

Joining the Randolph Community: Collaboratively Building a Community of Excellence



Dr. Donna Snyder

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Greetings Parents and Guardians of the “Randolph Stars”:

I would like to welcome you and your family to the 2016-17 school year. The staff and I are eagerly enjoyed our opening day on Tue, Sept. 6. This year, we greeted over 450 bright-eyed, enthusiastic “Randolph Stars.”

As the new principal of Randolph Elementary School, I am honored to serve and extend open arms to each of you to join me as we embark on a journey of excellence in education for our children. In my previous position as both the APS Title I Supervisor and Director of Early Childhood and Elementary Education, I had the opportunity to work with staff and students at Randolph for the past five years, and I am looking forward to becoming a full-time member of your community!

I have spent my professional career as a teacher, principal, college professor and staff developer. Before coming to Arlington, I was principal of a large, 850 student, Title I elementary school in Gaithersburg, Md. Prior to that, I served as an elementary supervisor, responsible for the instructional programs at 21 schools in Tampa, Fla.

As I transition into my new role, I’m looking forward to getting to know each of you and your families! In the coming weeks, please stop by the school and say “hello.” During the week of August 22nd, I “officially” settled into the school and informally met with staff, students and community members. If your schedule permits, please feel free to drop by the school’s office between 8 am-6 pm and introduce yourself. I also held additional “open door hours” during the week of August 29th to hear your ideas, concerns and suggestions. If you have a personal topic that you would like to talk with me about, please feel free to call the school’s office at 703-228-5830 to schedule a more private conference.

As we look to a new school year, communication will be a top priority for me. Home-school partnerships enhance the academic achievement of each student and promote active participation in the educational setting. The staff and I will keep you informed of all school events, student accomplishments and curricular programs through the weekly principal’s newsletter, PTA correspondence and periodic classroom newsletters. In addition, “parent coffees” will be scheduled throughout the year to address both grade level and general curricular concepts. As an additional reference, a “parent handbook” containing information related to school policies and procedures will be sent home during the month of September.

Near the end of August, I sent each student a welcome letter along with a “parent packet.” These materials included information about our school year as well as details about our “Sneak Peek Community Open House” that was held on Thursday, September 1st.

I look forward to the opportunity of working closely with all of you and your children.

Donna J. Snyder, Ed. D.

Donna Snyder, Ed.D.
Principal, Randolph Elementary School

Collaboratively Building a Community of Excellence

August 19 - August 26: Introductory and Exploration Phase

Strategies				
Staff	Students	Parents/Guardians	Community Members	Central Office Staff
<ul style="list-style-type: none"> Send letter of introduction Send invitation for informal meetings Schedule August 24th optional professional development day for staff members Establish highly visible and accessible procedures Develop “open door” policy 	<ul style="list-style-type: none"> Send letter of introduction Invite students to participate in “designing a Randolph mascot” contest 	<ul style="list-style-type: none"> Send letter of introduction Invite families to “drop in” for informal introduction Communicate timeline for “Back-to-School” events and materials Develop “open door” policy Establish highly visible and accessible procedures Meet with PTA leadership 	<ul style="list-style-type: none"> Meet community leaders and members as identified Develop philosophy of accessibility, visibility, and “open-door” policy 	<ul style="list-style-type: none"> Contact curriculum and program supervisors to schedule initial curricular/instructional meetings Schedule planning meetings with Department of Instruction (DoI) supervisors, including: ESOL/ HILT, ELA, Mathematics, Minority Achievement, ATSS and DoI coordinators of Early Childhood and FACE Request “front end” support for students with disabilities from Title I teacher specialist for special education Develop proposal for co-teaching and SIOP school-wide training and elicit support from ESOL department Meet with the Superintendent and Senior Staff to discuss transition plan Participate in initial “Entry Meetings”
Document Review:				
	<ul style="list-style-type: none"> IB Mission and IB documents School Website School Communication Documents 	<ul style="list-style-type: none"> APS PIPs Parent Satisfaction Results (if available) Staff Satisfaction Results (if available) 		<ul style="list-style-type: none"> PTA Minutes 2015-16 Progressive Plan 2013-15 90 Day Plans Preliminary 2016 SoL Results



