

# Green Cove Springs Junior High School



2014-15 School Improvement Plan

## Green Cove Springs Junior High School

1220 BONAVENTURE AVE, Green Cove Springs, FL 32043

<http://gcj.oneclay.net>

### School Demographics

**School Type**

Middle

**Title I**

No

**Free/Reduced Price Lunch**

32%

**Alternative/ESE Center**

No

**Charter School**

No

**Minority**

24%

### School Grades History

Year	2013-14	2012-13	2011-12	2010-11
Grade	A	C	B	A

### School Board Approval

This plan is pending approval by the Clay County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F, or with a grade of F within the prior two years. For all other schools, the district may use a template of its choosing. All districts must submit annual assurances that their plans meet statutory requirements.

This document was prepared by school and district leadership using the Florida Department of Education's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify resources available to support the goals and barriers that could hinder achieving those goals (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies

## Differentiated Accountability

Florida’s Differentiated Accountability (DA) system is a statewide network of strategic support, differentiated by need according to performance data, and provided to schools and districts in order to improve leadership capacity, teacher efficacy and student outcomes. DA field teams collaborate with district and school leadership to design, implement and refine improvement plans, as well as provide instructional coaching, as needed.

### DA Regions

Florida’s DA network is divided into five geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

Traditional public schools are classified at the start of each school year, based upon the most recently released school grades (A-F), into one of the following categories:

- Not in DA – currently A or B with no F in prior three years; charter schools; ungraded schools
- Monitoring Only – currently A or B with at least one F in the prior three years
- Prevent – currently C
- Focus – currently D
  - Planning – two consecutive grades of D (i.e., DD), or a grade of F immediately followed by a grade of D in the most recent grades release (i.e., FD)
  - Implementing – two consecutive grades of D in the most recent grades release preceded by a grade below C (i.e., FDD or DDD)
- Priority – currently F
  - Planning – declined to a grade of F in the most recent grades release and have not received a planning year or implemented a turnaround option during the previous school year
  - Implementing – two consecutive grades of F (i.e., FF), or three consecutive grades below C with an F in the most recent grades release (i.e., FDF or DDF)

### DA Turnaround and Monitoring Statuses

Additionally, schools in DA are subject to one or more of the following Turnaround and Monitoring Statuses:

- Former F – currently A-D with at least one F in the prior three years; SIP is monitored by FDOE
- Planning – Focus Planning and Priority Planning; district is planning for possible turnaround
- Implementing – Focus Implementing and Priority Implementing; district is implementing the Turnaround Option Plan (TOP)

### 2014-15 DA Category and Statuses

DA Category	Region	RED
Not In DA	2	<a href="#">Wayne Green</a>
Former F	Turnaround Status	
No		





## Part I: Current School Status

### Supportive Environment

#### School Mission and Vision

##### **Provide the school's mission statement**

Our mission at Green Cove Springs Junior High School is to create and maintain an environment where "EVERY STUDENT IS A WINNER IN SOME WAY, EVERY DAY" with parents the community as partners in the everyday function of our school. This will be evidenced by a mastery of skills essential to foster academic achievement and social responsibility. The school accepts this mission to create an environment which will motivate all students toward these goals.

##### **Provide the school's vision statement**

Green Cove Springs Junior High will provide a quality education in a safe environment for our diverse student population where social responsibility is fostered and all students are motivated to master academic goals.

#### School Environment

##### **Describe the process by which the school learns about students' cultures and builds relationships between teachers and students**

The GCJH faculty have meetings to discuss how to build rapport with students. Also, teaching cultural awareness in Social Studies classes, and promoting social tolerance of all people is done periodically throughout the school year. The guidance department is involved in counseling students on being accepting of others by holding student conferences and utilizing the Student 2 Student program with Student Ambassadors who help new students adjust to our school and make sure they feel welcome and accepted.

##### **Describe how the school creates an environment where students feel safe and respected before, during and after school**

The faculty and staff at GCJH are dedicated to creating an environment where students feel safe and respected before, during and after school. Teacher supervision is critical for this endeavor. Faculty and staff have designated duty stations before and after school and monitor hallway traffic between each class period.

Our Foundations team meets monthly and go to trainings to establish positive discipline policies in creating a safe and civil school. One of the outcomes from implementing Foundations includes Student surveys on choices and feedback on experiences to guide decision making by staff. Our guidance department has a bully box to report poor peer interactions. Students that are bullied or the students that are accused of bullying are able to receive counseling from peer students, guidance counselors, SAP or our military family life counselor. Student Ambassadors to help other students assimilate to the school culture and provide friendly faces for our students to turn to for any questions.

