

Moving Ritchie Park Elementary School Forward Through Listening and Learning For Greater Student Success

[Andrew J. Winter](#)

The new Principal will need to create an entry plan that provides a framework and opportunity to meet with all stakeholders to listen and learn about thoughts and direction for Ritchie Park Elementary School. This initial step enables the beginnings of the creation of firm relationships, establishing trust, creating transparency, and seeking genuine honesty of our school. This plan provides a method to facilitate and articulate a comprehensive plan of action from Appointment through October. The plan seeks and provides involvement from various constituencies within Ritchie Park and from the community as a whole. To take the school to the next level, this plan addresses key objectives and activities for the new Principal to gain perspective in understanding the current state and providing potential direction for next steps. This critical opportunity consists of:



- Building collaborative and team-oriented relationships;
- Developing a more comprehensive understanding and knowledge about the students, staff, and community; and
- Creating an environment that moves the school community forward to address both short-term and long-term goals.

The cornerstone that guides the events of each phase of the entry plan is the Ritchie Park Vision and Mission Statement:

Ritchie Park Elementary School students, staff, parents, and community members will work together respectfully and cooperatively to create a safe, positive, inclusive, and academically rich environment.

Our students will demonstrate academic excellence, independent thinking, and growth through the arts. Our staff will provide opportunities that challenge students to reach their potential while fostering the enjoyment of learning. Our parents will prepare students for learning and remain active in their children's education. The Ritchie Park community will communicate openly, uphold the PAVE (Panthers Admire Values in Everyone) values, and share high expectations for self and others.

In addition to the cornerstone principle that will drive this plan, there will be alignment with the goals from the Ritchie Park School Improvement Plan.

The entry plan is divided into three phases; Pre-entry, Entry, and Post-entry. The plan focuses on five themes – Vision, Communication, Achievement, Strategies, and Future – to organize activities, gain



knowledge and information, and ultimately, to create a picture of the current and future state of Ritchie Park Elementary School. These themes provide a lens for the Principal, Staff and Community to:

- Think about the future and the aspirations we have for our students;
- Examine students academic accomplishments; and
- Provide an opportunity and forum for us to sharpen the focus of our commitment to ensure the success of all students.

The entire entry plan activities will be designed to provide opportunities to collect information from all stakeholders through a variety of approaches including, interviews, group meetings, and a review of documents and resources. The combination of informal and formal research will provide a more comprehensive understanding and picture of Ritchie Park. A report at the end of the first two parts of the entry plan will be created and will be presented to stakeholders. A supplemental report will be generated following the post entry phase:

Strategies for Future Success, which will assist in any modifications or future development for the School’s Strategic Plan.

This entry plan has been developed to provide the necessary investment of time and resources to:

- Foster relationships;
- Create partnerships;
- Build teams; and
- Reflect on the accomplishments and direction of the school.



In essence, the entire entry plan will serve as a formative process for the school to see what is working and what may need adjustment. The Principal via Staff and PTA Meetings, School Website, Newsletter, and Twitter Account will regularly report information and findings.

A framework for the entry plan includes:

- A list of constituencies to be consulted with objectives for each group;
- Information on guiding questions for each phase;
- Objectives for each question and data collection; and
- Documents to review throughout the entry plan time-frame

A plan on how best to meet different constituency groups will be developed with guidance and in collaboration with the team of support from OSSI.



