

# **Harris Middle School**

*Home of the Blue Devils*



## **School Improvement Plan**

**2008 - 2009**

## **School Improvement Plan**

### **Harris Middle School**

**121 Harris Street**

**Spruce Pine, NC 28777**

**Phone: (828) 765 – 2321**

**Principal: Mr. Jack Brooks**

### **School Improvement Team Members:**

Jack Brooks, Principal

Jennifer Gregory, Assistant Principal

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**Mitchell County Schools  
School Improvement Plan  
2008- 2009**

School Year: 2008 - 2009

School Name: HARRIS MIDDLE SCHOOL

Vision Statement: Working together for student success: Students - Teachers - Administrators - Parents

Effective School Correlate: Strong Instructional Focus

SACS Correlation: Curriculum and Instruction/Planning

Planning Goal Statement: To employ strategies that convey a joint commitment to the provision of an instructional program which maximizes opportunities for students to succeed in the mastery of basic reading skills.

<b>Strategies</b>	<b>Resources Required (Staff, Community, Supplies, Material, Equipment, Workshops)</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. Use shared learning techniques in the classroom to foster growth in reading skills.	1. Training and discussion through workshops dealing with reading techniques	Classroom teachers ongoing	Faculty Feedback Annual test results
2. Continue the Accelerated Reader incentive program to encourage goal setting and self-selected reading.	2a. Computers networked with AR program 2b. Communication Skills teachers to set annual goals for student 2c. Parent volunteers and Communication Skills teachers to reward students for meeting goals.	Communication skills Teachers Parent volunteers	Point goals are met and increase each year
3. Implement self-selected reading skills to foster independent reading inside and outside the classroom.	3. Continuous growth of classroom libraries	Classroom teachers ongoing	Verbal teacher /student conferencing Written student responses
4. To inspire students to become lifelong readers.	4. Literature Circles, Paideia seminars	Classroom teachers	EOG annual results Student feedback

5. Increase reading proficiency by at least 10% overall utilizing remediation for students scoring level 1 or 2

5a. Provide tutors during and after school  
5b. Homework Policy  
5c. Benchmark Assessments

Classroom teachers  
Principals

EOG Reading scores

6. Increase reading proficiency by at least 10% for students in the AYP EC subgroup

6a. Provide tutors during and after school  
6b. AR and IEP Goals  
6c. Small Group settings with tutors

Classroom teachers  
Principals

EOG Reading scores  
Benchmark assessments

**Mitchell County Schools School  
Improvement Plan 2008 - 2009**

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Effective School Correlate: Strong Instructional Focus

SACS Correlation: Curriculum and Instruction/Planning

Planning Goal Statement: To employ strategies that convey a joint commitment to the provision of an instructional program which maximizes opportunities for students to succeed in the mastery of basic writing skills.

<b>Strategies</b>	<b>Resources Required (Staff, Community, Supplies, Material, Equipment, Workshops)</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. Increase the number of students who are scoring at the third and fourth levels on the North Carolina Writing Test by analyzing weaknesses.	1. Writing Test data from previous year provided to writing teacher	Language Arts teachers annually	North Carolina Writing Test scores Faculty/staff feedback
2. Include writing prompts in weekly lesson plans.	2a. Teacher generated files of continually updated writing prompts 2b. Lesson plans with appropriate writing prompts	Administration Language Arts teachers on going	
3. Offer tutoring to students who require extra guidance prior to testing date.	3. Student portfolios	Language Arts teachers Grading period prior to Writing test	

4. Exchange ideas and successful strategies with other teachers.

4a. Workshops for the descriptive, clarification and point-of-view modes of writing.

4b. Monthly language arts meetings.

5. Provide consistent homework policies that focus on remediation and focused intervention.

5a. IEP & PEP Goals  
5b. Writing Prompts

Language Arts teachers in Fall 2007 and Spring 2009

Monthly basis

Administration and Classroom Teachers

EOG Results

**Mitchell County Schools  
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Effective School Correlate: Strong Instructional Focus

SACS Correlation: Curriculum and Instruction Focus

Planning Goal Statement: To employ strategies that convey a joint commitment to the provision of an instructional program that maximizes opportunities for students to demonstrate mathematical understanding and reasoning.

