

**William Diamond Middle School  
School Improvement Plan  
2018-2019**

**Site Council Members:**

Haxia (Suzy) Wang, Parent

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Dan Strollo, Parent/Co Chair

Jennifer Turner, Principal/Co Chair

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# William Diamond Middle School Improvement Plan 2018-2019 DRAFT

## Goal 1: To Improve Academic Performance for All Students

Action	Implementation Steps	Completed	On Going	No Action
<p><b><u>Scheduling</u></b> Create and implement a new middle school schedule</p>	<p>The scheduling committee will continue to meet regularly with the goal of creating and implementing a new middle school schedule for the 19-20 school year</p> <p>The scheduling committee will provide regular updates to staff and the community - they will also seek feedback regarding the process of developing and implementing a new schedule</p> <p>*This work strives to improve both the academic and the social/emotional growth of our students</p>			
<p><b><u>Professional Growth and Development</u></b> Support professional learning by providing varied and flexible growth opportunities</p>	<p>Administration will facilitate the implementation of more discussion focused staff meetings centered on our theme for the year.</p> <p>Interested staff will continue to explore the possibility of implementing Project Based Learning (PBL) in order to engage all students in the classroom</p> <p>ITS will continue to provide “Tech in 10” instructional sessions at every faculty meeting in order to teach and model the effective use of multiple technology tools</p>			
<p><b><u>Technology Integration</u></b> Increase and improve upon the flexible integration of technology at all grade levels</p>	<p>Chromebooks will be implemented at the 6th grade level to supplement existing Macbook and iPad carts so that students can learn to access Google Classroom, organize their Google Drive, and familiarize themselves</p>			

	<p>with a variety of devices</p> <p>Diamond and Clarke will shift the 1:1 initiative from iPads to Chromebooks and will collaborate throughout the year to establish specific implementation goals and assess progress towards those goals</p> <p>ITS will continue to provide training and support to all staff as needed</p>			
<p><b><u>RTI</u></b> Continue to implement an improved RTI model that includes a Child Study process and a focus on tier 1 strategies monitored by interdisciplinary teams</p>	<p>RTI Committee will continue to meet to evaluate the Child Study process and implement changes as needed</p> <p>Team Leaders, administration and guidance will continue to evaluate the most effective use of team meeting times and notes to support student learning</p> <p>Administration will facilitate a shift in the team leader model from managerial leaders to instructional leaders</p> <p>The Smooth Sailing Team will continue to meet, led by a member of the counseling department - a system of communication to faculty from Smooth Sailing will be developed and implemented</p> <p>Interested staff will receive training in Collaborative Problem Solving to assist them in their work with struggling students</p> <p>*This work strives to improve both the academic and the social/emotional growth of our students</p>			
<p><b><u>WIN</u></b> Refine the use of our WIN block as a tool for providing flexible time for students</p>	<p>A WIN Committee will meet quarterly to evaluate the WIN implementation and recommend and implement changes as needed</p> <p>*This work strives to improve both the academic and the social/emotional growth of our students</p>			

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## Goal 2: To Improve Social and Emotional Program Supports for All Students

Action	Implementation Steps	Completed	On Going	No Action
<p><b>PBIS</b> Continue the implementation of a school-wide positive behavioral intervention system</p>	<p>The counseling department will lead and expand the implementation of our DRUM initiative</p> <p>The counseling department will collaborate with staff and administration to continuously assess the DRUM initiative and recommend and implement changes as needed</p>			
<p><b><u>Diversity, Equity, and Inclusion</u></b> Promote continued growth and understanding regarding diversity, equity and inclusion</p>	<p>Professional learning opportunities will be explored to begin the process of delving into difficult conversations with staff around diversity and equity</p> <ul style="list-style-type: none"> <li>○ Share findings from the Diversity, Equity, and Inclusion Symposium</li> <li>○ Expand collaboration with RIDES</li> <li>○ Encourage more staff to participate in training on Collaborative Problem Solving</li> <li>○ Restructure the way we deliver math instruction</li> <li>○ Modify the implementation of our DRUM Initiative to better reflect an understanding of diversity, equity and inclusion</li> </ul> <p>This year's theme will focus on expanding the use of a universal design process that will better include ALL learners - the implementation of this theme will serve as the focus of faculty meetings, group discussions, and professional learning opportunities throughout the year</p> <p>New discipline protocols will be established and implemented by</p>			

