

Coppell Middle School West
2003-2004
Campus Improvement Plan

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Behavioral expectations communicated clearly and demonstrated during special times of the school year, consequently these expectations are met by West students.	Effective School Research, Safe School Research	All students.	Principals, Staff members, Students	August 2003-June 2004	Prin. Binder Reminder, Stud. Handbook, Counselors, Dare Officer, Adv., Posted Expectations	Reduction in referrals, fewer students in ISS, detention, and Saturday School
Community/school service projects for all students (clubs, advisory, teams) which are directly integrated into curriculum areas.	Effective school research, Strategic Plan, Service learning	All students.	Teachers and club sponsors	August 2003-June 2004	Donations, Mini grants, organizational skills, advisory time, club meetings/activities	Letters from beneficiaries of projects, photographs, students' reflections
Students are encouraged to participate in CMS West clubs and activities that meet during advisory and after school.	Service learning research, Middle School Philosophy	All students.	Teachers and Club Sponsors	August 2003-2004	Time, funds for activities, Staff leadership, student leadership, outside activities and speakers	Club attendance sheets, final projects, photographs,
School-wide, team and grade level recognition programs are held at the end of each six weeks and at the end of the year to recognize achievement and character traits.	Middle School research, Effective schools	All students and staff	Students, staff, and principals	August 2003-2004	Honor roll, team awards, Wrangler Award/Excell. , bulletin boards, photos, End of yr. Awards cere.	
Emphasize a Drug-Free School. Explore the possibility of implementing a program such as Project Alert.	Legal guidelines, Safe School Research	All students Project Alert to target 7 th grade students	DARE officer, Principals, Counselors, Nurse	August 2003-2004	DARE program, Advisory activities, MADD Video, Posters, Red Ribbon Wk. "Anti-Drug" Activities	Student activities and projects, advisory plans, DARE plans, assemblies, posters
Reinforce and Model Character Qualities throughout the school environment.	Middle School Philosophy, Strategic Plan, (Turning Points)	All students.	Staff, students, Counselors, principals	August 2003-2004	Team activities during advisory, team-building activities, faculty morale activities,	Team minutes, plans, observation
Utilize the Peer Mediation Program to reduce student conflict and promote a more positive school climate.	Sate and Drug Free Schools Research	All students	Students, school staff, administration, Peer mediators	August 2003-2004	Peer Mediation training, meetings, referrals, time, coordination, student by-in, student leadership	Referral and agreement forms, Reduction in office referrals

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Place a priority on a campus that is clean, orderly, functional and safe for students and staff.	Safe School Research	All students and staff members	Principals, staff members, students, CISD workers.	August 2003-2004	CISD maintenance, custodians, & food service, principals, staff & students, SRO officer	Custodian inspections, work orders, fire drill records, fire and police programs
Promote activities for faculty and staff to interact in a positive way to build staff morale and relationships such as monthly luncheons, birthday celebrations, outside get-togethers		Faculty and staff	Staff, Social Committee, Administrators , Counselors	August 2003-2004	Teachers, Team leaders, Administration, donations, time, volunteers, PTO	Weekly agenda, email, invitations, teacher/staff feedback, attendance at functions
Encourage teachers to adopt certain classroom practices that promote positive student/teacher relationships. (i.e. programs such as "Tribes" or "Capturing Kid's Hearts")	Strategic Plan - Character Action Team Research	Teachers, staff, students	Teachers, students, counselors	August 2003-2004	Staff in-service/training, purchase of materials, teacher participation and student involvement	Fewer discipline referrals, advisory plans, teacher/student feedback
Continue the Journaling practice in language arts classes with guided journal prompts to promote self-reflection and awareness and positive character traits.	Strategic Plan- Character Action Team Research	All students	Language Arts teachers, all students, Counselors	August 2003-2004	Materials copied, workbook for teachers	Journal samples, teacher plans
Provide curriculum-based activities on the identified character traits for each month	Strategic Plan – Character Action Committee Plan	All students	Teachers, Counselors, Administrators , Students	August 2003-2004	Team planning, Advisory classes, curriculum resources, in-service training, counselor input	Team minutes, copies of activities, observation

