



## **Clifton Ridge Middle School: FY2015 Continuous Improvement Plan Focus**

- **Viable Curriculum** (CCGPS, GPS, SEPUP)
- **Differentiated Instruction**
- **Student Use of Available Technology**

## Clifton Ridge Middle School: FY2015 Continuous Improvement Plan

### Strategic Objective I: Improving Student Achievement and Success

Performance Objective	Initiatives	Action Steps	Performance Targets
<p>Objective I.1: <i>Student Mastery of the Georgia Performance Standards(GPS):</i></p>	<p>I.1.a: To align and implement curriculum, instruction, and assessment to the CCGPS</p>	<ol style="list-style-type: none"> <li>1. Create and monitor the implementation of curriculum notebooks in all content areas. (6 – 8 Curriculum Director, Administrators, Teachers, Academic Coaches)               <ol style="list-style-type: none"> <li>a. Instructional Calendar</li> <li>b. Standards (with identified “power” standards)</li> <li>c. Unit Frameworks</li> <li>d. Curriculum Maps</li> <li>e. Lesson Plans (including differentiated instruction, assessments, and performance tasks)</li> </ol> </li> <li>2. Continue to implement system-wide benchmarks aligned to CCGPS. (6 – 8 Curriculum Director, Administrators, Academic Coaches, Teachers)               <ol style="list-style-type: none"> <li>a. Faculty Analysis of Data</li> <li>b. Complete quarterly school reports</li> <li>c. Communication to stakeholders after each nine week period (i.e. Parent University, website, newsletter, parent letter, etc)</li> </ol> </li> <li>3. Utilize available consultants and resources to assist in appropriate planning and implementation of CCGPS               <ol style="list-style-type: none"> <li>a. Illuminate sessions and webinars</li> <li>b. Georgia Department of Education (GaDOE) CCGPS training</li> <li>c. Georgia Department of Education Textbook Adoption Cycle (participate, recommend and purchase)</li> <li>d. Regional Education Service Agency (RESA)</li> <li>e. Math Teachers attend MI-ESPN Summer Institute (Grades 8-12)</li> </ol> </li> <li>4. Monitor and support the implementation of standards based classroom (6 – 8 Curriculum Director, Administrators, Academic Coaches)               <ol style="list-style-type: none"> <li>a. Analyze classroom walkthrough data (TKES form)</li> <li>b. Continue job-embedded professional learning during weekly content planning.</li> <li>c. Participate in vertical alignment across contents and grade levels</li> </ol> </li> </ol>	<p style="text-align: center;"><b>Baseline Year for Data</b></p>

Performance Objective	Initiatives	Action Steps	Performance Targets
		<ul style="list-style-type: none"> <li>d. Participate in Math Task Force</li> <li>e. Continue the RESA training for all teachers on standards based classroom</li> <li>f. Increase support for teacher use of effective teacher commentary and formative assessments</li> </ul> <p>5. Post and utilize common content related units on School Center in order to promote</p> <ul style="list-style-type: none"> <li>a. collaborative planning and common instruction</li> <li>b. parental access to instructional calendars (6 – 8 Curriculum Director, Administrators, Academic Coaches, Teachers)</li> </ul> <p>6. Utilize the Math Academic Coach for support of teacher implementation of standards-based classrooms (6 – 8 Curriculum Director, Administrators)</p> <p>7. Improve the effectiveness of the Teachers as Advisors Program (Administrators, Teachers, Counselor, Certified Staff)</p> <ul style="list-style-type: none"> <li>a. Continue to implement the Teachers-As-Advisors Improvement Team recommendations <ul style="list-style-type: none"> <li>i. Include certified staff as advisors</li> <li>ii. Create theme based lesson collections for each month</li> <li>iii. Once a month review of upcoming resources during collaborative planning</li> <li>iv. Student advisement work would be included in portfolios transferred to each grade level</li> <li>v. Safe School Ambassadors</li> <li>vi. 7 Mindsets</li> </ul> </li> <li>b. Participate in the GaDOE CTAE webinar training for Teachers-As-Advisors</li> </ul>	
	<p>I.1.b To close the achievement gap among different school populations (SWD, ED, Minority)</p>	<p>1. Utilize RTI protocol to identify, implement and monitor interventions for sub-groups. (Administrators, Counselor, Academic Coaches, Teachers)</p> <ul style="list-style-type: none"> <li>a. Utilize Intervention Pyramid tiers for data analysis of student need</li> </ul>	

