

# Coffee Middle School Continuous Improvement Plan (CIP)

## 2011-2012



Coffee Middle School's vision is Destination Graduation: in order to achieve our vision, we have set high goals for the 2011-2012 school term. In the Goal Area 1: Student Achievement our first objective is to improve curriculum mastery in all grades on CRCT reading/ELA, math, science, and the Georgia 8<sup>th</sup> Grade Writing Assessment. Our second objective is to increase the percentage of Black subgroups achieving proficiency in math, science and to increase at-risk subgroups reaching proficiency on reading/ELA, and math.

In Goal Area 2: Stakeholder, Communication, and Relationships, our strategic objectives are to establish effective school, parent, and community communication and to improve community partnerships. To achieve these objectives we will focus on four areas: parent teacher conference, parent contacts, parent portal visits, and attendance in the Parents Assuring Student Success (PASS) program. In addition, we will work to increase the number of visits to the school website.

In Goal Area 3: Organizational Effectiveness and Resource Management, our strategic objectives are to improve instructional engagement and resources. To achieve these goals we will focus on extracurricular activities, student attendance, promotion, student discipline referrals and faculty and staff attendance.

In Goal Area 4: Professional Leadership and Growth, our strategic objectives are to develop an exemplary staff and to improve organizational structure. To achieve these goals we will develop learning communities through professional learning where quality teaching and all decision making are research-based and are designed to support learning and organizational goals.

# SCHOOL PROFILE

<b>Demographics (as of 10/6/11)</b>	
Race/Ethnicity	Percentage
Hispanic/Latino	7%
American Indian/Alaska Native	7%
Asian	1%
African American	32%
White	52%
Multi-racial	1%
Student Population = 1770 students	

<b>Student Enrollment (based on 2010-2011)</b>	
Type	Percentage
SWD	9%
Gifted	11%
ED	72%
ELL	2%
Migrant	1%
Student Population = 1827 students	

<b>Demographics (as of 10/6/11)</b>	
Gender	Percentage
Male	51%
Female	49%
Student Population = 1770 students	

<b>Demographics (as of 10/6/11)</b>	
Grade Level	Percentage
6 <sup>th</sup> grade	34%
7 <sup>th</sup> grade	32%
8 <sup>th</sup> grade	34%
Student Population = 1770 students	

<b>Coffee Middle School CRCT Schoolwide Results</b>					
	Reading	ELA	Math	Science	Social Studies
Did not meet	6%	9%	14%	32%	29%
Met	67%	64%	61%	49%	42%
Exceeded	27%	27%	25%	20%	29%

## Continuous Improvement Plan (CIP) 2011-2012



**Vision: Destination Graduation**

**Mission: CMS is the BRIDGE (Building Relationships, Integrity, Dedication, Growth, Excellence) where Commitment Meets Success! 90% meets or exceeds in all areas on the CRCT and student attendance.**

<b>Goal I: Student Achievement</b>													
<b>I.a. Improve curriculum mastery:</b>	1. Increase proficiency of students in grades 6 <sup>th</sup> -8 <sup>th</sup> on CRCT Reading/ELA, Math, and Science and 8 <sup>th</sup> grade students will meet/exceed the G8WA to the goals below:												
	6th Reading	7th Reading	8th Reading	6th ELA	7th ELA	8th ELA	8th MGWA	6th Math	7th Math	8th Math	6th Science	7th Science	8th Science
	96%	94%	96%	92%	93%	93%	80%	85%	90%	90%	68%	81%	70%
<b>I.b. Increase % of at-risk subgroups passing CRCT:</b>	2. Increase proficiency of students in SWD subgroup in grades 6 <sup>th</sup> – 8 <sup>th</sup> on CRCT Reading/ELA, Math, Science to the goals below:												
	6th Reading	7th Reading	8th Reading	6th ELA	7th ELA	8th ELA	6th Math	7th Math	8th Math	6th Science	7th Science	8th Science	
	78%	60%	75%	55%	63%	60%	48%	45%	60%	35%	30%	25%	
	3. Increase proficiency of students in Black subgroup in grades 6 <sup>th</sup> - 8 <sup>th</sup> on CRCT Math and Science to the goals below:												
	6th Math	7th Math	8th Math	6th Science	7th Science	8th Science							
	76%	84%	86%	46%	65%	43%							

I.c. Increase # of nationally competitive students:	4. Increase the number of students in grades 6 <sup>th</sup> - 8 <sup>th</sup> scoring exceeds on the CRCT Reading/ELA, Math, Science to the goals below:											
	6th Reading	7th Reading	8th Reading	6th ELA	7th ELA	8th ELA	6th Math	7th Math	8th Math	6th Science	7th Science	8th Science
	35%	25%	28%	22%	22%	32%	16%	23%	35%	15%	30%	15%