##### **Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced**

Green Cove Junior High participates in the Foundations program to create a Safe and Civil School. The Foundation's initiative seeks to help teams of employees come up with solutions to campus-wide



problems, and make the school a better place as a whole. The GCJH team attends trainings and reports back to our faculty and staff on how to use disciplinary referrals effectively and consistently, correcting minor misbehavior without resorting to disciplinary referral, and building positive behavior support to reduce the probability that students will misbehave.

One of the systems that is utilized in Foundations is CHAMPS (Conversations-Help-Activity-Movement-Participation-Success) CHAMPS is a classroom management technique. It is designed to help classroom teachers develop (or fine tune) an effective classroom management plan that is proactive, positive, and instructional. The CHAMPS model guides the teacher in how to make effective decisions about managing their students.

Our faculty also team up to create a "Time Out Buddy System" whereby students are sent to a fellow teacher's classroom to remove them from a situation and to learn positive behavioral strategies. A smaller setting is provided for students identified with behavioral disabilities and/or high degrees of distractibility. Mrs. Stutts, our ESE support facilitator, is instrumental in stepping in and working with these students and teachers that might require additional assistance. Mr. Hulett, our Lower Quartile coach, is another resource who will assist with our struggling students by working with them on a one-on-one basis.

Many of our teachers are also implementing behavior contracts with students. Since the student usually has input into the conditions that are established within the contract for earning rewards, the student is more likely to be motivated to abide by the terms of the behavior contract

The Peer Mentoring program allows students to work with their fellow students who are having difficulty. Peer students can have opportunities for leadership, empathy, understanding, and care towards others as well as the opportunity to have positive role models of the same age group. They help the students get to class on time, develop positive peer relations, increase positive choices and behaviors, get organized and stay organized, as well influencing them to be involved and successful here at GCJH. The Peer Mentors, undergo extensive training with Ms. Rossin, the 8th grade guidance counselor.

### **Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services**

Green Cove Springs Junior High ensures that the social-emotional needs of the students are being met by providing a variety of counseling, mentoring and other pupil services.

Mr. Hulett- lower quartile coach- ensures that all of our lower quartile students are kept motivated. Mr. Hulett goes into all classes to check on our lower quartile students to make sure that they are engaged and motivated.

Mr. Whitlow (Military Family Life Counselor)- children whose parents are in the military encounter some unique challenges related to deployment of their parent. Mr. Whitlow provides support and communication for the students, family, faculty and staff as he works with our military families.

Ms. Kemp (ESE staffing specialists) ensures we are compliant with the student needs.

Mrs. Stutts (ESE support facilitator)- Mrs. Stutts works with all teachers to push in to classrooms to offer support and/or small groups settings to ensure mastery of skills. Mrs. Stutts also offers peer tutoring every Friday in the media center that allows are higher performing students to work with struggling students in completing homework, projects and other concepts they might not have understood during the week.

Ms. Tepley (SAP- Student Assistant Program) The student's academic success is directly impacted by his/her mental health and other life stressors. Teachers refer students to this program that allows for collaborative prevention, intervention, and post intervention services to improve the ability of at-risk youth to e successful both in and out of the classroom.

Guidance Counselors- Mrs. Forster, our 7th grade counselor, and Ms. Rossin, the 8th grade counselor. School counselors ensure the social-emotional needs of all students by delivering a comprehensive school counseling program through individual counseling, small group counseling in areas such as student success skills, and delivering classroom lessons on a variety of topics. School counselors collaborate and consult with parents, teachers, administrators, and community agencies

to ensure student needs are being met. Responsive services are provided to refer students to resources within the school and community. Our school counselors have organized and supported several programs within our school to further support social-emotional needs of students by mentoring services (College Reach Out Program, Student2Student, Take Stock in Children) and providing resources that meet the needs of the whole child (Friday Food, Thanksgiving Baskets, Holiday Giving Tree, school supply donations from local community agencies).

Student Ambassadors- Student Ambassadors to help other students assimilate to the school culture and provide friendly faces for our students to turn to for any questions.

Jami Shaw (Science Coach)Mrs. Shaw helps to strengthen the major concepts that are taught in the science classes through hands-on lab. She uses different techniques, technologies, and skills to answer scientific problems. Mrs. Shaw also works with individuals and small groups on completing the Science Fair packet and research. The goal is to make all of the students problem solvers.