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Utilize parent volunteers on campus as guest speakers, chaperones for student activities and trips, program promoters, serving on campus committees	Effective Schools Research	All students	Teachers, Principals, PTO Vol. Coordinator	August 2003 - June 2004	PTO, time, business leaders and volunteers	Data Base of speakers, PTO volunteer sign-in records, team minutes, Field trip logs
Teams meet with parents and students having difficulty with subject matter or behavior issues	Middle School Research	All students	Staff, Team Leaders, Counselors, Team Leader	August 2003 - June 2004	voice mails, e-mails, teacher notes/messages, time	Students' grades, conference logs and conference records
Parental involvement if the activities of our students is promoted and fostered (teacher/parent conferences, teacher contacts)	Effective School Research	All students	Staff	August 2003 - June 2004	Telephone, team planning period, web page, time, communication means	Team notes, volunteer sign-in forms, conference records
Information Meetings to Promote the Needs of Special Needs Students (Pre-AP, Special Ed., ESL, Gifted & Talented, Dyslectic, and other special needs	IEP Goals, Law, LEP Goals, GT Guidelines, PreAP Contracts	Special "needs" groups	Special Ed, ESL, GT, MTA teachers, Counselors	August 2003 - June 2004	Time, Goal forms	Confirmation form that parents have received goals, copies on file, IEP and LEP forms
Use of Binder Reminder and School Home Connection process for communication between school and parents	Middle Schools Research	All students	Staff, Parents	August 2003 - June 2004	Time, funds, student - teacher collaboration	Feedback from students, parents and staff members
Use of Student TV Programing and District TV Programing to promote school information	Effective Schools Research	All students	Library, Media teacher, District Public Realtions	August 2003 - June 2004	Time, Media-retrieval system, software, students efforts	TV Announcements and programing (School / Community)
E-mail System used to send to parents information about what's occurring in classrooms and upcoming activities	Effective Schools Research	All students	Teachers	August 2003 - June 2004	Time, Software program, teacher training	Samples of informational e-mails, tech. messages.

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Provide Orientation Information Meetings during "Transitional Times" and "Registration Times" in the spring for upcoming school years.	Effective Schools Research	All staff and students	Counselors Principals Teachers	August 2003 - June 2004	Newsletters, Web Site, E-mail, Mailed Newsletters, Wrangler Hotline	Parent Survey, Web Site, Teacher Hotline, copies of newsletters, Orientation agendas
Utilize technology to communicate with Coppell Community.	Effective Schools Research	All programs	Principal, PTO, All staff members	Ongoing throughout the year	Voicemail, E-mail, Web Page (Campus & Teacher), multi-media equipment	Web Page, Copies of newsletters, records of voice mail & e-mails
Recruit and maintain a volunteer program with the help of the West PTO	Effective Schools Research; M.S. Philosophy	All programs	Parents, Principals, Office Staff	Ongoing throughout the year	Time, Parents, Community Members	Sign-in sheets, recruitment forms, name tags for volunteers, survey
PTO will support and contribute to the West M.S. positive community learning environment	Effective Schools Research	All programs	PTO President PTO Committees, Principal	Ongoing throughout the year	PTO membership, volunteers, time	PTO BOard minutes, Records of projects, programs, and activities
Open House Format for Curriculum Night and Texas Public School Night	Effective Schools Research	All programs	Principal, Teachers	August 2003 - June 2004	Time, Teachers planning, parents & community visits	Copies of newsletters, Parent sign-in forms, feedback from parents
Continue with monthly Parent Newsletter (Hard copy as well as web page)	Effective Schools Research	All programs	Principal, Staff, PTO Editor	August 2003 - June 2004	Time, volunteers efforts,	Copies of Newsletters, Web Page samples
Continue to make presentations at Coppell Service Organizations (Assistance League, Rotary Club, Lions, etc.)	Effective Schools Research	All programs	Principal, Counselors, Staff Members	August 2003 - June 2004	Time, Presentations	Agendas of meetings, presentation materials