Strategies	Resources Required (Staff, Community, Supplies, Material, Equipment, Workshops)	Time Lines Person(s) Responsible	Means of Evaluation
1. Integrate problem-solving investigations that explore real world situations.	1 a. Curriculum Specialist 1b. Textbooks, Math Coach, Sharpen Up, Competitive Edge, Test Ready, and Study Island computer program.	Principal Curriculum Specialist Classroom teacher on going	Lesson plans Teacher observations
2. Provide mathematical opportunities for reflective and collaborative involvement.	2 a. Math manipulatives 2 b. Workshops	Curriculum Specialist Classroom teacher on going	End of Grade Scores
3. Promote professional support and collaboration for sharing new strategies.	3 a. Grade level discussion groups 3 b. Learn NC participants 3 c. Professional journals and publications.	Administration and Classroom Teacher	Faculty and Staff feedback

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SACS Correlation: Curriculum and Instruction/ Planning

Planning Goal Statement: To employ strategies that convey a joint commitment to the provision of an instructional program that maximizes opportunities for students to demonstrate mathematical understanding and reasoning

<b>Strategies</b>	<b>Resources Required Staff, Community, Supplies, Material, Equipment, Workshops</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
4. Help families understand the math objectives and the content of the math curriculum	4a. Information sheets sent home with students stating objectives.  4b. Parent/Student Workshops	Curriculum Specialist Classroom Teacher Principal Ongoing	Parent/student feedback
5. Assist AYP subgroup for poverty gain 10% or more on EOG math.	5a. During and after school tutoring 5b. PEPs 5c. Focused classroom intervention	Classroom teacher Principal	EOG Math Scores
6. Assist AYP subgroup for EC gain 10% or more on EOG math.	6a. During and after school tutoring 6b. IEP's and PEP's 6c. Focused classroom intervention	Classroom teacher Principal	EOG Math Scores
7. Overall EOG math scores will gain 10% or more for all students by creating consistent homework and classroom policies.	7a. Homework policy 7b. Benchmark assessments	Classroom teacher Principal	EOG Math Scores

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Effective School Correlate: Strong Instructional Focus

SACS Correlation: Curriculum and Instruction/Planning

Planning Goal Statement: To employ strategies which will help students master computer competencies and use technology as lifelong learners.

<b>Strategies</b>	<b>Resources Required (Staff, Community, Supplies, Material, Equipment, Workshops)</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. To continue to train teachers in current computer competencies and trends.	1. Training by a variety of computer specialists.	On going	Faculty/staff feedback
2. Provide computer lab notebooks with updates, lesson plans, etc... to teachers at the beginning of each school year to which teachers constantly add.	2a. Workshops given in school by computer specialist. 2b. New materials supplied by Mitchell County computer specialist.	Technology assistant On going	Faculty/staff feedback
3. Continue to improve percentages of eighth graders passing computer competencies.	3a. Regularly scheduled computer classes 3b. Practice in computer skills (word processing, database and spreadsheet)	Classroom teachers on going	Computer competency scores
4. To provide availability of internet access for all students and staff.	4a. Wired classrooms and computer labs with internet access. 4b. Parental internet permission forms	Media specialist Technology assistant Classroom_teacher	Faculty/staff feedback

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Effective School Correlate: Strong Instructional Focus High Expectations/School Climate

SACS Correlation: Communication/Planning/School Climate

Planning Goal Statement: To implement effective character education helps make school a more civil and caring community, where students can achieve academically and become prepared to be responsible citizens and productive members of society.

<b>Strategies</b>	<b>Resources Required (Staff, Community, Supplies, Material, Equipment, Workshops)</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. To promote and model the character education traits of respect, courage, responsibility, honesty, caring, citizenship, self-discipline and fairness.	1a. Bulletin board posters for teachers to be displayed in every class 1b. Vocabulary words which encourage and emphasize character education traits 1c. Books of character traits and historical role models that exemplify good characteristics. 1d. Short lessons, suggested student assignment, and cooperative activities from <u>What Do You Stand For?</u> 1e. Athletic programs that encourage character education. 1f. Academic teams/competitions that encourage character education	Principal Counselor Classroom teachers BETA club members Teams and coaches	Feedback from students, parents and teachers Reports to National BETA Organization Sportsmanship Mathcounts, History Bowl, Nat. History Day, Science Olympiad.

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Effective School Correlate: Strong Instructional Focus/ High Expectations

SACS Correlation: Curriculum and Instruction/ Planning

Planning Goal Statement: To identify and provide support for the minority population

<b>Strategies</b>	<b>Resources Required Staff, Community, Supplies, Material, Equipment, Workshops</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. To identify minority students	1. Interviews with parents with possible need for language interpreter	Spanish Teacher School counselor at registration	Language Assessment Battery
2. To provide a portfolio containing documentation of the student's English language proficiency and progress.	2. Licensed ESL teacher	ESL and regular classroom teacher On going	Making adequate progress in all academic areas as measured by EOG and portfolios
3. Modifications in regular classroom instruction.	3. Collaboration between county ESL teachers and school staff	ESL and regular classroom teacher On going	Monitoring student growth (i.e. academic and extra curricular activities)
4. Improve home-school communication	4. Staff Development/Money from forum	2 years/ongoing	Parental Involvement of fifty percent of minority population
5. Increase Reading proficiency by 10% or more among ESL students	5a. Provide a special assistance class 5b. provide tutors during and after school	ESL Teacher Remediation teacher Principals Ongoing after 10/31/08	EOG Scores Benchmark assessments

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Effective School Correlate: School Climate

SACS Correlation: Communication/School Climate

Planning Goal Statement: To work cooperatively with parents and Business Partners and increase their involvement in the school program.

