



## COMBINED DISTRICT PLAN (2019-2020)

Continuous Improvement Plan • College and Career Advising Plan • Literacy Intervention Plan

### OVERVIEW OF STATUTORY REQUIREMENTS

Pursuant to Section 33-320, Idaho Code, districts and charter schools must review, update, and post an annual Continuous Improvement Plan to the district or charter school website by **October 1** each year. Pursuant to Sections 33-1212A and 33-1616, Idaho Code, districts and charter schools must create / update their annual College and Career Advising and Mentoring Plan and annual Literacy Intervention Plan and submit them to the Office of the State Board of Education by **October 1** each year. **Plans should be submitted to [plans@osbe.idaho.gov](mailto:plans@osbe.idaho.gov).**

The following sections of statute and rule relate to the district plans:

- [Idaho Code §33-320](#) Continuous Improvement Plan
- [Idaho Code §33-1212A](#) College and Career Advising and Mentoring Plan
- [Idaho Code §33-1616](#) Literacy Intervention Plan
- [Idaho Code §33-1614](#) Literacy interventions for individual students
- [IDAPA 08.02.01.801](#) Continuous Improvement Plan, College and Career Advising and Mentoring Plan, and Literacy Intervention Plan

Detailed summaries of the statutory requirements for each plan are included in the stand-alone templates provided on our website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>.

### POSTING / SUBMITTING YOUR PLAN

- If you are using this template to create a Combined District Plan, **you must submit it to the Office of the State Board of Education via e-mail** (in PDF or Word and Excel) **by October 1**. Plans should be submitted to [plans@osbe.idaho.gov](mailto:plans@osbe.idaho.gov). Combined District Plans must also be posted to your website (by October 1) to meet the posting requirements for the Continuous Improvement Plans. When you submit your plan to our office, please also provide a hyperlink to the section of your website where the Combined District Plan is posted.

### GENERAL GUIDANCE FOR USING THE PLAN TEMPLATES

**Please Note:** Charter schools with performance certificates that meet *all* of the requirements of the Combined Plan, including a link to the charter school's report card, may submit their performance certificate in lieu of part or all of the Combined Plan.

### 2019-2020 Templates for the Combined District Plan

- 1) Districts and charter schools (Local Education Agencies or LEAs) are not required to submit any of your plans in our provided templates. You may provide your plan in any format you choose. If you are submitting your plan in a locally-developed format, we encourage you to use our template(s) as a guide to identify the required plan elements and data that should be included in your plan.



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- 2) This template is designed to allow your LEA to provide the narratives for the three required plans (Continuous Improvement Plan, College and Career Advising and Mentoring Plan, and Literacy Intervention Program Plan) in one Combined District Plan. If you are interested in providing your plans as separate, stand-alone plans, we recommend you use the individual plan templates available on our website (or review them to understand the requirements and then provide your plans in another format).

The Combined District Plan Template is split into three (3) pieces. **To complete your plan using this format, you need a Narrative (Part 1), Metrics and Demographics (Part 2), and Literacy Budget (Part 3). The following templates are available to help you meet the requirements:**

- 2019-20 Combined Plan Narrative – Template Part 1
- 2019-20 Combined Plan Metrics and Demographics – Template Part 2
- 2019-20 Combined Plan- Literacy Budget – Template Part 3

You may submit your Combined District Plan as separate documents (Word and Excel or PDF) or combine them into a single PDF.

### Substantial Revisions vs. Plan Update (when to submit a new Narrative)

The LEA plans (Continuous Improvement Plan, College and Career Advising and Mentoring Plan, and Literacy Intervention Program Plan) are ongoing plans that need to be *updated* annually.

If you have made substantial changes to any of your programs (Advising or Literacy) or have updated your mission or vision, you need to submit a new Narrative. If you meet *both* of the following qualifications, you do *not* need to submit a new Combined District Plan **Narrative** for 2019-20:

- Your LEA has *not* made any substantial changes to the programs (or info) described in your previous Combined District Plan Narrative; and
- Your LEA had a fully compliant Combined District Plan Narrative in 2018-19.

If you are unsure if your LEA meets the qualifications listed above, please contact Alison Henken ([alison.henken@osbe.idaho.gov](mailto:alison.henken@osbe.idaho.gov); 208-332-1579) prior to the October 1 plans submission deadline.