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Continue to provide mini workshops for parents in better understanding middle school student issues (transition, homework, handling responsibility, stand. testing, etc).	Effective Schools and Middle School Research	All students	Counselors Principals Teachers	August 2003 - June 2004	Handout materials, Counselors expertise, Time, Breakfast treats	Program agendas and handouts (effective parenting, transition, homework, testing)
Continue to provide opportunities for high school students to work with middle school teaching staff and students	Effective Schools	All students	TAFE Coordinator, Teachers	August 2003 - June 2004	Time, TAFE Orientation Meeting for teachers, teacher resources, high school student volunteers	TAFE Resource materials, Orientation Meeting student and teacher handouts
Continue to make local businesses aware of how each can be involved to help meet the needs of our students, teaching staff and parent s	Effective Schools and Middle School Research	All students , teachers and parents	Teachers, PTO, Counselors & Principals	August 2003 - June 2004	Time, Business orientations	Specific contributions and donation records of businesses and volunteers
Continue to make parents and volunteers aware of how their business can match donations with monetary contributions and other resources.	Effective School Research	All students, parents and staff	Principals, Teachers, PTO	August 2003 - June 2004	Campus Newsletter, Campus Web Site, PTO Networking	Copies of records, agendas, memos
Continue to make local organizations like Rotary Club, Kiwanis, and local churches aware of volunteer and mentoring needs	Middle School Research	All students	Principals, Counselors, Teachers	August 2003 - June 2004	Time, Networking connections, Orientation Meetings	Agendas, logs and records of volunteer work, Volunteer flyers

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Introduce and keep at a high priority all aspects of middle school philosophy to new and existing West staff (Orientation, Team meetings, staff development at faculty mtgs).	Middle School Research	All staff members	Principal, Counselors, Staff members	August 2003 - June 2004	Orientation & Staff Dev. time, TMSA and NCTMSL participation, funds, reading materials	Faculty & Team minutes, photos, student surveys
Promote a positive school climate and provide for both student and staff involvement in a variety of activities	Middle School Research (Turning Points)	All students and staff members	All Staff, Principal	August 2003 - June 2004	Time, funds, staff volunteer to sponsor activities and participate in staff activities	List of activities, clubs, list of committee members, photos
Encourage team members to actively support student activities such as special programs, speakers, field trips, videos.	Effective School Research	All students and staff members	Teachers, students, sponsors	August 2003 - June 2004	Time, planning	Photos, Monday Memo recognition, club activities agenda
Review on a continued basis expectations of the CISD Staff Member Profile	Strategic Plan Committee	All staff members	Teachers and all staff members	August 2003 - June 2004	Staff development, time, reflections	Faculty meetings, staff yearly goals staff development conferences
Structure daily team planning period to assist teachers in meeting the needs of students, and planning activities that integrate technology, other curriculums, citizenship	Middle School Research	Staff members	Principal	August 2003 - June 2004	Time, Master schedule, team space to meet	Master schedule, staff, student & parent feedback, minutes of meetings
Utilize staff member strengths in determining team member responsibilities	Effective School Research, Middle School Philosophy	All programs	Teachers, staff members	August 2003 - June 2004	Principal, Team leaders, team members	Team members roles & responsibilities list, team minutes
Encourage and guide staff members to collaboratively determine their yearly goals for professional growth	PDAS Guidelines	All staff	All staff members and principal	August 2003 - June 2004	Time, planning	Yearly goals, Conference feedback

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Provide opportunities for staff to stay current on middle school issues and best practices.	Middle School Philosophy	All staff	Principals, Dept. Heads, Counselors	August 2003-June 2004	TMSA, NCTMSL, Reading materials	Faculty and team minutes, conference agendas, periodicals
Continue to collaborate with other CISD middle schools in aligning curriculum.	Strategic Plan	All staff	Dept. Heads, Principals	August 2003-June 2004	Time	Curriculum documents
Encourage and promote staff continuing education and recognition of outstanding accomplishments/dedication to life-long learning.	Effective school research	All staff	Principals	August 2003-June 2004	Time Recognition cards	Spotlights in newsletters, I caught you cards, newspaper releases
Promote positive morale through fun, informal activities such as luncheons, drawings for door prizes at faculty meeting, special occasion cards, etc.	Effective school research	All staff	Team Leaders, counselors	August 2003-June 2004	Time Holiday morale gifts Hospitality/Sunshine Committee	calendar of events weekly memos
Encourage staff to promote their educational honors and collegiate affiliations as well as the student activities they sponsor	Effective school research	All staff	Asst. Principals	August 2003-October 2004	Time, lamination, paper	Faculty academic profile signs posted outside doors
Recognize teachers for educational excellence	Effective school research	All staff	All staff	August 2003-June 2004	Time, Teacher of the Year nomination forms, recognition cards	Teacher of the Year, Employee of the Quarter

