

HITCHCOCK INDEPENDENT SCHOOL DISTRICT
District Improvement Plan 2016 - 2017
Fall 2016 to Spring 2017

Hitchcock Independent School District



District Improvement Plan

2016 - 2017

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Texas Public Education Mission Statement

The mission of the public education system of this state is to ensure that all Texas children have access to a quality education that enables them to achieve their potential and fully participate now and in the future in the social, economic, and education opportunities of our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of this state and for the preservation of the liberties and rights of citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family; and that parental involvement in the school is essential for the maximum educational achievement of a child.

Texas Public Education Goals

The students in the public education system will demonstrate exemplary performance in:

- reading and writing of the English language
- understanding of mathematics
- understanding of science
- understanding of social studies

Texas Public Education Objectives

1. Parents will be full partners with educators in the education of their child.
2. Students will be encouraged and challenged to meet their full educational potential.
3. Through enhanced dropout prevention efforts, all students will remain in school until they obtain a high school diploma.
4. A well-balanced and appropriate curriculum will be provided to all students.
5. Qualified and highly effective personnel will be recruited, developed, and retained.
6. The state's students will demonstrate exemplary performance in the comparison to national and international standards.
7. School campuses will maintain a safe and disciplined environment conducive to student learning.
8. Educators will keep abreast of the development of creative and innovative techniques to improve student learning.
9. Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

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Hitchcock I.S.D. Mission Statement

The mission of the Hitchcock Independent School District is to produce contributing citizens prepared for lifelong learning, believing in our country, themselves, and their fellow man in our ever-changing world by providing a personalized, yet diversified, quality education through varied learning experiences with pride, participation, and performance in partnership with our community.

Statement of Beliefs

We believe that:

- Each student deserves access to a world-class education.
- Education is a joint partnership between family, school, and community.
- Relationships are the foundation for meaningful teaching and learning.
 - Learning can occur any time, any place, and at any pace.
- Providing diverse learning opportunities promotes individual success.
 - Excellence is worth the effort.
 - High expectations drive performance.
 - Diversity strengthens our community.
- The measure of success of any community is the success of its children.
 - Communication with all stakeholders develops unity.
 - Every person is responsible to be a continuous lifelong learner.
 - Innovation requires a commitment to bold ideas.

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2016 - 2017 District Goals

- Goal 1: Make academic achievement and student performance the primary priority of Hitchcock ISD.**
- Goal 2: Recruit and retain high quality personnel reflective of and responsive to the district's diverse community.**
- Goal 3: Maintain a safe and disciplined environment conducive to learning.**
- Goal 4: Maximize fiscal responsibility to provide for operational effectiveness and facility maintenance.**
- Goal 5: Actively promote a sense of community and shared direction.**
- Goal 6: Maintain facilities in a manner that promotes learning.**

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Name		Location	Title		Name		Location	Title
Anderson	Sara	Stewart Elementary	Teacher		Line	Donette	Stewart Elementary	Principal
Armacost	Chris	Central Office	Director		Martin-Smith	Angelique	Crosby	Teacher
Bilek	Elizabeth	Hitchcock High School	Teacher		Menendez	Judith	Hitchcock High School	Teacher
Comfort	Eula	Hitchcock High School	Teacher		McMillan	Chelsea	Hitchcock Primary	Teacher
Cruse	Kathy	Texas First Bank	Community		Norris	Lily	Stewart Elementary	Teacher
Dean	Kristi	Hitchcock Primary	Teacher		Stall	Megan	Stewart Elementary	Teacher
Donovan	Jennifer	Central Office	Director		Vonbergen	Eric	Crosby	Teacher
Edmundson	Kellie	Hitchcock High School	Principal		Womack	Tommetria	Crosby	Counselor
Faour	Patrick	Crosby	Principal					
Gaines	Ethel	Head Start	Director					
Gonzales	Sarah	Stewart Elementary	Teacher					
Guerra	Evangelina	Central Office	Coordinator					
Haase	Kimberly	Hitchcock Primary	Teacher					
Hobbs	Susan	GGCC	Staff					
Jordan	Carolyn	Head Start	Staff					
Lewis	Gabrielle	Head Start	Staff					

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DISTRICT GOAL1: Make academic achievement and student performance the primary priority of Hitchcock ISD.

