

COOK MIDDLE SCHOOL IMPROVEMENT PLAN 2021-22

Goal Area 1: Student Success
E3 = Enroll, Enlist, Employ

Performance Objective 1.1: Increase Mastery of Georgia Standards of Excellence

<u>Action Steps, Year 1</u>	<u>Primary Person Responsible</u>	<u>What evidence/ data will you collect to assess implementation/impact?</u>	<u>Monitoring Dates</u>	<u>Estimated cost, funding source, and/or resources</u>
Initiative 1: Implement with fidelity - Learning Focused Schools Initiative	Increase student achievement in all content areas using Learning Focused Strategies to effectively teach the Georgia Standards of Excellence.			
Action Step a-Increase teacher implementation of Learning Focused Schools strategies.	Admin Team	Learning Focused rubrics, End of Grade/End of Course data,	5X5 weekly walkthroughs w/feedback/data	no cost
Action Step b-Complete Learning Focused Schools professional development (all modules). Begin Rigor in the Classroom Book tentatively	Principal	Sign in sheets from support meetings for July 26 and 27, 2021, completion of module assignments,	July 26/27, 2021 monthly	materials for new teachers and coaching with LFS \$5000.00
Action Step c-Conduct walkthroughs (Student Achievement department).	Admin Team; Student Achievement Department	Walkthroughs with Feedback using rubric Glow and Grow walkthroughs feedback	Weekly	no cost
Initiative 2: Implement with fidelity - Literacy Initiative	Longitudinally increase the number of students achieving levels 2, 3, or 4 in the 6th, 7th, and 8th grade English Language Arts and Lexile bands within and above grade level.			
Action Step a: Provide reading interventions	Admin team; Teachers	Power Up, Exact Path, USA Test Prep, Benchmark Tests, RTI Connections, LLI, Student Growth Measurement Achieve 3000	Week of August 16, 2021 December 12, 2021 March 28, 2022	\$12,550
Action Step b-Provide diversity in authors and theme appropriate books in the media center	Admin Team, Media Specialist, Teachers	Data of number of books checked out of media center	Quarterly	\$4,000
Action Step c - Quarterly rewards for Improvement	Admin; ELA Department	Beacon Data; Measurement Growth Data	Quarterly	No Cost
Action Step d: Weekly rewards for highest improvement on Achieve 3000 articles	Admin team	Weekly growth from Achieve 3000 in both ELA and Science/Social Studies articles	Weekly	No cost
Action Step e-Provide professional development for teaching of writing.	Professional Development Team	sign in sheets, walkthrus	Quarterly	no cost
Action Step f-Monitor BEACON and Student Growth Measurement performance where applicable.	Admin team	BEACON and Student Growth measurement data	Week of August 16, 2021 December 12, 1021 March 28, 2022	no cost

Action Step g-Conduct walkthroughs (Student Achievement department).	Admin team: Student Achievement Team	5 X 5 walk thru data	Weekly	no cost
Initiative 3: Implement with fidelity - Math Initiative	Increase the number of students achieving levels 2, 3, or 4 in 6th, 7th, and 8th grade Math/Algebra on the GMAS			
Action Step a-Monitor Math Matters student performance.	Admin team	monthly data	Monthly	no cost
Action Step b - Quarterly Rewards for improvement	Admin; Math Department	Math Matters Data (baseline week 1 - improvement each quarter; Maintain for high ability)	Quarterly	No Cost
Action Step c-Provide math interventions	Admin team; Math Teachers	BEACONS, Exact path, USA Test Prep, Power Up, Benchmark Tests, RTI Connections	Week of August 16, 2021 December 12, 1021 March 28, 2022	\$12,550
Action Step d-Provide professional development on the 8 Standards of Mathematical Practices.	Director of professional Development	walk thrus	Monthly	no cost
Action Step e-Monitor BEACON performance .	Admin team	BEACON data	Week of August 16, 2021 December 12, 1021 March 28, 2022	No Cost
Action Step f - Deconstruct new math standards for 2022-23 and begin curriculum mapping for new standards.	Admin Team, math Teachers	Completed curriculum map for 2022-23 Deconstructed Math Standards	math level meetings	No Cost
Initiative 4: Implement with fidelity - Science and Social Studies Initiative	Increase the number of students achieving levels 2, 3, or 4 in 8th grade Science and Social Studies on the GMAS			
Action Step a-Increase paraprofessional support services for SWD.	Admin team; Director of Sp ed	walkthrus	Monthly	no cost
Action Step b-Provide PL in the Science Inquiry Process.	Director of Professional development; Admin team	sign-in sheets, walkthrus	Monthly	no cost
Performance Objective 1.2: Develop a rigorous and consistent curriculum for all students				
Initiative 1: Co-teaching Initiative	Increase the rigor and consistent curriculum for all co-teaching classes			
Action Step a-Provide professional development for co-teaching; implement throughout district with fidelity.	Director of Special Education, Director of Professional Development	sign in sheets, walkthrus	Monthly	\$15,000
Action Step b-Review lesson plans/ conduct walkthroughs (SpEd dept).	Director of Special Education, Director of Professional development	walk thrus	Monthly	no cost
Action Step c-Align IEP requirements and student schedules.	Special Education Compliance Coordinator	schedules, IEPs	Monthly	no cost
Initiative 2: Increased Rigor Initiative	Increase rigor in all academic classes			
Action Step a-Teachers will participate in peer observations.	Admin Team	walk thrus, observation data	Quarterly	no cost

