

Westover Middle School 2014-2016

SIP

Westover Middle School

Cumberland County School System

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Overview

Plan Name

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Plan Description

Goals Summary

The following is a summary of the goals encompassed in this plan. The details for each goal are available in the next section.

#	Goal Name	Goal Details	Goal Type	Total Funding
1	2014-2016 To create a safe and caring climate that enhances learning	Objectives: 1 Strategies: 3 Activities: 4	Organizational	\$10200
2	2014-2016 To expect academic growth by all children	Objectives: 1 Strategies: 1 Activities: 4	Academic	\$38000
3	2014-2016 To promote continuous quality improvement	Objectives: 1 Strategies: 2 Activities: 2	Organizational	\$0

Goal 1: 2014-2016 To create a safe and caring climate that enhances learning

Measurable Objective 1:

demonstrate a behavior of understanding and compliance to the rules by 06/10/2015 as measured by reducing administrative disciplinary action thus reducing short and long term suspensions.

Strategy 1:

Professional Development Training - Students and staff will be trained on how to improve their thinking and actions

Activity - 7 Mindsets	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
All students will participate in the 7 Mindsets Training Program; which will allow them to set goals and to think positive about their lives.	Behavioral Support Program	09/15/2014	06/10/2015	\$2500	Title I Schoolwide	Administration Student Intervention Coordinator Teachers
Activity - Time to Teach	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Teachers will have ongoing training on how to deal with student behaviors by attending "Time to Teach" sessions throughout the school year	Professional Learning	08/22/2014	06/10/2015	\$3500	Title I Schoolwide	The Center for Teacher Effectiveness (Time to Teach) Administration Faculty and Staff

Strategy 2:

Recognizing Positive Behavior - To create a comprehensive award system to increase positive student behavior

Activity - PBIS	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Re-implement PBIS Phase I and improve the structure of the program with greater fidelity by highlighting positive behavior weekly.	Behavioral Support Program	08/26/2014	06/10/2015	\$1200	Other	Faculty and Staff

Strategy 3:

Parent Involvement - Increase parent participation in school programs and activities

Activity - Parent Participation	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
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Increase Parent activities and communication by having Parent Nights, Curriculum Events and non-academic community sessions. We want to build up the home and community by offering Parent Classes and bonding/social activities.	Parent Involvement	09/08/2014	06/10/2015	\$3000	Title I Schoolwide	Administration Teachers Parent Facilitator
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Goal 2: 2014-2016 To expect academic growth by all children

Measurable Objective 1:

A 15% increase of All Students will demonstrate a proficiency in ELA, Science and in Mathematics by 06/10/2015 as measured by the EOG and other school-wide assessments.

Strategy 1:

Develop a Balanced Curriculum - We will measure student achievement to refine/adjust instructional facilitation. Our goal is to increase in depth planning and instruction in all areas

Activity - Comprehensive Remediation	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
<p>We will hire 2 Remediation Teachers at 20% for 8th grade students who need additional support. They will work with the students each day. Students will be placed in a Remediation course through one of three methods: (1) Face-to-face with a certified teacher as a scheduled class each day, (2) Enrolled in a scheduled online remediation course in the computer lab each day and (3) Pull out from an elective class. Their progress will be monitored by the Math Instructional Coach and administration.</p> <p>For students who need additional assistance, the SIT Team voted that all core teachers will give up one day of team planning to tutor. Students will be determined by the scores from their previous growth test.</p> <p>We will have a comprehensive school-wide remediation program for all core subject areas. This program will be facilitated during the day, after school and on Saturdays by certified teachers and certain teacher assistants. All grade levels and subjects can attend these remediation programs.</p> <p>The Math & ELA Instructional Coaches will pull students weekly for small group instruction and assessments.</p> <p>All students have the ability to work on Moby Max before and after school, as well as at home. This will help students who need additional assistance in Math and Reading.</p>	Academic Support Program	08/18/2014	06/10/2015	\$20000	State Funds	Teachers Administration Instructional Coaches