### Early Warning Systems

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(B)(ii)(III), (b)(1)(B)(iii)(I), and (b)(1)(I).

#### Describe the school's early warning system and provide a list of the early warning indicators used in the system

The early warning system will include the following early warning indicators:

- a. Attendance below 90 percent, regardless of whether absence is excused or a result of out-of-school suspension.
- b. One or more suspensions, whether in or out of school.
- c. Course failure in English Language Arts, or Mathematics.
- d. A Level 1 score on the statewide standardized assessments in English Language Arts or Mathematics.

When a student exhibits two or more early warning indicators, a school-based team shall convene to determine appropriate intervention strategies for the student. The school shall provide at least 10 days' written notice of the meeting to the student's parent, indicating the meeting's purpose, time, and location, and provide the parent the opportunity to participate.

#### Provide the following data related to the school's early warning system

*The number of students by grade level that exhibit each early warning indicator:*

Indicator	Grade Level		Total
	7	8	
Attendance below 90 percent	8	8	16
One or more suspensions	4	8	12
Course failure in ELA or Math	3	0	3
Level 1 on statewide assessment	5	2	7

*The number of students identified by the system as exhibiting two or more early warning indicators:*

Indicator	Grade Level		Total
	7	8	
Students exhibiting two or more indicators	10	8	18

#### Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system

Weekly Attendance Team Meetings to monitor excused and unexcused absences, tardies, and patterns of student attendance problems. Weekly meetings with Ms. Hancock, Social Worker, for any needs students may have. Lower quartile Coach, Mr. Hulett, meets with students who are in our Lower Quartile to work on behavior and academic success. Remediation Math Lab for level 1 and 2 Math students. Cougar Growls, a positive reinforcement system, designed to target at risk students who are making positive choices. New approach to suspension policy, where students will serve more ISS versus OSS to allow teachers to mentor students, and work toward academics during out of class time for behavior.

## Family and Community Involvement

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(B)(iii)(I)(aa).

**Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress**

Title I schools use the Parent Involvement Plan (PIP) to meet the requirements of 20 U.S.C. § 6314(b)(1)(F).

### Will the school use its PIP to satisfy this question?

No

#### **PIP Link**

The school completes a Parental Involvement Plan (PIP), which is available at the school site.

#### **Description**

Green Cove Springs Junior high faculty and staff work at building positive relationships with families to increase involvement and to keep parents informed of their child's progress.

\*We have a school Facebook page and a Twitter account that allows our families to quickly access information concerning school activities, clubs and functions allowing for a continuous flow of information.

\*The FOCUS portal allows parents and guardians to access timely information about their child's assignments and grades. FOCUS also links directly to teacher emails so parents can quickly communicate any concerns.

\*Blackboard is a website that our teachers use for online student and parent access to study tools, resources, textbooks, graphs, animated clips and even videos.

\*Food on Fridays is a special program where we collect food for our needy students to have nutritional meals over the weekend. Teachers and our guidance department work closely to determine which students would benefit from this service.

\*BETA club is our student community service organization. Our school BETA club collects food, clothes and laundry detergent for families in need in the community, They also collect stuffed toys for our police to give to traumatized children and Toys -for-Tots for our area Marines to distribute. Many other services projects are also planned throughout the year.

\*Open House Night was combined with our orientation and was held the night before school began. Parents and students toured the school and received information on the curriculum for courses, general school information and were introduced to teachers.

\*Upcoming 7th graders and their parents are invited to a special orientation night in May. The focus of this activity is to explain the junior high schedule and pertinent information about GCJH. The intent of this special night is to alleviate any concerns for our future students and parents.

\*Edulink is our automated Parent Link Phone Service. All parents who provide contact numbers are quickly notified about upcoming school and community events, student absences and any emergency information.

\*Parent Conferences are scheduled to keep open communication between teachers and parents concerning the child's progress, behavior and educational needs. Every effort is made to accommodate the parents busy schedules.

**Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement**

Green Cove Springs Junior High works hard to build and sustain partnerships with the local community to support the school and student achievement. The School Advisory Council is comprised of local business leaders that assist the GCJH faculty and administration in providing support and supplies to meet our unique needs for our students. We have worked closely with our area businesses to have school discount cards that promote their business and also provide discounts to our local families. The RPM Automotive Incentive Program promotes our school and allows our parents to receive discounts services for automotive repair. Our clubs and student organizations provide community service for the food pantry, veterans, toys-for-tots, council on aging and many other area resources. Our GCJH students participate in community parades, festivals and in the Soul Food Festival. All of these activities and projects involve area businesses and organizations to support school, community and student achievement.