Objective 1: Hitchcock ISD attendance rate will be at least the state average or higher.
Objective 2: Hitchcock ISD will meet or exceed the state standards in academic performance by campuses, sub populations and individual students for the 2016-2017 school year.
Objective 3: Hitchcock ISD will increase the Career and Technical Education enrollment by 5 % for the purpose of gaining workforce readiness.
Objective 4: Hitchcock ISD will prepare students to think critically and become highly successful in their area of choice.
Objective 5: Hitchcock ISD will provide a foundation in reading, math, and writing for all students.
Objective 6: Hitchcock ISD will create an academic culture that promotes competition, rigor, and relevance equipping students with the skills needed to compete in the 21st century marketplace.

Superintendent: Carla Vickroy

STRATEGIES	STAFF/OTHER PERSONS RESPONSIBLE	FUNDING SOURCE	TIMELINE START/ END	RESOURCES NEEDED: HUMAN MATERIAL, FISCAL	EVIDENCE OF MONITORING/ EVALUATION	SUMMATIVE REVIEW (Make note of progress)
Develop a motivational plan to increase student daily attendance.	Principals CIP Committee Members	Local / 199 Title I / 211-	Monthly	Attendance Clerks, Awards	Monthly attendance reports	
Continue the phone calls made to students who miss 3 or more consecutive days.	Teachers	None	Aug 2016- June 2017	Teachers, Attendance records	Call logs and improvement in attendance	
Continue using of the district-wide automated call out system to call parents of absent students.	Attendance Clerks	None	Aug 2016- June 2017	Automated call out system	Monthly attendance reports from each campus	

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Send attendance letters after student misses 4 days of school	Attendance Clerks	None	Aug 2016-June 2017	Attendance Clerks Counselors TxEIS	Improvement in attendance	
Continue to implement the Hitchcock ISD Campus Attendance Committees.	Administrators	None	September 2016-June 2017	Attendance Reports	Minutes	
Make home visits to students with excessive absences.	Administrators Police Officer	None	As needed	Attendance records Warning letters	Home visit logs	
Continue implementation of the Fundamental 5	Administrators Teachers	Local / 199- Title I / 211- Title II / 255-	Aug 2016-June 2017	Fundamental 5 Professional Development, Books	Lesson Plans Walk-throughs	
Increase student engagement and performance	Teachers	Local / 199- Title I / 211-	Aug 2016-June 2017	Supplies Materials Technology	Lesson Plans Walk-throughs Assessment Data	
Continue using software for lesson plans	Administrators Teachers	IMA / 410	Aug 2016-June 2017	Professional Development Computer Programs	Lesson Plans Walk-throughs	
Utilize curriculum based assessments	Teachers Curriculum Coordinator	None	Each six weeks	Curriculum Based Assessments	Data disaggregation on assessment results	

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Continue the consistent measurement system of student progress by grade level and course.	Teachers Administrators Counselors	Local / 199-	Each six weeks	Student tracking form	Progress made on tracking forms, AWARE	
Research on a consistent K-12 district-wide writing program that addresses the needs per grade level.	Administrators Teachers	Title I / 211	Aug 2016- June 2017	Writing program – Units of Study	Lesson plans Walk-throughs	
Provide research based and differentiation instruction to ELL students.	ESL teachers Administrators,	Title I / 211 Title III / 263	Aug 2016- June 2017	Computer Programs ESL Adoptions	Lesson plans Professional Development Certificates	
Provide after school tutorials	Teachers	Local / 199 Title I / 211 Focus Grant	September 2016-June 2017	Extra Instructional Materials	Student Progress	
Provide professional development for teachers to achieve the supplemental ESL certification in order to increase the number of certified teachers	Teachers	Title III / 263	October 2016	Teacher sign in sheets	Certificates	
To reimburse teachers the cost of the test after passing the ESL supplemental certification	Teachers	Local / 199	September 2016-June 2017	Test cost reimbursement after passing	Test Score	
Increase the number of GT teachers and administrators	Administrators Teachers	Local / 199	September 2016-June 2017	GT Training	Certificates	

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Continuation of Response To Intervention (RTI) at the district level	Administrators Teachers Counselors	None	August 2016- June 2017	RTI Universal Screener	Reports	
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DISTRICT GOAL 2: Recruit and retain high quality personnel reflective of and responsive to the district's diverse community.

