

WAKE COUNTY PUBLIC SCHOOLS
Membership of School Improvement Team 2008 - 2011

SCHOOL: Middle Creek HS
PRINCIPAL: John Williams
DATE: March - 2008

CORE / LEADERSHIP TEAM MEMBERS:

Name:	SIP Responsibility / School-based job title:
Terry Westbrook	CTE - Teacher
Kelly Wyatt	Parent Liason
Carol Davenport	Special Education - Teacher
Brenda Taylor	Fine Arts - Teacher
Howard Ginsburg	Science - Teacher
Jennifer Grugett	Math - Teacher
Mike James	Social Studies - Teacher
David Minion	Guidance - Counselor
Brandon List	SIT Chairperson - Teacher
Faith Goodson	Physical Education - Teacher
Annie Perry	Second Languages - Teacher
Kebbler Williams	Administrator
Thomas Hunter	Teacher Assistant
Laurel Sumner	Media Services

WAKE COUNTY PUBLIC SCHOOLS
Mission, Vision, and Value Statements 2008-2011

SCHOOL: Middle Creek HS
DATE: March - 2008

MISSION STATEMENT:

Middle Creek High School strives to create a youth-centered community consisting of responsible, respectful, life-long learners who are engaged in personalized acts of discovery.

VISION STATEMENT:

Through a variety of rigorous educational experiences, students at Middle Creek High School work toward being responsible and respectful members who contribute positively to our school and the larger community. Experiences in the classroom, on the field, on the stage, and in the community provide the students with opportunities for growth that are relevant to their lives. Students establish themselves as individuals, effective leaders, and team members. Meaningful relationships between adults and students help to make this vision become a working reality.

VALUE STATEMENT:

Instruction: 1. All staff engage in interdisciplinary and diverse instructional practices to deliver rigorous and relevant content. 2. All staff and students support the school’s academic, athletic, and arts programs. 3. All staff and students strive towards excellence in all endeavors. Stakeholders: 4. All staff and students consider themselves to be stakeholders in our school. 5. All staff and students receive training in and utilize opportunities to deploy leadership skills. 6. All staff and students include family, community, and business members in the development of our school. Relationships: 7. Each student has a meaningful relationship with at least one adult who works with the student in the development of his/her achievements. 8. All staff and students work together towards creating a safe, orderly, and caring school atmosphere. 9. All students and staff will behave in a responsible and respectful manner at all times.

Wake County Public School System - School Improvement Planning
Summary of Goals, Key Processes and Action Steps 2008 - 2011 (Created 2008 - 2009)

Board Goal: *WCPSS students will demonstrate high academic growth; by 2014, all students will graduate on-time prepared to compete globally.*

SCHOOL: Middle Creek HS

LEA: Wake County (920)

Strategic Directive: Systems and Structures to Support Schools

State Board of Education Goal: Leadership for Innovation

SCHOOL GOAL: Increase membership in the Business Alliance by 2 members each year, between 2008 and 2011.

GOAL MANAGER: Betty Jo Wimmer

Data Justification for Goal based on a comprehensive needs assessment:

Low involvement/interaction with businesses as school stakeholders.

Key Processes & Action Steps(1 Key Processes)

- | | |
|-----------------------------------|--|
| 1 Key Process: | Increase direct contact with local businesses to encourage participation in the Business Alliance Program. |
| Process Manager: | Betty Jo Wimmer |
| Completion Date: | 06/11 |
| Resources: | Career Coordinator, parents business contacts, school website, and booster clubs. |
| Restrainers: | Communcation breakdowns, promotion of the organization, and lack of involvement. |
| Measurable Process Checks: | Number of members in the Program and web page updates. |
| | Action Steps |
| 1 Action Step | Create a Business Alliance page on the MCHS website to inform the community businesses of our partnership needs. |
| Timeline: | From: 08/08 To: 06/09 |
| 2 Action Step | Promote awareness of the Business Alliance Program to all stakeholders through inclusion in the Summer Newsletter. |
| Timeline: | From: 08/08 To: 07/09 |
| 3 Action Step | Increase student outreach to establish contacts in the business community through increasing internships and student organization involvement. |
| Timeline: | From: 08/08 To: 06/11 |

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SCHOOL: Middle Creek HS

LEA: Wake County (920)

Strategic Directive: Systems and Structures to Support Schools

State Board of Education Goal: Healthy, Responsible Students

SCHOOL GOAL: By 2011, 95% of students and parents returning WCPSS student/parent surveys will agree that MCHS is a safe and healthy environment.

