



**Springfield Public Schools
2019-2020 Student Calendar
Forest Park Middle School
46 Oakland Street, Springfield, MA 01108**



Student Hours 7:25AM - 2:55PM

Teacher Hours 7:25AM - 3:30PM

Aug 19-23: Teacher PD
Aug 21: Welcome Back BBQ 5pm
(Rain Date Aug: 22)
Aug 23: Convocation
Aug 26: School Begins

August 2019				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Feb 5: Early Release 1:30pm
Feb 12: Family Event
Feb 17: Schools Closed -
Presidents Day
Feb 18 - 21: Schools Closed -
Mid-Winter Vacation

February 2020				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Sep 2: Schools Closed -
Labor Day
Sep 18: Early Release 1:30pm
Sep 25: Open House

September 2019				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Mar 4: Early Release 1:30pm
Mar 13: Schools Closed - Teacher
PD Day
Mar 19: Family Event

March 2020				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Oct 14: Schools Closed -
Columbus Day
Oct 16: Family Event
Oct 30: Early Release 1:30pm

October 2019				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Apr 1: Early Release 1:30pm
Apr 10: Schools Closed -
Good Friday
Apr 20: Schools Closed -
Patriots Day
Apr 21 -24: Schools Closed -
Spring Vacation
Apr 29: Family Event

April 2020				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Nov 5: Schools Closed – Teacher
PD Day (Election Day)
Nov 11: Schools Closed –
Veterans Day
Nov 14: Family Event
Nov 20: Early Release 1:30pm
Nov 27 - 29: Schools Closed -
Thanksgiving Vacation

November 2019				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 25: Schools Closed -
Memorial Day
May 27: Family Event

May 2020				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec. 11: Early Release 1:30pm
Dec. 20: Early Release -
Last day before holiday vacation
Dec. 23 - Dec. 31: Schools Closed -
Holiday Vacation

December 2019				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jun 19*: End of School Year -
Early Release for Students & Staff

June 2020				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Jan 1: Schools Closed -
New Years Day
Jan 6: Schools Closed -
Teacher PD Day
Jan 8: Early Release 1:30pm
Jan 14: Family Event
Jan 20: Schools Closed -
Dr. Martin Luther King, Jr. Day

January 2020				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

*Calendar includes five (5) additional pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

- School Closed
- Student Early Release
- Special Student Early Release
- Regular Day / Family Event



**Springfield Public Schools
2019-2020 Staff Calendar
Forest Park Middle School
46 Oakland Street, Springfield, MA 01108**



Student Hours 7:25AM - 2:55PM

Teacher Hours 7:25AM - 3:30PM

Aug 19-22: Staff PD

Aug 21: Special Hours 12-7pm
Welcome Back BBQ (Rain Date 8/22)

Aug 23: Convocation

Aug 26: School Begins

August 2019				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Feb 4: Extended Day

Feb 5: Student Early Release / Staff PD

Feb 12: Family Event

Feb 17: Schools Closed - Presidents Day

Feb 18 - 21: Schools Closed - Mid-Winter Vacation

February 2020				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Sep 2: Schools Closed - Labor Day

Sep 17: Extended Day

Sep 18: Student Early Release/ Staff PD

Sep 25: Open House

September 2019				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Mar 3: Extended Day

Mar 4: Student Early Release/ Staff PD

Mar 13: Schools Closed - Teacher PD Day

Mar 19: Family Event

Mar 31: Extended Day

March 2020				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Oct 14: Schools Closed - Columbus Day

Oct 16: Family Event

Oct 29: Extended Day

Oct 30: Student Early Release/ Staff PD

October 2019				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Apr 1: Student Early Release/ Staff PD

Apr 10: Schools Closed - Good Friday

Apr 20: Schools Closed - Patriots Day

Apr 21 -24: Schools Closed - Spring Vacation

Apr 29: Family Event

April 2020				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Nov 5: Schools Closed - Teacher PD Day (Election Day)

Nov 11: Schools Closed - Veterans Day

Nov 14: Family Event

Nov 19: Extended Day

Nov 20: Student Early Release/ Staff PD

Nov 27-29: Schools Closed - Thanksgiving Vacation

November 2019				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 5: Extended Day

May 25: Schools Closed - Memorial Day

May 27: Family Event

May 2020				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec 10: Extended Day