Performance Objective	Initiatives	Action Steps	Performance Targets
		<ul style="list-style-type: none"> <li>b. Improve and utilize GRASP universal screening protocols and data</li> <li>c. Provide additional opportunities for math and literacy intervention</li> <li>d. DEAR (Uninterrupted Drop Everything And Read by all faculty and students on Fridays during Academic Support time)</li> <li>2. Continue to use professional learning resources to organize, analyze, and report data that targets underachieving and bubble students (Administrators, Counselor, Academic Coaches, Teachers)</li> <li>3. Continue to implement afterschool programs</li> <li>4. Utilize DataDirector and facilitate teacher use, study, and application of data (Administrator, Counselor , Academic Coaches)</li> <li>5. Actively participate in the Collaborative Teaching Training offered throughout the school year (PEC Teachers)</li> <li>6. Actively participate in the Pre-AP Vertical Math Team Training</li> <li>7. Actively participate in vertical alignment of 7<sup>th</sup> grade Life Science and 9<sup>th</sup> grade Biology content</li> <li>8. Utilize Title I funds to increase student access to technology and intervention resources.</li> <li>9. Utilize differentiation to meet the needs of gifted students in order to increase the number of students exceeding standards.</li> </ul>	<p style="text-align: center;"><b>Baseline Year for Data</b></p>
<p>Objective I.2: <i>Student Success through effective</i></p>	<p>I.2.a: To focus instructional attention on CCGPS and best practices within standards-based classrooms</p>	<ul style="list-style-type: none"> <li>1. Implement the updated TKES Formative Assessment instrument <ul style="list-style-type: none"> <li>a. Instruct teachers regarding the purpose and process for the new walkthrough instrument</li> </ul> </li> </ul>	

Performance Objective	Initiatives	Action Steps	Performance Targets
<i>instructional programs</i>		<ol style="list-style-type: none"> <li>2. Increase the use and effectiveness of differentiated instructional strategies               <ol style="list-style-type: none"> <li>a. Identify and utilize “Power” standards taught 2-3 different ways                   <ol style="list-style-type: none"> <li>i. “Power” standards assessed in 2-3 different ways</li> <li>ii. Involve students in their assessment and reflection and progress</li> </ol> </li> <li>b. ICs share best practices at monthly meetings</li> </ol> </li> <li>3. Increase the use of Data Director to analyze student data to adjust instruction</li> </ol>	
	I.2.b. To increase the graduation rate and decrease the drop-out rate	<ol style="list-style-type: none"> <li>1. Analyze drop out data for demographic, feeder school, and geographic trends</li> <li>2. Continue to participate in the “Class of…” Campaign for grades K-8</li> <li>3. Monitor quarterly the drop-out rate for grades 6-12               <ol style="list-style-type: none"> <li>a. Monthly MS to HS Transition Team meetings</li> </ol> </li> <li>4. Continue strategies to monitor and decrease absentee rate (Homeroom Perfect attendance campaign)</li> </ol>	
	I.2.c. To provide equity in programs and opportunities	<ol style="list-style-type: none"> <li>1. Increase the effectiveness of inclusion (co-teaching) at all grade levels</li> <li>2. Increase opportunities for all students to engage in curricular and extracurricular activities</li> <li>3. Maintain 100% high-quality and effective instructional staff</li> <li>4. Analyze behavior data (points, office referrals, and suspensions) for gaps</li> <li>5. Create an alternative schedule to allow for program participation during the school day</li> </ol>	
Objective I.3: <i>Effective Student Support Services</i>	I.3.a. To maximize student support through quality guidance, family	<ol style="list-style-type: none"> <li>1. Continue the “Kids Hope” mentoring program (Administrators, Counselor)</li> <li>2. Continue Teachers As Advisors Program with Certified Staff</li> </ol>	