Activity - Literacy Efforts	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
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<p>The Instructional Coaches will create and implement a weekly curriculum based Reading Skills Program. The program will be implemented in all homerooms and facilitated by all teachers each day. This will assist in Close Reading and Inferential Understanding. Items will be reviewed in the classroom, to assist teachers in gauging the student's understanding. The Instructional Coach will train all teachers bi-weekly at the staff meeting on up and coming curriculum lessons, that will be implemented in the homeroom period.</p> <p>In an effort to promote individualized reading, all students will read two high-interest novels a school year. These will be school-wide initiatives per grade level. Projects and activities will be planned by the Instructional Coaches and the ELA Department.</p> <p>Increase instructional time in the ELA class to 108 minutes for all 6th and 7th grade classes. These classes will be infused with a differentiated approach, to make sure that the block is used correctly. Teachers will be trained on how to differentiate in the block by the Instructional Coach, Administration and the Secondary District Literacy Coach.</p>	Academic Support Program	08/26/2014	06/01/2015	\$10000	State Funds	Teachers Administration Instructional Coach
Activity - Professional Development	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
<p>We will invest in the learning and development of our teachers in the areas of Reading Skills, Math and Science by attending and reinforcing the following Curriculum Based PD's:</p> <p>(1) Instructional Planning Days for all Core Subject Teachers (2) Question Stems and Depth of Knowledge Training (3) Content-Based Training at conferences</p> <p>We will monitor the use of the strategies to ensure that they are implemented with fidelity.</p>	Professional Learning	07/18/2014	06/10/2015	\$8000	Title I Schoolwide, Title II Part A	Teachers Instructional Coach Administration
Activity - Common Assessments	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
<p>Students will participate in common assessments in the areas of Reading, Social Studies, Science and Math. Common assessments (Growth tests) will be implemented bi-weekly. Data will be collected in student data books, the Data Room and in the hallways for visibility to all parents and staff. Instruction and remediation efforts will be catered to the results.</p>	Academic Support Program	09/15/2014	06/10/2015	\$0	No Funding Required	Instructional Coach Teachers Administration

Goal 3: 2014-2016 To promote continuous quality improvement

Measurable Objective 1:

collaborate to increase the number of positive interactions with internal and external stakeholders by 06/10/2015 as measured by parent communication, school partnerships, stake holder events, parent sign-in sheets and surveys.

Strategy 1:

Communicate with stakeholders - Informing parents and stakeholders in a timely manner

Activity - Improve School-wide Communication	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
<p>We will communicate monthly with parents via school calendars/newsletters and through our school website. Teachers will have Google calendars that will be accessible to parents. We will also share information with parents through weekly Parentlink messages, emails and text messages. Our Parent Facilitator will display a Parent bulletin board. We will also update our marquee to advertise our school-based parent events.</p> <p>In addition to school-wide communication, teachers will employ the use of grade level newsletters, school planners, sixth grade communication folders and Edmodo.</p> <p>In order to hear the opinions of our parents and students, we will implement two suggestion mailboxes. These mailboxes will be in central locations.</p> <p>We will communicate between administration and the school staff on a weekly basis by newsletter ("The Wildcat Weekly"). This newsletter will provide updates from the principal to staff members about upcoming events and other school-wide information.</p>	Parent Involvement	08/26/2014	06/10/2015	\$0	No Funding Required	Administration Teachers Parent Facilitator Instructional Coaches

Strategy 2:

Analyze data from the TWC Survey - Work on areas that need improvement

Activity - Teacher Working Condition Survey	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
<p>We will continue to disaggregate data from the 2014 Teacher Working Conditions survey. To increase quality improvement, the administrative staff will create surveys throughout the school year. The surveys will be for all staff members to identify areas of challenge and to gauge the satisfaction of the school climate. The SIT team, teacher leaders and the administrative staff will assist in guiding improvements based on the results of the surveys.</p>	Recruitment and Retention	08/26/2014	06/10/2015	\$0	No Funding Required	Administration Teachers

Activity Summary by Funding Source

Below is a breakdown of your activities by funding source

Other

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
PBIS	Re-implement PBIS Phase I and improve the structure of the program with greater fidelity by highlighting positive behavior weekly.	Behavioral Support Program	08/26/2014	06/10/2015	\$1200	Faculty and Staff
Total					\$1200	

Title I Schoolwide

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Time to Teach	Teachers will have ongoing training on how to deal with student behaviors by attending "Time to Teach" sessions throughout the school year	Professional Learning	08/22/2014	06/10/2015	\$3500	The Center for Teacher Effectiveness (Time to Teach) Administration Faculty and Staff
Professional Development	We will invest in the learning and development of our teachers in the areas of Reading Skills, Math and Science by attending and reinforcing the following Curriculum Based PD's: (1) Instructional Planning Days for all Core Subject Teachers (2) Question Stems and Depth of Knowledge Training (3) Content-Based Training at conferences We will monitor the use of the strategies to ensure that they are implemented with fidelity.	Professional Learning	07/18/2014	06/10/2015	\$5000	Teachers Instructional Coach Administration
7 Mindsets	All students will participate in the 7 Mindsets Training Program; which will allow them to set goals and to think positive about their lives.	Behavioral Support Program	09/15/2014	06/10/2015	\$2500	Administration Student Intervention Coordinator Teachers

