

**Melrose High School**  
**2010 – 2011 School Improvement Plan**  
**Final Report**

**HS SIP Element #4 – Enhancement of parental involvement in the life of the school.**

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
<b>1. To improve communication between and among students, teachers, parents, and the community-at-large.</b>	<ul style="list-style-type: none"> <li>Purchase a web-based communication software program that will allow teachers to communicate more effectively with students and parents. (Edline)</li> </ul>	<ul style="list-style-type: none"> <li>Budget FY 11</li> </ul>	X	X	X	X	<ul style="list-style-type: none"> <li>\$2892.00 includes updates, support and 2 ½ hour of training each year.</li> </ul>	<ul style="list-style-type: none"> <li>All teachers will have access to a web-based communication software program. <b>(COMPLETED)</b></li> </ul>
	<ul style="list-style-type: none"> <li>Provide professional development for all teachers on two components of the software:               <ol style="list-style-type: none"> <li>Teacher web-site</li> <li>On-line grading</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Sept. 2010 – January 2011</li> </ul>	X	X			<ul style="list-style-type: none"> <li>Time and professional dev. funds</li> </ul>	<ul style="list-style-type: none"> <li>All teachers will be trained on the teacher web-site and online grading segments of the software. <b>(COMPLETED)</b></li> </ul>

**\*It should be noted that since the district is committed to a new student management system (ASPEN), all MHS Teachers will need to be trained in all facets of the new system.**

**HS SIP Element #3** Professional development for the school’s staff and the allocation of any professional development funds in the school budget

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
1. <b>To provide professional development in the area of assessment.</b>	<ul style="list-style-type: none"> <li>To expand the “Looking at Student Work” from a pilot group of eleven teachers to thirty teachers.</li> </ul>	Sept.2010 – June 2011	X	X			<ul style="list-style-type: none"> <li>Time.</li> <li>Funds for summer workshop</li> </ul>	<ul style="list-style-type: none"> <li>Number of teachers involved in LASW will increase from 11 to 30.</li> </ul> <p><b>(COMPLETED)</b></p>
2. <b>To plan professional development based on data analysis.</b>	<ul style="list-style-type: none"> <li>Staff will analyze results from 2009-2010 core assignments and open response questions.</li> </ul>	Sept. 2010 – June of 2011	X	X			<ul style="list-style-type: none"> <li>School data</li> <li>Faculty and Department Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Development of core anchor documents for all courses in every department.</li> </ul> <p><b>(COMPLETED)</b></p>
	<ul style="list-style-type: none"> <li>Leadership Team will be involved in a study group focused on the book <u>Clock Watchers</u>, by Chris Tovani. The book identifies the six steps to motivating and engaging disengaged students.</li> </ul> <p><b>To address this goal we shifted our focus to walkthroughs.</b></p>	<ul style="list-style-type: none"> <li>Monthly Sept. 2010 – June 2011</li> </ul>	X	X			<ul style="list-style-type: none"> <li>Time during Leadership Meetings</li> <li>Time to complete walkthroughs</li> </ul>	<ul style="list-style-type: none"> <li>Based on book discussions and observations, identify key strategies to engage and motivate disengaged students and have teachers implement the key strategies in the classroom.</li> </ul> <p><b>(COMPLETED)</b></p>
	<ul style="list-style-type: none"> <li>Department Chairs/teachers will analyze the process for reviewing student work based on Looking at Student Work criteria.</li> </ul>	Sept. 2010 – June 2011	X	X			<ul style="list-style-type: none"> <li>Professional Development</li> <li>Time</li> </ul>	<ul style="list-style-type: none"> <li>Department chairs will be using an established evaluation tool with all teachers in their content area. As a result, appropriate adjustments to the curriculum and teaching strategies will be recommended.</li> </ul> <p><b>(IN PROGRESS)</b></p>

<p><b>3. To provide professional development with a focus on integrating technology (Smart Boards) within the curriculum.</b></p>	<ul style="list-style-type: none"> <li>• Content area workshops and trainings provided by-in-house staff on the use of Smart Board technology within the core curriculum.</li> </ul>	<p>2010-2011 school year</p>	<p>X</p>	<p>X</p>			<ul style="list-style-type: none"> <li>• PD funds</li> <li>• Curriculum meeting time</li> </ul>	<ul style="list-style-type: none"> <li>• All teachers will develop one technology based core assignment.</li> </ul> <p><b>(IN PROGRESS) – most content areas have completed a technology core assignment for each course)</b></p>
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**HS SIP Element #6 – Melrose High School will establish a school environment characterized by tolerance and respect for all groups**

