras	Accreditation Information FFT Evaluations	Principals Ms. Ray Teachers Mr. Perfetto Ms. Cabrera Paraprofessionals Ms.Benjamin Ms. Aquino	<i>January-Mar ch 2025</i>

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<p>1.3.1 Transition and Continuity of Service <i>within</i> program (N) Partially Met</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 Event for Families (flier) 	<p>Pedagogy Guide Transition Materials</p>	<p>Teachers Mr.Perfetto Ms.Cabrera Administrator Ms.Ray</p>	<p>January-April 2025</p>
<p>1.3.2 Transition and Continuity of Service <i>between</i> Childcare (N) Partially Met</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 <ul style="list-style-type: none"> ● PreK orientation powerpoint ● outreach to local daycares re: pre k enrollment, all school readiness nights/functions ● Invite local daycare provider families to all school readiness events (Provide evidence via emails, flyers) 	<p>Pedagogy Guide Transition Materials MFN</p>	<p>Principal Ms. Ray Accreditation Otis Dupree Teacher Cabrera Perfetto</p>	<p>January - April 2025</p>
<p>1.3.4 Intentional Planning (P) Met</p>	<p>Lesson Plans should Include the Following:</p> <ul style="list-style-type: none"> ● Reflects implementation of the C4L project based curriculum ● 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 statement ● questions students are asked while engaged in centers for problem solving opportunities, (What are they being asked to do/ accomplish?) ● Statement that identifies how families have informed the lesson plan (Beginning of the year family surveys) ● Differentiated small groups 	<p>CIM C4L Curriculum IEPs (if applicable) Lesson Plans Child Interest Surveys FFT template</p>	<p>Teacher Perfetto Cabrera Para Benjamin Aquino</p>	<p>October 2024-March 2025</p>

	See sample lesson plans that were sent and assignment notes provided in Accreditation Google Classroom assignment. Need a Plan from EACH teacher			
1.3.5 Multiple Assessment Methods (P)Met	<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 <ul style="list-style-type: none"> ● Make sure lesson plans show use of assessments 	Lesson Plan CIM CIRCLE Manual DIDM	Teacher Perfetto Cabrera Para Benjamin Aquino	October 2024 -March 2025
1.3.6 Assessment Strategies (P) Met	<p>Continue to maintain student portfolios. Assessment results reflected in individualized lessons/small groups. 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 	CIRCLE Assessments Work Samples	Teacher Perfetto Cabrera	January-Ma rch 2025
1.4.1 Reporting (N) P	<p>Upon completion, schedule meetings to share program evaluation with school staff and PTA.</p> <p>Staff meeting agenda/leadership team meetings include accreditation topics.</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 rolling staff agenda (staff) 	Agendas Sign-In Sheets	Principal Ms.Ray Teacher Perfetto Cabrera	February-A pril 2025

	<ul style="list-style-type: none"> Add the Program Improvement Plan (PIP) and Program Evaluation Flyer to the school's website 			
2.1.1 (c) Outdoor Environment: Intentional Learning Opportunities (N) Met	<p>Purchased an outdoor wagon for play for all pre k classrooms.</p> <ul style="list-style-type: none"> Add drawing and painting materials for outside (sidewalk chalk, paper, crayons, pencils, markers, paint, brushes) <ul style="list-style-type: none"> musical instruments dance streamers Add materials for building <ul style="list-style-type: none"> costumes and puppets to promote dramatic play Add magnifying glasses, bug catchers (if available) & binoculars for investigations outside 	Materials	Teachers Perfetto Cabrera Para Benjamin Aquino	March 2025
2.1.2 (b) Indoor Environment: Organization of Space (P) Met	<p>Pictures and labels need to be placed on hooks and cubbies</p>	See Early Childhood Website for examples and more details	Teachers Perfetto Cabrera Paras Benjamin Aquino	December 2024
2.1.2 (c) Indoor Environment: Intentional Learning Opportunities (P) Met	<p>Add labels to all shelves/containers/bins, etc Make sure displays are at eye level of students & reflect current learning goals.</p>	ECH Website Materials Interactive PreK Classroom Map	Teachers Perfetto/ Cabrera Aquino Benjamin Paras Accreditation & Licensing Office	Jan-Feb 2025
2.1.3 (b) Fostering Appreciation Support for Diversity: Intentional Teaching Not Met	<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 -</p>	CSEFEL Early Childhood Website	Teacher Perfetto Cabrera Accreditation & Licensing Office	Feb 2025
2.3.7 Social Studies (P) Not Met	<p>Create a map of the classroom with students. Put up other map from materials order</p>	See Example in Accreditation Look Fors Document	Teachers Perfetto Aquino Paras Benjamin Aquino	January - Marsh 2025