**Effective Leadership**

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(H).

**School Leadership Team**

**Membership**

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Halter, Jen	Assistant Principal
Faulkner, Justin	Assistant Principal
DiRocco, Jeanette	Instructional Media
Bleau, Chera	Teacher, K-12
Lowery, Jennifer	Teacher, K-12
Umbaugh, Jeff	Principal
Taylor, Lori	Teacher, K-12
Davis, Michelle	Teacher, K-12
Spratley, Bruce	Teacher, K-12
Shaw, Jami	Teacher, K-12
Morgan, Michelle	Teacher, Career/Technical
Padgett, Karen	Teacher, K-12
Stutts, Larianne	Teacher, K-12
Rossin, Crystal	Guidance Counselor
Johnson, Cindy	Instructional Coach
Forster, Whitney	Guidance Counselor
Hulett, Fred	Teacher, K-12

**Duties**

***Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making***

The function of the School-Based Leadership Team (SBLT) is to analyze school-wide data to determine the effectiveness of Tier 1 instruction for all students. Data to be analyzed includes K-2 FAIR, 3-12 Performance Matters benchmark assessments, and formal assessments such as FCAT 2.0 and high school EOCs. The principal, Jeff Umbaugh, is the leader of the meeting. Assistant principals, Jen Halter and Justin Faulkner, attend the meetings in a support role for the principal. The reading/intervention coach serves to suggest effective interventions for Tier 1 instructional needs. The Intervention Team Facilitator is present to help ensure that the district's MTSS plan is followed. Lead teachers also act as liaisons to other teachers in their grade/content area grouping. Each lead teacher and the administration team discusses important information and activities that are occurring or upcoming in their subject area. This information is shared with the department teams during their weekly meetings so everyone can be better informed.

***Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact***

All K-10 and level 1 & 2 11th and 12th grade students will take a benchmark assessment 3 times per year. School-based leadership teams will meet after monthly to discuss classroom and formal assessment data along with any other issues that may arise in meeting the needs of all students. Any materials needed are requested at this meeting and purchased through approval by Mr. Umbaugh when appropriate. Quality of Tier 1 instruction will be analyzed within these meetings. Coaches are in place at each school and will focus upon supporting quality Tier 1 instruction in all content areas. Administrators will meet monthly with all grade level/content area teams. At these monthly meetings, administrators and teachers will look at specific student data and will initiate Tier 2 or Tier 3 plans for those students who are struggling to meet grade level / course expectations. These monthly meetings will focus on student achievement and the provision of appropriate, effective interventions. District and school resources will be allocated based upon individual student needs.

### **School Advisory Council (SAC)**

#### **Membership**

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Jeanette DiRocco	Teacher
Jeff Umbaugh	Principal
Janet Lees	Parent
Leigh Pressler	Parent
Scott McGee	Business/Community
Mona Gardella	Business/Community
Jennifer Adair	Parent
Jennifer Weatherly	Parent
Michelle Pederson	Parent
Kelsea Eckert	Parent
Lisa Kern	Parent
Robin Keller	Parent
Fran Jackson	Education Support Employee
Samantha Eaton	Teacher

### Duties

**Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes**

*Evaluation of last year's school improvement plan*

Based off of last year's FCAT data, the goals that were focused on in the School Improvement Plan helped to raise student achievement. The SIP goals were evaluated at the first meeting of the 2014-2015 school year. Green Cove Junior High's Academic Performance on the 2013-2014 statewide testing was reviewed and discussed with emphasis on how our goals directly corresponded with increased student achievement.

*Development of this school improvement plan*

SAC will review and evaluate the school improvement plan. The SAC team will assess the need for improvement at Green Cove Springs Junior by using district, state and federal goals as a guide and by reviewing student performance data. Each SAC member will be encouraged to create our SIP goals based on the statewide testing data available. After the initial discussion, the SAC members will be involved in email correspondences that will allow them input regarding the goals that are being developed. The SAC members will determine the goals established and any adjustments to be decided from the SIP peer review.

*Preparation of the school's annual budget and plan*

Mr. Umbaugh, the principal, will review the school's annual budget and plan with the SAC during the last meeting of the year.