Dec 11: Student Early Release/ Staff PD

Dec 20: Early Release - Last day before holiday vacation

Dec 23 - 31: Schools Closed - Holiday Vacation

December 2019				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jun 19*: End of School Year - Early Release for Students & Staff

June 2020				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Jan 1: Schools Closed - New Years Day

Jan 6: Schools Closed - Teacher PD Day

Jan 7: Extended Day

Jan 8: Student Early Release/Staff PD

Jan 14: Family Event

Jan 20: Schools Closed - Dr. Martin Luther King, Jr. Day

January 2020				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

*Calendar includes five (5) additional pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

- School Closed
- Staff Early Release
- Special Staff PD Hours
- Regular Day + PD
- Student Early Release + PD
- Full Day PD
- Regular Day / Family Event

This SY'19-20 school plan has been approved by the SEZP Board.

SEZP 2019-20 School Planning Process

Educator Working Conditions: Forest Park



1. Allocation of discretionary funds made available by the principal, including in areas such as: wraparound services for students and families, after-school programs, and school supplies. Discretionary funds are those remaining after a school budgets for district services, partner fees, staff salaries and stipends.

For the 2019-20 school year, discretionary funds have been allocated in the following amounts:

- Family/Community Events - \$15,000
- Content for PD/PLC - \$5,000

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

2. School curriculum issues.

Forest Park Middle School will use a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. To the extent possible, teachers will be made aware of curriculum changes in advance and have an opportunity to provide feedback.

3. Professional development activities applicable to the school as a body. This does not include individualized professional development or coaching of teachers.

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year starts and ends. If possible, at least one week's notice will be given to teachers before any required professional development activities. Expected professional development activities include those below (please see school calendar for additional details):

- Up to 5 days of professional development and/or staff planning days before the school year begins;
- Up to 3 days of professional development and planning days during the school year;
- Up to 9 hours of PD after the school day ends for students during the year ("extended day").

4. School calendar.

Please see the attached 2019-20 school year calendar for staff. Any change to the school year calendar is subject to SEZP approval. If possible, at least one month's notice will be given to teachers before any change to the school calendar. In the event of a change during the year, accommodations may be made for individuals with critical scheduling conflicts on a case-by-case basis. The school calendar will include:

- Total number of school days and hours for students. Required total hours for students are a minimum of 1330 per year.
- Total number of days and hours for educators, including school days and professional development and planning days. Teachers are required to work a minimum of 1500 hours per year.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

FINAL – APPROVED BY SEZP BOARD

This SY'19-20 school plan has been approved by the SEZP Board.

5. Schedule for staff and students, provided that all teachers will continue to receive duty-free lunch and regular student-free preparatory time.

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 8 hours and 5 minutes. For the majority of educators, required hours will be approximately 7:25am–3:30pm.

Teachers will have approximately 5 planning hours per week. These hours will be allocated as evenly across the school week as possible. This time can be used to plan, grade, collaborate with their colleagues, etc. In extenuating circumstances, teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or PLC meetings on 5 days per week, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Forest Park Middle School may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:

- Participation in 3 family events during the school year; (Open house/ one curriculum night/ one other family event)
- Phone calls to families about the academic progress of students
- Preparation of individual student weekly reports, progress reports, and report cards
- Participating in staff recruitment and selection processes
- Working regularly with school administrators to improve one's instructional practices
- Checking for understanding through daily formative assessments
- Attending student-related meetings
- Serve as a point person for a group of students

6. Class coverage and substitutes.

During a typical Monday-Friday week, all staff members may be required to cover classes as needed, except during teachers' duty-free lunch. To the extent possible, class coverage will be assigned equitably and on a rotated basis, including:

- Coverage of homeroom periods, not exceeding 25 minutes per day;
- Substitute coverage of classes of others who are absent from school. (When possible, PLC or common planning time should not be used when teachers are asked to cover class. Preference would be to hire substitute teachers)

7. Schedule of school-wide parent/teacher meetings. This does not include individual parent-teacher meetings that may occur between school-wide meetings.

Forest Park M.S. will schedule monthly family and community engagement programs during the 2019-2020 school year. We will kick off the year with a "welcome back BBQ" on 8/21 (with a rain date of 8/22). Other dates scheduled are: 9/25, 10/16, 11/14, 1/14, 2/12, 3/19, 4/29, 5/27. Included in these dates are Open House, Curriculum Nights, and other events to be determined by administration in conjunction with TLT and with input from students.