Performance Objective	Initiatives	Action Steps	Performance Targets
	education, and other student support programs	<ul style="list-style-type: none"> <li>a. Career Information and Prep</li> <li>b. Academic Support</li> <li>c. Character and Lifelong Learner Habits</li> </ul> <ol style="list-style-type: none"> <li>3. Utilize Web Pages and Infinite Campus for Parents to enhance communication between parents and teachers (Administrators, Counselor, Academic Coaches, Teachers)</li> <li>4. Educate teachers, parents, students, and other stakeholders on the system-wide and school Continuous Improvement Plans and</li> <li>5. Identify and develop group guidance sessions for identified areas (attendance, at-risk, discipline, anger management, coping with divorce, etc.) (Counselor)</li> <li>6. Closely monitor and provide interventions for students that are identified as at risk of failing (Administrators, Counselor, Graduation Coach)</li> <li>7. Continue Fundamental Fridays, Nine Weeks Make-up Days, Retention Prevention, etc. to hold all students to a high level of expectations and increase student achievement. (Administrators, Counselor, Academic Coach, Teachers)</li> <li>8. Work with system transition team to develop programs to support students and parents during transition into and out of middle school. (Sixth grade transition video) (Administrators, Counselor, Teachers)</li> <li>9. Continue Cougars in Action and its coordinated behavior plan to improve student behavior (Administrators, Counselor, Discipline Team, Teachers)</li> </ol>	

**Strategic Objective II: Improving Organizational and Operational Effectiveness**

<b>Performance Objective</b>	<b>Initiatives</b>	<b>Action Steps</b>	<b>Performance Targets</b>
Objective II.1: <i>Effective Operational Processes</i>	II.1.a: To provide a safe and efficient School Nutrition program	<ol style="list-style-type: none"> <li>1. Implement the requirements of the updated school food safety program that meets the HACCP (Administrators, Food Service Personnel)</li> <li>2. Align with the positive SNP Budget (Administrator, Food Service Manager)</li> <li>3. Continue to implement a local school wellness policy that is in compliance with Federal guidelines as well as consistent with the current dietary guidelines for Americans as recommended by the Center for Disease Control (Administrator, Food Service Manager)</li> <li>4. Improve and sustain school health inspection ratings (Administrator, Food Service Manager)</li> </ol>	
	II.1.b To improve access to and the reliability of hardware, software, and technology networking.		
	II.1.c. To improve preventative/ground maintenance, custodial services at the school facilities.	<ol style="list-style-type: none"> <li>1. Implement a teacher/staff driven reporting system to give feedback on cleanliness.</li> </ol>	
	II.1.d. To plan for and construct schools, classrooms, and facilities		
Objective II.2: <i>Effective Personnel Processes</i>	II.2.a To recruit and retain highly qualified teachers, paraprofessionals, and other support staff.	<ol style="list-style-type: none"> <li>1. Participate in TKES and CAPP</li> <li>2. Participate in the implementation of Leader keys</li> <li>3. Submit teacher evaluations on time (CL)</li> <li>4. Participate in McAleer/CPI Training (AW)</li> </ol>	
	II.2.b To provide a safe and efficient transportation program for the staff and students of Jones County.		
Objective II.3: <i>Effective Financial Processes</i>	II.3.a To ensure smoother, efficient, and effective system budget, financial, and employee compensation.		

Performance Objective	Initiatives	Action Steps	Performance Targets
Objective II.4: <i>Continuous Improvement Processes</i>	II.4.a: To provide a process of continuous improvement of all system and school processes and performance.	<ol style="list-style-type: none"> <li>1. Attend Summer Leadership Retreat to provide guidance for school improvement initiatives</li> <li>2. Attend monthly Central Change Team (CCT)/principal meetings (CL, SH)</li> <li>3. Participate in graduation monthly meeting</li> <li>4. Conduct school BST meetings monthly (monthly agendas and minutes) (CL)</li> <li>5. Attend quarterly meetings with principals and BSTs for the purpose of reporting CIP and BSC progress</li> <li>6. Attend annual Board of Education retreat for the purpose of reporting progress (CL)</li> </ol>	

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**Strategic Objective III: Professional Learning and Growth**