**Describe the use of school improvement funds allocated last year, including the amount budgeted for each project**

The SAC voted to approve \$2000 for a school beautification project to potentially include things such as a new marquee and an inclement weather shelter. Additional funding for this project will come from school fundraisers.

Jeanette DiRocco, the school media specialists, requested and was awarded \$205 to purchase a

class set and additional copies of books by Sharon Draper. These books corresponded with a special presentation and field trip to see the author Sharon Draper. Students that attended this field trip were selected by drawing and from our intensive reading classes.

Pam Hollis, teacher, requested and received \$100 to purchase compasses for her classroom for the Geometry Honors students. These compasses will be used year after year and will provide a better quality instrument for the students.

\$3,813.36 was left in the budget to roll over to the 2014-2015 school year.. The SAC will determine how best to utilize these funds as the state legislature no longer provides school improvement funds.

**Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC**

Yes

*If the school is not in compliance, describe the measures being implemented to meet SAC requirements*

**Literacy Leadership Team (LLT)**

**Membership**

Identify the name, email address and position title for each member of the school-based LLT.:

Name	Title
Umbaugh, Jeff	Principal
Halter, Jen	Assistant Principal
Faulkner, Justin	Assistant Principal
Rossin, Crystal	Guidance Counselor
Forster, Whitney	Guidance Counselor
Bleau, Chera	Teacher, K-12
Davis, Michelle	Teacher, K-12
DiRocco, Jeanette	Instructional Media
Hulett, Fred	Teacher, K-12
Johnson, Cindy	Instructional Coach
Lowery, Jennifer	Teacher, K-12
Morgan, Michelle	Teacher, Career/Technical
Padgett, Karen	Teacher, K-12
Shaw, Jami	Teacher, K-12
Spratley, Bruce	Teacher, K-12
Stutts, Larianne	Teacher, ESE
Taylor, Lori	Teacher, K-12

**Duties**

**Describe how the LLT promotes literacy within the school**

The major initiatives of the LLT team this year will be to show learning gains in our lower quartile students while pushing our other students to higher levels of success. Our faculty has embraced the Common Core standards in PLCs across all the content areas in order to integrate literacy skills into each subject. We participate in the State-wide Celebrate Literacy Week with special activities to promote reading for enjoyment.

## Public and Collaborative Teaching

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(D).

### **Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction**

GCJH encourages positive working relationships between teachers in many ways. Our students have a Science Fair packet that incorporates all core subject areas. The teachers all work with the students to complete a

Science Fair packet. The science teachers introduce the packet and keep the students on track as they complete the research section in their social studies/civics classes, write the project summary with their language arts teachers and complete any charts and/or graphs with the math teachers.

The teachers have common planning time to share subject information and lesson plans.

The entire faculty participates in PLCs (Professional Learning Communities) every Friday morning with common curriculum groups. Special focus is given to reaching our Lower Quartile students in every subject area. The teacher PLC groups plan lessons based upon the subject level standards and the assessment data for each student. Based upon the results of the assessment instruction is differentiated to meet the diverse needs of each student.

### **Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school**

Our school's administration, consisting of Jeff Umbaugh, Jen Halter, and Justin Faulkner participate in Clay County School's job fair each Spring. This fair is advertised at every university in the state of Florida. At this job fair, the school's administration collaborates on questions and techniques for identifying qualified personnel to interview for open positions. Together, as a team, we interview for open job vacancies each summer. We use a rubric to rate candidates in several areas and discuss our scores to make the best hire. To retain teachers, we offer annual professional development that is individualized on teacher needs. We work hard to recognize our teachers and staff for the hard work and success they have every day in their classroom, while offering the support and resources needed for each of them to succeed and meet the needs of their students.

### **Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

New teachers are paired with their department heads who serves as their school mentor. New teachers also receive consistent walk-throughs and feedback through Observation 360 from administration. New teachers also participate in our PLCs in a small group of 4. In these groups, new teachers can share their successes and struggles with veteran teachers, and learn new strategies to implement in the classroom.

## Ambitious Instruction and Learning

### **Instructional Programs and Strategies**

#### **Instructional Programs**

#### ***Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards***

GCJH uses the District approved curriculum in all subject areas. All core instructional programs and materials are aligned to Florida's standards. All teachers attend subject area training pertaining to state standards, curriculum, textbooks, alternative teaching material and framework.