<p>2.3.8 Fine Arts (P) Not met</p>	<p>Create an "Author's Chair" for students' work. Have different genres and cultures of music playing as the students play at centers.(ie. folklore, Native American, Indian, Latin American, classical, country, etc.) Incorporating various genres of music into the children's daily routine.</p> <p>Share an artist's work. Allow students to create their own interpretation of the work, and put it on display.</p>	<p>CIRCLE CIM C4L</p>	<p>Teachers Perfetto Cabrera Paras Benjamin\ Aquino</p>	<p>January- March 2025</p>
<p>3.1.1 Communication with Families (P) Not Met</p>	<p>Parent Newsletters (monthly/weekly) Plan and implement Pre-k family nights. (Literacy and Math Nights, Kindergarten Transition) Connect for Learning Family Unit Newsletters Unit projects to communicate with families. Parent and family handbook Letter for Registration and Enrollment for Pre-K parents Upload School's website and twitter page and other social media platforms</p>	<p>C4L Family Unit Newsletters RAR</p>	<p>Principal Ray Registrar Washington Teachers Perfetto Cabrera Paras Benjamin Aquino</p>	<p>January- April 2025</p>
<p>3.1.2 Supporting Child Development (P) Not Met</p>	<p>Continue to collect all agendas and sign-ins from trainings/activities that involve parents: i.e. Upload any parent trainings or workshops i.e. PreK Orientation, Back to School Night, Transition to Kindergarten Night, any School-wide Literacy, Science, Math Family Nights conducted by the school that impacts pre-k Collect all flyers, invitations, agendas and sign-ins from trainings. Please upload any school readiness materials that are shared with families, with a comment to explain.</p>	<p>Back to School Night, PreK Orientation, Literacy Night, Math Night, Transition to Kindergarten Family Night, etc.</p>	<p>Principal Ray Teachers Perfetto Cabrera Paras Benjamin Aquino</p>	<p>November 2024- May 2025</p>
<p>3.1.3 Communication of Assessment Information (N) Partially Met</p>	<p>Fall 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 parent teacher conference sign in sheet (in February), upload 3 signed by parents samples P/T conference forms for 2nd conference in February.</p>	<p>report card samples P/T conference form</p>	<p>Teachers Perfetto Cabrera Paras Benjamin Aquino</p>	<p>October 2024 - March 2025</p>
<p>3.1.4 Family Engagement and Involvement (P) Met</p>	<p>Collect evidence of all school family engagement activities that include PreK: Agendas/sign-in sheets & flyers for training/workshops provided for families (School-wide "Content" specific Family Nights, PreK Orientation, Back to School Night, Transition to Kindergarten Night) etc.</p>	<p>Agendas Flyers Parent Sign-in Sheets</p>	<p>Principal Ms. Ray Teachers Perfetto Cabrera Paras</p>	<p>December 2024- April 2025</p>

			Benjamin Aquino	
3.1.5 Community Engagement and Involvement Partially Met (P) Partially Met	<p>Collect monthly school newsletters/communication providing information on community resources.</p> <p>Schools are required to provide evidence of partnerships with local daycare providers and their local public library</p> <p>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)</p> <p>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>	PGCPS PGCMLS Parks & Rec Churches Food Banks	Principal Parent Liaison Team Lead Mr. Sloan Ms. Rodriguez	January -April 2025
3.1.6 Evaluation (N) Not Met	<p>Collect parent surveys on program evaluation.</p> <p>Share Parent Survey results with: leadership team, SIT prek families, link to school's website for all community stakeholders</p>	rolling agendas screenshots of school website emails	ELO Sloan Principal Ray Teachers Perfetto Cabrera Paras Aquino Benjamin	May 2025

Nov 1, 2024