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8. Work before and/or after the regular school year.

Returning teachers are expected to report to work on August 19, 2019. The final work day for teachers is June 19, 2020. These dates assume five days built in for inclement weather and will change based on the actual number of inclement weather days. If possible, at least one month's notice will be given to teachers before any change to the start and end of the school year.

9. Notices and announcements.

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

10. School health and safety issues.

Working with SEZP and SPS, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.

Security of school premises will be maintained and visitors to the school will be required to check in upon entry.

Every effort will be made to mitigate painting or repairs to buildings while school is in session, to avoid distractions or interruptions to student learning.

11. Staff dress code.

Staff at Forest Park Middle School are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, beachwear is not permitted.

12. Rotation of duties.

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Forest Park Middle School. To the extent possible, duties will be equitably distributed and rotated among staff members on a regular basis. These duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 25 minutes per day;
- Coverage of lunch periods, break periods, or block periods, not exceeding 30 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school when subs are not available.
- Coverage of afterschool activities, not exceeding 40 minutes per month

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but stipends should not be expected.

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13. Class size.

Forest Park Middle School commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

14. Bulletin boards.

Teachers may be asked to support in the development and maintenance of bulletin boards in hallways. The Springfield Education Association will be provided a clearly designated bulletin board for the purpose of posting Association-related notices and other materials. Such space will be provided in each building for the exclusive use of the Association.

15. Family-teacher communication.

Teachers may be required to make regular phone calls to families about the academic progress of students, as well as respond to family inquiries via email, phone or in-person meetings throughout the school year.

The SEZP 2019-20 Roadmap Improvement Plan: Forest Park Middle School

Priority Area 1:

We will improve our students' proficiency in literacy skills across all content areas through the consistent use of formative assessments to drive lesson instruction. To accomplish this the school will develop a protocol for looking at student work, analyzing data trends, and creating lessons to address unfinished learning and/or gaps in understanding. The school calendar will be designed so educators spend time each week collaborating on lesson plans, investigating data, and using student work to push and develop student learning. As a result, students will consistently be challenged with appropriate tasks aligned to grade-level standards and asked to demonstrate understanding both orally and in writing. Progress will be measured by MAP growth, ANet, iReady, MCAS, and other standards-aligned assessments.

Rationale:

Results of our School Quality Review (SQR) indicate that while we are established in the areas of Maximizing Time, Effective Planning, Opportunities for Collaboration, Rigorous Tasks, and Effective Assessment, we have room to grow from the developing stage in the areas of Aligned Curriculum & Planning and Targets for Planning and Analyzing Assessments / Student Work. As cited in our SQR report, there are examples of effective assessment practices at Forest Park and the goal is to put systems and protocols in place to disseminate the effective practices across all grades and subjects. The addition of weekly data meetings will allow teachers the time needed to analyze student work products and plan next steps for instruction to better meet student needs.

MCAS data indicates that many students have difficulty clearly explaining their thinking in writing across content areas. Written response data in English Language Arts (ELA) is below the state average by 13 percentage points in grade 6, and 23 percentage points in grade 8. Grade 7 data was not available compared to the state as the sample size of students testing on paper last year was too small.

In math, our students' ability to write a response to a question to explain their thinking was below the state average by 18 percentage points in grade 6 and 22 percentage points in grade 8, grade 7 was not compared to the state due to a small sample of comparison on the paper test.

Although students are below the state average, there is evidence that students are making progress as shown by the 47% of our students who showed growth in literacy skills and 50% of students who showed growth in math on MAP between fall and winter of 2018. By prioritizing literacy, we believe that more students will meet growth targets in both state and interim assessments.

Key Objectives

- After development of content specific protocols and training, educators will consistently use student work as formative data.
- Educators will use formative data to create / adjust lesson plans that address misconceptions or unfinished learning.
- Increase students ability to demonstrate understanding through writing across content areas. This can include multiple forms. For example: exit tickets, constructed responses, document based questions, etc.

Evaluation Plan

- How will you know you are successful once you accomplish the key objectives?
 - Formative data will be used to plan and adjust lesson plans which once implemented, will increase students' ability to write across content areas as demonstrated through increases in monthly

This SY'19-20 school plan has been approved by the SEZP Board.

content specific writing tasks.