GOAL MANAGER: Joe Blanchard

Data Justification for Goal based on a comprehensive needs assessment:

Only ~90% of parents and students feel MCHS is a safe place to learn based on survey data.

Key Processes & Action Steps(1 Key Processes)

<p>1 Key Process:</p> <p>Process Manager:</p> <p>Completion Date:</p> <p>Resources:</p> <p>Restrainers:</p> <p>Measurable Process Checks:</p>	<p>Provide a healthy and safe learning environment for all staff and students.</p> <p>Joe Blanchard</p> <p>06/11</p> <p>SRO, security personel, vigilant teachers, security cameras, BST, and discipline strategies.</p> <p>Lack of ISS or similar program, and lack of funding for additional security.</p> <p>Monitor responses on annual review.</p> <p style="text-align: center;">Action Steps</p> <p>1 Action Step Implement the Safe Schools Plan including fire, severe weather, and lockdown drills with critical response team.</p> <p>Timeline: From: 08/08 To: 06/11</p> <p>2 Action Step Implement the Emergency Operation Plan.</p> <p>Timeline: From: 08/08 To: 06/11</p> <p>3 Action Step All teachers will be visible outside their classrooms 4 minutes before class and during class changes.</p> <p>Timeline: From: 08/08 To: 06/11</p>
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SCHOOL: Middle Creek HS

LEA: Wake County (920)

Strategic Directive: Focus on Learning and Teaching

State Board of Education Goal: Globally Competitive Students

SCHOOL GOAL: MCHS will increase the graduation rate to at least 95% by 2011.

GOAL MANAGER: Lisa Whitaker

Data Justification for Goal based on a comprehensive needs assessment:

EOC scores, graduation rate, Hi 5 goals, state graduation rate, and achievement gap data.

Key Processes & Action Steps(8 Key Processes)

- 1 Key Process:** Investigate alternatives to out-of-school suspension
Process Manager: TBD
- Completion Date:** 06/11
- Resources:** BST, SRO and security personel, WCPSS alternative schools, ISS plans of other WCPSS schools, and other successful discipline programs
 Faculty agreement on plan and creating plan.
- Restrainers:** Alternative discipline plan and suspension data.
- Measurable Process Checks:** **Action Steps**
- 1 Action Step** Create a plan to increase positive recognition of students.
Timeline: From: 12/08 To: 12/09
 - 2 Action Step** Research and visit schools where ISS is successful and research the structure of WCPSS Alternative Schools as a template for ISS and share finding with SIT.
Timeline: From: 08/08 To: 03/09
 - 3 Action Step** SIT will prepare an Alternative Discipline proposal to submit to the Leadership Team for consideration and faculty input.
Timeline: From: 08/08 To: 04/09

- 2 Key Process:** Ensure that all students enrolled in EOC courses complete the EOC exam with particular attention paid to SPED, limited income, ESL, and minority subgroups.
Process Manager: Amy Betz
- Completion Date:** 06/11

Resources: Attendance rosters, Testing Coordinator, updated phone numbers and contact info, and alternative transportation.

Restrainers: Contacting parents, providing incentives to students, and suspended students.

Measurable Process Checks: Exam rosters and phone logs.

Action Steps

1 Action Step Testing coordinator will review EOC attendance logs and coordinate with ESL, SPED, and the Behavior Intervention Team to help ensure that all students are tested.

Timeline: From: 08/08 To: 06/11

2 Action Step A phone message will be sent out to all students at least one week prior to testing dates.

Timeline: From: 08/08 To: 06/11

3 Key Process: Ensure that each student is well known by one adult.

Process Manager: Brentt Coley

Completion Date: 06/11

Resources: Personalized intervention, teacher involvement in school activities, phone logs, personalized education plans, guidance counselors, advisory programs and special populations coordinator
Student alienation, class size, and newly arriving students (transplants).

Restrainers: Outline of advisory and tutoring programs

Measurable Process Checks: **Action Steps**

1 Action Step Develop a school-wide advisory program that includes personalized academic counseling, character education, and assistance with Graduation Project.

Timeline: From: 08/08 To: 06/11

2 Action Step Develop a peer mentoring/peer tutoring program.

Timeline: From: 08/08 To: 06/11

4 Key Process: All subgroups will maintain AYP in Reading as measured by English I and NC Writing Test scores

Process Manager: Gene Osborn

Completion Date: 06/11

Resources: Freshman Tutoring Center, academic intervention logs, creation of writing rubric, and Write to Learn strategies.
Faculty buy in for Write to Learn and creation of interdisciplinary writing rubric.