Performance Objective	Initiatives	Action Steps	Performance Targets
<p>Objective III.1: <i>To provide continuous staff learning and growth through targeted professional learning opportunities.</i></p>	<p>III.1.a Improve the effectiveness of Standards-Based Teaching and Learning throughout the system</p>	<p>1. Implement the use of classroom walkthrough observation instrument (<i>TKES Formative Assessment</i>)</p> <ul style="list-style-type: none"> <li>• Participate in training for administrators, instructional coaches, and district office personnel in the consistent use of the instrument:                             <ul style="list-style-type: none"> <li>○ Observations will be made using the TKES Formative Assessment Instrument</li> <li>○ Teachers will be trained in the use of the TKES Formative Assessment Instrument to ensure common understanding of expectations as related to each area of observation</li> <li>○ The Academic Coach and Team Leaders will work together to coordinate and monitor peer observations among teachers using PLVs</li> <li>○ Learning goals aligned with CCGPS and communicated by the instructor</li> <li>○ Content specific vocabulary is developed in context with working Word Walls</li> <li>○ Instruction is differentiated to meet student readiness levels, learning profiles, and interests</li> <li>○ Instruction and tasks reinforce students’ understanding of the purpose for what they are learning and its connection to the world beyond the classroom (learning targets)</li> <li>○ The classroom instructor implements grouping strategies</li> <li>○ The use of technology is integrated effectively into instruction</li> <li>○ Students effectively use technology during the class period</li> <li>○ Formative assessments are utilized during instruction to provide immediate evidence of student learning and to provide specific feedback to students</li> <li>○ Written commentary is aligned to the CCGPS standard(s) and elements</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<p>III.1.b Support increased academic achievement of students with disabilities</p>	<p>1. Participate in inclusion (co-teaching) trainings provided by J. Mellor</p> <ul style="list-style-type: none"> <li>• Establish a baseline of teachers trained</li> <li>• Identify exemplary co-teaching teams to aid with training through the use of peer coaching</li> <li>• Support new technology initiatives in co-taught classrooms and monitor to ensure implementation</li> <li>• Attend monthly PEC collaborative planning meetings with J. Mellor</li> </ul>	

Performance Objective	Initiatives	Action Steps	Performance Targets
		<ol style="list-style-type: none"> <li>2. Participate in the training of non-core content teachers and paraprofessionals on meeting the needs of students with disabilities <ul style="list-style-type: none"> <li>• Participate in needs assessment to determine training</li> </ul> </li> <li>3. Participate in the training of GAA process</li> <li>4. Participate in training in the use of assistive technology as appropriate</li> </ol>	
	<p>III.1.c Provide technology training to all staff</p>	<ol style="list-style-type: none"> <li>1. Participate in instructional technology training for faculty (SH) <ul style="list-style-type: none"> <li>• Teacher Web pages <ul style="list-style-type: none"> <li>○ Monitor pages using checklist (SH)</li> <li>○ Student Use of Technology</li> </ul> </li> </ul> </li> <li>2. Participate in training of student information system (JT) <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Grades</li> <li>• FTE</li> <li>• Student Records</li> </ul> </li> <li>3. Participate in monthly SIS clerk meetings and provide monthly updates at principals' meetings (JT)</li> <li>4. Effectively use software, including but not limited to: <ul style="list-style-type: none"> <li>• School Center</li> <li>• GRASP</li> <li>• Data Director</li> <li>• Go Pro</li> <li>• McAleer</li> <li>• PD360</li> <li>• Safari Montage</li> </ul> </li> <li>5. Effective use of PExpress and Infinite Campus by all instructional staff (CL, Academic Coaches) <ul style="list-style-type: none"> <li>• Participate in training and effective use of Infinite Campus (School administrative staff, counselors, teachers (attendance and grades))</li> </ul> </li> <li>6. Participate in training and effective use of classroom technology (Teachers) <ul style="list-style-type: none"> <li>• SMARTBoards</li> <li>• Classroom student response systems</li> <li>• iPads</li> <li>• Nooks</li> <li>• Laptops and Desktop Computers</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>•</li> </ul>

Performance Objective	Initiatives	Action Steps	Performance Targets
	III.1.d Support continuous improvement training	<ol style="list-style-type: none"> <li>1. Attend June Leadership Retreat for administrative</li> <li>2. Attend monthly Graduation Matters meeting (CL, Academic Coaches, Counselor, Media Specialist, transition team)</li> </ol>	
	III.1.e Support individual school professional development	<ol style="list-style-type: none"> <li>1. Request professional learning as it aligns with CIPs and county and school budgets (CL)</li> <li>2. Participate in yearly needs assessment for professional learning (CL) <ul style="list-style-type: none"> <li>• Monitor implementation of school professional learning plans</li> <li>• Approve <i>Course Proposals</i> for school staff in a timely manner (CL)</li> <li>• Approve <i>Activity Proposals</i> for school staff in a timely manner (CL)</li> </ul> </li> </ol>	
	III.1.f Ensure efficient and effective support services by training non-certified staff	<ol style="list-style-type: none"> <li>1. Participate in the monthly Local School Accountant (LSA) training (AW)</li> <li>2. Participate in the monthly Student Information System clerk training (JT)</li> <li>3. Participate in a comprehensive custodial training program (Custodial staff)</li> <li>4. Participate in a comprehensive secretarial training program</li> </ol>	
	III.a.g Provide training to support Math GPS	<ol style="list-style-type: none"> <li>1. Attend training and support for Exemplars (SL)</li> <li>2. Participate in DOE Webinars, training and updates (SL, Teachers)</li> </ol>	
	III.2.a To improve and measure staff perception of Professional Learning and support.	<ol style="list-style-type: none"> <li>1. Examine the results of the annual survey regarding professional learning needs and make adjustments to plans (CL, Academic Coaches)</li> </ol>	

