



School: Emmerich Manual High School
 SBOE Monthly Performance Report: November 15th - December 13th

Date: 12.13.13

Core Question 1: Is the educational program a success?					
	Oct. 15	Nov. 15	Dec. 13	Comments	Next steps
Student Enrollment	564	543	524	<ul style="list-style-type: none"> ▪ There was a reduction due to students moving and withdrawals. ▪ 1 interpersonal problem ▪ 7 Transfers to other schools ▪ 5 withdrew to homeschool ▪ 1 Expelled ▪ 5 Moved out of state 	<ul style="list-style-type: none"> ▪ We continue to enroll and work with parents who want students to come to EHMS.
Student Attendance	81%	79%	79%	<ul style="list-style-type: none"> ▪ Dropouts: 2 (2 no-shows) ▪ Tardy To School: 873 ▪ On Time to School: 4,992 ▪ Tardy to class: 597 ▪ Withdrawals: <ul style="list-style-type: none"> ○ 13 transferred to another school in Indiana ○ 1 transferred to another school in Ohio ○ 6 were home schooled ○ 2 were incarcerated ▪ Other: 	<ul style="list-style-type: none"> ▪ Due to our diligence and tracking we have reduced the number of students tardy to school this month ▪ Attendance task force is still evaluating attendance each day and making calls at 10:30 to report absentees to parents. ▪ The task force is also tracking down parents with incorrect contact information. ▪ Protocols have been instituted to obtain or update contact information from any parent who comes to the school. ▪ Teachers are also now making calls to parents for all students absent 6th period.
Student Suspensions	102 9 th : 51 10 th : 22 11 th : 18 12 th : 11	86 9 th : 39 10 th : 15 11 th : 19 12 th : 13	85 9 th : 41 10 th : 22 11 th : 13 12 th : 9	<ul style="list-style-type: none"> ▪ Attendance: 12 ▪ Behavior: 48 <ul style="list-style-type: none"> ○ Fighting: 5 ○ Battery: 1 ○ Defiance: 25 	<ul style="list-style-type: none"> ▪ We will be implementing a Positive Alternative to School Suspension (PASS) program for next semester to work with students with behavioral issues to

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				<ul style="list-style-type: none"> ○ Profanity: 15 ○ Intimidation/Bullying: 0 ○ Tobacco: 2 <ul style="list-style-type: none"> ▪ Drugs: 3 ▪ Other: 22 	reduce the amount of suspensions.
Student Expulsions	0	3 9 th : 1 10 th : 0 11 th : 1 12 th : 1	0 9 th : 0 10 th : 0 11 th : 0 12 th : 0	<ul style="list-style-type: none"> ▪ Attendance: 0 ▪ Behavior: 0 ▪ Drugs: 0 ▪ Other: 0 	<ul style="list-style-type: none"> ▪ We are continuing to follow the established expulsion procedures.
Other	N/A	N/A	N/A	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

Core Question 2: Is the organization in sound fiscal health?		
	Comments	Next steps
SIG Funding	<ul style="list-style-type: none"> ▪ We have applied to amend our SIG budget to include a position to handle Positive Alternative to School Suspension (PASS) program. 	<ul style="list-style-type: none"> ▪ Working on initiatives per approved SIG budget.
Other		

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Core Question 3: Is the organization effective and well-run?					
	Oct. 15	Nov. 15	Dec. 13	Comments	Next steps
Staff Attendance	92%	94%	90%	<ul style="list-style-type: none"> ▪ A spreadsheet has been established so that multiple teachers in departments are not out at the same time 	<ul style="list-style-type: none"> ▪
Staff Retention	99%	99%	96%	<ul style="list-style-type: none"> ▪ New Hires: 2 <ul style="list-style-type: none"> ○ 2 new Social Studies Teachers ▪ Resignations: 2 <ul style="list-style-type: none"> ○ Business Office Manager ○ Social Studies Teacher ▪ Terminations: 0 	<ul style="list-style-type: none"> ▪ We are interviewing to hire a Family & Consumer Sciences Teacher through Perkins Grant (this would be a new position). ▪ We are accepting applications and interviewing for the Business Office Manager Position