Restrainers: AYP data, Eng. I EOC scores, NC Writing Test scores, attendance rosters, Academic Intervention Logs, writing rubric, blue diamond assessments, mock writing tests, and teacher observations.

Measurable Process Checks: **Action Steps**

1 Action Step English I and II teachers will offer focused remediation sessions for students prior to the English I EOC and NC writing tests.

- Timeline:** From: 08/08 To: 06/11
- 2 Action Step** Implement Writing to Learn strategies in every course with full staff cooperation.
- Timeline:** From: 08/08 To: 06/11
- 3 Action Step** Develop and implement an interdisciplinary writing rubric.
- Timeline:** From: 08/08 To: 06/11
- 4 Action Step** Disaggregate data in PLC teams and use to inform instruction.
- Timeline:** From: 08/08 To: 06/11
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- 5 Key Process:** Increase number of students taking AP and Honors classes
- Process Manager:** Anne Coln
- Completion Date:** 06/11
- Resources:** AP teachers and students, guidance counselors, and college credit for AP scores.
- Restrainers:** Apathy and lack of knowledge of benefits of AP courses.
- Measurable Process Checks:** AP course enrollment, schedule for class visits by AP teachers/students, and attendance at AP tables requesting info.
- Action Steps**
- 1 Action Step** Have current AP teachers and students visit academic and honors classes to promote the AP program.
- Timeline:** From: 08/08 To: 06/11
- 2 Action Step** Host an AP fair at lunch.
- Timeline:** From: 08/08 To: 06/11
- 3 Action Step** Have a separate venue for AP teachers at Registration Open House for Sophmores, Juniors, and Seniors.
- Timeline:** From: 08/08 To: 06/11
- 4 Action Step** Identify 9th graders who are likely to succeed in Honors/AP classes and meet with them to invite them into Honors sections.
- Timeline:** From: 08/08 To: 06/11
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- 6 Key Process:** Increase overall EOC achievement and course completion
- Process Manager:** Lisa Whitaker
- Completion Date:** 06/11
- Resources:** Blue Diamond scores, Blackboard, Freshman Center, PLC teams, and access to conversions that the state and/or WCPSS permit.
- Restrainers:** High suspension rates and student apathy.
- Measurable Process Checks:** EOC score reports, promotion reports, AYP data, and individual student progress/growth.
- Action Steps**
- 1 Action Step** Utilize common assessments, co-curricular planning session, and targeted tutoring based on data from common assessments.
- Timeline:** From: 08/08 To: 06/11

2 Action Step Develop a process for maintaining a PEP for all students who fail an EOC course.
Timeline: From: 08/08 To: 06/11

7 Key Process: Maintain and improve the Freshman Transition Program
Process Manager: Matt Scialdone
Completion Date: 08/11
Resources: Freshman Orientation, Freshman tutoring center, volunteer teachers, and Freshman class advisor.
Restrainers: Reluctant students, lack of faculty volunteers for particular subjects, and inability of students to attend.
Measurable Process Checks: Survey students and Freshman Orientation Day and at end of 1st semester (through Eng. I and Earth Sci. classes) and Freshman Center attendance rosters.

Action Steps

- 1 Action Step** Evaluate the effectiveness of the Freshman Orientation Day.
Timeline: From: 08/08 To: 06/11
 - 2 Action Step** Review records of students attending Freshman Center during lunch to find correlation between attendance and improved freshman performance at the end of the semester.
Timeline: From: 08/08 To: 06/11
 - 3 Action Step** Enhance the Big Brother/Big Sister Program to help ease freshman transition into high school.
Timeline: From: 08/08 To: 08/11
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8 Key Process: All subgroups will meet AYP in Math as measured by EOC math scores.
Process Manager: Chris Kennedy
Completion Date: 06/11
Resources: Blue Diamond assessments, Freshman Academy, volunteer teacher for lunch time and after school tutoring.
Restrainers: Student apathy and failure to utilize tutoring services, students cannot be required to attend tutoring.
Listed In Action Steps

Action Steps

- 1 Action Step** Refer all students failing or at risk of failing EOC math class to after school YMCA tutoring program, prioritizing LI, black, and SPED students.
Timeline: From: 08/08 To: 06/11
 - 2 Action Step** Increase ICR presence in math classes.
Timeline: From: 08/09 To: 06/11
 - 3 Action Step** Investigate math remediation software for targeted students.
Timeline: From: 03/09 To: 12/09
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SCHOOL: Middle Creek HS

LEA: Wake County (920)

Strategic Directive: Systems and Structures to Support Schools

State Board of Education Goal: 21st Century Systems

SCHOOL GOAL: Increase parental involvement and feedback to 40% by 2011 as measured by attendance at Open House, Meet the Teacher Nights, and parent surveys.