Action Step b-Conduct walkthroughs (Student Achievement department).	Admin Team	walk thru data	Monthly	no cost
Action Step c-Provide professional development for teachers and leaders on differentiated instruction.	Admin Team Director of Professional Development	walk thrus, TKES	Monthly	no cost
Initiative 3: Gifted and Advanced Content Initiative	Increase opportunities for students of the gifted program by increasing course offerings and teacher certification in gifted education			
Action Step a-Provide guidance and expand opportunities for gifted and advanced content courses.	Gifted Coordinator Admin Team	District gifted handbook, schedules	Yearly	no cost
Action Step b-Maintain number of gifted endorsed teachers.	Admin Team	number of gifted certified teachers per school	Yearly	no cost
Performance Objective 1.3: Develop systemic assessment practices				
Initiative 1: Grading Procedures Initiative	Students' grades and performance in the classroom will be a predictor of student performance on Georgia Milestones End of Grade and End of Course State Assessments.			
Action Step a-Develop curriculum maps and pacing guides for all subject areas.	Admin team	curriculum maps and pacing guides	Yearly	no cost
Initiative 2: Common Assessment Initiative	Increase the development and usage of common assessments and benchmark tests in all subject areas			
Action Step a-Develop common assessments and benchmarks for all subject areas.	Admin Team	sign in sheets, common assessments, benchmarks, Data results	Yearly	no cost
Initiative 3: Crosswalk Initiative	Increase the development of summative assessments that align to the Georgia GMAS performance levels in appropriate subject areas.			
Action Step a-Develop summative common assessments aligned with GMAS Performance Level indicators.	Admin Team	end of year/end of course common assessments, milestone data	Yearly	no cost
Action Step b-Evaluate MTSS intervention effectiveness in relation to GMAS student performance.	MTSS (Multi-tiered System of Support) Coordinator	Exact Path data, milestones data	Yearly	no cost
Performance Objective 1.4: Prepare students for college and career success				
Initiative 1: Awareness Initiative	Students will graduate college and career ready.			
Action Step a-Increase communication and marketing of CTAE programs to students and parents.	CTAE director; CTAE Teachers; Admin Team	Parent Meetings with upcoming 9th grade students sign in sheets	Yearly (March,2022)	no cost

Action Step b-Develop community mentorship program (report cards).	Principal	Sign in Sheets	October, 2021 December, 2021 March, 2022 May, 2022	no cost
Action Step d-Develop and implement K-12 soft skills curriculum.	Director of Student Achievement	Teacher and community surveys	Yearly (March, 2022)	no cost
Action Step e-Develop and implement 6-12 personal finance curriculum.	Director of Student Achievement	Teacher and community surveys	Yearly (March, 2022)	no cost
Initiative 2: Technology Initiative	Brief Description.Ideal State: In an effort to promote the most up to date technology equipment to be used by our students and staff, the IT department will implement a 5 year technology plan, work toward a 1:1 environment in each school, and evaluate all telecommunication systems.			
Action Step a- Maintain a 1:1 mobile learning environment	Technology Director and Staff	GMAS Scores, lesson plans, Contracts with students and their parents	Monthly	TBD
Action Step b - Increase classroom technology resources	Technology Director and Staff	Data of use by traditional students and use by virtual students though Google Classroom	Yearly	TBD
Goal Area 2: Staff Development and Growth				
Performance Objective: Attract qualified staff				
<u>Action Steps, Year 1</u>	<u>Primary Person Responsible</u>	<u>What evidence/ data will you collect to assess implementation/impact?</u>	<u>Monitoring Dates</u>	<u>Estimated cost, funding source, and/or resources</u>
Initiative 1: Create a Human Resources Department	Work as part of the district leadership team focused on the mission and goals of the district and to lead the HR team in recruiting, hiring, training and retaining quality employees to support the mission.			
Participate in Onboarding Process for all hires	Principal	Process Documentation and Employee Satisfaction Survey Results	Check 10/ 6/21 Check 12/17/21 Check 3/10/22 Complete 5/20/22	cost will be impacted by district purchase of Etrieve
Initiative 2: Develop a Recruitment Process	Attend job fairs with specific job openings and hiring materials and increase the rate of applications/hires from recruitment/job fairs. Hiring policies and procedures created and streamlined.			