Core Question 4: Is the school providing the appropriate conditions for success?					
	Oct. 15	Nov. 15	Dec. 13	Comments	Next steps
IEP / 504 Plans	118 9 th : 38 10 th : 27 11 th : 21 12 th : 32	112 9 th : 38 10 th : 25 11 th : 22 12 th : 27	107 9 th : 36 10 th : 24 11 th : 21 12 th : 26	<ul style="list-style-type: none"> ▪ There is one 504 plan in place for a male sophomore 	<ul style="list-style-type: none"> ▪
EL Students	28 9 th : 11 10 th : 7 11 th : 4 12 th : 6	30 9 th : 11 10 th : 10 11 th : 3 12 th : 6	31 9 th : 11 10 th : 8 11 th : 6 12 th : 6	<ul style="list-style-type: none"> ▪ We are still in need of hiring an ESL aide for a vacant position. 	<ul style="list-style-type: none"> ▪ We are in the process of interviewing to hire for the ESL aide position.
Parent Engagement	2 Events	3 Events	Yes	<ul style="list-style-type: none"> ▪ November 23rd: Family Expo featuring Thanksgiving Dinner and frozen turkeys to all families w/336 attendees ▪ December 9th: Parent Council Meeting w/12 attendees 	<ul style="list-style-type: none"> ▪ Family VIP night for all families to assist for holidays on December 16th ▪ There will be a Family Expo on December 14th which will feature Holiday Dinner, gifts for children, and our Holiday Concert. ▪ There will be a Family Expo on December 14th that will feature

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					our Holiday Concert.
Community Engagement	2 Events	2 Events	Yes	<ul style="list-style-type: none"> ▪ November 23rd: Family Expo featuring Thanksgiving Dinner and frozen turkeys to all families w/336 attendees ▪ December 9th: Parent Council Meeting w/12 attendees ▪ December 11th: Faith Based Community Meeting w/snacks being provided for all EMHS and EDMS students. Also, this group is providing breakfast for staff on December 20th ▪ December 13th: Junior Achievement Day long workshop with all juniors and seniors – 30 JA volunteers 	<ul style="list-style-type: none"> ▪ Family VIP night for all families to assist for holidays on December 16th ▪ There will be a Family Expo on December 14th that will feature Holiday Dinner, gifts for children, and our Holiday Concert. ▪ There will be a Family Expo on December 14th that will feature our Holiday Concert.

Other Key Information:

- EMHS did End of Course Assessments (ECA) for English 10 and Algebra I re-takers the week of December 9th. For English 10 we had 99% of those eligible take the test. For Algebra I we had 99% of those eligible take the test. We only missed one student and he needed both the English 10 and Algebra I ECA.

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School: T.C. Howe High School

Date: 12.15.13

SBOE Monthly Performance Report: November 15th – December 15th

<i>Core Question 1: Is the educational program a success?</i>					
	Oct. 15	Nov. 15	Dec. 15	Comments	Next steps
Student Enrollment	659	631	604	<ul style="list-style-type: none"> ▪ As we bring the semester to an end, we have become more aggressive with our attendance procedures. Home visits are done daily and parents are contacted daily in an attempt to get all students in school. As we have increased in our efforts, we have noticed a large number of students between the ages of 18 – 20 withdrawing as a result of recent employment. Additionally, with the change in our transportation (picking up students only within the boundary), we have seen an increase of students going to schools within their boundary in order to secure transportation resulting in them withdrawing from T.C. Howe. 	<ul style="list-style-type: none"> ▪ Continue to do home visits daily ▪ Counselors continue to meet with students to discuss their graduation plan in order to maintain student investment in attending school to complete their coursework. ▪ Follow up with targeted students that are currently on attendance contracts ▪ Create a weekly attendance incentive plan for semester two (weekly attendance shout out wall) ▪ Maintain parent notification when a student is absent
Student Attendance	89.9%	88.5%	83.4%	<ul style="list-style-type: none"> ▪ Dropouts: 0 ▪ Tardies: 245 ▪ Withdrawals: 28 ▪ Other: 19 ▪ Home visits are completed by our parent liaison and our School Resource Officer daily. Parent contact is also made with any student absent from school and/or students that arrive to school tardy. Additionally, written notification is sent home to parents of students missing 5, 8, and 10 days of school prior to moving forward with the truancy process. Through these efforts, we have noticed an increase in parent notification informing us if a student will be absent from school. ▪ Students that have withdrawn have withdrawn for the 	<ul style="list-style-type: none"> ▪ One focal point for semester two will be on students attending school on time. We are finding that students are arriving to school late for the following reasons: helping with other siblings, not waking up on time, transportation. A plan will be devised for semester two which will increase accountability for both the parent and the student as it relates to arriving to school on time.