	administration to ensure equity in the intake, investigation and conclusion of disciplinary incidents			
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## Goal 3: To focus on continuing to cultivate a positive building climate

Action	Implementation Steps	Completed	On Going	No Action
<p><b><u>Communication</u></b>                      Increase the frequency and efficacy of communication between and among staff and administration</p> <p>Increase communication between administration and families</p>	<p>Administration will develop and share a theme centered around improving the implementation of instructional methods designed to meet ALL learners - this theme will ground and focus our work for the 18-19 year</p> <p>Administration will continue to provide weekly updates for staff using Google Sites</p> <p>School leadership will continue to prioritize visibility in classrooms and at meetings in order to support staff work, open the lines of communication, and provide more regular feedback</p> <p>The Principal will continue to send families a weekly preview - the DRUM Beat - using Google Sites</p> <p>The Principal will work with the PTA to continue to offer quarterly coffees out in the community hosted by Diamond families</p>			
<p><b><u>Culture &amp; Climate</u></b>                      Continue to build and develop a positive building culture</p>	<p>The Principal will continue to offer monthly advisory meetings where staff can come to discuss whatever topic may be on their mind</p> <p>The Principal will continue to focus on increasing classroom and hallway presence</p> <p>A student advisory will be implemented during WIN blocks allowing students the opportunity to meet with the Principal to offer feedback and</p>			

	<p>make recommendations</p> <p>There will continue to be a gradual shift to a more collaborative leadership model including the following concrete steps:</p> <ul style="list-style-type: none"><li>→ Shifting the DRUM work to the counseling department</li><li>→ Allowing a counselor to facilitate and lead the Smooth Sailing team meetings</li><li>→ Redefining the role of team leaders to have less of a managerial focus and more of an instructional focus</li><li>→ Soliciting staff members to lead small group sessions during faculty meetings</li><li>→ Providing staff a forum to voice their concerns through Principal's advisory meetings</li><li>→ Empowering committees - such as the RTI and WIN Committees - to make decisions and implement change in the best interest of students</li><li>→ Transitioning faculty meetings to a more discussion-based focus</li></ul>			
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## Goal 4: To ensure school safety for all students and staff

Action	Implementation Steps	Completed	On Going	No Action
<p><b><u>ALICE</u></b> Review school safety procedures and provide informational sessions, professional learning opportunities, and collaboration opportunities with staff, students, parents, public safety staff and the greater Diamond School Community</p>	<p>Continue to train staff on the ALICE protocol (Alert, Lockdown, Inform, Counter, Evacuate)</p> <p>Coordinate with the LPD, central office and all 9 Lexington Public Schools to develop action plans for the implementation of district protocols regarding drills and trainings</p> <p>Conduct a parent meeting to discuss the ALICE protocol</p> <p>Implement at least one student ALICE drill in alignment with the district and in conjunction with the LPD</p>			



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## Goal 5: To collaborate regarding the completion of the Diamond building project

Action	Implementation Steps	Completed	On Going	No Action
<p><b><u>Building Project</u></b>                      Ensure the effective and smooth completion of the building project at Diamond including the addition of a new courtyard and a new HVAC system building-wide</p>	<p>Diamond administration will meet regularly with facilities to ensure smooth completion of the construction including all punch list items</p> <p>Diamond administration will communicate regularly regarding the operations of the new HVAC system in addition to other new building functions including electrical work, technology, alarm systems, etc.</p>			