OBJECTIVE 1: Hitchcock ISD will increase faculty and staff job satisfaction.
OBJECTIVE 2: Hitchcock ISD will reduce faculty turnover by 8%.

Superintendent: Carla Vickroy

STRATEGIES	STAFF/OTHER PERSONS RESPONSIBLE	FUNDING/SOURCE	TIMELINE START/END	RESOURCES NEEDED: HUMAN MATERIAL, FISCAL	EVIDENCE OF MONITORING/EVALUATION	SUMMATIVE REVIEW (Make note of progress)
Back to School Convocation that inspires and motivates teachers.	Superintendent	Title II / 255-	August 2016	Decorations, breakfast	Job Satisfaction Teacher Retention	
Continue the awards program to honor teachers with years of service in the district.	Superintendent	Local / 199-	April 2017	Awards District Website	Teacher Retention	
Design and implement an Attendance Incentive Program	Superintendent Administrators	Local / 199-	On-going	Incentives	Decrease Teacher absences	

Review Dates: Sept 26, 2016 Nov 7, 2016
Jan 23, 2017 April 3, 2017

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Develop strategies to attract and retain highly qualified teachers	Superintendent Administrators	Local / 199-	On-going	NCLB HQ guidelines	100% highly qualified teachers	
Develop and implement a retention program for teachers.	Superintendent Administrators	Local / 199- Title I / 211- Title II / 255 Title III / 263	August 2016- June 2017	New Teacher Training Mentors	Increase in retention of teachers	
Provide New Employee Orientation before school starts.	Superintendent Administrators	Local / 199	August 2016- June 2017	New Employee Orientation Computers	Sign In Sheets	
Provide a mentor to all new teachers.	Administrators	Local / 199	August 2016- June 2017	Mentor Teacher	Assignment of Mentor Teacher Increase in teacher retention	
Continue to implement a Sick Leave Bank Policy.	Superintendent Finance Manager Benefits Coordinator	None	September 2016	Training for staff, Guidelines for staff	Increase in retention of teachers	
Superintendent will meet with all new hires	Superintendent	None	On-going	None	Increase in retention of teachers.	

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Salary Increase for all personnel for the 2016-2017 school year	Superintendent Finance Director School Board	Local / 199 Head Start / 205 Title I / 211 Title II / 255 Idea B / 313 Preschool / 314	School year 16-17	Local and federal funding	Increase in retention of teachers	Approved on July 2016
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DISTRICT GOAL 3: Maintain a safe and disciplined environment conducive to learning.

OBJECTIVE 1: Hitchcock ISD will encourage students to participate in either a co-curricular and/or extra-curricular activity.
OBJECTIVE 2: Hitchcock ISD will develop a very powerful anti-bullying program and anti-bullying awareness campaign at all Hitchcock ISD campuses.
OBJECTIVE 3: Hitchcock ISD will form/retain peer mediation groups.
OBJECTIVE 4: Hitchcock ISD extracurricular programs will be designed to develop discipline, character, leadership, integrity and a winning attitude in all students.

Superintendent: Carla Vickroy

STRATEGIES	STAFF/OTHER PERSONS RESPONSIBLE	FUNDING/SOURCE	TIMELINE START/END	RESOURCES NEEDED: HUMAN MATERIAL, FISCAL	EVIDENCE OF MONITORING/EVALUATION	SUMMATIVE REVIEW (Make note of progress)
Develop programs at lower levels to teach anti-bullying strategies.	Administrators Counselors	None	August 2016- June 2017	Possible funding	Decrease in student bullying	
Develop a reward system for students exhibiting appropriate behavior to reinforce positivity	Administrators Teachers	Local / 199	August 2016- June 2017	Materials for rewards.	Increase in positive student behavior	

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Develop clubs at all grade levels that tap into students' talents and interests.	Administrators Teachers	None	August 2016- June 2017	Materials for clubs	Increase in participation	
Develop additional curriculum choices to allow students to take part in smaller classes designed to encourage positive behaviors and reduce disruptions in the classroom.	Superintendent, Administrators	None	On going	New Hires	Increase positive behaviors	

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DISTRICT GOAL 4: Maximize fiscal responsibility to provide for operational effectiveness and facility maintenance.

