

Transylvania County Schools

School Wide Safety Nets for Student Accountability

School: Rosman Middle School

Year: 2009-2010

Action Steps	Timeline	Who is Responsible	Evidence
<i>Parent Communication</i>			
1. Core teachers will make contact with homeroom students prior to the “Meet the Teacher” event and/or the first day of school. Teachers will document parent communication in a communication log.	August	Homeroom teacher(s)	Communication logs
2. All students will be issued an agenda on the first day of school. All students will use the agenda to record all assignments. Sixth grade teachers and parents should check this agenda daily. Seventh and eighth grade teachers and parents should check the agenda weekly.	Year long	Teachers, students and parents	Parent signatures on agenda
3. Students whose average drops below a C in any class will be issued a weekly progress report until satisfactory progress has been made. Progress reports should be signed by the parent and returned to the teacher. If the progress report is not returned, the teacher should make a contact (phone, home visit, email, etc.) with the parent.	Year long	All teachers, parents, student	Copies of signed progress reports
4. Parents will be notified via the automated phone alert system when mid-term progress reports and report cards are to be released. All progress reports and report cards will be signed by the parent and returned to the teacher.	Year long	Principal, teacher, student, parent	Copies of signed mid-term progress reports
5. Teachers will make a personal parent contact for students whose grades have fallen enough to create significant concern.	Year long	All teachers	Copies of parent contact logs
6. Grade updates will be sent home on a regular basis	Year long	All teachers	

<p><i>Remediation</i></p> <ol style="list-style-type: none"> 1. Plan B student assignments for at-risk intervention 2. Options for remediation should begin during the first quarter for after school and Tiger Time sessions. Students whose promotion requirements were waived will be targeted early. All remediation sessions attended will be documented. 	Year long	Principal, teachers	Plan B logs, parent contact logs, and copies of PEP's
<p><i>Curriculum Alignment and Pacing</i></p> <ol style="list-style-type: none"> 1. All teachers will submit to the principal a pacing guide that is aligned to the NC Standard Course of Study. Student centered learning objectives and assessment strategies should also be addressed. 2. Grade level planning should be scheduled on a weekly basis- the principal or his/her designee should attend these meeting. These meetings will be used to assist in subject pacing/ alignment and to discuss student performance. The minutes for the meeting will be emailed to the other team leaders to assist in the decision making process. 3. Vertical teams will meet each month to ensure curriculum alignment. 	September	Teachers, principal	Pacing documents
	Weekly	Grade level teams, administration	Copies of minutes from meetings
	Monthly	Teachers, administration	Copies of minutes from meetings
<p><i>Benchmark Assessments</i></p> <ol style="list-style-type: none"> 1. Using the Study Island program, students will participate in benchmark assessments at beginning of the school year and at the end of each quarter. 2. Using benchmark outcomes, teachers will analyze data to generate intervention strategies to support student progress. These strategies may include: after school remediation, additional work to assist with areas of need, and more refined assistance during tiger time. 	Ongoing	Teachers, lead teacher	Copies of reports from Study Island
	Quarterly	Lead teacher, teachers, principal	Results from benchmark assessments

<p><i>Personalized Education Plans</i></p> <ol style="list-style-type: none"> 1. Teachers will design and implement a Personal Education Plan for all students who did not meet promotion requirements due to EOG testing. This plan will be in effect for the full school year. 2. At the end of each quarter, a Personal Education Plan will be designed and implemented for all students who are failing more than one core class. The PEP will be developed with the assistance of the student, parent(s), teachers, and administration. This plan will be in effect for the remainder of the school year 	<p>August revisions</p> <p>Year long</p>	<p>Teachers, parents, students</p> <p>Teachers, parents, students</p>	<p>Copies of PEP's</p> <p>Copies of revised PEP's</p>
<p><i>Other</i></p> <ol style="list-style-type: none"> 1. An action/research activity will be selected by the RMS Leadership Team. The format for this activity will be year long. This activity will be used as an opportunity for on going, relevant staff development, best practices, and data analysis. Primarily, this activity should focus on one particular aspect of our school's teaching and learning environment. This activity will be identified by mid September. 2. Friday Fun Day: reward student that have achieved a high level of effort/performance. Coordinate this time to allow remediation for those students needing additional assistance. 	<p>Year long</p> <p>On going</p>	<p>Teachers and Administration</p> <p>Teachers, parents, students</p>	<p>Copies of LT meeting minute. Copies of staff development activities</p> <p>Copies of participation rosters for Friday Fun Day</p>