**HS SIP Element #5 – Melrose High School will address school safety and discipline**

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
<b>1. To increase student capacity to have a meaningful voice in determining school policy and promoting a positive school climate.</b>	<ul style="list-style-type: none"> <li>Melrose High School will expand the student mission committee, established in 09-10. The purpose of this committee will be to give MHS students a voice in determining school policy and programs.</li> </ul>	September 2010-June 2011	X	X		X	<ul style="list-style-type: none"> <li>Time.</li> </ul>	<ul style="list-style-type: none"> <li>Student/faculty committee will be established.</li> <li>Mission of the committee will be established</li> </ul> <p><b>(NOT COMPETED – put on hold pending new administration)</b></p>
	<ul style="list-style-type: none"> <li>MHS students will be part of the activity/advisory committee team that will determine the advisory schedule for 2010-2011.</li> </ul>	August/September 2010	X	X		X	<ul style="list-style-type: none"> <li>Summer workshop</li> <li>PD Funds</li> </ul>	<ul style="list-style-type: none"> <li>A schedule will be in place with each meeting connected to a specific focus area.</li> </ul> <p><b>(COMPLETED)</b></p>
	<ul style="list-style-type: none"> <li>MHS students will be part of the activity/advisory committee that will determine the focus areas for the activity/advisory periods</li> </ul>	June - September 2010	X	X		X	<ul style="list-style-type: none"> <li>Summer workshop</li> <li>PD funds</li> </ul>	<p>A minimum of three activity/advisory blocks will meet to address the focus areas that were determined by the committee.</p> <p><b>(COMPLETED)</b></p>
<b>2. To review the Crisis Management Plan as it applies to evacuations and lockdowns.</b>	<ul style="list-style-type: none"> <li>MHS administrative team will review, revise and update the Crisis Management Plan and Team</li> </ul>	Summer 2010	X	X			<ul style="list-style-type: none"> <li>Time</li> <li>Co-ordinate with SRO</li> </ul>	<ul style="list-style-type: none"> <li>Plan updated and submitted to superintendent</li> </ul> <p><b>(COMPLETED)</b></p>
<b>3. To review and revise the student handbook for 2010-2011.</b>	<ul style="list-style-type: none"> <li>Update MHS harassment policy to reflect recent legislation on bullying and harassment.</li> </ul>	May-June 2010	X	X		X	<ul style="list-style-type: none"> <li>Time</li> <li>Co-ordinate with SRO</li> </ul>	<ul style="list-style-type: none"> <li>Changes in handbook presented to school committee in late June.</li> </ul> <p><b>(COMPLETED)</b></p>

<b>4. Provide professional development to staff on bullying/harassment including the use of social networking sites (facebook).</b>	<ul style="list-style-type: none"> <li>• Provide training to staff on bullying/harassment.</li> </ul>	September 2010	X	X				<ul style="list-style-type: none"> <li>• Time</li> <li>• Co-ordinate with SRO</li> </ul>	<ul style="list-style-type: none"> <li>• Training will be completed in the fall of 2010.</li> </ul> <b>(COMPLETED)</b>
<b>5. Provide training to students on bullying/harassment including the use of social networking sites (facebook).</b>	<ul style="list-style-type: none"> <li>• Review MHS harassment policy particularly as it applies to bullying in advisory/activity period.</li> <li>• Provide a bullying/harassment component to the 9<sup>th</sup> grade orientation program.</li> </ul>	September 2010	X	X		X		<ul style="list-style-type: none"> <li>• Advisory schedule</li> <li>• Training for student orientation leaders</li> </ul>	<ul style="list-style-type: none"> <li>• 25% reduction of harassment cases in 2010-2011 as compared to 2009-2010.</li> </ul> <b>(NOT MET – 1% increase from 2009 – 2010)</b>
<b>6. To review and revise the student handbook for 2010-2011:</b> <ul style="list-style-type: none"> <li>• Tardy/excused absence policy</li> <li>• Summer school criteria for credit recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Review MHS tardy/excused absence policy and summer school policy.</li> </ul>	May-June 2010	X	X	X	X		<ul style="list-style-type: none"> <li>• Faculty Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and communicate a clear tardy policy and establish and communicate clear summer school criteria.</li> </ul> <b>(COMPLETED)</b>

**HS SIP Element #8–** Within the regular education programs, Melrose High School will develop a means for meeting , the diverse learning needs of as many of our classroom population as possible, including children with special needs currently assigned to separate programs.

