

Folly Quarter Middle School

School Improvement Team Procedure Manual

2011-12

Contents

I. Procedural Manual - pages 2 - 6

- Introduction
- S. I. T. Purpose
- Member Responsibilities and Selection
- S.I.T. Function and Processes
- Deployment of Strategic Plan
- Communication
- Folly Quarter Mission, Vision, Goals, and Annual Objectives
- School Improvement Team Members
- School Improvement Team Meeting Dates and Times

The Folly Quarter Middle School Procedural Manual includes basic operational procedures for the Folly Quarter School Improvement Team (S.I.T.). These processes have been developed, practiced, and improved upon over the past several years by members of the S.I.T.

The purpose of the Folly Quarter School Improvement Team is to coordinate the continuous improvement of teaching and learning in alignment with HCPSS goals and objectives. All faculty are involved in developing a

school-wide strategic plan that is aligned, identifies strategies and resource needs, and measures results and processes through their team improvement plans and corresponding individual annual goals. These team plans are then compiled in the form of our School Improvement Plan (S.I.P.). The S.I.T. is responsible for monitoring the deployment of the strategic plan, assessing results, and revising processes to improve performance.

The FQMS School Improvement Team standing membership includes student leaders, parent (PTA) representatives, team leaders or representatives from all instructional and grade level teams, administration, student services, and G/T resource teachers. All meetings are open to members of the faculty, staff, parents, students, and community members. Members are responsible for reviewing materials prior to meetings, communicating and collecting input from work groups, collaboratively developing aligned action plans with work group members, and participating fully in the development, deployment, and assessment of action plans and the school-wide strategic plan.

The S.I.T. sets the direction within the strategic planning process by development of a comprehensive School Improvement Plan (SIP). Each school-based team develops aligned action plans or team improvement plans (TIPs). The use of these TIPs enables all teams to think and operate within a common integrated system and to align key activities with the school mission, aims, and goals. Individual faculty members develop personal objectives, Appendix D's, each year that are aligned with these team goals. Students develop classroom goals, identify drivers and preventers to meeting performance targets, establish personal goals and performance targets, and track and reflect upon performance continuously. These and other classroom processes insure that HCPSS goals are addressed at the school, classroom, and student level.

The elements of the action plan are identical to the elements in the SIP to facilitate alignment: aim, goals/measures, results, resources, processes, and information/analysis. Team members identify processes and resource needs, results, and measures. This team process builds synergy, constancy of purpose, and aligned effort.

Agendas are disseminated in advance of each meeting to participants. Meeting topics are communicated to full faculty and parents on a regular basis. Minutes are disseminated immediately following each meeting to all faculty and parent representatives. Summaries are communicated to parents on a regular basis. Methods of communication with stakeholders include periodic evening meetings for parents, postings on the FQMS website, newsletters, updates posted on the FQMS website and CLC conference, displays in the school foyer, presentation by team leaders to teams, and full faculty presentations.

Data used to develop this plan and to evaluate the effectiveness of it comes primarily from the HCPSS Assessment Office, INROADS, and MSDE web-based sources.

The Folly Quarter Middle Mission, Goals, and Objectives were developed by the S.I.T. and are reviewed and adjusted annually based on State and District target and associated reviews of available data for FQMS.

Mission: Folly Quarter Middle School commits itself to providing an inspiring and challenging academic environment that promotes excellence in teaching and learning and regards high expectations for all students as the standard. The staff, students, parents, and community share the responsibility of developing life-long learning in a diverse and changing world.

Vision: To create an exemplary middle school by continuously improving the quality of teaching and learning.

Goals:

1. Each child, regardless of race, ethnicity, socioeconomic status, disability, or gender, will meet or exceed rigorous performance standards. All diploma-bound students will perform on or above grade level in all measured content areas.
2. Provide a safe, civilized, and nurturing school environment that values our diversity and commonality.

Annual Objectives:

The Folly Quarter Staff commits itself to:

1. Engaging ALL students in active and meaningful learning that prepares ALL students for success on summative assessments, ensuring that EACH student earns a final grade of “C” or better in each class and, where appropriate, are noted as performing “On Grade Level” or better by the end of the school year.
2. Ensuring a safe, civilized, and respectful climate throughout the building.
3. Ensuring that each student writes an effective argumentative paper in each subject area at some point throughout the year.
4. Ensuring that each student develops mathematical expertise in each subject area as outlined in the Standards for Mathematical Practices.

School Improvement Team Members and Meeting Dates for 2011-12

PTA Representative

Tania Dubeau

Administration

Tammy Goldeisen

Rick Wilson

GT Resource

Bill McCauley

Student Services

Judy Anacker-Maas

Team Representatives

Sharon Stratemeyer – Social Studies

Joe Lichtfuss – Special Education

Julie Collen - Math

Jenn Bortz - Reading

Megan Newman – Related Arts

Andreia Neto – 6th Grade

Carrie Marusich – 8th Grade

Angie Szalecki – 7th Grade

Sherri Capurso - Science

Erin Ault - English

Student Representatives

TBA – grade 8

TBA – grade 7

TBA – grade 6

Teacher Development Liaison

Trish Watt

Meeting Details:

Location: Folly Quarter Media Center

Time: 2:30-3:30 PM

Dates: October 6, December 1, February 9, and April 19 (other dates may be added, as needed)