



ST. STEPHEN MIDDLE SCHOOL
11 SCHOOL STREET, ST. STEPHEN,
NB, E3L 2N4

TEL: (506) 466-7311
FAX (506) 466-7336
EMAIL - SSMS.NBED.NB.CA

A. DUNFIELD, PRINCIPAL
C. MACDOUGALL, VICE-PRINCIPAL

St. Stephen Middle School

School Improvement Plan

2012-2013

THE HIGHEST LEARNING FOR YOUR GREATEST FUTURE

Mission:

“The highest learning for your greatest future”

Vision:

SSMS strives to be a school with high levels of learning where all achieve success:

Opening doors to future opportunities

Values:

- **accountability**
- **respect**
- **honesty**
- **learning for all**
- **collaboration**
- **goal orientation**
- **openness to change**
- **positive attitude**
- **professionalism**
- **celebration of success**
- **high expectations**
- **health/safety**
- **community**
- **student centered**

SSMS Targets

Target 1. Literacy and Numeracy: review student data and implement strategies leading to a 2% improvement in assessment results.

Action	Responsibilities	Timeline	Evidence of Success
<p><u>Math</u>- we will keep unit assessment results in a shared digital folder in order to gauge improvement and then plan student interventions to address the gaps.</p> <p><u>Writing</u>- (a 2% will not apply as we assess student writing as BAA, AA, SA. We want students to improve/meet outcomes for appropriate achievement (for the students who are below appropriate) and strong achievement in one or more writing traits for those currently writing appropriately.</p> <p><u>Reading</u>- we will keep running records, administer comprehension tests, build student stamina in reading to self and graph the reading results. A pensive will be kept for each student in order to conference with them individually.</p> <p><u>Common Strategies</u>-</p> <ul style="list-style-type: none"> Review of data from previous year. Flexible Groupings SOS- specific and targeted to one deficiency X-Team- each x-class teacher will create a word wall All students under the R&M Umbrella will be held to the same expectations. 	Staff	For the end of each Math unit.	color coded digital Excel file.
	Staff	Reporting periods	-pensieves -common assessments throughout the year -demand pieces
	Staff	Reporting periods	-pensieves -running records - common assessments
	All staff/Teaching teams	By mid-October	Completed reviews
	Subject Teachers	Within each teaching unit	Improved student results
	Teaching Teams	at weekly team meetings	Improved student results
	X-Team Teachers	review words on a weekly basis	Increased usage of vocabulary words by students
	R&M Teachers and EAs	as specific skills are addressed	Improved student results

Target 2. Communication: using a variety of strategies, continue to facilitate free flow of information among school, home and community, leading to increased positive partnerships.

Action	Responsibilities	Timeline	Evidence of Success
<ul style="list-style-type: none"> Newsletters- hard copy & on-line 	Administrators Admin. Assistants	Monthly	Product
<ul style="list-style-type: none"> Synervoice 	Admin. Assistants Staff	As necessary	Observation of follow-up reports
<ul style="list-style-type: none"> 5 phone calls/week 	Every staff member	Weekly	Log kept
<ul style="list-style-type: none"> E-mail checked twice daily 	All staff	Daily	Immediate attention
<ul style="list-style-type: none"> Website/virtual classrooms 	Staff Tech Mentor Tech support	Mid-October	Available to all
<ul style="list-style-type: none"> School news column- Courier 	Staff/students	Weekly	Product
<ul style="list-style-type: none"> Advisor/Advisee meetings to increase student comfort 	All staff	Weekly	-Parent/student response
<ul style="list-style-type: none"> Morning announcements 	Admin. Assistants	Daily	Product
<ul style="list-style-type: none"> Team newsletter 	Blue Eagles & V-Reds	Monthly	Product
<ul style="list-style-type: none"> R&M students will have a book for two way communication (school-home) 	R&M teachers	Daily	Parent responses
<ul style="list-style-type: none"> X-Team- create and send to parents a syllabus outlying the seven week program 	X-Team members	6 times/year	Hard copy & website

Target 3. Teacher Improvement and evaluation: Create a comprehensive, school wide plan leading to high level teacher performance. (walk-throughs, feedback, PD opportunities, formal evaluation, support for Professional Goals.)

Action	Responsibilities	Timeline	Evidence of Success
Formal teacher evaluation- 1/3 staff	Administration	Oct. – May	Evaluation Summaries Teacher Feedback
PD presented at each team meeting	All Staff	Once/ 6 day cycle	Team minutes
Observing colleagues with best practices	Staff & Administration		Improved teaching Feedback
Professional reading	Administration Staff		Discussion-feedback
Developing, sharing, reviewing professional goals	Staff & Administration	Oct., Jan, May	Reflection
R&M- standard district evaluation process	EAs, R&M Teachers	Sept.- June	Completed evaluation form
Staff members will become familiar with necessary resources- Word Q, Fountas & Pinnell operation, IXL Math, Atlantic Math Curriculum K-3	EAs, R&M Teachers	Sept. – Dec.	Completed training