**Goal II: Stakeholder Communications and Relationships**

II.a. Increase school, parent, and community communication:	<ol style="list-style-type: none"> <li>To increase Parent/Teacher Conference attendance to 75%.</li> <li>To have at least 30 parents participate in PASS trainings at CMS and county-wide trainings.</li> <li>To increase the number of parents with a Parent Portal account to 60%</li> <li>To increase the number of parent contacts made each nine weeks to 2000 parent contacts.</li> </ol>
II.b. Increase community partnerships:	<ol style="list-style-type: none"> <li>To establish a goal for CMS Website visits for 2012-2013 after a baseline of website visits for the year 2011- 2012.</li> <li>To maintain the number of school and community partners at 24 partners.</li> </ol>

**Goal III: Process Effectiveness and Resources Management**

III.a. Improve Instructional Engagement and Resources	1. To establish a goal for student involvement in extracurricular activities for 2012-2013 after a baseline of involvement for the year 2011- 2012.					
	2. To increase the number of students with 14 days or less absent to the goals below:					
	All Students	African American	Hispanic	Caucasian	Economically Disadvantaged	SWD
	91.0%	94.0%	93.0%	87.0%	89.0%	86.0%
	3. Increase the number of students promoted yearly to 99% in 6 <sup>th</sup> grade, 98% in 7 <sup>th</sup> grade, and 85% in 8 <sup>th</sup> grade.					
4. To decrease the number of student discipline referrals to 1000 per grade level.						
5. To increase the attendance of Administrators, Certified Staff, and Classified Staff to the goals below:						
Administration Attendance	Certified Attendance	Classified Attendance				
97.0%	96.0%	94.0%				

Goal IV: Team Learning and Growth												
IV.a. Improve leader development & sustainability:	1. To increase the percentage of Leadership Team members attending the Leadership Team Retreat to 60%. 2. To increase participation in GLISI to 8 participants.											
IV.b. Develop exemplary staff:	3. Increase the percentage of staff with advanced degrees to 65%. 4. Increase the percentage of highly qualified teachers to 100%. 4. Maintain the percentage of highly qualified paraprofessional at 100%. 5. Increase the percentage of teachers with Reading, Gifted, ESOL & Master Teacher Endorsements to 25%.											
IV.c. Improve organizational culture	6. Improve the mean score for each area of the Standards Assessment Inventory to the following goals:											
	Learning Communities	Leadership	Resources	Data Driven	Evaluation	Research Based	Design	Learning	Collaboration	Equity	Quality Teaching	Family Involvement
	2.8	3.2	2.9	3.1	2.8	3.0	3.0	2.8	3.1	3.3	3.0	2.9

SACS	Title I	School Keys	Goal/Strategic Goal Area/Performance Objective	Strategies	Time-line	Professional Learning	Estimated costs, funding sources, and resources	Person(s) Responsible	Evaluation of Implementation of Strategies and Impact on Student Learning	
									Artifacts	Evidence
<b>GOAL I: STUDENT ACHIEVEMENT</b>										
3.3.1 3.7.3	2, 4, 9	C1,2,3 A1,3 I 1,2 L1,2,3 PO 2,3 PL1.5, 1.6, 2.1 SC 1.5	<b>Ia. Improve Curriculum Mastery</b> 1. Increase proficiency of students in grades 6 <sup>th</sup> - 8 <sup>th</sup> on CRCT Reading/ELA, Math, and Science and 8 <sup>th</sup> grade students will meet/exceed the G8WA	-Develop & implement a comprehensive system of <b>aligned curriculum</b> documents (units, content maps, assessments, benchmarks, vertical planning) & <b>instructional support</b> -Provide <b>Literacy/Numeracy Coaches</b> -Continue to <b>implement GPS</b> -Use <b>BSC</b> goals as guide -Monitor & evaluate the <b>effectiveness of Standards Based Classrooms</b> -Morning Math Drills during homeroom -Monitor student progress Reading/ELA and Math classes to make adjustments to Reading and Math Connection classes to accommodate students who no longer need these interventions and those who do these interventions on a 9 week rotation.	<b>FY 09-12</b>	Standards-Based Classrooms (SBC), Unit & Assessment Development -Research based teaching strategies -Differentiation -6 + 1 Writing Traits -Thinking Maps Training Read180, Voyager Math, Wilson Reading	Personnel for Unit Dev., School Keys, GAPSS, Implementation Resource Guide SIA Staff School Leadership, Academic Coaches	SIA Dept School leadership -All homeroom teachers, math teachers -CMS APIs SIA Dept, School Leadership, Academic Coaches -Students	Units, assessments, content maps, GAPSS , Focus Walks, Classroom observations, Collaborative planning meeting minutes -Flipcharts of Morning Math problems -Track student grades and benchmark scores in Reading/ELA, Math, Sci classes -Weekly Lesson Plans	Annual % of increase on state mandated tests