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				<p>following reasons: relocation, financial/employment (for students 18 and over), transportation, and choice.</p> <ul style="list-style-type: none"> Students that have enrolled have done so for the following reasons: relocation, transportation, and choice. 	
Student Suspensions	<p>49 7th: 16 8th: 18 9th: 4 10th: 3 11th: 5 12th: 3</p>	<p>99 7th: 24 8th: 32 9th: 15 10th: 18 11th: 2 12th: 8</p>	<p>135 7th: 50 8th: 48 9th: 13 10th: 10 11th: 7 12th: 7</p>	<ul style="list-style-type: none"> Attendance: Behavior: 99 Drugs: Other: With the shift in our enrollment numbers, we also have a shift in our culture which has had an impact on the number of students receiving consequences. 	<ul style="list-style-type: none"> The discipline team has come up with a strategic plan to support teachers with management Discipline team has come up with a strategic plan to hold students accountable for consequences Provide additional support for teachers as it relates to classroom management Our behavior specialist and social worker will continue to work with targeted students to create individual behavior goals to improve classroom behavior and academic performance Student Intervention Team meets on a weekly basis to discuss students of concerns and the way in which we can go about creating a support plan for that particular student.
Student Expulsions	6	2	0	<ul style="list-style-type: none"> Attendance: Behavior: 	



				<ul style="list-style-type: none"> ▪ Drugs: ▪ Other: ▪ This month we do not have any expulsions to report. 	
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Core Question 2: Is the organization in sound fiscal health?				
	Comments			Next steps
SIG Funding	<ul style="list-style-type: none"> ▪ SIG funding was used to support the school improvement process in the following ways: Implementation of iPads and COW's to effectively infuse technology and implement virtual classrooms, A to Z Consulting to work with math and ELA teachers on areas of improvement. ▪ We are continuing to serve students with the use of SIG funding. ▪ Observed improvement in attendance rate (attendance clerk and social work monitor attendance) ▪ School safety improvements through our Deans and Campus monitor positions that are funded through the SIG grant. ▪ Funding used to create an intentional focus on after school tutoring 			<ul style="list-style-type: none"> ▪ Focus on increasing test scores through focus on improved attendance rate, discipline policy, and an increase at after school tutoring all of which if funded through SIG ▪ Improved LT through hiring (Assistant Principal) ▪ Retain and attract staff talent through incentives utilizing SIG funded
Other				

Core Question 3: Is the organization effective and well run?					
	Oct. 15	Nov. 15	Dec. 15	Comments	Next steps
Staff Attendance	98.4%	98.2%	97.1%	<ul style="list-style-type: none"> ▪ Maintain incentives for staff members to encourage daily attendance at work. Increased intentionality as it relates to how our attendance impacts student success. Visible tracking of staff attendance. 	<ul style="list-style-type: none"> ▪ Include this focus in our staff meetings to reiterate importance
Staff Retention	93%	90%	92%	<ul style="list-style-type: none"> ▪ New Hires: No additional hires to report this month ▪ Resignations: No additional resignations to report this month ▪ Terminations: Mrs. Hershey – ELA Teacher 	<ul style="list-style-type: none"> ▪ College visits in order to recruit upcoming talent ▪ Increased visibility within the community to recruit talent ▪ Communication meetings held giving staff members the space to