GOAL MANAGER: Terry Westbrook

Data Justification for Goal based on a comprehensive needs assessment:

Low turnout at events; poor response rate on parent surveys.

Key Processes & Action Steps(1 Key Processes)

- 1 Key Process:** Investigate alternative access to computers for parental use and provide workshops on SPAN and Blackboard.
- Process Manager:** Terry Westbrook
- Completion Date:** 06/11
- Resources:** Laptop carts, library computers, and computer science teachers
- Restrainers:** Parental involvement, promotion of the workshops, access to students living long distances away
- Measurable Process Checks:** number of parents attending workshops, Blackboard access tracker, and percentage of parents completing surveys
- Action Steps**
- 1 Action Step** Plan and implement workshops at MCHS.
Timeline: From: 08/08 To: 06/11
 - 2 Action Step** Notify parents through interim reports of workshops offered.
Timeline: From: 08/08 To: 06/11
 - 3 Action Step** Plan and implement mobile workshops (Garner area).
Timeline: From: 08/08 To: 06/11

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Board Goal: *WCPSS students will demonstrate high academic growth; by 2014, all students will graduate on-time prepared to compete globally.*

SCHOOL: Middle Creek HS

LEA: Wake County (920)

Strategic Directive: Expand Fiscal Accountability

State Board of Education Goal: 21st Century Systems

SCHOOL GOAL: Between 2008 and 2011, MCHS will continue to keep highly accurate accounts for all monies spent and taken in.

GOAL MANAGER: Janie Gill

Data Justification for Goal based on a comprehensive needs assessment:

Fiscal irregularities, expenditures for professional development, and collection of fees and fines.

Key Processes & Action Steps(1 Key Processes)

1 Key Process:	Maintain accurate receipt books and ensure all money taken in is recorded
Process Manager:	Janie Gill
Completion Date:	06/11
Resources:	receipt books, financial planning, Leadership Team, Bookkeeper, SAM, DPI flexibility in dealing with financial transfers, and flexible use of funding for conversion of positions.
Restrainers:	lack of receipt books, keeping receipt books secure, and accurately recording fees and fines in SAM
Measurable Process Checks:	Action Steps
1 Action Step	Keep receipt books secure.
Timeline:	From: 08/08 To: 06/11
2 Action Step	Accurately record fees and fines in SAM.
Timeline:	From: 08/08 To: 06/11
3 Action Step	Issue receipts and time money is collected.
Timeline:	From: 08/08 To: 06/11

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Board Goal: *WCPSS students will demonstrate high academic growth; by 2014, all students will graduate on-time prepared to compete globally.*

SCHOOL: Middle Creek HS

LEA: Wake County (920)

Strategic Directive: Retaining, Recruiting and Training High Quality Employees

State Board of Education Goal: 21st Century Professionals

SCHOOL GOAL: By 2011, 80% of MCHS staff will indicate on the TWC survey and other surveys that their future intentions for their career are to stay at MCHS.

GOAL MANAGER: John Williams

Data Justification for Goal based on a comprehensive needs assessment:

Turnover rate.

Key Processes & Action Steps(5 Key Processes)

1 Key Process: Extend opportunity for a member of the Department to attend interviews of new hires.
Process Manager: Hiring AP's
Completion Date: 06/11
 Dept. Managers and AP
Resources: availability of teachers during hiring times and contacting teacher over the
Restrainers: summer.

Measurable Process Checks:

Action Steps

- | | | |
|---|--------------------|---|
| 1 | Action Step | Contact department prior to interviews. |
| | Timeline: | From: 08/08 To: 06/11 |
| 2 | Action Step | Create potential questions for new hires. |
| | Timeline: | From: 08/08 To: 06/11 |

2 Key Process: Enhance support to beginning teachers
Process Manager: Lisa Beale
Completion Date: 06/11
 BT Mentors, BT coordinator, and teacher best practices log.
Resources: Lack of mentors.
Restrainers:

Measurable Process Checks:

BT meeting minutes, mentor roster, and best practice log.

