

MMS-MHS SCHOOL GOALS FOR 2016-17 SCHOOL YEAR

Goal #1 – Increase the Middle and High School overall attendance rate to 94%.

How will we achieve this goal?

We will implement an attendance initiative known as “8 or Less!” that encourages students to not miss 8 or more days of school in a year. We will get staff and community members on board to also promote this.

We will create a perfect attendance incentive for students who have perfect attendance for the first 30 days of school. Students will be able to earn a trip to the aquatic center or the bowling alley during school hours.

We will send monthly letters updating parents as to where their students sit for number of days missed.

When students get reach five absences in the first semester we will hold a meeting with school, student and parent to discuss ways to improve that student’s attendance.

If a student has chronic absences a truancy petition will be filled out and filed with the county or tribal court.

The STEP grant representative will be notified and we will set up a home visit to parents residence.

Goal #2 – We will decrease discipline referrals by 20% in the middle and high school. High School down to 78 referrals and middle school down to 187 referrals.

How will we achieve this goal?

The staff will teach the universal behavior matrix to every student in the school.

We will create teach-to Tuesdays. Every Tuesday students will be taught a lesson on behavior expectations in a specific common area within the school.

The staff will reinforce positive behavior with DAWGS tickets and Bulldog tickets.

We will hold monthly and quarterly drawings for prizes that reward positive behavior.

We will enforce rules and regulations with fidelity.

Goal #3 – We will increase our graduation rate to 90% from 87.5 %.

How will we achieve this goal?

We will create and implement an advisory program to help students transition through high school.

We will continue to offer a Freshman and new student Jumpstart program at the beginning of each year. This will be to help students transition and feel comfortable while they're at school.

We will use the Early Warning System data to watch and analyze students are in need of help or assistance.

We will hold a college application night, a FAFSA night, and encourage all students to take the ACT.

We will not let kids slip through the cracks.

Goal #4 – We will decrease our dropout rate to 2% from 2.5%.

We will create and implement an advisory program to help students transition through high school.

We will continue to offer a Freshman and new student Jumpstart program at the beginning of each year. This will be to help students transition and feel comfortable while they're at school.

We will use the Early Warning System data to watch and analyze students are in need of help or assistance.

We will hold a college application night, a FAFSA night, and encourage all students to take the ACT.

We will not let kids slip through the cracks.

Goal #5 – We will implement The Fundamental 5 tenets with 90% fidelity amongst the middle and high school staff.

-Staff will receive proper training on the Fundamental 5.

-Principal will go into the classroom and observe and track how often the fundamental five is being practiced/seen.

Goal #6 – Improve communication between school and home.

-Principal will produce a quarterly newsletter to mail home, as well as send home a monthly calendar or events.

-We will keep webpage and social media sites updated to keep communication with families.

-Work with tribal education department and the STEP grant to open lines of communication with tribal families.

-We will host student led conferences in the fall and personally invite all of our parents.

-We will survey families at student led conferences as to what they want for their child and out of school.

-Principal will maintain an open door policy for parents and families.

-Teachers will send home 5 "Good News from School" postcards home a month.

-We will mail home progress reports and report cards 8 times a year.

Mission Middle School - Mission High School

CLASSROOM/TEACHING/SCHOOL EXPECTATIONS 2016-17

- The contractual day runs from 8:00am-3:40pm. Your prep time is for planning and preparation. If for some reason you have to leave, let someone know in the office. Don't beat busses out on Friday's.
- You are expected to be in the halls during all passing periods, actively supervising, greeting students(preferably by first-name) as they enter class(Domain 1b, 2a and CBA).
- Handbook/planner or hall pass required every period every day. Students can only leave class with a pass from the office or by taking their planner/pass with them. One in one out.
- Set expectations for the school year at the beginning of year. Do not expect students to know how to behave. Teach expectations (Teach-To's) and procedures for your classes, for moving, and for common areas within the school (Domain 2b).
- Maintain a safe and orderly environment, clean classroom and work space. This is a professional place of work and you are expected to maintain it as such(Domain 2e).
- Course Syllabus handed to every student to start the year, with academic, grading and behavioral expectations (Domain 1c, 2b, 3a, 4c).
- The office is a place of business and shall remain as such. Be aware of what you say while in the office and who is standing in our outside of. Do not want to break any confidentiality issues.
- Do not leave your students unsupervised. If something happens while you're out of class, you are liable. This includes use of computer labs (Domain 2e).
- Hang your class schedule, with prep period, outside of your door.
- Maintain a seating chart for every class(for substitutes, emergencies, best practice, classroom management tool (Domain 2b)
- Deliberate Use of Learning Objectives(Framing the Lesson – The Fundamental 5, Domain 2b, 3a)
 - Daily Learning Objectives posted on board - Verbally state objectives as well
 - Educational research supports this, Common Core
- Establish rituals and routines (Domain 2b, 2c)
 - Bell-to-Bell Instruction (Domain 3c), if students are standing in line at your door at the end of a period, there are problems. Time on Task