Build relationships with teaching colleges to include involvement with recruitment fairs and increase/improve internship program	Principal	Practicum & Intern count & Evaluations; Attendance of personnel at career/job recruitment fairs; counts of hires from recruitment fairs and internships; Intern evaluations: Survey results	December, 2021 May, 2022	Travel (.54/mile), Title II
Performance Objective 2.2: Develop qualified staff				
Initiative 1: Create Professional Development & Growth Department	The PL Director facilitates the planning, implementation and monitoring of professional learning opportunities for teachers, administrators, and selected district staff and partners.			
Monitor Professional Development Plan/Professional Development Goal for all staff	Principal	TKES Professional Development Plan/Goal	Completion Date: 8/31/21	Not Applicable
Follow Calendar Process, Procedures, and Resources	Principal	School Calendar, PL Process Documents, and Resource Database	Check 10/ 6/21 Check 12/17/21 Check 3/10/22 Complete 5/20/22	Not Applicable
Initiative 2: Improve Instructional and Professional Efficacy	Collective teacher efficacy has the greatest impact on student achievement—even higher than factors like teacher-student relationships, home environment, or parental involvement. Collective efficacy is when a staff of teachers believe that together they can inspire growth and change in their students.			
Continue implementation of Learning Focused Schools	Principal	Monitoring tool and documents; TKES/LKES	Completion date: May, 2022	Two year estimated cost for LFS - \$22,000
Performance Objective 2.3: Retain qualified staff				
Initiative 1: Develop a district Teacher Induction/Support program	A comprehensive, coherent, sustainable program supports not only retention, but also the induction phase teacher's and their mentor's growth, thereby increasing student learning.			
Participate in New Teacher Induction/Support program	Principal	Teacher Mentoring Program Agendas and program documents; TKES	Check 10/ 6/21 Check 12/17/21 Check 3/10/22 Complete 5/20/22	Cost will be impacted by district purchases; Title II
Initiative 2: Partner with economic development to improve employment opportunities for spouses and affordable housing for teachers.	The moment new teachers sign their contract the district should provide as much information about the school and community as possible to make them feel special, welcome, and appreciated as a new community member.			

Increase staff satisfaction level	Human Resources Director Principal	Meals for faculty, Teacher of the Month incentives, Hornet BUZZ bimonthly, Compt Tickets, Jean Tickets, Exit survey and school surveys	Check 10/ 6/21 Check 12/17/21 Check 3/10/22 Complete 5/20/22	Not Applicable
Goal Area 3: Family and Community Commitment				
Performance Objective 3.1: Increase and improve family engagement.				
<u>Action Steps, Year 1</u>	<u>Primary Person Responsible</u>	<u>What evidence/ data will you collect to assess implementation/impact?</u>	<u>Monitoring Dates</u>	<u>Estimated cost, funding source, and/or resources</u>
Initiative 2: Positive Parenting Program Initiative	Provide district-wide opportunities for all stakeholders to engage in positive interaction.			
Action Step a-Host instructionally-focused parent engagement activities at each school.	Parent Coordinator, Federal Programs Director, Building Leadership Team (BLT), Department Staff, Admin Team	School calendar, sign-in sheets	10/ 6/21, 12/17/21 3/10/22 5/20/22	\$11,000 for food, supplies, resources, etc. - paid with federal funds as allowable
Action Step b-Submit documentation of each parent engagement activity to Federal Programs Director in a timely manner.	Admin Team	Agendas, handouts, meeting materials, Power Points, sign-in sheets, photos as appropriate	10/ 6/21, 12/17/21 3/10/22 5/20/22	No cost
Action Step c-Recognize parents who meet goals set forth by Parent Coordinators through "Parent Pat on the Back" award program.	Parent Coordinator and Federal Programs Director	Parent contacts (Parent Coordinator Monthly Targeted Caseload Log)	10/ 6/21, 12/17/21 3/10/22 5/20/22	\$500 for Pat on the Back magnets - paid with federal funds
Action Step d-Increase opportunities for parents to volunteer in schools.	Admin team, Parent Coordinator	Parent sign-in sheets, Sports, Reward items, Field Trips	10/ 6/21, 12/17/21 3/10/22, 5/20/22	No cost
Performance Objective 3.2: Increase effectiveness and consistency of two-way communication.				
Initiative 1: Communication Initiative	Increase positive, consistent, and meaningful communication with all stakeholders.			
Action Step a-Teachers will document all parent contacts in PowerSchool.	Technology Director, Admin Team	PowerSchool logs (reports)	Monthly	\$13,000 annual cost for PowerSchool