SACS	Title I	School Keys	Goal/Strategic Goal Area/Performance Objective	Strategies	Time-line	Professional Learning	Estimated costs, funding sources, and resources	Person(s) Responsible	Evaluation of Implementation of Strategies and Impact on Student Learning	
									Artifacts	Evidence
				-Use of Weekly Lesson Plans -Title I Schoolwide Plan -Writing consistently in all grade levels and content areas -Thinking Maps Training for all teachers					Student writing samples Assessment Data PL sign in sheets BSC	
3.3.1 3.7.3	2, 4, 9	C1,2,3 A1,3 I 1,2 L1,2,3 PO 2,3 PL1.5, 1.6, 2.1 SC 1.5	<b>Ib. Increase % of at-risk subgroups passing CRCT</b> 2. Increase proficiency of students in SWD subgroup in grades 6 <sup>th</sup> – 8 <sup>th</sup> on CRCT Reading/ELA, Math, Science  3. Increase proficiency of students in Black subgroup in grades 6 <sup>th</sup> – 8 <sup>th</sup> on CRCT Math and Science	-Close the achievement gap between different subgroups by providing <b>DI &amp; interventions</b> through acceleration & support to 6 <sup>th</sup> – 8 <sup>th</sup> students -Implement targeted <b>interventions</b> & progress monitoring that focus on individual student IEP goals -Increase the # of classrooms that are effectively using the <b>DI &amp; Co- Teaching</b> strategies -Provide extended learning opportunities- Saturday School -Incorporate <b>Differentiated Instruction, Extending &amp; Refining, &amp; Flexible Grouping</b> in SBC -Title I Schoolwide Plan -Graduate First Grant participation -Monthly monitoring of attendance for subgroups	<b>FY 09 -12</b>	SBC, DI, Aims Web Training, Reading/ Math Connection Classes, Co- Teaching Training, Thinking Maps Training, Read180, Voyager Math, Wilson Reading, RTI/ Pyramid of Interventions	Consultants SIA Staff School Leadership, Academic Coaches, Special Services Department	SIA Dept, School Leadership, All Teachers, Students, Academic Coaches, Truancy Officer	-Focus Walks, Classroom Observations, Assessment Data, Pyramid of Interventions, intervention documentation, -Progress monitoring of IEP goals, Master schedules - IEP transition plans -Benchmark Results -BSC	-Annual % of increase on state mandated tests -# of students successfully achieving their IEP goals in the reg ed setting -Increase in % of student achievement in students meeting and exceeding on Reading, Math, & Science CRCT in ED subgroup
3.3.1 3.7.3	2, 4, 9	C 1,2,3 A 1,2,3 I 1,2,3 SC 1.5	<b>Ic. Increase # of nationally competitive students:</b> 4. Increase the number of students in grades 6 <sup>th</sup> - 8 <sup>th</sup> scoring exceeds on the CRCT Reading/ELA, Math, & Science	-Develop & use <b>standards-based units</b> with formal & informal assessments & benchmarks in Reading/ELA, Math, Science, & Social Studies  -Provide a more <b>rigorous Gifted curriculum</b> through Gifted classes	<b>FY 09 -12</b>	-Standards Based Classrooms , DI. Extending/ Refining training  -Torrance Testing Training, - Gifted Endorsement	-Personnel for unit development -Assistant Principals, Counselors, Special Services Department	Assistant Principals, Counselors, Special Services Department, All Teachers, Students	-Curriculum, units, lesson plans, collaborative planning meetings minutes, Benchmark Results BSC	-Increase in % of student achievement in students exceeding in Reading & Math