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Continue implementation of rigor and depth of all curriculum areas	TAKS Information & CISD Expectations	All programs	Teachers, Support staff, Principals	August 2003 - June 2004	THINKING MAPS (Notebooks for staff, staff development, supplies, time to plan	Student work, TAKS results, walk-thoughts and lesson plans
Continue implementation of graphic organizers to increase students Higher Order Thinking Skills	TAKS information, Effective Teach. Practices	All programs	Teachers, Principals	August 2003 - June 2004	Thinking Maps Notebooks and training. Inspiration Software Concept Maps	Student products, walk-throughsTAKS results
Offer tutorials to students before and after school each week (teams offer time for assistance during special advisory times).	Effective Schools Research	At-risk students, All students	Teachers	August 2003 - June 2004	Remedial work, variety of extra lessons to practice skills, time	Tutorial logs, team minutes, survey students, develop bench marks
Overview of differentiated, conceptual curriculum for staff members at WEST	CISD expectations, Effective Teach. Practices	All students	Teachers, Principals, District Trainers	August 2003- June 2004	Staff Development Trainers, time, Concept-based reading materials	Training records, presentation evaluation forms
Utilization of Bloom's Taxonomy (Open-ended questioning) All staff members have Bloom's Taxonomy Materials and post information in all classrooms	TAKS information, Bloom's Taxonomy	All students	Teachers	August 2003 - June 2004	Staff Development Time, materials (beginning of school and throughout year)	Walk-thoughts, PDAS observations, student work & products
Differentiated instructional strategies utilized in all subject areas	TAKS information	All programs	Teachers Trainers	August 2003-2004	Staff Development Time, materials	Walk-throughs, PDAS observations, Lesson plans, student work
Incorporate Write Traits into all content areas	TAKS information, CISD expectations	All programs	Teachers	August 2003-2004	Staff development time	Walk throughs, PDAS observations, Lesson plans, student work

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Make students, parents, and teachers aware of the benefits of the Pre-AP/AP program and the Distinguished Achievement Program for graduation	Graduation Plan rate	All students	Administrators Counselors, Teachers	Fall 2003	DAP information and guidelines, Pre-AP/AP information	Increased # of students enrolling in the Pre-AP/AP prog. and the DAP graduation plan
Use questions that reflect TAKS reading question format to understand reading for content. Utilize "stem" question (Web Cast)	TAKS information, TEA released tests	All students	Teachers	August 2003-May 2004	TEA released tests	PDAS observations, Walk-throughs, Lesson plans
Train teachers on Concept-based instruction	TAKS information CISD expectations	All students	Teachers	October 2003 to May 2004	Budget for consultant	Walk-throughs, lesson plans, Use of District curriculum
Use strategies which move students toward more self-evaluation of metacognitive processes and differentiated assessments.	TAKS data, effective teaching practices	All students	Teachers	August 2003 to May 2004	Staff Development time, effective teaching materials	Student work, lesson plans, PDAS, Observations
Integrate the science curriculum in an inquiry based instructional program	TAKS data CISD vertical alignment	All students	Science teachers, trainers	August 2003 to May 2004	Staff Development time,	Lesson plans, student lab reports, observations, PDAS
Provide diverse reading material for students that addresses all types of reading ... fiction, scientific, expository, etc.	TAKS data TEKS	All students	Library, All staff	August 2003-May 2004	Catalogs, curriculum alignment, monetary support	Purchase orders, agendas of meetings with Media Center and LA teachers
Plan at least two integrated curriculum projects per team each with activities for field trips planned and executed when appropriate.	TAKS data, Effective teaching practices	All students	Teachers, team leaders, Department chairpersons	August 2003-May 2004	Internet, team planning, curriculum maps, core teachers, transportation, funds	Student work, programs and agendas, team minutes, calendars