#### **Instructional Strategies**



**Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments**

The teacher PLC groups plan lessons based upon the subject level standards and the assessment data for each student. Based upon the results of the assessment instruction is differentiated to meet the diverse needs of each student. Mrs. Stutts and Mr. Hulett, our ESE resource and LQ coach, are available to push-in to the classroom to work with small groups of students for lesson adaptation. Mrs. Johnson, the reading coach, is available to assist the teachers in adapting to increase student growth and understanding.

**Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy:** Before School Program

**Minutes added to school year:** 800

Our teachers meet weekly for PLCs on Friday mornings, and also have the option of completing individualized PD360 Professional Development. The PLC teams will plan a lesson and a common formative assessment. Teachers will then implement the lesson using the framework strategies planned from the PLC meeting. Teachers bring back the student work from the common assessment and discuss results. Teachers use strategies discussed with PLC team to remediate and plan for further instruction.

PLC team logs will be completed after each meeting and shared with an assigned administrator. Administrators will provide weekly feedback to the PLC teams and provide resources such as video links, articles, books, websites, etc. to support your work.

**Strategy Rationale**

Our new state assessment will require students to apply critical thinking skills and complete performance task items that demonstrate their ability to utilize digital tools as well as analyze text and develop a claim, opinion or argument based on relevant evidence. We are also transitioning to a new state accountability system and have new instructional resources to support the instructional shifts expected in each classroom.

Clay County has been preparing for this transition through our three instructional initiatives which include:

1. Writing across the content areas
2. Implementation of student engagement strategies that promote daily student collaboration through an instructional framework
3. Teacher engagement and empowerment through meaningful Professional Learning Communities (PLC)

**Strategy Purpose(s)**

- Teacher collaboration, planning and professional development

**Person(s) responsible for monitoring implementation of the strategy**

Halter, Jen, jnhalter@oneclay.net

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

Teachers implement strategies and record results into a PLC log. Jen Halter review logs weekly and submit feedback to teachers. Teachers also can be taped to view the strategy in action.

**Strategy:** Before School Program

**Minutes added to school year:** 4,500

Teachers are available for tutoring each morning from 9:00 to 9:30 AM every Tuesday, Wednesday, and Thursday. Students are given a quiet place to study, work on projects, finish homework or be tutored by fellow students and teachers. Math is the predominate subject and students are encouraged to enroll in the "math boot camp" but tutoring is available for every subject area.

**Strategy Rationale**

The small group and individualized instruction and assistance will enrich the students and help them perform better in class.

**Strategy Purpose(s)**

- Core Academic Instruction
- Enrichment

**Person(s) responsible for monitoring implementation of the strategy**

Lowery, Jennifer, jllowery@oneclay.net

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

Student names are recorded and student progress is tracked with their math teacher. Grades are monitored for improvement.

**Strategy:** After School Program

**Minutes added to school year:** 900

After school clubs provide individual enrichment to diverse groups of students

**Strategy Rationale**

After school clubs provide individual enrichment to diverse groups of students. Studies show that students involved in extra-curricular activities perform better in school and have better attendance in class.

**Strategy Purpose(s)**

- Enrichment

**Person(s) responsible for monitoring implementation of the strategy**

Morgan, Michelle, mlmorgan@oneclay.net

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

Each club has a sponsor responsible. Clubs are managed by Mrs. Morgan. Mr. Taft for Beta Club, Mrs. Lowery for National Junior Honor Society. Mrs. Dennison for the Academic Team. These sponsors record attendance and monitor their grades in school.

**Student Transition and Readiness**

## **PreK-12 Transition**

The school's response to this question may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(G).

### ***Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another***

Green Cove Springs Junior High guidance counselor, Mrs. Forster, visits the elementary feeder schools and hold meetings for all the upcoming 7th graders. She provides information on our elective classes, clubs, locker procedures, athletic activities and general junior high life. The ESE department head, Mrs. Stutts, sets separate meetings for all incoming students identified with special needs. She ensures that their services will be matched at the junior high school.

The high school guidance counselors and academy representatives meet with GCJH 8th grades in the spring to discuss various academies and programs available. GCJH is also fortunate to have Pete Loscuito, from the Career & Tech Ed Dept, and his job is "Career Specialist." He is available twice a month to work with our teachers and students and acts as a liaison between the high schools and the junior highs concerning CTE programs and career academies. He meets with students about the importance of developing a long range plan for their high school experience. Again, Mrs. Stutts meets with the high school counselors to ensure that the ESE students will continue to have their special needs met.