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									Artifacts	Evidence
<b>GOAL II: STAKEHOLDER COMMUNICATION &amp; RELATIONSHIPS</b>										
3.4.5	5	SFC 1,2,3	<b>Iia. Increase school, parent, and community communication:</b> 1. To increase Parent/Teacher Conference attendance to 75% 2. To have at least 30 parents participate in PASS trainings at CMS and county-wide trainings 3. To increase the number of parents with a Parent Portal account to 60% 4. To increase the number of parent contacts made each nine weeks to 2000 parent contacts	-Quarterly Parent Contact Sheets, P/T Conference Documentation -Newsletters, School Marquee, Radio, Newspaper, Local Cable station -Title I Schoolwide Plan	FY 09-12	Distribution of necessary documents for parent involvement PASS Trainings	- Newsletters, Radio, Local Cable station -PASS materials	School Leadership Team, Parent Involvement Coordinator, Admin, All teachers, Students, Parents	-BSC -P/T conference documentation -Parent Contact reports -Sign in sheets from PASS trainings and other parent meetings -Parent Portal Accounts -Newsletters	-Increase in parent involvement at P/T conferences -Increase in Parent contacts made by teachers -Increase in Parent Portal accounts -Increase in Parent involvement in PASS trainings and other parent meetings
3.4.5	5	PO 1.1 SFC 1, 2, 3	<b>Iib. Increase community partnerships:</b> 5. To establish a goal for CMS website visits for 2012-2013 after a baseline of website visits for the year 2011-2012. 6. To maintain the number of school and community partnerships at 24 partners.	-Regular Maintenance of Website content -Job Shadowing -Newsletters -Title I Schoolwide Plan	FY 09-12	None	- Newsletters, Radio, Local Cable station	-School webmaster -Parent Involvement Coordinator -Admin -Teachers -Parents -Community Members	-BSC -Newsletters -Website content -Community Partners	-Increase in website visits -Community Partnerships
<b>GOAL III: PROCESS EFFECTIVENESS &amp; RESOURCE MANAGEMENT</b>										
3.4.1	9	PO 1,2,3 SC1.1, 2.3	<b>IIIa Improve Instructional Engagement and Resources</b> 1. To establish a goal for student involvement in extracurricular activities for 2012-2013 after a baseline of involvement for the year 2011- 2012. 2. To increase the number of students with 14 days or less absent 3. Increase the number of students promoted yearly to 99% in 6 <sup>th</sup> grade, 98% in 7 <sup>th</sup> grade, and 85% in 8 <sup>th</sup> grade. 4. To decrease the number of student discipline referrals to 1000 per grade level.	-Title I Schoolwide Plan -Pep Rallies, Clubs, Sports, Great Promise Kids -Phone Calls, Home Visits, Attendance Letter, Court, Rewards -Parent Conferences, Makeup work -Positive Behavior Plan	FY 09-12	None	Rewards & Incentives	Coaches, Sponsors, Teachers, Community Partners, Students, Admin, Counselors, Special Services, Legal System, Truancy Officers, Deans, Central Office Staff,	BSC, Attendance data, Promotion data, participation in clubs and sports, discipline referral data	-Increase in student involvement in clubs and sports -Increase in student, faculty, & staff attendance -Increase in student promotion -Decrease in discipline

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									Artifacts	Evidence
			5. To increase the attendance of Administrators, Certified Staff, and Classified Staff	-Off Campus Pass, Drawing, \$ reward at end of year				All Faculty & Staff		referrals
<b>GOAL IV: TEAM LEARNING &amp; GROWTH</b>										
		<b>L 3, 4 SC 1.5, 2.4 PL 1.3</b>	<b>IVa. Improve leader development &amp; sustainability:</b> 1. To increase the percentage of Leadership Team members attending the Leadership Team Retreat to 60%. 2. To increase participation in GLISI to 8 participants.	-Title I Schoolwide Plan -Summer Retreat after CRCT results returned -GLISI Retreat	<b>FY 09 -12</b>	GLISI	Summer Retreat, GLISI	Admin, Leadership Team	-Sign in sheets, participation in retreats, meeting minutes -BSC	-Increase in participation in Summer Retreat & GLISI Retreat
<b>3.4.11 3.7.1</b>	<b>3</b>	<b>PO 2.1, 3.2 PL 1.4 SC 1.5, 2.4</b>	<b>IVb. Develop exemplary staff:</b> 3. Increase the percentage of staff with advanced degrees to 65%. 4. Increase the percentage of highly qualified teachers to 100%. 4. Maintain the percentage of highly qualified paraprofessional at 100%. 5. Increase the percentage of teachers with Reading, Gifted, ESOL & Master Teacher Endorsements to 25%	Recruit, train highly qualified, & retain teachers by the following: Recruitment Program (Job Fair) College recruitment (OYP) One year Practicum Mentor Program Alternative Certification -Title I Schoolwide Plan	<b>FY 09 -12</b>		Recruitment/ Retention materials/ Travel, OYP Materials	Personnel Director, Professional Learning Director, Admin, Teachers	-HiQ Report, PSC doc, Program Evaluation, Mentor/ Protégé Eval, attrition rate	-Increase in student achievement -Increase promotion rate
	<b>1, 7</b>	<b>SC 1, 2.1</b>	<b>IVc. Improve organizational culture:</b> 6. Improve the mean score for each area of the Standards Assessment Inventory	-Collaborative Planning, Professional Learning -Title I Schoolwide Plan	<b>FY 09 -12</b>		SAI survey	Admin, Academic Coaches, Teachers	SAI survey results	-Increase in mean scores on SAI survey