- What specific data from SEZP's Roadmap for Student Success will you use to measure success?
 - Turn Around Practice II: Intentional Practices for Improving Instruction - two of the following four rubric elements listed below will show evidence that there is a positive change in practice improving to *established* from the current rating of *developing*.
 - Standards alignment
 - Outcomes for All
 - Targets for Planning
 - Analyzing Assessment and Student Work
 - NWEA Map Assessment - 70% of students will meet growth targets in Reading and Math
 - MCAS average scaled score will increase by 5 points to 487 in ELA and 490 in Math (or higher)
 - Monthly writing tasks scored on a school wide 8-point rubric will show incremental improvement relative to the baseline data collected in September

Action Plan

Action Step <i>What will you need to do in order to implement the key objectives?</i>	Owner + Resources <i>Who will be assigned to this task and what resources might be needed to complete each action step (e.g., time in master schedule, professional learning time, new role/staff, outside partnership, etc.)?</i>	Benchmark <i>How will you know that you are making progress along the way?</i>	Completion Date <i>When do you expect to complete this action step?</i>
Identify point person for each content area to support and monitor teachers in data analysis and next steps	Co-Principals	N/A	May 15, 2019
Develop protocols and processes for looking at student work for demonstration of understanding through writing tasks.	Content point people	Share out at ILT meetings to monitor progress and ensure completion by due date	June 19, 2019
Gather teacher input on looking at student work protocol by content area. Provide ongoing training to ensure teachers are well-calibrated in its use.	Point people / all teachers	Introduce during Aug PD week. Use it in data meetings, adjust as a department. Point person will share out changes to ILT	Final document September 27, 2019 Training - ongoing
Build schedule to include weekly data meeting for teachers to provide time to gather and analyze student understanding as demonstrated through writing products.	Co-Principals	N/A	June 1, 2019
Create OneNotes for each grade level content team to house their notes and samples of student work from data meeting. This will keep track student progress over time.	ILT	N/A	August 19, 2019
Educators will track data trends related MA Frameworks Reading and Writing Standards that are shared across content areas.	All educators	Monitored by Point person and Admin	Monthly throughout the year
Point People will share out progress of their teams with Instructional Leadership Team regularly	Point People/Admin	Standing agenda item. Revisit in October that this is being discussed.	Bi-weekly throughout the year
Conduct walkthroughs to collect data on how students are asked to demonstrate understanding through writing in their classes.	Instructional Leadership Team/Admin	Bi-weekly share outs at ILT meetings: progress and trends	Ongoing all year
Provide PD to teachers based on data collected and trends in student work	Instructional Leadership Team/Admin	Monthly check ins to adjust PD plan (as needed)	Monthly

Priority Area 2:

Through improving teacher collaboration time and professional learning we will improve student engagement and student ownership of their learning by providing high quality, standards-aligned tasks that allow for reading, writing, speaking and listening to enable students to engage in critical thinking on a daily basis. To accomplish this Forest Park M.S. will increase department collaboration to three hours weekly so that teachers have time to plan standards-aligned, high-quality lessons and tasks for students. We will develop a short list of techniques and strategies to foster genuine and accountable peer-to-peer interaction and collaboration. We will provide PD on how to successfully implement these techniques to teachers, along with clear expectations for their use. Teachers can join the work of the Problem of Practice PLC which will monitor student engagement through classroom visits and will share aggregate data periodically with the staff. Progress will be measured by MAP growth, ANet, iReady, MCAS, and data collection from Problem of Practice PLC and instructional walkthroughs.

Rationale:

Based on data collected during classroom walkthroughs, some classrooms are not implementing standard-aligned lessons or scaffolding grade level tasks to meet the needs of all students in core instruction. Collected data demonstrates that some classrooms are not providing enough scaffolding while others are over scaffolding which deprives students from productive struggle.

The following categories were rated developing in our winter School Quality Review (SQR): aligned curriculum and planning, student ownership, standards-alignment, and outcomes for all. Forest Park M.S. will build off of established practices for collaboration and effective planning (as cited in the SQR report) to focus on planning from adopted curricular to ensure the implementation and supporting students with tasks and practices that engage them in critical thinking daily.

The educator led Problem of Practice Professional Learning Community (PoP PLC) group, which began last summer after attending the Standards Institute, began to identify strengths and weaknesses of student engagement and ownership of active learning. The data collected to this point and SQR feedback demonstrate that this is an area in need of improvement.