<b>Strategies</b>	<b>Resources Required (Staff, Community, Supplies, Material, Equipment, Workshops)</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. To keep parents informed and involved in school activities.	1. A nine weeks reading report to be sent home with the report cards.	Media Specialist Every 9 weeks	Increased volunteer hours kept on log in the main office
2. To provide remediation with at-risk students.	2. Matching parent volunteers with teacher requests.	Office Staff	Teacher input
3. To continue to coordinate parent volunteers to assume various clerical duties such as collecting and counting money, assisting with field trips and club activities.	3. Calendar of events needing volunteers	Assistant Principal	Volunteer feedback
4. To expand parent involvement to cover special club events, club sponsor, field trip chaperones, etc...	4. Volunteer training session	Office Staff Teachers	Parent/Teacher feedback

5. To make initial phone or letter contact with all parents who complete and return a volunteer form.	5. Time for phone calls, materials for letters, volunteer forms.	Assistant Principal	Increased volunteer participation
6. To organize successful fundraisers to provide supplemental funds for instructional materials such as math manipulatives, science equipment, reading materials and other areas of need.	6. Science Olympiad teachers working with sales representative to conduct sale with a minimum disruption to academic functions	Parent volunteers Assistant Principal On going	Set profit goals annually to exceed previous year
7. To continue a partnership with Business in Education	7. Career Development Coordinator.	Career Coordinator Administration Teachers	List of items and hours contributed by business participants

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Vision Statement: Working together for student success: Students - Teachers - Administrators - Parents

Effective School Correlate: Safe and Orderly Environment

SACS Correlation: School Climate

Planning Goal Statement: To continue to implement Safe School Legislation as outlined in Senate Bill 352

<b>Strategies</b>	<b>Resources Required (Staff, Community, Supplies, Material, Equipment, Workshops)</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. To review and refine mechanisms for identifying and serving the needs of at-risk students.	School Improvement Plan School Improvement Team Crisis Team	Administration On-going	List of strategies to serve needs of at-risk students (School Improvement Plan)
2. To review and refine use of allocated resources for at-risk students.	School Improvement Plan School Improvement Team Crisis Team	Principal On-going	List of resources allocated for at-risk students (School Improvement Plan).
3. To provide staff development opportunities related to school safety such as CPR training and behavior management for at-risk students.	School Improvement Team Staff Development Funds Workshop Consultant	On-going	Training completed
4. To continue to develop strategies and/or activities that promote good citizenship.	School Improvement Plan School Improvement Team Character Education materials	School Improvement Team Administration On-going	Staff and student feedback

5. To review, revise and disseminate school's crisis plan.	Crisis Team, School Improvement Team, other school personnel as needed, county-wide emergency plan	Crisis Team On-going	Efficient practice drills
6. To continue to support and work with local law enforcement agencies to insure school safety.	School Resource Officers, Mitchell County Sheriffs Department, Mitchell County Schools Safe School Plan	Administration On-going	Mitchell County Schools Safe School Plan implemented
7. To develop and administer Safe School Survey	Crisis Team, School Improvement Team	Administration On-going	Safe School Survey results
8. To evaluate Safe School Survey data	Crisis Team, School Improvement Team, Safe School's Survey, Discipline Plan	Administration On-going	Recommendations from survey data implemented
9. To revise, update, and disseminate school discipline plan to internal and external school community.	Discipline Plan School Improvement Team	Administration On-going	Fewer ISS and OSS referrals
10. Develop written communication which delineates roles and responsibilities of all school personnel in maintaining a safe, orderly school	Crisis Team Other school personnel as needed Crisis Plan	Review and revise annually	Distribute to school personnel for their review, knowledge, and evaluation
11. Review and refine mechanisms for identifying and serving the needs of students engaged in disorderly or disruptive behavior	Discipline Plan, Regular/Resource Teachers, Special Services Personnel Administrative Offices, School Administration, and Teacher Assistance Team	Administration On-going	List of identification procedures and services provided included in Discipline Plan
12. Develop a plan for removing disruptive/disorderly students from classrooms when necessary	Discipline Plan, Administration, School Resource Officer, School Counselors, Special Services Personnel-Administrative Offices	Administration Review and revise annually	List of procedures included in Discipline Plan

13. Provide a safer environment by replacing doors in each classroom.

Crisis Team, School Improvement Team, Capital Outlay Committee, Capital Outlay Funds

Administration  
Ongoing

Doors installed

14. Provide a safer environment by adding an intercom system to each classroom to communicate with office.

Capital Outlay Committee and Funds

Administration  
On-going

Mitchell County Schools Safe School Plan implemented

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Effective School Correlate: Strong Instructional Focus/High Expectations

SACS Correlation: Communication/Planning

Planning Goal Statement: To increase staff and student awareness of the role of the middle school in the Career Technical Education (Career Pathways).

