Kristin DeFeo - NR-W Middle School Assistant Principal (4th-6th grade) – September, 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	98
5th grade	101
6th grade	77

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
QIP (Quality Improvement Plan) – NR-W has been designated as a Focus Intervention District which is a regional designation for our special education students. We are in the process of writing a QIP, and have begun our work with Special Education School Improvement Specialist, Donna Brooks. We are focusing on grades 3-6 for the QIP. Currently we are preparing to give our first Behavior Benchmark in October. This will be given four times this year, and the information will be used to create intervention groups to meet the social/emotional needs of our students.

SCEP	**Focus area/Link**	**Progress**
Tenet 4: Teacher Practices and Decisions		*First Week of School* – During the first week of school, all Assistant Principals focused on being present at arrival, in the hallways, at lunches, and at dismissal. NR-W staff focused on teaching students the expectations of our school (and will continue to revisit these expectations as part of Tier 1/core instruction). I visited all 4th-6th grade classes, and will continue to visit them daily, as to best support our staff and students.
Tenet 5: Student Social and Emotional Developmental Health (Cougar Pride)	Attendance Team	*Attendance Team* – During our "Cougar Pride Kick-Off", we met with each grade level and reviewed the importance of attendance. I reviewed the attendance ladder of interventions with the students, and will be talking with Student Council representatives about ideas for attendance incentives for the 2018-2019 school year. (This information is also on our MS Website.) Level 1 – (5%) – Member of Middle School Attendance Team contacts

		parent/guardian. Team member will also touch base 1:1 with the student. Level 2 – (8%) – Letter sent home including the attendance ladder and current attendance record. Level 3 – (10%) – 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. Level 4 – (15%) – Letter sent home requesting a parent meeting with the Assistant Principal to review attendance guidelines. Level 5 – (>20%) – 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. Looking at end of the year attendance data we found that: • *4th grade* – 9% of the students chronically missed school • *5th grade* – 6% of the students chronically missed school • *6th grade* – 10% of the students chronically missed school. *Meetings have been scheduled with students who were chronically absent last year, in order to set goals for the 2018-2019 school year. I will be checking in with these students weekly.
	Establish district-wide Multi-Tiered Systems of Support (MTSS) for academic & behavior	*MTSS* – Our Tier 1, 2 and 3 teams have started to meet and review past data, and to set dates to collect updated data (examples – Behavior Benchmark, STAR Reading and Math, F&P scores, and more) which will be used to create targeted interventions for our students. *Tiered Fidelity Inventory (TFI)* – The TFI measures the practices and systems in place at all three tiers of MTSS. NR-W Middle School ended the year receiving the following feedback from our evaluators, and will now meet in September to develop an action plan with the Cougar Pride/MTSS team. Tier 1 – Universal School-Wide PBIS Features for ALL students – 83% in place

<table>
<tr><td></td><td></td><td>Tier 2 – Targets School-Wide PBIS Features for small groups of students – 42% in place. *This was a focus of our Summer Meeting on August 16th.
Tier 3 – Intensive School-Wide PBIS Features for individual students – 62% in place.</td></tr>
<tr><td></td><td>TIC (Trauma-Informed Care) Team</td><td><u>TIC (Trauma-Informed Care) Team</u> – The NRW Middle School team will be working with the K-4 and 9-12 teams for the upcoming school year. Mrs. Interlichia will be leading us once again in our work.

We will be meeting:

• K-6 team on the 3rd Tuesday of the month
• 7-12 Team on 3rd Wednesday of the month

Vision Statement: “Empowering our community for the future.”</td></tr>
<tr><td></td><td>Cougar Pride/PBIS</td><td><u>Cougar Pride Kick-Off</u> –
Core traits (Be Respectful, Be Responsible, Be Safe, Be a Learner)
• Expectations were taught opening week
• We reviewed the student handbook/agenda.
• The Principal, Assistant Principal and SRO reviewed the Code-of-Conduct, steps for progressive discipline, DASA (Dignity for all Students Act)/cyberbullying, attendance expectations, and safety expectations.

<u>Student Management</u>:
• Office Discipline Referrals – Assistant Principals updated the Discipline ladder and will review this with staff on opening days. See below for data from the end of the 2017-2018 school year:
<table>
<tr><td>ODR</td><td>Tier 1</td><td>Tier 2</td><td>Tier 3</td></tr>
<tr><td>4th grade</td><td>81%</td><td>10%</td><td>9%</td></tr>
<tr><td>5th grade</td><td>88%</td><td>7%</td><td>5%</td></tr>
<tr><td>6th grade</td><td>90%</td><td>4%</td><td>6%</td></tr>
</table>
*NOTE – At this point, we have had no referrals in grades 4-6 yet for this year.

