

GOAL #1: to develop a school culture that promotes respect for all students, staff, parents, and property and in which student are expected and taught to become responsible members of a multicultural learning community and society

OBJECTIVE A: Improve school climate

Action Steps	Resources needed	Person(s) responsible	Timeline	Measure(s) of success
Establish a School Climate Committee. Use the inquiry process to develop school-wide recommendations using the findings of the Shaw Middle School self-study survey and other data regarding disruption, disrespect, safety, and student involvement in decision-making. Review and update school-wide policy for consistent discipline regarding suspensions, detentions, and penalties for tardiness.	Carnegie self-study	School Climate Committee, clusters, full faculty	Est. June '97 Recommendations Jan. '98. Implementation Jan-June '98	Year-end report and self-study data in 1998 & 1998
Establish time for faculty to discuss alternative and innovative Strategies for behavior/classroom management and to reduce Student suspensions, i.e. sharing sessions, in-house seminars	none	Leadership team, cluster	On-going	Decrease in disciplinary referrals
Recruit volunteers for and increase student participation in The JoJo White Growth League over time. Establish a policy on a uniform school dress code	JoJo White Growth League Faculty & parent input	John Hamos Carrie Maille, Meredith Toth	Sept '97- June '98 Nov '97	Monthly Attendance
Refine and implement a stricter policy for student eligibility In extracurricular activities	Draft policy	Norman Townsend	Sept '97	Improved academic Performance of Participants

OBJECTIVE B: Improve student attendance

Action Steps	Resources needed	Person(s) responsible	Timeline	Measure(s) of success
Implement incentives for good attendance (individual and/or homeroom)	School funds	Clusters, principal	Quarterly	Daily attendance percentages
Monitor and advise students in danger of failing Of poor attendance	Regular summary	Jane King, John Hamos, guidance	On-going	Decreased number of students who fail do to Attendance

OBJECTIVE C: Expand the number of roles for parents' involvement with the Shaw Middle School

Action Steps	Resources needed	Person(s) responsible	Timeline	Measure(s) of success
Reconstitute the membership of the Parent Involvement Committee as one of our Carnegie challenge areas and use The inquiry process to develop school-wide recommendations For expanding the roles for parent involvement using the Findings of the self-study survy and other data	Carnegie self-study data	Parent Involvement Committee, School Parent Council	Es. June 97 Recommendations Jan 98 Implement Jan-June 98	Year-end report and self-study data in 1998 & 1999
Design parent appreciation activities	To be determined	Clusters, Flo Vrattos	To be determined	Evaluation by School Parent Council
Increase the number of parent events focused on student work, For example exhibition evenings, performances, and parent Conferences	None	Clusters, specialists	One event per semester minimum	Parent Attendance

GOAL #2: to build a curriculum based on high standards and meaningful instruction rooted in diverse methods of teaching which enable all students to compete in the world.

OBJECTIVE A: Implement effective and meaningful instruction rooted in diverse methods of teaching

Action Steps	Resources needed	Person(s) responsible	Timeline	Measure(s) of success
Establish a Curriculum & Instruction Committee to use the inquiry process to develop school-wide recommendations using the findings of the self-study survey data. Particular attention will be focused on the gap between what teachers say are effective instructional practices and what they report they practice in their classrooms, including small group instruction, critical thinking skills, and community learning opportunities.	Carnegie self-study data	Curriculum & Instruction Committee, Director of Instruction	Es.t June 97 Recommendations Jan 98 Implement Jan-June 98	Year-end report and self-study data in 1998 and 1999
Develop a school-wide professional development plan.	Carnegie self-study data	Curriculum & Instruction Committee, Director of Instruction, Principal	June-Dec 97	Publication of the plan
Implement school-wide professional development plan including in-service workshops, after school workshops, and activities within clusters.	CLD, 21 st Century Schools Grant	Curriculum & Instruction Committee	Dec-June 98	Staff evaluation & year-end report
Continue training in math instruction through Algebra: A New Vision	Harcourt Grant	Math staff, consultant, AIMS	Sept 97- June 98	Frequency of use of methods & materials Frequency of staff Participation
Revise the curriculum for the pre-voc program	Vanguard Schools Central level SPED Administrators	EDC, pre-voc teachers SPED teachers	Sept 97- June 98	Written goals and objectives for the pre-voc program
Attend conferences related to the school-wide professional development plan.	21 st Century Schools Grant	Curriculum & Instruction Committee , various staff Instructional Support Teacher	Oct 97- June 98	Log or record of staff attendance