If your LEA has met the qualifications and is not submitting a new narrative, when you submit your plan documents, please indicate in the body of your e-mail that you believe you meet the qualifications and have no changes to your Combined District Plan Narrative.

**Please note:** The Metrics and Demographics spreadsheet (Template Part 2) is considered the Progress Report (required by law) that *must* be updated with new data and submitted annually. Additionally, the Proposed Literacy Plan Budget (Template Part 3) must be submitted annually.

To help guide you in identifying what you should submit in 2019-20, we have provided an updated decision tree with recommendations called “Determining which Templates to Use” on our website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>.



## **COMBINED DISTRICT PLAN (2019-2020)**

**Continuous Improvement Plan • College and Career Advising Plan • Literacy Intervention Plan**

### **District vs. School Plans**

Per statute, your Continuous Improvement Plan, College and Career Advising and Mentoring Plan, and Literacy Intervention Plan are LEA level plans. Districts with multiple schools should submit one Combined District Plan or one of each plan (CIP, Advising Plan, Literacy Plan) for your district that appropriately summarizes the activities happening at all of your schools. You may request that your schools submit plans to you; however, individual school plans for a school district should not be submitted to the Office of the State Board of Education. LEAs consisting of a single school or charter school should submit their school plan.

### **ADDITIONAL GUIDANCE FOR COMPLETING THE NARRATIVE SECTIONS**

Brief instructions are provided prior to each of the sections of the template (you are welcome to delete the instructions prior to submission). If you need additional guidance regarding what to include in the narrative sections related to college and career advising or literacy intervention, please see the guidance pages included at the beginning of the stand-alone templates for those plans, which are available on our website (<https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>).

### **FUNDS FOR TRAINING**

Up to \$6,600 is available for each school district or charter school, on a reimbursement basis, for school district and charter school superintendents and boards of trustees/directors for training in continuous improvement processes and planning, strategic planning, finance, administrator evaluations, ethics and governance. A list of Approved Trainers is available on the State Board of Education website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>.

### **ADDITIONAL RESOURCES**

Additional templates, recorded webinars and the Review Checklists are available on our website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>



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<b>School District</b>	<b>#472</b>	<b>Name: Palouse Prairie Charter School</b>	
Superintendent	Name: Jeneille Branen		Phone: 2018-882-3684
	E-mail: jbranen@palouseprairieschool.org		
Plan Contact	Name: Jeneille Branen		Phone: 208-882-3684
	E-mail: jbranen@palouseprairieschool.org		

**Instructions:** This section meets one of the Continuous Improvement Plan requirements. Please provide your school district / charter school mission statement and vision statement in this section.

**Mission and Vision - REQUIRED**

The mission of Palouse Prairie Charter School is to engage the children and the community of the Palouse in a rigorous and collaborative education of the highest standards by fostering a spirit of inquiry, a persistence towards excellence, a responsibility for learning, and an ethic of service.

Our Shared Vision: The Palouse Prairie School provides an inclusive, respectful and supportive learning environment that nurtures the individual as a thoughtful participant in our local and global community.

Our Shared Values: Our actions and decisions, as students, educators, and administrators, are guided by the following values:

- Civic engagement
- A physically safe and emotionally caring environment
- Discovery and reflection
- Autonomy and the ability to collaborate in groups
- A connection with the natural world
- Responsibility to one another and to the world around us
- Diversity and multiple perspectives are solicited and welcomed.
- Ethical and sustainable practices
- On-going improvement through self-reflection



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**Instructions:** This section addresses requirements of the Continuous Improvement Plan, College and Career Advising and Mentoring Plan, and the Literacy Intervention Plan. In this section, please provide an explanation of:

- 1) How the school district / charter school involved parents and community (or considered their input) in developing this Combined Plan (or separate descriptions for the Continuous Improvement Plan and the Literacy Intervention Plan);
- 2) How parents are notified of the college and career advising and mentoring services and resources available to their children; and
- 3) How parents are informed that their child has qualified for literacy intervention and are given the opportunity to be involved in the development of their child's individual reading plan.

### Community Involvement - REQUIRED

#### Community Involvement in the development of the Combined District Plan (or CIP and Literacy Plan)

1. Annually, we elicit and gather input from a School Wide Community event. In addition, parents give input annually through a parent survey. The Director also delivers a State of School regarding academics and the Board in collaboration with the Director create SMART goals for the CIP.