Action Steps

- 1 **Action Step** Review mentor/BT ratios, effectiveness of current induction programs/practices and the support given to BT's.
Timeline: From: 08/08 To: 06/11
 - 2 **Action Step** Increase the number of certified mentors.
Timeline: From: 08/08 To: 06/11
 - 3 **Action Step** Identify and employ best practices to support BT's and provide effective induction programs and practices.
Timeline: From: 08/08 To: 06/11
 - 4 **Action Step** Increase discussion involving curriculum/content areas and policies/procedures via PLC's.
Timeline: From: 08/08 To: 06/11
 - 5 **Action Step** Align lunch and planning periods of mentors and BT's to provide more access and support.
Timeline: From: 08/08 To: 06/11
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- 3 **Key Process:** Routinely review teacher retention and recruitment data, TWC, and other survey data, and take action as needed
Process Manager: Jennifer Grugett
Completion Date: 06/11
Resources: Surveys, BT Mentors, and PLC/Villages
Restrainers: Collection of data and disaggregation of information
Survey data and PLC/Village suggestions
Measurable Process Checks:
 - 1 **Action Step** Increase TWC participation rate.
Timeline: From: 08/08 To: 06/11
 - 2 **Action Step** Create mid-year survey for all staff surrounding teacher working conditions with reference to BT's and mentors.
Timeline: From: 08/08 To: 06/11
 - 3 **Action Step** Reinstitute a more active Sunshine Committee in increase staff morale.
Timeline: From: 08/08 To: 06/11
 - 4 **Action Step** Create plans to achieve goals each school year based on recommendations from TWC data, teacher surveys, and village/PLC meetings.
Timeline: From: 08/08 To: 06/11
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- 4 **Key Process:** Maintain adequate facilities to ensure suitable teaching/learning environment.
Process Manager: Joe Blanchard
Completion Date: 06/11
Resources: School service/maintenance personnel, 3rd party contractors, and staff.
Restrainers: Keeping communication avenues open between faculty and service/maintenance personnel and limited funds.

Measurable Process Checks: Repair forms and feedback.
Action Steps
1 **Action Step** Utilize feedback form for improving school sanitation.
Timeline: From: 08/08 To: 06/11

5 **Key Process:** Ensure teachers' duty free planning and lunch times
Process Manager: John Williams

Completion Date: 06/11
Leadership Team

Resources: SIP Team
Volunteers for extra duty
Filling needed positions during lunches, before/after school hours

Restrainers: Reduced teaching loads for teachers with extra duty.

Measurable Process Checks: **Action Steps**
1 **Action Step** Ensure equitable rotation of coverage.
Timeline: From: 08/08 To: 06/11
2 **Action Step** Any planning period meetings will not exceed 45 minutes without staff consent.
Timeline: From: 08/08 To: 06/11

Wake County Public School System - School Improvement Planning
Waiver Request - 2008 - 2011 (Created 2008 - 2009)

*Waivers should be related to school improvement.
Create a separate page for each waiver.*

School Name: Middle Creek HS

Date of Request: March - 2008

School Year: 2007 - 2008

Waiver Requested: To allow flexibility in meeting the minimum 135 clock hours of instruction in a block schedule for high school course credit. Course credit will be based on student performance assessments as evidence of content mastery.

Policy to be Waived: GS 115C-84.2

How will this waiver impact school improvement?

Waiver of this policy will allow schools the ability to provide time within the school day for job-embedded professional development of Professional Learning Communities, IB vertical team planning, etc. We request the following dates: September 25, October 16, February 12, and March 5.

Please indicate the type of waiver:

 X State

 Local

Waiver requested on: 2008-03-26

Waiver status:

Wake County Public School System - School Improvement Planning
Waiver Request - 2008 - 2011 (Created 2008 - 2009)

*Waivers should be related to school improvement.
Create a separate page for each waiver.*

School Name: Middle Creek HS

Date of Request: March - 2008

School Year: 2008 - 2009

Waiver Requested: MCHS requests a waiver in class size restrictions (grades 9 - 12).

Policy to be Waived: GS 115C-301

How will this waiver impact school improvement?

Allowing flexibility in class size will allow more personalized instruction to students who may benefit from smaller class sizes specifically in academic class. This will also support our PBS program.

Please indicate the type of waiver:

State

Local

Waiver requested on: 2008-03-12

Waiver status:

Wake County Public School System - School Improvement Planning
Summary Sheet of Professional Development Activities (Created 2008 - 2009)

School Name: Middle Creek HS

For School Year: 2008 - 2009

Activity / Topic	Participants	Goal Supported
1. Village Meetings	All Staff	Recruit, retain, and train highly qualified employees.
2. Fires in the Bathroom	BT 2's	Recruit, retain, and train highly qualified employees.
3. Professional Learning Communities	All Staff	Learning and Teaching.
4. TBA topic for In-Service meetings with reading.	All staff	Learning and teaching.
5. Writing to Learn strategies.	All staff.	Learning and teaching.
6. Instructional technology.	Volunteer staff.	Learning and teaching and systems and structures.