## **College and Career Readiness**

### ***Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations***

The upcoming 7th graders had the opportunity to participate in a survey monkey concerning their elective classes for the next year. Our administration and guidance utilized this data to create meaningful and relevant elective classes for this school year. In addition, our academy adviser went into elective classes to speak with the students about selecting electives for the upcoming year. Our guidance counselors also worked with our upcoming 7th graders and the upcoming 8th graders to inform them of all of their options for course selection. Our elective classes provide a variety of options and strategies to advance college and career awareness including certifications in Microsoft programs and specialized hospitality training.

### ***Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs***

Green Cove Junior has several Career and Technical Education Courses, including Business Keyboarding, Introduction to Information Technology, Exploring Technology, and Hospitality, Culinary, and Tourism. Additionally, our Introduction to IT class allows students to receive certification in Microsoft Office products. All of these courses are offered as electives to all students.

### ***Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement***

Students in our advanced core courses receive a enriched curriculum to prepare them not only for high school, but higher learning beyond high school. Our standard courses prepare our students for proficiency on our state standards. Our Social Studies Department works with students annually on a career planning unit to explore the their interests and provide examples of careers that match. GCJH is also fortunate to have Pete Loscuito, from the Career & Tech Ed Dept, and his job is "Career Specialist." He talks with eighth grade students about the academies that are available to them when they reach ninth grade, informs them on the many opportunities available to them upon graduation from high school, assists the CTE programs by introducing career options to the students in those programs, acts as a liaison between the high schools and the junior highs concerning CTE programs and career academies and meets with students about the importance of developing a long range plan for their high school experience.

**Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes**

NA

## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal

**B** =  
Barrier

**S** = Strategy

**1** = Problem Solving Step    **S123456** = Quick Key

## Strategic Goals Summary

- G1.** In all content areas students are encouraged to write to support their answers by citing evidence from the text.
  
- G2.** Increase the emphasis on text-dependent questions, rigor, and text complexity in all content areas.

## Strategic Goals Detail

*For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), resources available to support movement toward the goal, barriers to achieving the goal, and the plan for monitoring progress toward the goal*

**G1.** In all content areas students are encouraged to write to support their answers by citing evidence from the text. 1a

G045278

**Targets Supported** 1b

Indicator	Annual Target
FAA Writing Proficiency	75.0

**Resources Available to Support the Goal** 2

- In all content areas will use common assessments requiring students to cite evidence in writing to support their answers.
- Science Fair Project
- Clay Writes
- Achieve 3000 curriculum in Reading classes.
- DBQ Projects in Civics and History classes.

**Targeted Barriers to Achieving the Goal** 3

- Time to collaborate on creating common assessments.

**Plan to Monitor Progress Toward G1.** 8

Common Assessment data will be collected and monitored through PLC meetings.

**Person Responsible**

Jen Halter

**Schedule**

Weekly, from 8/22/2014 to 5/29/2015

**Evidence of Completion**

Common Assessment data growth.

**G2. Increase the emphasis on text-dependent questions, rigor, and text complexity in all content areas.** 1a

G045279

**Targets Supported** 1b

Indicator	Annual Target
AMO Reading - All Students	79.0

**Resources Available to Support the Goal** 2

- Literacy PLC, DBQs in social studies, Integration of the Science Fair project into all subject areas,

**Targeted Barriers to Achieving the Goal** 3

- Time for professional development and collaboration among content area teachers.

**Plan to Monitor Progress Toward G2.** 8

PLC strategies will be monitored through student effectiveness on Performance Matters Reading Benchmark tests.

**Person Responsible**

Jen Halter

**Schedule**

Quarterly, from 9/8/2014 to 5/29/2015

**Evidence of Completion**

Benchmark scores from Performance Matters Tests

## Action Plan for Improvement

For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.

### Problem Solving Key

**G** = Goal                      **B** =  
Barrier                      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key

**G1.** In all content areas students are encouraged to write to support their answers by citing evidence from the text. **1**

 G045278

**G1.B2** Time to collaborate on creating common assessments. **2**

 B112202

**G1.B2.S1** Weekly Professional Learning Communities meet to collaborate for an hour on Friday mornings to create common assessments. **4**

 S123593

#### Strategy Rationale

Time is set aside just for the purpose of collaboration.

#### Action Step 1 **5**

PLC groups will meet to collaborate weekly.

#### Person Responsible

Jen Halter

#### Schedule

Weekly, from 8/22/2014 to 5/29/2015

#### Evidence of Completion

PLC log completed with lesson plans.