#### Parent Notification of College and Career Advising and Mentoring Services

Parents are invited to Curriculum Night in September where they will be able to meet with the advisor and learn more about the mentoring program. Parents that are not in attendance will be provided the information via email. Parents will also be invited to the students' passage presentation at the end of the year.

#### Parental Involvement in Students' Individual Reading Plans

2. During an annual parent meeting, parents are provided an opportunity to give feedback on how to best support their students. Parents have identified a need for students not to be pulled during other instructional times of the day (expedition, foreign language, P.E.). Therefore, we have developed a school-wide schedule to provide each class a 30-minute intervention block where paraprofessionals and our Title One teacher can work with students in flexible groups. This support allows us to provide the 30-60 additional hours for students who qualify. We reach out to all parents of students identified as a 1 or 2 on the IRI through a letter. The letter provides them an opportunity to be informed, ask questions and also provide feedback. The letter also includes a list of resources on how they can best support their child's reading at home. In addition, there will be reading material that comes home daily with students where parents will have the opportunity to listen to their child read and support homework.



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Instructions: The Literacy Intervention Program Summary section is required. Please provide information regarding your planned 2019-2020 Literacy Intervention Program, with a particular focus on how your program is meeting the requirements of Idaho law in providing literacy interventions to students in grades K-3. If you need additional guidance regarding information you should provide in this section, please see the recommendations and questions on pages ii-iii of the guidance section of this template.

## **LITERACY INTERVENTION PROGRAM**

### **Literacy Program Summary - REQUIRED**

We continue to maintain our structure for offering interventions with students annually, but with a few minor changes. The funds provided by the Literacy Initiative provided kindergarten students the opportunity to attend full day kindergarten. Kindergarten students that score a 1 or 2 on the Fall 2016-2017 will begin receiving 30-60 hours of additional literacy instruction in the afternoons, starting in October. In addition, students grade 1-3 will also receive additional literacy instruction in October, compared to the previous year of starting in November. The K-3 literacy intervention includes a combination of developing a strong school-wide schedule and the use of a research based program. Each K-3 class has a built in 30-minute intervention block, where all students needing support in literacy work with the classroom teacher, online curriculum or paraprofessionals to get the academic support they need. With this approach at-risk students are not pulled from their any other content area.

The research based program PPCS uses two programs to support students in their literacy development. One is the Leveled Literacy Intervention (LLI) Program by Fountas & Pinnell. The LLI program is differentiated for each grade and will be used to teach students who by a paraprofessional and/or classroom teacher. The LLI program is a short-term, intensive, small-group intervention designed for children in grades kindergarten through second grade who are having difficulty learning early reading and writing skills. The goal of the program is to accelerate these children's progress in order to bring their skills up to grade level, so that their early literacy difficulties do not become long-term deficits. The program is appropriate for struggling regular education students and students with special needs.

The second program we are implementing this year is the Istation. Istation, an online curriculum assesses students and customizes a learning path for them to gain the skills necessary identified in the initial and ongoing assessment. Teachers are utilizing this curriculum during intervention blocks to provide either on-line lessons or teacher directed lessons.

Prior to student selection and program implementation, literacy teachers receive professional development on implementation of Istation as well as the necessary materials and a detailed teaching guide.



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Both programs are based around identifying where a student assesses and specific lessons are designed to support their literacy gaps. Students meet in small groups (3-5 students) for daily 30-minute lessons. The instructional program emphasizes phonological awareness and phonics, fluency, comprehension, and the expansion of oral language skills, including vocabulary. More specifically, phonics instruction is an integral component of the program, and is systematic, explicit, and follows a prescribed sequence of sound-letter relationships and spelling patterns. Additionally, reading comprehension skills are taught through intensive interactions with the teacher and the other children in the group. Literacy interventions should be linked to classroom instruction and the home environment. Children take books home to read aloud to their parents, along with simple homework assignments, and they also may take books back to the classroom. A system of ongoing formative assessments and progress monitoring gives teachers information about student learning that can inform their instructional decision-making.

Parents were contacted to gain approval of students getting this support. In addition, a parent meeting was held to gain input on the program and we also provided additional resources to families in efforts of supporting their child at home.