- OBJECTIVE 1:** Hitchcock ISD will strive to maintain platinum star rating.
OBJECTIVE 2: Hitchcock ISD will cross-train office staff to maintain continuity and flow.
OBJECTIVE 3: Hitchcock ISD will seek innovative avenues to increase funding revenue.
OBJECTIVE 4: Hitchcock ISD will fully implement and maintain an automotive maintenance scheduling program.
OBJECTIVE 5: Hitchcock ISD will maintain financial solvency and fund balance.
OBJECTIVE 6: Hitchcock ISD will ensure ample resources are allocated to personnel, student programs and curriculum.
OBJECTIVE 7: Hitchcock ISD will utilize tax dollars in a transparent and efficient manner to honor the public trust.

Superintendent: **Carla Vickroy**

STRATEGIES	STAFF/OTHER PERSONS RESPONSIBLE	FUNDING/SOURCE	TIMELINE START/END	RESOURCES NEEDED: HUMAN MATERIAL, FISCAL	EVIDENCE OF MONITORING/EVALUATION	SUMMATIVE REVIEW (Make note of progress)
Continue the marketing plan including: <ul style="list-style-type: none"> • advertising on school buses and white district vehicles • advertising signs at the stadium and in the gyms • advertise on the back of tickets • advertise on the district website 	Superintendent Administrators, Finance Manager	Local / 199	August 2016- June 2017	Materials for advertising, community support	Increase in revenue	
Hitchcock ISD Education Foundation.	Superintendent, Board of Trustees Community HISD Staff	Local / 199	August 2016- June 2017	Committee members	Formative of an Education Foundation	

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Cross train personnel to perform other duties in case of extenuating circumstance to continue the operational process	Central Office Staff	None	Annually	Training Materials	Have all accounts up to date	
Continue using the maintenance work order software	Maintenance Department	Previously Purchased	August 2016- June 2017	Software	Maintain facilities on an operational level	
Continue looking for grant opportunities	Curriculum and Federal Programs Department	Grant funds	On going	Internet	Grant proposals	
Continue to make all financial information available on District web site.	Finance Department	None	On going	Human	Maintaining Platinum Status	
Continue allocating Federal and Local funding to campuses according to enrollment and students needs based on data analysis	Administrators, Director of Curriculum and Director of Finance	None	On going	Human	Annual Audit	

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DISTRICT GOAL 5: Actively promote a sense of community and shared direction.

OBJECTIVE 1: Hitchcock ISD will increase student enrollment by at least 10% using community/parent involvement.
OBJECTIVE 2: Hitchcock ISD will encourage employees to participate in community activities and events.
OBJECTIVE 3: Hitchcock ISD will support community and youth leagues, specifically in the area of allowing HISD facilities usage to groups primarily consisting of Hitchcock students.

Superintendent: **Carla Vickroy**

STRATEGIES	STAFF/OTHER PERSONS RESPONSIBLE	FUNDING/SOURCE	TIMELINE START/END	RESOURCES NEEDED: HUMAN MATERIAL, FISCAL	EVIDENCE OF MONITORING/EVALUATION	SUMMATIVE REVIEW (Make note of progress)
Continue to update district webpage on a frequent basis to reflect information about the district.	Director of Technology	None	On going	Web page, technology	Updated information	
Send written communication in a timely manner to parents.	Teachers Central Office Administrators	None	On-going	Computer, printer, paper	Copy of communication	
Utilize the district marquee to inform parents of school information.	Administrator Secretary or Designee	None	On-going	Marquee, letters	Updated marquees	
Provide multiple opportunities for parental involvement.	Administrators Teachers Central Office	Local / 199- Title I / 211-	On going	Materials for parent programs.	Sign-In sheets agendas	

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Hitchcock ISD Facebook Page	Technology Department	None	On going	Technology	Facebook posts	
Technology Director to be the Public Relations representative for the district	Technology Director	None	On going	Camera, computer	Increase in public relations articles	
Participate in community festival, Good Ole Days	HISD Personnel	None	August 2016	Staff	Participation	
Participation in Home Coming and Christmas parade.	HISD Personnel	None	October 2015 December 2015	Administration Teachers	Participation In the parade	
Continue allowing community groups to fill out the use of facilities form to promote community events and sports	District Receptionist	None	On going	Community	Forms	

DISTRICT GOAL 6: Maintain facilities in a manner that promotes learning.