- Attendance – develop a routine and do it consistently first 10 minutes of class, no exceptions (Domain 4b)
 - Bell work is a necessity. This is work for students to be doing as soon as they enter the classroom. This is the easiest way to get kids on task and into routines. Review of previous days assignment, preview of the days lesson, interesting facts or fill out their planner daily with homework/assignments/objectives. This also requires assignments be posted daily. Research shows students learn better when bell work is presented on a daily basis(Riddle) (Domain 2b,2c,3a,3c)School Board and Supt. Time on Task
 - Close up shop. Always review and assess learning, either formally or informally (Framing the Lesson, The Fundamental 5).
 - Grades Must Be Updated **Weekly** (Domain 4b,4c) – 94.85% of MHS students/55% of parents accessed Infinite Campus in 15-16 school year up. 91% of middle school students accessed and 50% of their parents accessed.
 - Only **one** student out of the class at a time. Always with a pass.
 - Discipline – consistent, fair, progressive. There is no place for yelling, arguing, or sarcasm at MMS/MHS. You don't have to like all kids, you just have to make them think you like them. If you don't enforce the rules, you make it dangerous for everyone else (Domain 2d).
- Be consistent in enforcing handbook rules and school/district policy e.g. cell phones/dress code (Domain 2d). We don't have rules unless everyone enforces them consistently.
 - Celebrate and advocate for all students – Good News from School Postcards, DAWG tickets, Bulldog Cards, atta boys.
 - Use a variety of instructional strategies – engage your students. What seating arrangement enduces the greatest amount of participation?
 - Take some calculated risks. Don't be afraid to try something new and fail.
 - Professional or Business Casual Dress – Casual Fridays – Jeans and Bulldog Gear/Colors
 - Display student work and projects. Everybody loves to see their own stuff displayed(Domain 2b.
 - Over-prepare for substitute teachers. You must leave them; detailed notes for every period of the day, class schedule, seating chart, explanation of attendance procedure, list of who to contact if they have questions about content, ample work for the class periods they are taking over for. Not everyone can read your handwriting, so type plans out. An emergency folder of work to Brenda before the year starts.
 - Communicate with Parents – If parents e-mail or call you, we need to respond to them within **24 hours**. No exceptions. Work to get parents e-mail addresses, updated phone numbers during conferences (Domain 4c).

<p style="text-align: center;">Every day is a great day at MMS/MHS!</p>
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MR. HENDRICKSON PERSONAL GOALS FOR MMS/MHS 2016-17 SCHOOL YEAR

I. Improve communication between the school and parents.

How? Being visible and talking on a personal level with parents when they come to the school, or events held here. Have and advertise an open-door policy to my office. Hold a Meet and Greet. Continue with newsletter and calendar with pertinent dates. Use the district all-call system for important events. Update the school webpage and use social media.

II. Get to know the staff and students on a personal level.

How? Try to meet with each teacher 1 on 1. Be visible in the hallways between classes, before and after school and at lunch. Talk on a personal level. Learn all of the new students and sixth graders names.

III. Provide a safe and orderly school environment.

How? I will be visible and present between all passing periods and lunch, and before and after school. Create a supervision schedule that addresses major areas of concern for safety. Teachers will be in the halls and actively supervising before school, during passing periods, and after school, both in the school and at the bus loading and unloading zone.

IV. Increase the rigor and relevance of the education we offer to our students..

How? Staff will adopt and implement the Fundamental 5 for the 16-17 school year. I will provide training and support in any way possible to teachers. I will conduct a minimum of 4 classroom walkthroughs of each staff member in the middle and high school. I will properly evaluate all staff members who are in the cycle to be evaluated this year.

V. Explore ways of increasing dual credit options available to students of MHS.

How? Work with Shannon to see what needs and areas would be the best fit. Reach out to post-secondary institutions in Western Montana – SKC, FVCC, U of M, MSU

VI. Increase student attendance rates at MMS/MHS with the purpose of increasing student achievement and lowering number of at-risk students.

How? Attendance initiatives should help with this. Help students to know the importance of regular attendance. With the help of Attendance Clerk work to communicate properly about student attendance by sending out letters, calling parents, and meeting with students on a regular basis about their attendance. Work with Tribal Ed and the STEP program.

VII. Improve overall image of MMS/MHS within the greater St. Ignatius Community.

How? Meet with community members to discuss our initiatives and discuss any questions or concerns they may have. Create and distribute "Did You Know" flyers, 8 or Less initiative, and give local business owners a working script of conversations or questions they may have with our students. Regularly promote what's going on at MMS/MHS. Create and distribute a pamphlet to the community about "What's Going On at MMS/MHS." Be visible and in attendance at our extra-curricular activities, and making those events well-supervised and welcoming to community members.

VIII. Work to increase the effectiveness of Professional Learning Communities

How? Gauge where we are at as a staff and make a plan for future. Allow staff time to meet and converse/work together. Make sure staff are properly trained in PLC's.