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Instructions: Per statute, your Literacy Intervention Plan must be aligned to the State-Board approved [Idaho Comprehensive Literacy Plan](#). This section is used to demonstrate alignment. For recommendations regarding ways to complete this section, please see the suggestions provided in the guidance pages of this template.

**Comprehensive Literacy Plan Alignment - REQUIRED**



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Instructions: Provide information about the college and career advising model used by the LEA. Please put an “X” in the table indicating the model you use. If you are using a combination of models, please choose “Hybrid” and list the models included in your program. Use the space below the table to provide additional information about how the models are combined into a hybrid program. If you are using a research-based model that is not in the list, please describe the model and provide detailed information about how it was determined to be an appropriate research-based, effective model and include links to research as available.

**COLLEGE AND CAREER ADVISING AND MENTORING PROGRAM**  
**College and Career Advising Model - REQUIRED**

	Model Name	Additional Details
	School Counselor	
	Teacher or paraprofessional as advisor	Andrika Kuhle
	Near Peer Mentoring / Mentoring	
	Virtual or Remote Coaching	
	GEAR UP	
	Transition Coordinator	
	Student Ambassadors	
	HYBRID (please list all models used in Details)	



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Instructions: The 2019-2020 Advising Program Summary section is required. Please provide information regarding your planned 2019-2020 College and Career Advising and Mentoring Program, with a particular focus on how you will meet the requirements of Idaho law. In your Program Summary, include details about advising services provided to all students (grades 8-12) or by grade level, if variable by grade.

### Advising Program Summary - REQUIRED

#### 8th Grade:

The GEAR UP program supports our 8th grade students to be successful in high school and college. The program will consist of three key areas: comprehensive mentoring, academic planning, college visits, and college student shadowing.

In order to prepare for the position of mentoring 8th grade students for college readiness, Andrika Kuhle, one of our middle school teachers, has attended professional development through EL Education and IDLA's College and Career Advising course to better mentor the 8th grade students. Under her mentorship, students will visit the University of Idaho and Washington State University, and receive official college tours. They will also have presentations from professors of different fields of study. Students will receive group mentoring conducted by Andrika Kuhle.

Students will have support, one-on-one and in small groups, to create long term plans for high school and college. Students begin thinking about their college career readiness in 7th and 8th grade. In 7th grade, students use the Career Information System (CIS) to explore personal interests and personality traits to start to make connections to future career and college choices. Parent education will also be provided with a focus on how to support their student. In addition, we will use the CIS Junior License to prepare for academic planning for our 8th grade students. During their 8th grade year, students create their 4-year high school plan and register for their freshman year of high school. Students and families are invited to the high school for an overview of the registration process and creating the four-year plan. Students are offered support and guidance in their classroom to complete the registration process.

Students will take the Passage course in their last trimester, led by Andrika Kuhle. Passages represent a student passing from one level to the next, AND the presentation serves as a rite of passage. In the final trimester of their 8th grade year, as a culminating project, students will be asked to review their portfolio of middle school work and create a Passage Portfolio that includes honest reflections of their growth, aspirations, and evidence of learning from their coursework at Palouse Prairie School. The Passage Portfolio will be used in their passage presentation, which is both a celebration of learning and an opportunity for each student to show their best work to a panel of community leaders. The presentation is a defense of their preparation and readiness for high school and college and career. This work simulates a college defense and prepares students to give meaningful and rigorous speaking presentations. Successful completion of the portfolio and public presentation are required for graduation from Palouse Prairie School.



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**Other Notes / Comments**



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**Please proceed to the Combined District Plan Metrics – Template Part 2  
AND the Literacy Plan Proposed Budget – Template Part 3.**

Performance Metrics Instructions:

Provide your data and set Benchmarks (performance targets) using the **2019-20 Combined Plan Metrics – Template Part 2**. The template includes three (3) tabs: Instructions and Examples, Metrics, and Demographics. Please review the Instructions and Examples tab before entering your data into the Metrics tab.

Literacy Plan Proposed Budget Instructions:

Provide the Proposed Literacy Plan Budget using the **2019-20 Combined Plan- Literacy Budget – Template Part 3**. Please note that the budget template includes three (3) tabs: Instructions, Budget Estimator, and Proposed Budget. Please review the Instructions tab before entering your data into the Proposed Budget tab.