Kristin DeFeo - NR-W Middle School Assistant Principal (4th-6th grade) – November, 2018 - BOE Report

**Linked to focus areas determined by the Building Principal Mr. Mathews, and directly linked to our Middle School SCEP and District Strategic Action Plan.*

Projected Middle School Enrollment – 2018-2019:

4th grade	99
5th grade	103
6th grade	76

2018-2019 Middle School SCEP *Assistant Principals are members of the District Leadership Team focusing on the Strategic Action Plan, and the Middle School SLT (School Leadership Team). Both teams meet every month to review our progress in regards to these plans, and to ensure that we are focusing on meeting the mission of our school to prepare every child for a successful future.
Tenet 2: School Leader Practices and Decisions (Principal - Mr. Mathews) **Tenet 3**: Curriculum Development and Support (Principal - Mr. Mathews) **Tenet 4**: Teacher Practices and Decisions **Tenet 5**: Student Social and Emotional Developmental Health (MTSS /Cougar Pride-PBIS) **Tenet 6**: Family and Community Engagement
QUIP (Quality Improvement Plan) – NR-W has been designated as a Focus Intervention District which is a regional designation for our special education students. We have begun our work focusing on grades 3-6 with Special Education School Improvement Specialist Donna Brooks. Mrs. Brooks continues to visit classrooms and to collect data. The QUIP team will meet again on December 7th to review data/progress and to plan for next steps.

SCEP	Focus area/Link	Progress
Tenet 4: Teacher Practices and Decisions		*Classroom visits:* Classroom visits are continuing. Expectations are posted and demonstrated by students (Tier 1 core instruction), and routines and systems are in place and continue to be adjusted as needed to best support student learning.
Tenet 5: Student Social and Emotional Developmental Health (Cougar Pride)	Attendance Team	*Attendance Team* – We met on November 5th to review September-October's attendance data.

40 days total	4th grade	5th grade	6th grade
Perfect attendance	45%	40%	49%
Level 1 (2 days)	17%	17%	12%
Level 2 (3 days)	7%	8%	6%
Level 3 (4-5 days)	6%	2%	5%
Level 4 (6-7	1%	3%	1%

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<tr><td>days)</td><td></td><td></td><td></td></tr>
<tr><td>Level 5 (8+ days)</td><td>1%</td><td>3%</td><td>4%</td></tr>
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<u>Level 1 – (5%)</u> – Member of Middle School Attendance Team contacts parent/guardian. Team member will also meet 1:1 with the student.

<u>Level 2 – (8%)</u> – Letter sent home including the attendance ladder and current attendance record.

<u>Level 3 – (10%)</u> – Attendance Action Plan completed with member of Attendance Team and student. Parent/guardian contacted, Action Plan mailed home. Home visit may occur at this step.

<u>Level 4 – (15%)</u> – Letter sent home requesting a parent meeting with the Assistant Principal to review attendance guidelines.

<u>Level 5 – (>20%)</u> – Possible submission of referral to county agencies (FACT, PINS, CPS) for assistance.

Reminder - Chronic Absenteeism is defined as missing 10% of school days for any reason, excused or unexcused. Chronic Absenteeism is a primary cause of low academic achievement and is a powerful predictor of future dropouts.
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<td>Establish district-wide Multi-Tiered Systems of Support (MTSS) for academic & behavior</td>
<td><u>MTSS</u> – The Tier 2 and Tier 2 + teams continue to meet and review group interventions, and to review Request for Assistance forms submitted by teachers. Intervention teachers are going to meet to ensure consistency when recording their intervention and progress. A reminder about the MTSS process and how to fill out the RFA form will also be sent out to all staff. Interventions are being monitored and adjusted based on data, to ensure student success (*link to our district mission).

“Intelligence plus character – that is the goal of true education.” ~ Martin Luther King Jr.</td>
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<td>TIC (Trauma-Informed Care) Team</td>
<td><u>TIC (Trauma-Informed Care) Team</u> – * Our next meeting is November 27th from 3:30-4:30 at the Elementary School.