• Restorative Practices – Relationships are key. A portion of “Cougar Pride Kick Off” focuses on students and staff getting to know each other during homeroom/advisory time, and sharing their interests and goals from the “Growth Mindset Survey”, they will complete. Building a “Culture of Care” is our primary focus in regards to Restorative</td></tr>
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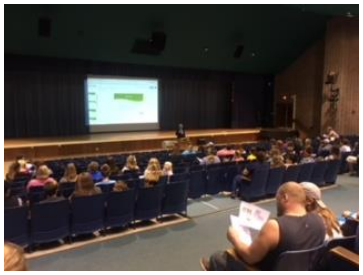
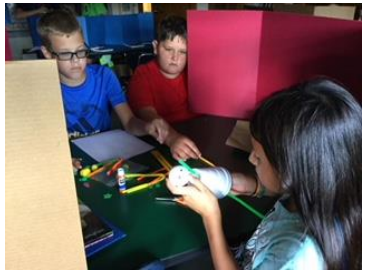
		Practices. "Building solid relationships with your students is arguably the most important thing you can do to be an effective teacher." ~ Jennifer Gonzalez • *Crisis Team* – Our Building Crisis Team will be meeting this month to review expectations, procedures, etc. (Date yet to be determined.)
	Counseling Plan Team	*Continued Work* – As a part of our District Strategic Action Plan, and SCEP we are focusing on helping students to develop a "Future Story." The first step in this will take place, as each student (and staff member) will fill out a "Growth Mindset Survey" which includes a place for a student to write down his or her interests, and goals for the future. We will use these surveys to help with instruction, link to PL, and with our social-emotional work. Students will revisit these sheets in January, and then again in June to note any changes.
Tenet 6: Family and Community Engagement		*Parent Communication Logs*- This year the Middle School Assistant Principals will collect parent communication logs from each staff member at the end of each quarter. We will provide guidance, feedback and support to staff members to ensure successful communication and interactions with our NR-W Middle School families. *Parent Communication Logs will be collected by Assistant Principals on **November 9th, January 25th, April 5th**, and **June 25th**. *Preferred Method of Contact Form* - Our Middle School "Preferred Method of Contact form" was sent home and is due back by Friday, September 7th. This will let all staff know which method of contact works best for specific families (example – email works best for my family). *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. (Example – NRW Middle School families do not forget to return your "Preferred Method of Contact" form on Friday, September 8th!)

		• NR-W Middle School – Cougar Clips Newsletter! – Sent home monthly • Open House – Grades 3-6 Open House is on Thursday, September 13th from 6:30-7:30 at North Rose-Wolcott Elementary School. • Orientation – We had a GREAT turnout at both 5th and 6th grade orientation and 7th and 8th grade orientation! It was great to see so many of our students and their families come out! 
Safety and Security		*Middle School Safety Team* – As part of the Cougar Pride Kick-Off, the Assistant Principals reviewed the safety and security procedures and expectations with students at grade level meetings the first week of school. (The Assistant Principals also reviewed this with all staff Opening Day as part of the "Safety and Security/Right-To-Know/DASA/Blood Borne Pathogens" presentation.*)* Deputy Pitt also created a pamphlet that defines evacuation, hold-in-place, shelter-in-place, lockout and lockdown for parents. This will be handed out at Open House. "Go Folders" were finalized and place in each room in each building. "Go Folders" include: • Map of the building with the evacuation route. • Attendance slips • Procedures/expectations for hold-in-place, shelter-in-place, evacuations, lockout and lockdowns. • Safety Poster • Steps to take for a Fire Drill *Fire Drills* - These have been scheduled at the K-6 building.

Links to work with building Principal		*Weekly Meetings* -The Middle School principal and assistant principals will meet weekly to review progress and student data. *A report of all office discipline referrals will be reviewed from the previous week. This report will be used to develop and refine an action plan to improve the climate of the school, and the quality of Tier 1 social and emotional instruction. During this time, the principal and assistant principal will also discuss building safety and security, parent contacts, among other items as they relate to student achievement and operations. *This week our meetings focused on week 1 of school, efficiency of operations, and adjustments to make moving forward. *Student Voice* -The principal and assistant principal met with the 2018-2019 Middle School Student Council President (Jack DeFeo) and Vice-President (Riley Batzold) on August 15th to discuss ideas and goals for the upcoming year. Jack and Riley discussed the creation and implementation of a Leadership Pass. We discussed qualifications: 1) GPA – 90 or higher (*or effort nomination by the teacher) 2) Attendance – missing 4% of school or less 3) Office Discipline Referrals – 0 If a student had a leadership pass they could: *Carry their cell phone or electronic device on them, and use it in a designated place in the cafeteria at lunch time. **UPDATE** – we reviewed this with staff at opening faculty meeting and are now moving forward with implementing the leadership pass. A communication will be sent home to parents, and requirements have been shared with students. At this point 31 7th graders and 23 8th graders qualify for the leadership pass. It is our hope to discuss this with faculty at the opening meeting in August. If the staff agrees, we will then move forward and introduce this to students in September. 6th grade will be introduced to the Leadership pass at the end of Quarter 1 and 5th grade will be introduced to it at the end of the semester.

Operations		*Schedules* –All NR-W staff have schedules. We will be reviewing schedules with staff at the end of each week to make sure we are utilizing staff members and working to support each and every student (within contract). *Substitute Teachers* – At this point we have one building sub designated for the Middle School. Assistant Principals will continue to review applications, and call applicants to be substitutes.

Upcoming dates to note for grades 4-6:
September 4th **–** First day of school; Modified Sports Begin
September 5th – Modified Athletic Parent/Athlete Night – 6:00 @ High School
September 11th – Board of Education Meetings – 6:00 @ High School; Grade 5 Parent Instrumental Meeting Night – 6:00 @ NRWE
September 13th – Grades 3-6 Open House – 6:30-7:30 pm @NRWE
September 24th – 5th grade Town Hall- time TBD
September 25th – 6th grade Town Hall- time TBD

EXTRA – Mrs. Cole's 6th graders working hard and having fun on the 1st day of school! The students had to create a creature with various materials, then write step-by-step directions for another group to try and recreate it. See below for pictures of their 1st day of school fun!