Key Objectives

- Improve effectiveness of teacher collaboration time by focusing work in the aligned curriculum.
- Research and implement 2-3 schoolwide best practices that promote student ownership and critical thinking.
- Students will own the critical thinking in the classroom.

Evaluation Plan

- How will you know you are successful once you accomplish the key objectives?
 - Tasks assigned to students provide opportunities for increased use of literacy skills and ownership.
- What specific data from SEZP's Roadmap for Student Success will you use to measure success?
 - Turn Around Practice II: Intentional Practices for Improving Instruction - two of the following four rubric elements listed below will show evidence that there is a positive change in practice improving to *established* from the current rating of *developing*.
 - Aligned Curriculum & Planning
 - Standards alignment
 - Student Ownership
 - Aligned Feedback
 - NWEA Map Assessment - 70% of students will meet growth targets in Reading and Math

This SY'19-20 school plan has been approved by the SEZP Board.

<ul style="list-style-type: none"> o INSIGHT Teacher Survey - Academic Expectations category will improve to a minimum of 4.7 o MCAS average scaled score will increase by 5 points to 487 in ELA and 490 in Math (or higher) 			
Action Plan			
Action Step <i>What will you need to do in order to implement the key objectives?</i>	Owner + Resources <i>Who will be assigned to this task and what resources might be needed to complete each action step (e.g., time in master schedule, professional learning time, new role/staff, outside partnership, etc.)?</i>	Benchmark <i>How will you know that you are making progress along the way?</i>	Completion Date <i>When do you expect to complete this action step?</i>
Select best practices for student ownership of learning and critical thinking based on content specific IPGs	ILT/Admin	June PD	Members will bring to PD on 6/18 to discuss
Choose 2-3 common practices that will be presented during PD to teachers focused on questioning during lessons, discussion opportunities and writing to show understanding.	ILT/Admin		June 21, 2019
Plan PD for August to present to teachers	Assigned at PD in June	Draft DP due to Co-principals	Aug 5, 2019
Conduct classroom visits looking for implementation of the 2-3 best practices Identify strengths/ areas of improvement/ model classrooms	Admin/ILT/PoP/Gangi	-use of content specific walkthrough tool -data collection on best practices	Ongoing
Provide ongoing PD and coaching as needed (based on data collected from classroom visits)	Admin/ILT	Trends in data collection	Ongoing
Create aligned schedules for coaches to plan with content specific collaborative teams. (Math Master Teacher, Literacy Master Teacher, Advanced Science Teacher, Dean of Intervention)	Macon	N/A	April 15, 2019
Provide training for coaches on expectations during collaboration time including a protocol for “doing the work of the lesson” collaboratively then annotating for supports and scaffolds	Macon/Saunders	N/A	August 16, 2019
Coaches will attend department meetings to support teachers in planning and data analysis. Focus on tasks where students utilize critical thinking strategies and demonstrate understanding through writing	Math Master Teacher, Literacy Master Teacher, Advanced Science Teacher, Dean of Intervention	-Notes in Subject OneNote -Checkins with admin at ILT meeting	planning twice weekly Data - once per week
Notes from all meetings will be taken in OneNote so all teachers, coaches and administrators have access	All teachers	Notes checked by Coach and/or admin	Weekly
Conduct walkthroughs to provide specific feedback for teachers on implementation of school wide best practices and annotated lessons	ILT/Admin	-Conduct at minimum of weekly walkthrough -Feedback emailed to teachers	Weekly
Step back meeting to analyze walkthrough data and feedback given to teachers	Admin/ILT	Track trends from walkthroughs, feedback given and identify next steps (pd, etc)	Monthly

This SY'19-20 school plan has been approved by the SEZP Board.

Priority Area 3:

We will improve the climate and culture at Forest Park Middle School for Students, Families, and the Community. We will do this by deepening opportunities to collaborate with families, engaging with community groups and outside agencies, in addition to creating more extracurricular opportunities that meet the diverse needs and interests of our students. We will form a student council to bring student voice to planning and implementation of incentive based, family engagement and spirit building events. We will better utilize advisory time in our daily schedule to support relationships between staff and students. Staff will be supported through professional development on advisory; data will be collected from engaged community members to measure growth towards this goal.