Vision Statement: “Empowering our community for the future.”</td>
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<td>Cougar Pride/PBIS</td>
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<u>Cougar Pride</u> –The bus continues to be a challenge for a handful of students, therefore we will be holding booster lessons to re-teach bus expectations for these students. We have also held parent meetings, and if necessary have suspended some students from the bus due to choices that are making it unsafe for them, their peers, and the driver. An envelope of incentives (Cougar Coupons, Positive Referrals, Positive Referrals, Bus Gotchas, Shout-Outs, etc.) was delivered to each bus driver to help celebrate those students who ARE doing an exceptional job on the bus. (Goal of focusing on and celebrating the positive with positive reinforcement.)

On Friday, November 16th from 1:00-2:00 our Cougar Pride Team will be holding the first “Block Party” of the year on the 2nd and 3rd floors. (PreK-4 will be going home early on this day.) This is a great time to build community for 5th and 6th grade as we work together to celebrate our focus on meeting the core expectations of being respectful, responsible, safe and being a learner each and every day.

<u>Student Management</u>:
Office Discipline Referrals – September-October 31st data (referrals total)
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<tr><td>ODR *per semester</td><td>Tier 1 (0-2)</td><td>Tier 2 (3-5)</td><td>Tier 3 (6+)</td></tr>
<tr><td>4th grade
77% with no referrals</td><td>93%</td><td>4%</td><td>3% - CICO</td></tr>
<tr><td>5th grade
85% with no referrals</td><td>90%</td><td>6%</td><td>4% - Parent Meetings</td></tr>
<tr><td>6th grade
84% with no referrals</td><td>93%</td><td>5%</td><td>1%</td></tr>
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*Meets/exceeds MTSS Guidelines (Tier 1 – 80%; Tier 2 – 10-15%; Tier 3 – 5%)
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<td>Counseling Plan Team</td>
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<u>Continued Work</u> –
The Counseling Plan Team will be meeting all day on November 29th to continue our work.
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<td>Tenet 6: Family and Community Engagement</td>
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<u>Parent Communication Logs</u>- All staff continue to work on improving communication with parents/guardians using the preferred method of contact (*see below).
*Parent Communication Logs will be collected by Assistant Principals on
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		November 9th *Other ways NR-W Middle School is working to communicate with families!* • NR-W Middle School Website - updated with news from our school. • Facebook Page – Follow us at "NRWMS" on Facebook for upcoming events, news, and more. • Remind101 – A communication tool used to send text messages right to a student, parent/family member, or staff member's phone. • NR-W Middle School – Cougar Clips Newsletter! – Sent home monthly by Mr. Mathews • Volunteer Forms – We continue to collect and review Volunteer forms to meet our District Strategic Goal of increasing the number of volunteers in our schools.
Safety and Security		*Safety Team* – Building Safety Teams continue to meet each month. *Safety Drills -* On Thursday, October 25th we conducted our "Go Home Early Drill" for PreK-4 and then for 5th and 6th at North Rose-Wolcott Elementary. On Wednesday, October 31st we had our "Shelter-In-Place" drill and the students did very well. Our first Lockdown drill was completed and feedback was given to staff, and we are finishing up our Fire Drills for Fall at NRWE.
Links to work with building Principal		*Weekly Meetings* – Assistant Principals Continue with weekly meetings with their assigned Principal. Based on data (bus referrals) I am currently focusing on improving behavior on the bus. *Student Voice* -Leadership passes have been given to qualifying applicants 5th-8th grade. We will review these passes at the end of each quarter. The students worked to make it possible for these students to be able to use their electronics during lunch. Student Council is also brainstorming ways for students with Leadership Passes (90 or above average; no discipline referrals; missing 4% or less of school) to earn extra incentives each month. The Student Council President and President also added in the idea of teacher nomination of "effort" is a student meets all other requirements, and is not quite reaching the 90 average.

Operations		*Substitute Teachers* – We are continuing to interview potential substitutes for our district. At this point we will review applicants every two weeks, note any new applicants, and Assistant Principals will interview as necessary to keep building our "pool" of subs.