Action Step b-Promote parent usage of PowerSchool Parent Portal.	Technology Director, Admin Team	PowerSchool logs (reports)	10/ 6/21, 12/17/21 3/10/22 5/20/22	\$13,000 annual cost for PowerSchool
Action Step c-Promote parent completion of CCRPI School Climate Survey.	Admin Team	Survey participation report, survey data	10/30/19, 12/20/19, 2/28/20	No cost
Action Step d-Work with School Councils to improve communication between schools and families.	School Council Members and Federal Programs Director; Admin Team	Agendas, handouts, meeting materials, sign-in sheets	8/12/21 11/11/21 2/10/22 4/14/22	No cost
Action Step e-Maintain and Support PowerSchool Online Registration component. (New students to county & Registration for CHS)	Technology Director;Admin Team	PowerSchool logs (reports)	8/2/19, 8/16/19, 8/30/19	\$7,000 annual cost for PowerSchool Online Registration component
Action Step f-Promote usage of online PowerSchool Parent Portal and Online Registration.	School System Social Worker	PowerSchool logs (reports)	Monthly	\$7,000 annual cost for PowerSchool Online Registration component
Action Step h-Promote usage of social media and other electronic communication tools at district, school, and classroom levels.	Technology Director; Admin Team	Communication logs (reports)	10/ 6/21, 2/17/21 3/10/22 5/20/22	\$6,500 annual cost for Swift K12

Performance Objective 3.3: Increase strategic partnerships with businesses, post-secondary institutions, and community leaders to support student learning and college/career readiness.

Initiative 1: Business and Industry Involvement Initiative **Increase positive, consistent, and meaningful interaction with businesses and industries.**

Action Step a-Invite business and industry partners to schools to share job information.	Admin Team, Faculty	Sign-in sheets, survey data	10/ 6/21, 2/17/21 3/10/22 5/20/22	No cost
Action Step b-Provide field trips to businesses and industries.	Admin Team, Faculty	Sign-in sheets, survey data	10/ 6/21, 2/17/21 3/10/22 5/20/22	Fuel cost plus driver @ \$7.25 /hour
Action Step c-Provide curriculum and instruction to increase students' soft skills.	Admin Team, CTAE, Social Studies Department	Sign-in sheets, Lesson plans	10/ 6/21, 2/17/21 3/10/22 5/20/22	No cost
Action Step d-Provide job shadowing opportunities Take Your child to Work Day	Admin Team, Computer Science Teacher	Sign-in sheets, survey data	10/ 6/21, 2/17/21 3/10/22 5/20/22	No cost

Initiative 2: Higher Education **Increase positive, consistent, and meaningful interaction with institutions of higher education.**