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Increase enrollment in all Pre-AP classes by 10%	TAKS, COGAT, ITBS	All students	Teachers Counselors Administrators	August 2003 - Ongoing	Test results, grades	Pre-AP course enrollment,
Train staff in Pre-AP/GT strategies.	CISD Goals, The CISD graduate, The CISD Professional	All students	All Staff	August 2003 - August 2004	Pre-AP/GT trainers GT Teacher Administrator	Training Sign in, Agendas, certificates
Offer focused tutoring sessions for TAKS objectives not mastered in all content areas.	AESIT Reports, TAKS Data	All students	Core content teachers	Spring 2004	AESIT reports, tutoring schedule by objective	Tutoring logs, greater mastery of TAKS

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Train teachers on modifications and accommodations for special needs students in regular education classroom to achieve student success	IEP 504 plans PIEMS ESL Mod.	Special Ed. ESL MTA 504	All Staff	August 03- June 04	Special ed., ESL, MTA Teachers Counselors Administrators	training agenda sign in sheets hand outs
Implement MTS reading program (Multi-sensory teaching system)	TAKS PIEMS	Special Ed. Dyslexia	Special Ed MTA	August 03- June 04	Special Ed. and MTA teachers	workshop materials, program certificate lesson plans
Participation in Region 10 ESL Co-op by core/ regular ed. teachers	ESL modifications	ESL	Core Teachers	Aug 03- June 04	Region 10 trainers	workshop certificates
Train teachers in SST process to identify student needs	CAP AEIS/ ITs	Special Ed. dyslexic 504	Spec . Ed Teachers, Counselors Administrators	August 03- June 04	Counselors Administratorss	training sign in SST minutes
Train teachers on grading special needs students in core classes and following IEP's	IEP, ESL modifications 504 plans	Special Ed. ESL 504	Special Ed. ESL Counselors Administrators	August 03- June 04	Special Ed. ESL Counselors Administrators	training sign in agenda TEAM minutes
Train teachers on confidentiality - binders, 504's checking cum folders	CAP	All Staff	Sp. Ed, ESL, Counselors, Administrators ,School nurse	August 03- June 04	Counselors, Special Ed., green binders nurse, 504 folders, ESL modifications	agenda, sign in confidentiality logs
Identify at risk students to formulate an action plan to increase student success (students not having IEP or modifications)	at risk report PEIMS report	At Risk	Team teachers Counselors	August 03 - June 04	Counselors Teachers Parents	action plans SST's TAKS results report cards

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Provide audio novels for students with reading or language difficulties to allow for greater comprehension and understanding of class novels	IEP, 504 plans, PEIMS, ESL modifications	At-Risk students	All Language Arts teachers	January 2004	Compensatory Ed Funds 199-11-6329.00-043-4-11 \$1450.00	Purchase Orders, Library check out log
Enhance tutoring in the core areas by providing a technology based tutorial program (SLEEK, River Deep) for practice and assessment for TAKS	TAKS data, AESIT at risk report, PEIMS	At-Risk students	Core teachers, Special Ed teachers, ESL teachers	January 2004	Compensatory Ed Funds 199-11-6396.00-043-4-11 \$1850.00	Purchase Orders, tutoring logs, Lab reservation list

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Review and integrate technology strategies in all areas of study.	Technology TEKS, TAKS information	CATE, All students	Teachers, Technology Integrated Specialist	August 2003 - June 2004	Time in computer/mobile labs, varied curriculum software, technology TEKS/staff development	Teacher presentations, student generated products, integrated curriculum
Identify areas of student need through use of spreadsheets and data base applications for data analysis	AEIS-IT Program, TAKS results	All students including At-risk students	All staff	August 2003 - June 2004	AEIS-IT program training	TAKS results, AEIS-IT Program results
Collaborate with integration /media specialists on research products that include non-print resources and/or internet at least once per semester.	TEKS information, previous TAKS data	All students	Staff members, Media & Integ specialists	August 2003 - June 2004	Integration technologist specialist, media specialist lessons, computer staff development	Students' work, lesson plans, technology lesson plans, rubrics
Implement and integrate CISD Portal to assist in sharing best practices methods for student instruction.	TAKS information, TEKS	All students	All staff	August 2003 - June 2004	Time with computer, time with integration technologist, staff development	CISD Portal (webpage, grading, lesson plans)