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					articulate concerns in order to improve staff culture <ul style="list-style-type: none"> Consistent communication through weekly staff newsletter
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Core Question 4: Is the school providing the appropriate conditions for success?					
	Oct. 15	Nov. 15	Dec. 15	Comments	Next steps
IEP / 504 Plans	98	102	102	<ul style="list-style-type: none"> We have seen a huge improvement in our SPED department as we have shifted a large portion of responsibilities to our Students Service Coordinator who provides support in scheduling meetings, organizing documentations, and making parent contact. Professional development provided to the instructional aides on their role within the classroom Special education aides are documenting the way in which they are supporting students in the classroom daily 	<ul style="list-style-type: none"> Work with families and counselors to ensure all are scheduled appropriately for the second semester Work with behavior specialist in order to ensure we are being proactive in supporting our students who have individualized challenges Intentional focus on structuring the resource room to provide more individualized support to students who visit the resource room Professional development scheduled for general education teachers to gain a better understanding on how to utilize an instructional aide in the classroom
EL Students	12	14	13	<ul style="list-style-type: none"> Our ENL teacher continues to support our ENL population. As a team we ensured all accommodations were met during ECA testing and that all Individual Learning Plans were followed and implemented. 	<ul style="list-style-type: none"> Complete a breakdown of academic progress for this population Ensure all teachers are aware of the ILPs for all students and how to successfully implement these



					<ul style="list-style-type: none"> plans. ▪ Ongoing professional development for our ENL teacher in order to bring new learning back to the T.C. Howe staff.
Parent Engagement	Yes	Yes	Yes	<ul style="list-style-type: none"> ▪ Parent workshop on the use of Power School ▪ Family Night ▪ Daily Home Visits ▪ Star Student Lunch (parents are invited to attend) ▪ Monthly Parent Newsletter 	<ul style="list-style-type: none"> ▪ Utilize Parent Link to conduct daily home visits (4-8 per day) ▪ Continue with monthly parent newsletter
Community Engagement	Yes	Yes	Yes	<ul style="list-style-type: none"> ▪ ECA Pep Rally (Pace-Mates, Colts Player, Congressmen Carson, and Local Sororities were in attendance) ▪ Community Winners for Colts Game Passes (HYPE/T9 monthly incentive) ▪ Limousine Lunches (for students passing the ECA) ▪ Hickman's Closet (community clothing donations) 	<ul style="list-style-type: none"> ▪ Increase visibility within the community ▪ Initiate community partnerships (TFA and local colleges)



Core Question 1: Is the educational program a success?					
	Oct. 15	Nov. 15	Dec. 15	Comments	Next steps
Student Enrollment	327	325	319	7 th grade- 173 8 th grade- 146 Decrease caused by Economic Hardship in which families move out of boundary into another home. Transient population Break down of family support systems for students – students move in and out of various family members' homes due to a variety of situations.	<ul style="list-style-type: none"> ▪ Promote school through School Showcases. ▪ Schedule monthly Parent/Student activities. ▪ Incentive programs for students/parents who get someone to enroll at EMMA.
Student Attendance	91%	92%	92%	<ul style="list-style-type: none"> ▪ Dropouts: 0 ▪ Tardies: 183 ▪ Withdrawals: Oct. 24, Nov. 12, Dec. 3 Tardies have been due to students waking up late, parents not getting students up for school, and colder weather.	<ul style="list-style-type: none"> ▪ Continue monthly incentive programs for perfect attendance. ▪ Continue making home visits to students who are chronically tardy to school. ▪ Continue to make parental phone contacts.
Student Suspensions	28	4	32	<ul style="list-style-type: none"> ▪ Attendance: 0 ▪ Behavior: 26 ▪ Drugs: 3 ▪ Other: 1 – Student had cigarette lighter in classroom after many other behavioral issues. 	<ul style="list-style-type: none"> ▪ Continue scholar dollar incentive programs. ▪ Continue counseling students. ▪ Daily Tracking sheets for students with behavior and academic issues. ▪ Continue phone conversations