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Parent Participation	Increase Parent activities and communication by having Parent Nights, Curriculum Events and non-academic community sessions. We want to build up the home and community by offering Parent Classes and bonding/social activities.	Parent Involvement	09/08/2014	06/10/2015	\$3000	Administration Teachers Parent Facilitator
Total					\$14000	

Title II Part A

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Professional Development	We will invest in the learning and development of our teachers in the areas of Reading Skills, Math and Science by attending and reinforcing the following Curriculum Based PD's: (1) Instructional Planning Days for all Core Subject Teachers (2) Question Stems and Depth of Knowledge Training (3) Content-Based Training at conferences We will monitor the use of the strategies to ensure that they are implemented with fidelity.	Professional Learning	07/18/2014	06/10/2015	\$3000	Teachers Instructional Coach Administration
Total					\$3000	

State Funds

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
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<p>Literacy Efforts</p>	<p>The Instructional Coaches will create and implement a weekly curriculum based Reading Skills Program. The program will be implemented in all homerooms and facilitated by all teachers each day. This will assist in Close Reading and Inferential Understanding. Items will be reviewed in the classroom, to assist teachers in gauging the student's understanding. The Instructional Coach will train all teachers bi-weekly at the staff meeting on up and coming curriculum lessons, that will be implemented in the homeroom period.</p> <p>In an effort to promote individualized reading, all students will read two high-interest novels a school year. These will be school-wide initiatives per grade level. Projects and activities will be planned by the Instructional Coaches and the ELA Department.</p> <p>Increase instructional time in the ELA class to 108 minutes for all 6th and 7th grade classes. These classes will be infused with a differentiated approach, to make sure that the block is used correctly. Teachers will be trained on how to differentiate in the block by the Instructional Coach, Administration and the Secondary District Literacy Coach.</p>	<p>Academic Support Program</p>	<p>08/26/2014</p>	<p>06/01/2015</p>	<p>\$10000</p>	<p>Teachers Administration Instructional Coach</p>
<p>Comprehensive Remediation</p>	<p>We will hire 2 Remediation Teachers at 20% for 8th grade students who need additional support. They will work with the students each day. Students will be placed in a Remediation course through one of three methods: (1) Face- to- face with a certified teacher as a scheduled class each day , (2) Enrolled in a scheduled online remediation course in the computer lab each day and (3) Pull out from an elective class. Their progress will be monitored by the Math Instructional Coach and administration.</p> <p>For students who need additional assistance, the SIT Team voted that all core teachers will give up one day of team planning to tutor. Students will be determined by the scores from their previous growth test.</p> <p>We will have a comprehensive school-wide remediation program for all core subject areas. This program will be facilitated during the day, after school and on Saturdays by certified teachers and certain teacher assistants. All grade levels and subjects can attend these remediation programs.</p> <p>The Math & ELA Instructional Coaches will pull students weekly for small group instruction and assessments.</p> <p>All students have the ability to work on Moby Max before and after school, as well as at home. This will help students who need additional assistance in Math and Reading.</p>	<p>Academic Support Program</p>	<p>08/18/2014</p>	<p>06/10/2015</p>	<p>\$20000</p>	<p>Teachers Administration Instructional Coaches</p>
<p>Total</p>					<p>\$30000</p>	

No Funding Required

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Teacher Working Condition Survey	We will continue to disaggregate data from the 2014 Teacher Working Conditions survey. To increase quality improvement, the administrative staff will create surveys throughout the school year. The surveys will be for all staff members to identify areas of challenge and to gauge the satisfaction of the school climate. The SIT team, teacher leaders and the administrative staff will assist in guiding improvements based on the results of the surveys.	Recruitment and Retention	08/26/2014	06/10/2015	\$0	Administration Teachers
Common Assessments	Students will participate in common assessments in the areas of Reading, Social Studies, Science and Math. Common assessments (Growth tests) will be implemented bi-weekly. Data will be collected in student data books, the Data Room and in the hallways for visibility to all parents and staff. Instruction and remediation efforts will be catered to the results.	Academic Support Program	09/15/2014	06/10/2015	\$0	Instructional Coach Teachers Administration
Improve School-wide Communication	<p>We will communicate monthly with parents via school calendars/newsletters and through our school website. Teachers will have Google calendars that will be accessible to parents. We will also share information with parents through weekly Parentlink messages, emails and text messages. Our Parent Facilitator will display a Parent bulletin board. We will also update our marquee to advertise our school-based parent events.</p> <p>In addition to school-wide communication, teachers will employ the use of grade level newsletters, school planners, sixth grade communication folders and Edmodo.</p> <p>In order to hear the opinions of our parents and students, we will implement two suggestion mailboxes. These mailboxes will be in central locations.</p> <p>We will communicate between administration and the school staff on a weekly basis by newsletter ("The Wildcat Weekly"). This newsletter will provide updates from the principal to staff members about upcoming events and other school-wide information.</p>	Parent Involvement	08/26/2014	06/10/2015	\$0	Administration Teachers Parent Facilitator Instructional Coaches
Total					\$0	