August 26-September 30: Entry Phase – Early Implementation and Evaluation

Themes Evaluation <ul style="list-style-type: none"> Analyze and identify academic targets for increased student achievement Achievement <ul style="list-style-type: none"> Develop Comprehensive School Improvement Plan with detailed objectives, strategies, and assessment measures to ensure students' educational needs are being met 				
Strategies				
Staff	Students	Parents/Guardians	Community Members	Central Office Staff
<ul style="list-style-type: none"> Create PreK-5 master schedule, including weekly CLT time for ELA, Mathematics and IB collaboration Meet with each staff member Schedule and conduct team specific meetings (grade level, content, etc.) Develop collaborative relationships with staff Engage staff in on-going team-building activities Facilitate full day Pre-Service training session (focusing on visioning activities, SWOT, data analyses, and initial goal setting) 	<ul style="list-style-type: none"> Visit each classroom on September 6th to meet students and discuss Randolph school expectations Announce "new mascot" winner and develop interactive strategies to integrate mascot into the school community Greet and interact with students throughout the day (arrival, recess, lunchroom, classrooms, dismissal) Initiate school spirit days (create T-shirts, school colors, school song and motto) Appear on morning news show Initiate school-wide "morning meetings" and strengthen integration of IB student attitudes Design student recognition program 	<ul style="list-style-type: none"> Participate in all PTA-sponsored events and meetings Develop weekly "principal's newsletter" Develop Parent Handbook Develop "Back-to-School" tips and first day materials Host "open-house" hours Schedule "parent coffees" for grade level and instructional topics Meet and greet parents during students' daily arrival and departure Engage parents in school mission and values process, along with school staff 	<ul style="list-style-type: none"> Participate in community functions and events sponsored by civic and community organizations Develop a plan to enhance school's linkage to various community groups 	<ul style="list-style-type: none"> Meet with curriculum supervisors and design district-level support for Randolph ES (according to identified needs) Initiate content classroom walk-throughs with content supervisors Schedule monthly meetings with ESOL and Special Education leadership to ensure appropriate delivery of academic service Participate in APS ELC Program with division leadership Collaboratively plan co-teaching and SIOP training modules
Superintendent & Senior Staff			Feeder Schools Leadership	
<ul style="list-style-type: none"> Participate in meetings, dialogues and discussions to provide current information related to student performance, school management and operations, and community involvement Provide schedule of school meetings and events to facilitate school visits 			<ul style="list-style-type: none"> Contact middle school(s) principal(s), and schedule initial dialogue 	
Document Review:				
<ul style="list-style-type: none"> 2013 – 2016 3-year trend data 2015 – 2016 SOL results 2014-2016 Progressive Plans 2015 – 2016 Assessment Results (DRA, Interactive Achievement, PALS, APS K-1 Quarterly Assessments, G/T) 		<ul style="list-style-type: none"> Evaluation Documents and Professional Development Plans Emergency Management Plans Parent Handbook (if available) Student Handbook (if available) 		<ul style="list-style-type: none"> School communication documents (internal and external communication) School Budget Documents Title 1 School-wide Plan Student Files

September 30 - November 18: Post Entry – Strategies for Success

Theme Assessment <ul style="list-style-type: none"> • Develop Randolph ES school-wide monitoring protocol to ensure school, grade level, and individual student progress monitored on a monthly basis • Identify and implement additional strategies to meet goals of APS Strategic Plan and Randolph Progressive Plan 				
Strategies				
Staff	Students	Parents/Guardians	Community Members	Central Office Staff
<ul style="list-style-type: none"> • Maintain open-door policy • Strengthen collaborative relationships with staff • Seek on-going feedback related to climate, school operations, communication, partnerships, and instructional programs • Participate in on-going grade-level meetings and CLT's team meetings • Lead Instructional Council meetings • Facilitate weekly data team meetings 	<ul style="list-style-type: none"> • Develop and expand student co-curricular activities (i.e. student government, mentoring, TV/Radio, after-school opportunities) • Publicly recognize student achievement/citizenship (i.e. assemblies, honor roll, certificates, principal's newsletter) • Facilitate assemblies/pep rallies related to specific school-wide events 	<ul style="list-style-type: none"> • Participate in all PTA-sponsored events and meetings • Continue with established communications venues (newsletters, coffees, "open office", community meetings) • Initiate school-wide events to involve family (i.e. grand parents' day, breakfasts, math nights, author nights, character parade) • Seek on-going feedback related to climate, school operations, communication, partnerships, and instructional programs • Host training sessions related to parent engagement opportunities in coordination with Title I, FACE and Minority Achievement Offices • Host monthly "principal's coffee" morning meetings 	<ul style="list-style-type: none"> • Continue to participate in community functions and events sponsored by civic and community organizations • Seek new community partnerships to enhance the academic program at Randolph ES 	<ul style="list-style-type: none"> • Design content-specific follow-up meetings and support with supervisors • Continue to participate in APS ELC Program with Division leadership • Continue to collaboratively plan co-teaching and SIOP training modules
Superintendent & Senior Staff		Feeder Schools Leadership		
<ul style="list-style-type: none"> • Continue to participate in meetings, dialogues and discussions to provide current information related to student performance, school management and operations, and community engagement • Update the Randolph ES schedule of meetings and events (if needed) 		<ul style="list-style-type: none"> • Participate in regularly scheduled meetings to discuss vertical articulation, student progress, and common initiatives 		
Document Review:				
<ul style="list-style-type: none"> • Weekly PLC meeting notes (format to be developed) • Quarterly On-Demand K-5 Student Writing Samples 		<ul style="list-style-type: none"> • Student Files • Monthly Formative Assessment Results (Spiral Reviews, PALS quick checks, Power School common assessments, ST Math) 		<ul style="list-style-type: none"> • Updated Progressive Plan • Quarterly Benchmark Assessment results