Rationale:

Results of our School Quality Review (SQR) indicate that while we are transformational in the areas of Maximizing Time and Behavioral Norms, we have room to grow from the developing stage in the areas of Positive School Culture and Engaging Families in Student Goals. As cited in our SQR report, there are some examples of well-established elements of “school culture, particularly related to norms, behavior , and safety, however students expressed a lack of opportunity to have their voices heard as well as a desire for a stronger sense of community and school spirit.” Students and families have expressed interest in having a larger part in the development of school sponsored extracurricular activities and events. Students have asked for additional after school activities that include those students whose interests are other than athletics.

The use of Kickboard, our current system to track behaviors and support PBIS, as a positive incentive has been perceived by some students as a tool to punish bad behavior rather than a reward for academic and social success. While the data shows a positivity ratio of 90%. The way it is being communicated to students by staff is not on the mark.

Student attendance at Forest Park M.S. is currently averaging around 91%. This is an area in need of improvement and with a stronger culture and community at school we believe this can be improved.

Key Objectives

What are 2 or 3 big actions/changes that you will need to implement to achieve success in the priority area?

- Develop positive opportunities for students to interact with each other in academic and community settings
- Develop programs and opportunities that empower students to have strong relationships with staff and other students and to contribute to the school community
- Create Parent leadership opportunities to support the school’s vision

Evaluation Plan

- HOW will you know you are successful once you accomplish the key objectives?
 - There will be an increase in attendance at family events
 - Increase in daily attendance at school to 92% or higher
 - Increase in academic performance
 - Attendance will increase at extracurricular events, parent survey results will show increased confidence
- What specific data from SEZP’s Roadmap for Student Success will you use to measure success?
 - Forest Park will show growth in indicators on Turn Around Practice IV: Climate and Culture with particular emphasis on attaining a 2.0 rating on 4a. Positive School Culture and 4i. Engaging Families in Student Goals
 - Increase daily attendance to the range of 92%-94% with a focus on decreasing our chronic absenteeism
 - Family Net Promoter Score will increase by a minimum of 5%

Action Plan

Action Step	Owner + Resources	Benchmark	Completion Date
<i>What will you need to do in order to implement the key objectives?</i>	<i>Who will be assigned to this task and what resources might</i>	<i>How will you know that you are making</i>	<i>When do you expect to complete this action</i>

This SY'19-20 school plan has been approved by the SEZP Board.

	<i>be needed to complete each action step (e.g., time in master schedule, professional learning time, new role/staff, outside partnership, etc.)?</i>	<i>progress along the way?</i>	<i>step?</i>
Survey students about what extracurriculars they would be interested in	Saunders/Jensen	Survey is created, check questions, roll out plan	May 17, 2019
Develop student leadership opportunities, ie, student council, mentors	Admin/Counselors/Interested teachers	N/A	September 30, 2019
Find community partners to support extracurriculars	Caldwell, Family Engagement Team	Goal of 4 extracurricular activities run or sponsored by community partners	September 30, 2019 first opportunities & ongoing
Contact potential parents to revitalize PTO	APs	Create list of potential parents, track contact/interest	June 14, 2019 Follow up in September
Choose advisory curriculum (create/or purchase)	Caldwell/Trujillo	N/A	July 31, 2019
Plan PD for teachers around advisory curriculum	Caldwell/Trujillo	N/A	August 17, 2019
Plan monthly parent nights	Caldwell, Family Engagement Team, TLT	Dates already approved by TLT in SOP. Plan details of each night and advertise to families	Monthly
Create data tracking system for student and parent involvement in extracurriculars and family nights	Family Engagement Team	Sign in sheets at each event, data compiled by Family Engagement Team Rep.	Ongoing
Recruit staff to run extracurricular clubs	Co-Principals & Admin	-Email opportunity to teachers. -Teachers present ideas for clubs to admin. -Timeline agreed upon (day/times of meetings)	Fall sessions June 14, 2019 Winter sessions October 31, 2019 Spring sessions January 31, 2020
Create a schedule for extra curricular meeting times	Macon - Admin	-Flyer to advertise extracurricular opportunities -schedule M-Th times, locations,	Aug 9, 2019 Mail home with BBQ invite
Welcome letters to go home with invite to BBQ	Admin	Letter and invite created, approved by all admin	Mail to homes by August 14, 2019