OBJECTIVE B: Improve Literacy skills for all students

Action Steps	Resources needed	Person(s) responsible	Timeline	Measure(s) of success
Use the writing rubrics and writing process to produce level 3 work.	ERRN consultant	Classroom teachers	On-going	MCAS assessments, student portfolios
Modify/adapt standards and rubrics for SPED students.	Vanguard School grant	EDC, SPEC teachers, ETL	Sept 97- June 98	Publication of rubrics
Use a group discussion model to develop skills in speaking, listening responding critically to text, and appreciating various points of view.	Touchstones, Questioning The Author, Institute For Learning	Humanities & Language Arts teachers, Principal (training)	Sept 97- June 98	Student portfolios MCAS assessments UDAC assessments
Develop instructional strategies and materials for writing in all disciplines.	ERRN consultant Ruth Mitchell AIMS	Classroom teachers, Director of Instruction, Instructional Support Teacher	Sept 97- June 98	Student portfolios, MCAS assessments, UDAC assessments
Create a list of topics and assignments that are authentic and of interest to students.	None	Classroom teachers, Students	Sept 97	Completed list
Establish forums for students and teachers to share their writing such as school-wide or cluster newspaper(s) and/or magazine(s), classroom displays, and bulletin boards	Display areas	Cluster leaders	On-going	Number of contributions

OBJECTIVE C: Develop portfolios for all students

Action Steps	Resources needed	Person(s) responsible	Timeline	Measure(s) of success
Reconstitute the membership of the Products and Assessment Committee as one of our Carnegie challenge areas		Products and Assessment Committee	Est. June 97	Year-end report and self-study data in 98 & 99
Develop criteria for what goes in a portfolio and provide professional development to staff on implementing portfolios	New Standards Portfolio, CLD ERRN consultant	Products and Assessment Committee	Sept-Oct 97	Publication of criteria, staff participation in workshops
Clusters will meet weekly with a coach to look at student work and to share, discuss, and critique student work and its implications for instruction.	ERRN consultant	Clusters	On-going	None
Use citywide learning standards to identify milestone products in each subject for each marking term to be performed with a specified degree of competency in order to pass a term or grade.	ERRN consultant, 21 st Century School coach	Classroom teachers	Products selected June 97	Publication of course requirements for students Sept 97
Make provisions for adequate support for all students to ensure That they complete the milestones products	City Year, university work-study	Helen Cameron	Ongoing	Percentage of students completing milestone products

OBJECTIVE D: Bring student performance up to city-wide standards

Action Steps	Resources needed	Person(s) responsible	Timeline	Measure(s) of success
Establish a scope and sequence of skills in each discipline to be taught at each grade level.	Citywide Learning Standards	Content area teachers	97-98 & 98-99	Publication of scope and sequence
Students will judge their own work with respect to standards	Rubrics, portfolios		On-going	Number of revisions before final drafts
Obtain baseline data on student performance in each discipline	New Standards Assessments, IFL Consultant, UDAC Assessments (BC)	Director of Instruction Principal, Instructional Support Teacher	Sept-Oct 97	Baseline data collected

GOAL #3: Create an environment for all adults and students which fosters sharing, innovation, risk-taking, hard work, and professionalism

OBJECTIVE A: Increase expectations for all students and ensure that all students can experience success

Action Steps	Resources needed	Person(s) responsible	Timeline	Measure(s) of success
Establish an Expectations Committee and use the inquiry process to develop school-wide recommendations for attaining this goal, using the findings of the Shaw Middle school self-study data regarding teachers not having uniformly high expectations for students	Carnegie self-study data	Expectations Committee	Est June 97 recommendations Jan 98 Implement Jan-June 98	Year-end report and self-study data in 98-99
Standards that include models of students' work are available and discussed with students	Samples of level 3 work, New Standards	Classroom teachers BPS Curriculum & Instruction Dept.	Sept 97- June 98	Well-rounded collection of samples of student work
Inform parents and students about standards, rubrics, and products in each subject and grade	BPS informational packets	Director of Instruction, Instructional Support Teacher, classroom teachers, community field coordinators	June-Sept 97	Completed packets are distributed to parents

Create public audiences for student work, for instance Student Exhibition Night, regular displays of student work, etc.	Display areas, community partnerships	Clusters	On-going	Student work is highly visible throughout the building
Design and coordinate a broad variety of ways to recognize and reward student accomplishments linked to progress toward standards.	Institute for Learning Indicators	Expectations Committee, clusters classroom teachers, students	To be determined	To be determined
Present positive role models through assemblies, career days, etc	Speakers	Guidance	Occasional	Scheduled events

OBJECTIVE D: Develop systems for sharing more information among staff

Action Steps	Resources needed	Person(s) responsible	Timeline	Measure(s) of success
Develop and implement a process for approving student participation in field trips and other activities that take students out of class and for notifying their classroom teachers of when these activities will occur.	None	Leadership team	Sept 97- June 98	Year-end staff evaluation
Develop and implement a process for notifying classroom Teachers of the outcomes of disciplinary referrals.	Forms to be developed	Assistant Principal in consultation with clusters	Sept 97 June 98	Year-end staff evaluation
Allocate time at full staff meetings for cluster updates (bilingual, SPED & regular ed).	None	Leadership team	Occasional	Year-end staff Evaluation

Robert Gould Shaw Middle School (A) Part II

Action Plans for 1997/1998