<b>Strategies</b>	<b>Resources Required (Staff, Community, Supplies, Material, Equipment, Workshops)</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. To participate Business in Education.	1. Business resources (monetary, equipment, etc ...)	Principal Classroom teachers	List of hours, money, equipment donated by business employees
2. To participate in the Career Pathways program	2a. High School Counselors 2b. Career Pathways plan 2c. Time and space for registration 2d. Career Development Coordinator 2e. CFNC website	Principals Counselors 8 <sup>th</sup> grade teachers Spring registration Principal	High School registration form  Student Interest Inventory Portfolios
3. To implement Career Day in order to increase awareness of Career Pathways.	3a. Career Development Coordinator 3b. Counselor 3c. Classroom teachers	Classroom teachers School counselors on going	Feedback from students, parents and staff

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Effective School Correlate: Strong Instructional Leadership

SACS Correlation: Staff Development

Planning Goal Statement: To provide staff development opportunities to faculty that relate directly to the School Improvement Plan

<b>Strategies</b>	<b>Resources Required (Staff, Community, Supplies, Material, Equipment, Workshops)</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. Principal will provide staff development opportunities for faculty, which model effective and innovative instructional techniques in reading and mathematics.	1a. Various national experts 1b. Local Curriculum Specialists	Principal Annually	Teachers and Administrators evaluation of workshops
2. Principal will provide curriculum specialists and experts during team and individual planning times so that faculty can discuss and share effective instructional techniques.	2a. Local Curriculum Specialists Teachers/Administrators 2b. Monthly grade level meetings	Principal/Grade Level Chairpersons 4-5 times per year	Teacher Evaluation
3. Principal will provide financial support for effective and innovative instructional curriculum.	3a. Principal 3b. Grant money 3c. Instructional supply money 3d. Business Partners	Principal When necessary	Annual profit goals
4. Principal will provide staff development opportunities to enhance cohesiveness and cooperation among faculty between all grade levels and curriculum areas.	4a. Possible overnight staff retreat 4b. Experts in team building and group activities	Administration Annually	Administrators and teachers evaluation of workshop

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Effective School Correlate: Strong Instructional Focus

SACS Correlation: Curriculum and Instruction/ Planning

Planning Goal Statement: To provide all students and staff the time an opportunity to pursue a healthy lifestyle through regular, organized physical activity.

<b>Strategies</b>	<b>Resources Required Staff, Community, Supplies, Material, Equipment, Workshops</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. To provide physical education for every student taught by a physical education teacher in time limit set by state recommendation.	1. Modeling appropriate strategies for a healthier lifestyle.	Physical education teacher Ongoing	President and National Physical Fitness Tests
2..Implement a coordinated school health program.	1. Nutritional education 2. Drug prevention education 3. Family planning education	Science, health, and guidance teachers Ongoing	Curriculum specific feedback
3. Inspire students to adopt a lifelong healthy lifestyle.	1. Survey of eating habits/lifestyle each nine weeks.	Science, health, and guidance teachers Ongoing	Compare results of surveys

5. To improve awareness and understanding of computer ethics.

6. To provide a learning environment that is conducive to improving the competency of our students in technology.

5. Media specialist will provide an ongoing workshop discussing ethical issues of computer ethics.

6. Applications of computer programs with respect to using the Internet as a research tool and utilizing Desktop Publishing skills.

Media specialist  
Classroom teacher

Technology Teacher  
On going

Computer Competencies

Faculty/staff feedback

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Effective School Correlate: High Expectations/School Climate

SACS Correlation: School Climate

Planning Goal Statement: To improve the attendance rate each year with a goal of 95%

<b>Strategies</b>	<b>Resources Required (Staff, Community, Supplies, Material, Equipment, Workshops)</b>	<b>Time Lines Person(s) Responsible</b>	<b>Means of Evaluation</b>
1. Announce daily attendance rate	1. Teachers/Administrators/Counselors for all strategies	On-going SIMS Secretary	Daily Announcements
2. Phone calls and visits to parents of absent students	2. SIMS attendance records	Ongoing SIMS Secretary Principals	Phone Logs
3. Provide reward parties for top homerooms each semester	3. Ice cream funds for rewards	Administration Ongoing	Record of top attending homerooms