					<ul style="list-style-type: none"> with parents ▪ Identification of students to refer to Multidisciplinary Team
Student Expulsions	1	1	1	<ul style="list-style-type: none"> ▪ Attendance: 0 ▪ Behavior: 0 ▪ Drugs: 1 ▪ Other: 0 – 	<ul style="list-style-type: none"> ▪ Promote good decision making through character education program – STRIVE
Other					

Core Question 2: <i>Is the organization in sound fiscal health?</i>		
	Comments	Next steps
SIG Funding	Final budget approved Mid-November. SIG funds are being disbursed and used as directed in the approved grant.	<ul style="list-style-type: none"> ▪ Monitor grant spending and place amendments as necessary.
Other		<ul style="list-style-type: none"> ▪

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<i>Core Question 3: Is the organization effective and well-run?</i>					
	Oct. 15	Nov. 15	Dec. 15	Comments	Next steps
Staff Attendance	89%	81%	97%	<ul style="list-style-type: none"> ▪ Incentive Programs ▪ Teachers being cognitive of their importance to the learning process. ▪ Professional Development planned around their instructional needs. 	<ul style="list-style-type: none"> ▪ Continue with incentive programs. ▪ Continue with effective supports through PD and Team Lead/Subject meetings.
Staff Retention				<p>New Hires: 1 Lang Arts Teacher Transferred to another CSUSA School: 1 Terminations: 0 Resigned: 0 Language Arts Teacher replaced teacher who was promoted to a Curriculum Specialist position at TC Howe Middle / HS.</p>	<ul style="list-style-type: none"> ▪ Continue recruitment of highly qualified teachers. ▪ Continued tracking of Teacher Incentive Goals

<i>Core Question 4: Is the school providing the appropriate conditions for success?</i>					
	Oct. 15	Nov. 15	Dec. 15	Comments	Next steps

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IEP / 504 Plans	80/25% 2-504	83/26% 3-504	90/28% 1-504	<ul style="list-style-type: none"> Students enrolling with IEPs. 	<ul style="list-style-type: none"> Continue to monitor students and their LRE placement within EMMA
EL Students	13/4%	19/5.85 %	19/5.9%	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Continue to monitor progress of EL students and ensure services at meeting their needs.
Parent Engagement	40 75	0 3	60	<p>October 29th: Emma Donnan hosted its first Family Fall Festival – Families enjoyed poetry, food, and fun fall games.</p> <p>November 14th and November 16th: Emma Donnan along with Manual H.S. and Howe H.S. hosted an educational showcase. This allowed current and future parents to interact with staff, and learn about each school’s academic and extracurricular activities.</p> <p>December 11th: EMMA hosted an Art show displaying art work created first semester. Parents and community members were allowed to see the artwork of our students.</p>	<p>December 17th we will host our family game night minute to win it addition. Families will be able to interact with staff as they play mind boggling games</p> <ul style="list-style-type: none"> Continue to plan parental engagement activities within the school and INDY school network. Beginning in January, EMMA has an eight week Microsoft certification program for parents / students.
Community Engagement	9 15	20 10	11	<p>October 17th – Community Partners meeting (12)</p> <p>November 6th – CSUSA VIP Luncheon and Tour event (20)</p> <p>November 21st we hosted another community partners meeting. This meeting allows community members to attend a meeting to learn what things the school needs and how we can help improve the school as well as the community. (10)</p> <p>December 11th we had our Faith Based Community Meeting in regards to providing our students with snack</p>	<p>December 16th putting together snack packs for students</p> <p>December 19th passing out snack packs</p> <p>Continue working with community members to support schools through collaboration.</p> <p>Continue to contact and talk with possible new community</p>



OFFICE of EDUCATION INNOVATION

					businesses/organizations to create new innovative programs to support student needs.
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Other Key Information:

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