**LEA or Charter
Name/Number:**

Cumberland County Schools - 260

School Name:

Westover Middle School

School Number:

454

Plan Year(s):

2014-2015

Voting: All staff must have the opportunity to vote anonymously on the School Improvement Plan.

For

61

Against

1

Percentage For

98%

Date approved by Vote:

8/18/2014

School Improvement Team Membership

From GS §115C-105.27: "The principal of each school, representatives of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants assigned to the school building, and parents of children enrolled in the school shall constitute a school improvement team to develop a school improvement plan to improve student performance. Representatives of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants shall be elected by their respective groups by secret ballot....Parents serving on school improvement teams shall reflect the racial and socioeconomic composition of the students enrolled in that school and shall not be members of the building-level staff."

Committee Position*	Name	Year elected
Principal	La'Shanda Carver-Moore	2012
Assistant Principal Representative	Tanya Johnson	2014
ELA Representative, Chair	Karen Adamson	2013
School Support Representative	Anthony McNeill	2013
Teacher Assistant Representative	Belinda Holloway	2014
Parent Representative	Steven King	2014
Science Representative	Mira Ferrell	2014
Math Representative	Janeen Smith	2014
Social Studies Representative	Jayson Leach	2013
Instructional Support Representative	Sheila McKnight	2013
School Support Representative	Anthony McNeill	2013
Elective Representative	Andrea Haynes	2013
Clerical Representative	Open	2014

Remediation Plan

Instructions: Complete each cell highlighted in red. Refer to the SAMPLE Remediation Plan located on the next tab for examples. **(Note: To return to the next line within a cell, press and hold down the ALT key then press the Enter key.)**

School: Westover Middle School

Year: 2014-2016

Description of the Plan

Purpose:	To bridge deficiencies and gaps within instruction for students who have demonstrated nonmastery in Math and ELA.
Delivery:	Classroom instruction during the school day
Students Served:	All of our students will be serviced through our remediation program. We will specifically target at risk students who are struggling in their classrooms, insufficient scores on their EOG, and fail to meet the passing criteria on all school-wide and local growth tests.

Budget Amount

AMOUNT

Total Allocation:

\$63,364.10

Budget Breakdown

AMOUNT

Personnel:

50% Instructional Coach/Remediation Teacher

\$25,000.00

	2.5 hour Math Remediation Teacher x 5 days a week starting on August 26, 2014	\$14,527.90
	12 Remediation In School Teacher tutors (Reading and Math) @ 25.00/hr starting Janaury 7, 2015. Teachers will tutor 2x a week	\$21,000.00
Materials & Supplies:	Snacks for Saturday Academy and afterschool Remediation	\$1,336.20
	Supplies for Remediation Teachers	\$1,500.00
		AMOUNT
Transportation:		

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Grand Total:		\$63,364.10
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Monitoring & Evaluating Tools: *Indicate Yes or No by selecting Y or N from drop-down*

N	PEP
Y	Student Activity Log
Y	Other (If yes, specify in the box below):
Teacher-made tests and County-wide benchmarks	

Title II Plan

Instructions: Complete each cell highlighted in red. Refer to the SAMPLE Remediation Plan located on the next tab for examples. **(Note: To return to the next line within a cell, press and hold down the ALT key then press the Enter key.)**

School:	Westover Middle
Year:	2014-2015

Description of the Plan

Purpose:	The purpose of this plan is to provide a detailed description of staff development expenditures.
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Budget Amount

AMOUNT

Total Allocation: \$4,200.00

Budget Breakdown

Briefly describe the title of and purpose for the staff development:

**Staff Development
1**

Fall Instructional Planning Day for Remediation-Teachers will work with the District Literacy Coach and the in-house Instructional Coach on strategies for student achievement. Teachers will also create their remediation plans and lists based upon county benchmark scores.

