

**Melrose High School**

**2011 – 2012**

**School Improvement Plan**

1. Goal: NEASC (follow-up committee)	People responsible	Action to be taken	Timeline for completion
<p>Appoint an NEASC follow-up committee.</p>	<p>Dan Richards Cari Berman Paula Conis Jeff Carovillano Greg Zammuto Bob Champi</p>	<ol style="list-style-type: none"> <li>1. Follow-Up Committee coordinates the follow-up program under the principal's guidance</li> <li>2. The Follow-Up Committee acts in an advisory capacity to the principal</li> <li>3. The Follow-Up Committee works with the principal to develop a schedule to address recommendations and develop reports for the Commission.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fall of 2011 (Completed)</li> <li>2. Ongoing throughout the follow-up process (In Progress)</li> <li>3. Fall of 2011 (In Progress)</li> </ol>

2. Goal: NEASC (curriculum)	People responsible	Action to be taken	Timeline for completion
<p>Address the highlighted recommendation related to curriculum</p> <ol style="list-style-type: none"> <li>1. Submit the school's formal plan and timeline to align the curriculum with the academic expectations for learning</li> </ol>	<p>Principal Assistant Principals Department Chairs Teachers</p>	<ol style="list-style-type: none"> <li>1. Develop the plan and timeline</li> <li>2. Review and revise all course syllabi to ensure that the academic expectations for learning are aligned with the curriculum</li> </ol>	<ol style="list-style-type: none"> <li>1. Fall 2011 (Completed)</li> <li>2. Fall 2011 - June 2012 (In Progress)</li> </ol> <p>Note: Progress on this goal will be part of a Special Progress Report the school will be required to submit by March 1, 2012.</p>

3. Goal: NEASC (comm. resources for learning)	People responsible	Action to be taken	Timeline for completion
<p>Address the highlighted recommendation related to Community Resources for Learning.</p> <ol style="list-style-type: none"> <li>1. Provide sufficient instructional materials, including textbooks, for the implementation of the curriculum.</li> <li>2. Develop a plan to ensure an adequate and dependable source of revenue to provide and maintain appropriate school programs, personnel, services, equipment, technological support, instructional materials, and supplies for student learning.</li> <li>3. Evaluate the performance of the cleaning company to keep the school environment consistently clean and conducive to teaching and learning.</li> <li>4. Develop a plan to repair or replace the roof immediately.</li> <li>5. Assess the facility for safety concerns with particular attention given to hallways and exits for</li> </ol>	<p>Principal Follow-up Committee Superintendent School Committee Business Manager Director of Building and Grounds</p>	<p>1. The actions taken regarding the goals/recommendations related to Community Resources for Learning will require discussions, plans and actions developed by the school, the central office, and the school committee.</p>	<p>1. Until all recommendations are addressed <b>(In Progress)</b></p> <p>Note: Progress on these goals will be part of a Special Progress Report the school will be required to submit by March 1, 2012.</p>

emergency evacuations and make appropriate adjustments.  6. Provide a time line to resolve all facilities issues identified in the decennial evaluation report.			
Submit the March 1 <sup>st</sup> Special Progress Report to NEASC	Principal Assistant Principal	Implement recommendations as indicated in the Special Progress Report which will remove the warning status on Community Resources for Learning	1. March 2012 <b>(In Progress)</b>

<b>4. Goal: Curriculum</b>	<b>People responsible</b>	<b>Action to be taken</b>	<b>Timeline for completion</b>
Create a formal, written, standardized curriculum using a complete curriculum format.	Department chairs and teachers	<p>1. All dept chairs and one or two teacher reps from each dept receive all-day training in developing essential questions (EQs) and syllabi.</p> <p>2. All dept chairs and one or two teacher reps from each department will work for three days (15 total hours) developing EQs and syllabi for all core academic courses with CA and OR incorporated into them using the English Department model. EQs and syllabi must be in place and used during the 2011-2012 school year. (core academic courses include at least English 9,10,11,12; French, Spanish, Latin, Italian, German 1-3; Physical Science, Biology, Chemistry, Physics; World History, US History 1,2; Algebra 1,2, Geometry, Algebra 3/Pre-Calc; Learning Strategies, Reading Strategies; Wellness 1,2)</p> <p>3. Teachers in each department will use common planning time and/or other designated PD time (half-days, late arrivals) to further expand course syllabi to include all relevant assignments and assessments and suggested teaching practices, following the English department model. All departments will have completed curriculum documents for all core academic courses by</p>	<p>1. June 2011 - Oct. 2011 <b>(Completed)</b></p> <p>2. June 2011-June 2012 <b>(In Progress)</b></p> <p>3. Sept. 2011 - June 2012 <b>(In Progress)</b></p>