Involvement Initiative		Increase positive, consistent, and meaningful interaction with institutions of higher education.		
Action Step a-Invite higher education representatives to schools to share information.	Admin Team	Sign-in sheets, Middle School Feedback Survey Data	10/ 6/21, 2/17/21 3/10/22 5/20/22	No cost
Action Step b-Provide field trips to institutions of higher education.	Admin Team, BLT	Sign-in sheets, Middle School Feedback Survey Data	10/ 6/21, 2/17/21 3/10/22 5/20/22	Fuel cost plus driver @ \$7.25 /hour
Initiative 3: Military Personnel Involvement Initiative		Increase positive, consistent, and meaningful interaction with military branches.		
Action Step a-Invite military representatives to schools to share information regarding branches.	Faculty; Connections Department Social Studies Department	Sign-in sheets, Middle School Feedback Survey Data	10/ 6/21, 2/17/21 3/10/22 5/20/22	No cost
Goal Area 4: Operational Effectiveness				
Enhance facility safety Performance Objective 4.1				
Initiative 3: Building Security Initiative		All school system employees terminating employment will be required to meet with their supervisor to ensure that no future building access will be possible.		
<u>Action Steps, Year 1</u>	<u>Primary Person Responsible</u>	<u>What evidence/ data will you collect to assess implementation/impact?</u>	<u>Monitoring Dates</u>	<u>Estimated cost, funding source, and/or resources</u>
Require exit interview with system employees terminating employment: return keys, key cards, system Identification, and any school property to principal or supervisor	Principals or Building Supervisor	Completed Exit Interview Form	Yearly	none
Hold final payroll check until exit interview form is completed and returned to Payroll Clerk	Principals or Building Supervisor	Completed Exit Interview Form	Yearly	none
Initiative 3: Technology Initiative		In an effort to promote the most up to date technology equipment to be used by our students and staff, the IT department will implement a 5 year technology plan, work toward a 1:1 environment in each school, and evaluate all telecommunication systems.		
Implement and maintain a 1:1 mobile learning environment	Technology Director and Staff CMS Admin and Faculty	GMAS scores, Lesson Plans, Contracts with Students and their parents	Monthly	TBD
Goal Area 5: Positive School Culture and Climate				

Performance Objective 5.1: Create a safe environment for all

<u>Action Steps, Year 1</u>	<u>Primary Person Responsible</u>	<u>What evidence/ data will you collect to assess implementation/impact?</u>	<u>Monitoring Dates</u>	<u>Estimated cost, funding source, and/or resources</u>
Initiative 1: School Safety	Create a safe environment for all stakeholders			
Follow new sign in/out and visitation procedures	Principal, Student Services Director, Safety Director	Monitor student/parent handbook production to include revised procedures	Ongoing	\$15K
Increase number of 2-way radios on campuses	Principal, Safety Director	Determine number already on campus and number of additional radios needed	9/30/22	\$300 per radio
Initiative 2: School Safety Protocol	All stakeholders report that they feel safe at CMS.			
Revise safety plans to align with objectives	Admin Team	Updated safety plans	By Aug. 1, 2021	No Cost
Set specific training and safety drill dates	Admin Team	Training sign-in sheets, agendas	By Aug. 1, 2021	No Cost

Performance Objective 5.2 Create an environment that supports learning and positive relationships

Initiative 1: Create Opportunities for Partnerships	Create a supportive learning environment			
Develop ways to interact positively with student, parents and staff. Build strong relationships, Teach essential social skills, Be role models, Clarify classroom and school rules	Principals, Parent Coordinator, Faculty and Staff	Discipline referrals, Tribunals, School transition plans, Parent meeting documentation, Sign in sheets from meeting, Parent contact log	Monthly during year	No Cost
Develop ways to interact positively with student, parents and staff. Build strong relationships, Teach essential social skills, Be role models, Clarify classroom and school rules	Admin Team , Parent Coordinator, Building Leadership Team, Faculty and Staff	Discipline referrals, Tribunals, School transition plans, Parent meeting documentation, Sign in sheets from meeting, Parent contact log	Monthly during year	No Cost
Initiative 2: Improve Instructional and Professional Efficacy at Alternative School	Provide a safe, supportive learning environment for the Alternative Educational Program			
Improve effectiveness of Alternative Educational program with increased communication and process for students assigned	Admin Team	Meeting agendas/sign-in sheets, student assignment completion data, number of students returning to home school, OSS data, transition plans, positive culture/environment data; observations	Monthly during year	No Cost
Initiative 3: Discipline Protocol	Utilize a variety of resources to improve student behavior			

Initiative 3: Discipline Protocol	Utilize a variety of resources to improve student behavior			
Utilize Behavior Analysis Team (BAT)	BAT committee members	Minutes from BAT meetings; All data from last three years	Monthly	No Cost
Reduce ISS/OSS days by offering alternative consequences	Admin Team; Faculty	Restorative Practices: PL to build student communities and respond to challenging behavior, ISS/OSS data; RISE reward; Earned Outside Time data	Monthly	No cost
Include updated discipline procedures and consequences in student/parent handbooks	Admin Team, BLT	Revised student/parent handbooks, sign-in sheets/minutes from monthly meetings w/AP's to review discipline data	Yearly	No cost