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OBJECTIVE 1: Hitchcock ISD will maintain facilities that are efficient, highly functional and inviting.		Superintendent: Carla Vickroy
OBJECTIVE 2: Hitchcock ISD will provide facilities that are safe, secure and conducive to learning.		
OBJECTIVE 3: Hitchcock ISD will provide facilities that are sufficient for all student programs and student growth		

STRATEGIES	STAFF/OTHER PERSONS RESPONSIBLE	FUNDING/SOURCE	TIMELINE START/END	RESOURCES NEEDED: HUMAN MATERIAL, FISCAL	EVIDENCE OF MONITORING/EVALUATION	SUMMATIVE REVIEW (Make note of progress)
Maintain energy efficient lighting outside of all District facilities	Technology/Maintenance Department	None	On going	Human, lights, equipment	Outside lighting	
Maintain energy efficient lighting inside of all District facilities	Technology Department/Maintenance Department	None	On going	Human, lights	Inside lighting	
Maintain air conditioning/heating units at all District facilities	Technology/Maintenance Department	None	On going	Human, parts, equipment	Coolness, warmness of buildings	
Lawn mowing and weed eating at all District facilities.	Maintenance Department	None	On going	Human, equipment	Lawns maintained	
Painting where needed at all District Facilities	Maintenance Department	Local / 199-True Value Grant	On going	Human, supplies	Buildings painted	

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COMPREHENSIVE NEEDS ASSESSMENT INFORMATION

Hitchcock ISD serves approximately 1690 students in grades EE to 12th. The student population is represented by 44.1% African Americans, 28.4% Hispanic, 27.14% White, 0.12% American Indian, 0.24% Asian, and 0% Pacific Islander. The low socio-economic status is 79.5% and continues to rise each year. The average daily attendance rate for students is 94%. The annual dropout rate for grades 9 – 12 is 20%.

Hitchcock ISD serves approximately 104 Limited English Proficient students, 49 Gifted and Talented students, 242 Career and Technical students and 160 Special Education students.

The staff population is made up of 30.8% African American, 13.7% Hispanic, 53.0% White, 2.6% Other. Males make up 25.0% of the staff and females make up 75% The average years of experience for staff is 11-20 years.

The District Advisory Committee looked at the following data in order to determine the strengths and needs of the district:

STAAR/EOC 2016 Accountability Summary, Indexes 1, 2, 3, 4; Attendance

The data indicated:

Student Strengths and Needs

Strengths:

- Distinction earned in science at Stewart Elementary
- Attendance
- Students enrolled in dual credit classes
- Students enrolled in career and technology courses

Needs:

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- Intervention in basic skills
- Increase writing level
- Differentiated instruction

Staff Strengths and Needs

Strengths:

- Stewart Elementary received a Met Standard rating from TEA
- Stewart Elementary received a Distinction in Science from TEA
- Data driven
- Highly qualified staff

Needs:

- Hitchcock ISD, Crosby Middle School and Hitchcock High School have been rated as Improvement Required. Their goal is to work towards receiving a Met Standard rating.
- Professional development in the areas of: Balanced Literacy, math, science, critical thinking, problem solving, STAAR, data disaggregation, TEKS Resource System, curriculum alignment, reaching the ELL learners, English Language Proficiency Standards (ELPS), building relationships with students, reaching our African American and economically disadvantaged students, Lesson Structure, inclusion and individual educational plans (IEPs) implementation for special education students.
- Full Implementation of the Fundamental 5
- Technology in the classroom

Parental Involvement Strengths and Needs

Strengths:

- Caring and supporting

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- Attend school functions
- Provide transportation and attending extra-curricular activities

Needs:

- More involvement in the academic areas
- Stronger PTO
- Parent training