		<p>the end of the 2011-2012 school year. Teachers will meet with department chairs to check in, show progress, ask questions, and review and revise work.</p> <p>4. All department chairs and teachers will review and revise curriculum documents created during common planning time. All revised curriculum documents must be in place and implemented during the (SY) 2012-2013 school year.</p>	<p>4. Sept. 2011- June 2012 <b>(In Progress)</b></p>
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<b>5. Goal: Data review and Instruction</b>	<b>People responsible</b>	<b>Action to be taken</b>	<b>Timeline for completion</b>
Expand the formal opportunities for teachers to review student work and the results of student assessment	LASW Committee Department Chairs Teachers Principal Assistant Principal	<ol style="list-style-type: none"> <li>1. Dedicate a minimum of two-half days to be focused on the observing of student work and to analyze the work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan. 2012-June 2012 <b>(Not Completed)</b></li> </ol>
Use teacher analysis of student assessment data to inform instructional and assessment practices.	Department Chairs Teachers Administration	<ol style="list-style-type: none"> <li>1. Identify effective assessment strategies when looking at students' work at department and faculty meetings</li> <li>2. Reevaluate all Core Assignments, Open Response Essays and department rubrics on a yearly basis.</li> <li>3. At every department meeting, discuss instructional strategies used to prepare students for assessments being analyzed and their effectiveness based on assessment data.</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan. 2012-June 2012 <b>(In Progress)</b></li> <li>2. May/June 2012 <b>(Not Completed)</b></li> <li>3. Monthly during the 2011-2012 school year <b>(In Progress)</b></li> </ol>
Ensure that all students receive a high level of instruction and practice	Department Chair Principal Assistant Principal	<ol style="list-style-type: none"> <li>1. Research differentiated and exemplary instructional strategies.</li> </ol>	<ol style="list-style-type: none"> <li>1. Sept. 2011-June 2012 <b>(In Progress)</b></li> </ol>

		<ol style="list-style-type: none"> <li>2. Department chairs presents exemplary strategies at department meetings. Other teachers are invited to observe these strategies in action and contribute their own ideas.</li> <li>3. Administration and dept. chairs conduct daily classroom walkthroughs.</li> </ol>	<ol style="list-style-type: none"> <li>2. Sept. 2011-June 2012 <b>(In Progress)</b></li> <li>3. Sept. 2011-June 2012 <b>(In Progress)</b></li> </ol>
<b>6. Goal: Testing</b>	<b>People responsible</b>	<b>Action to be taken</b>	<b>Timeline for completion</b>
1.To reduce by 4% the number of MHS 10th grade students who score in the needs improvement and failing category on the Math and Science MCAS Tests.	Principal Assistant Principal Department Chairs Teachers	August 2011 – June 2012 <ul style="list-style-type: none"> <li>• Continue the transition from 9<sup>th</sup> and 10<sup>th</sup> grade Math small group classes to co-taught classes.</li> <li>• Ensure that all students, regardless of level, are exposed to the same core curriculum.</li> <li>• Ensure all students at all levels are expose to a rigorous curriculum</li> </ul>	According to the DESE release of MCAS scores
2. To increase the Student Growth Percentile (SGP) on ELA and Math by 3% for our 10 <sup>th</sup> grade students.	Principal Assistant Principal Department Chairs Teachers	August 2011-June 2012 <ul style="list-style-type: none"> <li>• Continue the transition from 9<sup>th</sup> and 10<sup>th</sup> grade English and Math small group classes to co-taught classes.</li> <li>• Ensure that all students, regardless of level, are exposed to the same core curriculum.</li> <li>• Ensure all students at all levels are expose to a rigorous curriculum</li> </ul>	According to the DESE release of MCAS scores
<b>7. Goal: Communication</b>	<b>People responsible</b>	<b>Action to be taken</b>	<b>Timeline for completion</b>
Promote a positive image of MHS to the Melrose and high school community	Principal Assistant Principal Department Chairs	<ol style="list-style-type: none"> <li>1. Future Freshman parent night (8<sup>th</sup> grade)</li> <li>2. Future Freshman parent meetings (8<sup>th</sup> grade)</li> <li>3. Future Freshman tours (8<sup>th</sup> grade)</li> <li>4. Future Freshman parent night (7<sup>th</sup> grade)</li> <li>5. Future Freshman parent meetings (7<sup>th</sup> grade)</li> <li>6. Create a principal’s blog for MHS</li> <li>7. Create a principal’s twitter account for MHS</li> <li>8. Utilize the local paper to help promote the MHS</li> <li>9. Utilize the Connect Ed. Communication software</li> </ol>	<ol style="list-style-type: none"> <li>1. Sept. 2011-June 2012 <b>(In Progress)</b></li> </ol>

		10. Maintain and update the MHS web site	
Increase communication within MHS with faculty/staff/administration/students	Principal Assistant Principal Department Chairs	<ol style="list-style-type: none"> <li>1. Create a weekly newsletter “Raider Review” consisting of upcoming events, activities, best-practices, 21<sup>st</sup> century skills</li> <li>2. Provide agenda for all department meetings focused around “What we Teach” and “How we Teach”</li> <li>3. Create and maintain a school master calendar</li> <li>4. Meet with groups of students on a monthly basis</li> <li>5. Purchase a flat screen TV/apple TV adapter/software to display school announcements</li> </ol>	1. Sept. 2011-June 2012 <b>(In Progress)</b>
<b>8. Goal: Safety</b>	<b>People responsible</b>	<b>Action to be taken</b>	<b>Timeline for completion</b>
Review the Crisis Management Plan as it pertains to evacuations, fire drills and lockdowns.	Principal/Assistant Principal/School Resource Officer	MHS administrative team and school resource officer will review, revise and update the crisis management Plan, crisis management team, fire drill procedure	1. April 2012 <b>(Completed)</b>
Inspect and review building fire code safety with the Melrose Fire department	Principal	Work with fire department to identify fire and safety concerns as they pertain to Melrose High School	1. Sept. 2011 – June 2012 <b>(In Progress)</b>