**Strategic Objective IV: School Climate and Stakeholder Satisfaction**

Performance Objective	Initiatives	Action Steps	Performance Targets
<p>Objective IV.1: <i>Schools will be safe and enriching</i></p>	<p>IV.1.a To develop systematic approaches to providing a safe learning environment for all constituents.</p>	<ol style="list-style-type: none"> <li>1. Review and update school wide safety plan (Administrators)               <ol style="list-style-type: none"> <li>a. Ensure that all staff members have access to safety plans and appropriate supplies</li> <li>b. Post updated fire and tornado evacuation charts</li> <li>c. Restock emergency bags in classroom on a regular basis (maintain current student lists)</li> <li>d. Update emergency calling system on a regular basis</li> <li>e. Create and distribute current severe weather calling chain and text communication</li> <li>f. Hold staff development dealing with school evacuation plan and hold mock drills</li> </ol> </li> <li>2. Continue Cougars in Action and coordinated discipline plan (Administrators, Discipline Team, Teachers)</li> <li>3. Continue Teachers As Advisors Program (Administrators, Counselor, Teachers)</li> </ol>	
<p>Objective IV.2: <i>Students, staff, parents, and community will be satisfied and involved with the direction of the schools and system.</i></p>	<p>IV.2.a To improve system personnel perception of Central Office support and communication with the schools.</p>		
	<p>IV.2.b To increase staff, parent, student, and community perceptions of school quality.</p>	<ol style="list-style-type: none"> <li>1. Increase communication and participation of staff, parents, students, and community (Administrators, Counselor, Academic Coaches, Teachers, Staff, School Council)               <ol style="list-style-type: none"> <li>a. Communicate school improvement efforts to all stakeholders</li> <li>b. Share School Improvement goals with all stakeholders</li> <li>c. Send school wide newsletter home to parents each nine weeks</li> <li>d. Promote activation of Infinite Campus and use of School Center to increase communication with parents</li> <li>e. Promote the use of parent email and call system for bulk communication</li> <li>f. Utilize social media to connect with parents and community.</li> </ol> </li> </ol>	

		<p>2. Provide parental access opportunities on school campus</p> <ul style="list-style-type: none"> <li>a. Coffee with the Counselor</li> <li>b. Grade Level Showcase Nights</li> <li>c. Orientation Nights</li> <li>d. Family Picnic Days (one per grade level during the year)</li> <li>e. Honors and Awards Day</li> <li>f. Increase submissions of school activities to the local media</li> <li>g. Positive contacts with parents (notes home, telephone calls, e-mail, etc.)</li> <li>h. Continue PAC (Parent and Cougar) program to increase opportunities for parent visitation at Clifton Ridge</li> </ul>	
IV.2.c To increase school attendance in grades K-12		<p>1. Follow the Jones County Attendance Plan and protocols (JW, Teachers)</p> <ul style="list-style-type: none"> <li>• Monthly attendance reports provided to principal</li> <li>• Teachers in Grades 6-8 will report daily attendance data in Infinite Campus (JT)</li> <li>• Participate in proactive attendance measure (phone calls, letters)</li> </ul>	
IV.2.d To increase community/business partnerships and volunteer hours.		<p>1. Participate in Business Partners in Education Program (CL)</p> <ul style="list-style-type: none"> <li>• Participate in steering committee, timeline, and calendar <ul style="list-style-type: none"> <li>○ Identify our current business partners <ul style="list-style-type: none"> <li>▪ Five Star Travel</li> <li>▪ Wheeler's Nursery</li> </ul> </li> </ul> </li> <li>• Participate in formal recognition of business partners (event)</li> </ul>	•