Detailed Entry Plan Objectives by Constituency Group

CONSTITUENCIES	ENTRY PLAN OBJECTIVES
Central Office Staff	Reaffirm and establish strong professional relationships with all central office staff that support Ritchie Park Elementary School
School Leadership	Cultivate strong professional relationships with all school-based and department leaders to become knowledgeable and to understand each community they serve, their instructional and support services and resources, and the goals of each program
Teachers	Create open, professional relationships to facilitate communication between teachers and school-based and senior leadership to support staff in meeting the needs of students and families
Supporting Service Employees	Develop relationships with supporting service employees to facilitate open communication, provide opportunities for feedback, and align our work to support students and families
Students	Establish relationships with student groups at all levels to gain perspective and understanding of the opportunities and contributions of students within the Ritchie Park
Parents	Establish partnerships with parent groups to become knowledgeable of their advocacy and contributions for all students at Ritchie Park
Advisory Groups	Establish effective partnerships with representatives from advisory councils and committees to become aware of their work and priorities to support the goals of Ritchie Park
Community Leadership	Generate goodwill, build support, and establish channels for communication with community leaders – faith-based and business organizations – that serve the students and enhance the Ritchie Park community



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Creating A Framework For Listening And Learning for Elementary School To Rise to the Next Level

PHASES	THEMES AND GUIDING QUESTIONS	OBJECTIVES	DOCUMENTS TO REVIEW
<p>Pre-entry: Exploration & Dialogue From Appointment through June</p>	<p>Vision</p> <ul style="list-style-type: none"> • What is currently being done to accomplish our mission, vision, and goals? <p>Communication</p> <ul style="list-style-type: none"> • How will we communicate our mission and vision in order to accomplish the goals? 	<ul style="list-style-type: none"> • Develop an understanding of the perspectives of all stakeholders to establish a roadmap for the vision and expectations of Ritchie Park Elementary School • Establish an understanding and ownership of the process by which the district vision, mission, core beliefs, commitment, and action plans are dedicated to providing the best possible education for every child at Ritchie Park. 	<ul style="list-style-type: none"> • Board of Education and District Goals • OSSI Information about Ritchie Park • Long Range Educational Plan • School Newsletters • School PTA Notes • School Improvement Plan • School Board Meeting Minutes/Agendas • Employee Handbook • Student and Parent Handbooks • New Reading Curriculum • Student Learning Outcomes (SLO's) • Student Achievement Data • Social Emotional Learning Plan • Technology Plan • School Learning Progression • Previous Staff Meeting agendas and artifacts • Accountability Plans and Processes • Planning Documents • Emergency Management Plans and Procedures • Observations and Evaluations of Returning Staff • Articulation Process of Middle School • Special Education Plan • School Discipline Policy Bullying Policies
<p>Entry: Evaluation & Achievement July through August</p>	<p>Achievement</p> <ul style="list-style-type: none"> • What successes have been achieved toward meeting the previous School Improvement goals? • What are the goals outlined in the School Improvement Plan for the 2020-2021 school year? 	<ul style="list-style-type: none"> • Determine “where we are and where we need to go” in terms of a schools effectiveness and efficiency 	<ul style="list-style-type: none"> • Student Learning Outcomes (SLO's) • Student Achievement Data • Social Emotional Learning Plan • Technology Plan • School Learning Progression • Previous Staff Meeting agendas and artifacts • Accountability Plans and Processes • Planning Documents • Emergency Management Plans and Procedures • Observations and Evaluations of Returning Staff • Articulation Process of Middle School • Special Education Plan • School Discipline Policy Bullying Policies
<p>Post-entry: Strategies for Future Success September - October</p>	<p>Strategies</p> <ul style="list-style-type: none"> • What steps are necessary for Ritchie Park Elementary School to accomplish the goals outlined in School Improvement Plan? <p>Future</p> <ul style="list-style-type: none"> • What are the future aspirations of Ritchie Park Elementary School? 	<ul style="list-style-type: none"> • Identify successful strategies Ritchie Park Elementary School staff are using to meet the goals and objectives of School Improvement Plan • Determine professional development needs to help realize the School Improvement Plan goals and objectives • Examine key issues in the school to determine how the school may function or be structured in the future 	<ul style="list-style-type: none"> • Emergency Management Plans and Procedures • Observations and Evaluations of Returning Staff • Articulation Process of Middle School • Special Education Plan • School Discipline Policy Bullying Policies