Description

AMOUNT

Personnel:	Subs for Math, Reading, Science , Social Studies	\$1,482.00
Training materials:		
Registration/Fees:		
<u>Travel:</u>		
Mileage/Airfare:		
Lodging/Meals:		
Consulting Services:		
Follow up activities		
	Total for staff development 1: This cell will automatically total for you	\$1,482.00

Budget Breakdown

Briefly describe the title of and purpose for the staff development:

Staff Development
2

Spring Instructional Planning Day- Teachers will work with the District Literacy Coach and the in-house Instructional Coach on strategies for student achievement. Teachers will also revisit their remediation plans and lists based upon county benchmark scores.

	<u>Description</u>	<u>AMOUNT</u>
Personnel:	Subs for Math, Science, SS and ELA Teachers	\$1,600.00
Training materials:		
Registration/Fees:		
<u>Travel:</u>		
Mileage/Airfare:		
Lodging/Meals:		
Consulting Services:		
Follow up activities		
	Total for staff development 2: This cell will automatically total for you	\$1,600.00
	Briefly describe the title of and purpose for the staff development:	

Staff Development
3

Carol Lloyd Math Training -Ms. Carol Lloyd will bring in her Math expertise as a trainer for Thinking Maps and 7 Habits to our teachers. She will work directly with them by teaching them effective Math practices and giving them direct feedback on their instructional practices. She will work with our school all year to increase Math scores.

	<u>Description</u>	<u>AMOUNT</u>
Personnel:	Subs for Math teachers	\$600.00
Training materials:		
Registration/Fees:		
<u>Travel:</u>		
Mileage/Airfare:		
Lodging/Meals:		
Consulting Services:		
Follow up activities		
	Total for staff development 3: This cell will automatically total for you	\$600.00

Briefly describe the title of and purpose for the staff development:

Staff Development
4

New Teacher Development- ALL BT teachers will work with the Lead Success and the in-house Instructional Coaches on instructional strategies and how to read data to improve instruction.

	<u>Description</u>	<u>AMOUNT</u>
Personnel:	Subs for Teachers	\$500.00
Training materials:		
Registration/Fees:		
<u>Travel:</u>		
Mileage/Airfare:		
Lodging/Meals:		
Consulting Services:		
Follow up activities		
	Total for staff development 4: This cell will automatically total for you	\$500.00

Grand Total: \$4,182.00

District Wide Components

Duty Free Lunch	Please indicate if your School Improvement Team voted for your teachers to have a duty free lunch by indicating yes (Y) or no (N) in the box to the right.	Y
Duty free planning time	Please describe approximately how much planning time your teachers have during a week: 108 MINUTES FOR CORE TEACHERS PER DAY AND 84 MINUTES FOR ELECTIVE TEACHERS PER DAY.	
PBIS school	Please indicate if your school is currently a PBIS school by indicating yes (Y) or no (N) in the box to the right.	Y
PBIS rating from previous year	Please indicate your most recent PBIS assessment rating (Green Ribbon, Model, or Exemplar) if applicable in the box to the right:	n/a
Parental Involvement	Please describe your parental involvement plan briefly (i.e. dates or frequency of parent events, P/T conferences, PTA meetings, etc.): We have decided to increase our P/T conference times. We will now meet after progress reports and report cards. This will allow parents to have constant communication with the teachers. Our Parent Facilitator will have inschool meetings with parents monthly; yet we will have larger parent events bi-monthly. In addition; we will send out a monthly newsletter, update the school website and ParentLink weekly. Our larger goal is to begin a Parent organization to increase parent participation and decision making in the school. We will have 2 Curriculum Nights and also several community based events. We also plan to have social events for the parents and "PLC's" - "Parent Learning Communities", where parents can gain knowledge of the computer, reading, writing and math skills.	

Safe and Orderly schools	<p>The Cumberland County School System (CCS) has a commitment to excellence in providing a safe and healthy workplace. Safety of employees and students must be given first priority in every activity. To that end, all our employees have access to our district Safety Manual and Crisis Management Handbook on the CCS intranet. The Safety Manual is provided to help schools insure their day to day practices are in line with best safety practices, prepare for events that can be better managed with a safety plan, and outline protocols for handling potentially hazardous materials in our schools. Although a crisis is an event that is extraordinary and cannot be predicted, the Crisis Management Handbook was prepared to provide the principal and the local crisis team a quick reference guide of procedures to follow when a crisis occurs that affects the school.</p>
Review of the SIP plan and notification of changes	<p>As a part of our continuous improvement process, all schools create 2 year School Improvement plans. At the end of the first year of the plan and once test scores are received, the School Improvement Team will review both academic and organizational goals and make changes as needed. The superintendent's designee will be informed when the plan has been changed.</p>