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
<b>1. To increase the performance level (CPI) on ELA and Math for our 10<sup>th</sup> grade special education students. (see attachment #4)</b>	<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>Special Education teachers will communicate with content area teachers to address deficiencies identified on special education students' Math and ELA MCAS results.</li> </ul>	September 2010-June 2011	X	X			<ul style="list-style-type: none"> <li>Common planning time for content specialist and instructional specialist</li> <li>PD in the co-teaching model</li> </ul>	<ul style="list-style-type: none"> <li>A 2-3 point CPI increase shown in the 2011 AYP data. <b>(Math - Goal not met. CPI went from 91.8 to 92.0 a 0.2 increase.)</b></li> <li><b>(English - Goal not met. 85.4 to 84.8 a 0.6 decrease)</b></li> </ul>
<b>2.To reduce by 10% the number of MHS 10<sup>th</sup> grade students who score in the needs improvement and failing category on the Math and Science MCAS Tests. (see attachment #4A)</b>	<ul style="list-style-type: none"> <li>Principal, Department Chairs and teachers will review item analysis from the 2010 results in 8<sup>th</sup> and 10<sup>th</sup> grade Math and Science MCAS. Appropriate curriculum revisions will be made to the curriculum.</li> </ul>	August 2010 – through October 2010	X	X			<ul style="list-style-type: none"> <li>Time for data analysis</li> <li>Time to work with 9<sup>th</sup> and 10<sup>th</sup> grade teachers</li> </ul>	<ul style="list-style-type: none"> <li>10% reduction in the number of students in the needs improvement and failing categories on the 2011 Math and Science MCAS Tests. 2011 MCAS results</li> <li><b>(Math - Goal not met. 19% to 21%; a 2% increase in students in the NI/F)</b></li> <li><b>(Science-Goal not met. 29% to 39%; a 10% increase in students in the NI/F category)</b></li> </ul>
	<ul style="list-style-type: none"> <li>Appropriate curriculum revisions will be made to address the weaknesses identified through an item analysis of the Math and Science MCAS results.</li> </ul>	September 2010 – January 2011	X	X			<ul style="list-style-type: none"> <li>Time for data analysis</li> <li>Time for curriculum revisions</li> </ul>	

**HS SIP Element #9 – Any further subjects the principal, in consultation with the school council, shall consider appropriate**

**1. Review placement criteria.**

**2. To extend learning opportunities beyond the classroom for MHS students.**

Goal	Action Strategies	Time Line	Group/Person Responsible				Resources Required	Evidence of Completion
			A	T	P	S		
<b>1. To review the recently implemented placement criteria process that was developed for students moving into honors level classes.</b>	<ul style="list-style-type: none"> <li>Principal, teachers and department chairs will develop a tool by which to measure depth and pace for all classes.</li> <li>Principal, department chairs and teachers collect data from all classes.</li> </ul>	September 2010 to June 2011	X	X			<ul style="list-style-type: none"> <li>Content area time</li> <li>Models from other schools</li> </ul>	<ul style="list-style-type: none"> <li>By June 2011, baseline data will determine depth and pace for all courses.</li> </ul> <p><b>(IN PROGRESS)</b></p>
<b>2. To open an MHS school store.</b>	<ul style="list-style-type: none"> <li>Establish a community service component as a start up model for the school store.</li> <li>Distribute, review, and select employees for the store.</li> <li>Conduct a “name the school store” contest.</li> <li>Purchase supplies for initial start-up.</li> <li>Secure a faculty advisor for the program.</li> <li>Develop a marketing course for the 2011-2012 school year that will integrate the school store component within the curriculum for the course.</li> <li>Survey students to identify the items to be sold in the school store.</li> </ul>	October-November 2010	X	X		X	<ul style="list-style-type: none"> <li>PTO grant for start up costs</li> <li>Community service component</li> </ul>	<ul style="list-style-type: none"> <li>By the end of the 2010-2011 school year, the student – operated school store will be opened.</li> </ul> <p><b>(Initiative place on hold pending high school renovations)</b></p>
<b>3. To evaluate the Senior Internship Program.</b>	<ul style="list-style-type: none"> <li>Develop an application process for seniors interested in an internship opportunity</li> <li>Review academic and workplace criteria for internships</li> <li>Develop an assessment component to determine successful completion of the senior internship.</li> </ul>	September 2010 - January 2011	X	X		X	<ul style="list-style-type: none"> <li>Admin. oversight of the program</li> <li>Faculty sponsors</li> <li>Workplace mentors</li> </ul>	<ul style="list-style-type: none"> <li>Internship application will be developed and implemented by spring 2011.</li> </ul> <p><b>(COMPLETED – Internship information can be found on the web-site)</b></p>