Kristin DeFeo - NR-W Middle School Assistant Principal (4th-6th grade) – August, 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	96
5th grade	98
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. *The District Leadership Team met on July 23rd-25th to review the District Strategic Plan, and then building level teams (SLT) met to solidify our building plans.
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 access to Special Education School Improvement Specialist, Donna Brooks, one day a week for the 2018-2019 school year. The area that we will be focusing on is student achievement. Our group met on July 31st to look at data (F&P, STAR and NYS ELA and Math scores) and develop specific SMART goals. Donna Brooks is also going to be connecting us to behavioral support. During this meeting, it was decided that we will focus on grades 3-6 for the QIP.

SCEP	**Focus area/Link**	**Progress**
Tenet 4: Teacher Practices and Decisions		*Summer School/Summer Escape – 2018* - The Summer School/Summer Escape/Lift Program took place at the NR-W High School (along with the Extended School Year Program) July 9th – August 10th. The Assistant Principals worked to be visible and support Mrs. Muto and the rest of the summer program staff in ensuring a safe, productive, and fun learning environment. The Assistant Principals visited classrooms and gave feedback to staff members. *New for the 2018-2019 School Year – Classroom visits*- For the 2018-2019 school year I will be developing a schedule (staring 9/17/18) where I will visit every class, including special subject areas, once every three weeks. I will focus on grades 4-6 for the 2018-2019 school year. (Week 1 – 6th grade - PE – Library;

		Week 2 – 5th grade – Music; Week 3 – 4th grade – Art) These visits will be used to recognize and reinforce any steps teachers are taking to promote school-wide expectations of respect, responsibility, safe and "be a learner" which are our updated Cougar Pride/PBIS core traits. *The 2018-2019 Staff Handbook* – This was updated and will be given to/reviewed with staff at our opening faculty meeting. (*It was also shared with new Middle School Staff at "New Teacher Orientation" on 8.21.18.)
Tenet 5: Student Social and Emotional Developmental Health (Cougar Pride)	Attendance Team	*Attendance Team* - In our "Welcome Back To School" packet that was sent home we included the updated Attendance Ladder for the 2018-2019 school year. This included expectations for student attendance, as well as interventions that will support students who have missed 5% or more of the school year (*see below). 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.

		The Middle School Attendance Team will once again meet bi-weekly. Attendance data will be reported in the weekly updates to staff, and in monthly faculty meetings. Finally, once again this year we will be organizing and facilitating an end-of-year attendance field trip for those students who missed three days (literally to the minute) or less of school. The Attendance Team will work with the Middle School Student Council Representatives, and the Building Principal to determine the location for the 2018-2019 field trip.
	Establish district-wide Multi-Tiered Systems of Support (MTSS) for academic & behavior	*MTSS* – The mission of NRW CSD is to "prepare each student for a successful future," and we will reach this goal by supporting each and every student both academically and behaviorally. On August 16th our MTSS team met to review and refine our current systems and structures. We determined data thresholds (attendance, office discipline referral, reading and math scores, etc.) which will be used to place students in intervention groups. Example of intervention groups include, counseling groups, reading, writing, or math groups, CICO groups (check-in-check-out), and more. *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 as with our Cougar Pride Team in August and September to develop an action plan. Tier 1 – Universal School-Wide PBIS Features for ALL students – 83% in place 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.
	TIC (Trauma-Informed Care) Team	*TIC (Trauma-Informed Care) Team* – The NRW Middle School team will be working with the K-4 and 9-12 teams for the upcoming school year. **Vision Statement:** "Empowering our community for the future." We will be sharing with staff (once again) a video which was viewed at one of our district TIC Team trainings. (https://www.youtube.com/watch?v=lOeQUwdAjE0) We will also remind staff during Tier 1/grade level meetings of the ACES

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<tr><td></td><td></td><td>(Adverse Childhood Experiences Study) test, and talk about the impact that trauma has developmentally and emotionally on our students. We will continue to share strategies with staff to better support our students who are impacted by trauma.</td></tr>
<tr><td></td><td>Cougar Pride/PBIS</td><td>

<u>Cougar Pride Kick-Off –</u>
Core traits (Respectful, Responsible, Be Safe, Be a Learner)

Expectations will be taught opening week - specific lessons in regards to hallway, bus, cafeteria, classroom, and auditorium expectations
We will review the student handbook/agenda.
The Assistant Principal and SRO will review the Code-of-conduct, steps for progressive discipline, DASA (Dignity for all Students Act)/cyberbullying, 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>
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Restorative Practices –

On August 6th-9th the Assistant Principals, both School Resource Officers, and several NR-W staff members attended a “Restorative Practices” workshop with surrounding districts, and Tier 3 wrap-around agencies (such as probation, PINS, and YAP providers) at WFL BOCES. Essentially, the idea of restorative practices is to bring students together in small groups to talk, ask questions, air their grievances, and create a successful plan for the future. Schools implementing restorative justice have found that the benefits are clear: early-adopting districts have seen drastic reductions in suspension and expulsion rates (a district and middle school goal is to reduce overall suspensions), and students say they are happier and feel safer. Students are in the classroom more. They are able to maintain healthy and productive relationships, and they are increasing their overall scores and grades. The first step that we will be working on in regards to Restorative practices is building relationships. Developing a Culture of Care.

“Building solid relationships with your students is arguably the most important</td></tr>
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		thing you can do to be an effective teacher." ~ Jennifer Gonzalez • *Crisis Team –* Members of the K-6 Crisis Team attended the TCIS Physical Intervention Recertification Training on August 10th. Both Assistant Principals at the Elementary School were re-certified.
	Counseling Plan Team	*Continued Work* - The District Counseling Plan Team (Administrators, Counselors, Social Workers, Psychologists) will continue to meet this year to review schedules, update action plans, etc. to ensure we are meeting the social-emotional needs of all of our students. One area we are focusing on developing is a "Future Story" (*linked to the District Strategic Plan) for every student. On September 27th-30th there will be a Career Fair for Wayne County Schools. We are hopeful that we may be able to take a group of Middle School students to explore possible careers, and to help them set some goals for their own "future story."
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. *Other ways NR-W Middle School is working to communicate with families!* • NR-W Middle School Website is updated frequently 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! – Our "Welcome Back to School" edition went home to families on 8.21.18. This included information such as important dates for September, the September menu, how to sign up for and access School Tool, Single-Point-of-Entry information for both schools, the updated Attendance Ladder for the 2018-2019 school year, information for Modified athletes

		and MUCH MORE! • Open House – Grades 3-6 Open House is on Thursday, September 13th from 6:30-7:30 at North Rose-Wolcott Elementary School.
Safety and Security		*District Safety Team* -The District Safety Team met on August 13th to finalize the District Safety Plan, and then specifically each building safety plan as the Middle School is now split between the Elementary School and The High School. Updates were made to all three plans, as well as the single-point-of-entry plan to ensure the safety and security of all of our students. *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. *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. 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* - Teacher, Teaching Assistant, Support Staff, and Aide schedules are almost finalized and will be given to staff on opening days. These schedules will include duties (such as supervision in the hallways at the beginning and end of the day, lunch duty, study hall assignments), as well as procedures expected for buildings. (Example – entry and dismissal procedures aligned with larger building procedures.) *Substitute Teachers* - Assistant Principals are working together to interview, and recommend hiring substitute teachers for the 2018-2019 school year.

Upcoming dates to note for grades 4-6:
August 29th – "Back-to-School Bash" for Pre-K through 6th grades – 3:30-5:30 @ NRWE; 5th and 6th grade Orientation – 5:00-6:00 @ NRWE
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