**Plan to Monitor Fidelity of Implementation of G1.B2.S1** 6

Weekly PLC meeting.

**Person Responsible**

Jen Halter

**Schedule**

Weekly, from 8/22/2014 to 5/29/2015

***Evidence of Completion***

Weekly Feedback from collected lesson plans and PLC logs.

**Plan to Monitor Effectiveness of Implementation of G1.B2.S1** 7

Looking at student work and common assessment data in weekly PLCs.

**Person Responsible**

Jen Halter

**Schedule**

Weekly, from 8/22/2014 to 5/29/2015

***Evidence of Completion***

On PLC log data will be provided on common assessments and student work.

**G2.** Increase the emphasis on text-dependent questions, rigor, and text complexity in all content areas. 1

G045279

**G2.B1** Time for professional development and collaboration among content area teachers. 2

B111738

**G2.B1.S1** Launch a Literacy PLC available for all content area teachers. 4

S123187

### Strategy Rationale

#### Action Step 1 5

Create and implement a Literacy PLC for incorporating Common Core Standards.

#### Person Responsible

Jen Halter

#### Schedule

Weekly, from 8/22/2014 to 5/29/2015

#### Evidence of Completion

plc logs, videos from YouTube channel, samples of student work

#### Plan to Monitor Fidelity of Implementation of G2.B1.S1 6

Walk-throughs, samples of student work, bi-weekly email discussion, and PLC logs will be used to monitor PLC progress.

#### Person Responsible

Jen Halter

#### Schedule

Monthly, from 9/8/2014 to 5/29/2015

#### Evidence of Completion

Documentation of emails, videos of strategies in action, samples of student work, and PLC logs.

**Plan to Monitor Effectiveness of Implementation of G2.B1.S1 7**

PLC strategies and discussion will be monitored through walkthroughs and PLC logs.

**Person Responsible**

Jeff Umbaugh

**Schedule**

Monthly, from 9/8/2014 to 5/29/2015

**Evidence of Completion**

Email discussion, PLC log discussion, YouTube videos of class in action, Observation 360.

**Plan to Monitor Effectiveness of Implementation of G2.B1.S1 7**

**Person Responsible**

**Schedule**

**Evidence of Completion**

**Appendix 1: Implementation Timeline**

Action steps and monitoring activities identified in the SIP as necessary to achieve the school's goals.

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
G2.B1.S1.A1	Create and implement a Literacy PLC for incorporating Common Core Standards.	Halter, Jen	8/22/2014	plc logs, videos from YouTube channel, samples of student work	5/29/2015 weekly
G1.B2.S1.A1	PLC groups will meet to collaborate weekly.	Halter, Jen	8/22/2014	PLC log completed with lesson plans.	5/29/2015 weekly
G1.MA1	Common Assessment data will be collected and monitored through PLC meetings.	Halter, Jen	8/22/2014	Common Assessment data growth.	5/29/2015 weekly
G1.B2.S1.MA1	Looking at student work and common assessment data in weekly PLCs.	Halter, Jen	8/22/2014	On PLC log data will be provided on common assessments and student work.	5/29/2015 weekly
G1.B2.S1.MA1	Weekly PLC meeting.	Halter, Jen	8/22/2014	Weekly Feedback from collected lesson plans and PLC logs.	5/29/2015 weekly
G2.MA1	PLC strategies will be monitored through student effectiveness on Performance Matters Reading Benchmark tests.	Halter, Jen	9/8/2014	Benchmark scores from Performance Matters Tests	5/29/2015 quarterly
G2.B1.S1.MA1	PLC strategies and discussion will be monitored through walkthroughs and PLC logs.	Umbaugh, Jeff	9/8/2014	Email discussion, PLC log discussion, YouTube videos of class in action, Observation 360.	5/29/2015 monthly
G2.B1.S1.MA3	[no content entered]			one-time	

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/ End Date
G2.B1.S1.MA1	Walk-throughs, samples of student work, bi-weekly email discussion, and PLC logs will be used to monitor PLC progress.	Halter, Jen	9/8/2014	Documentation of emails, videos of strategies in action, samples of student work, and PLC logs.	5/29/2015 monthly

## Appendix 2: Professional Development and Technical Assistance Outlines

*Professional development opportunities and technical assistance items identified in the SIP as action steps to achieve the school's goals.*

## Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

**G1.** In all content areas students are encouraged to write to support their answers by citing evidence from the text.

**G1.B2** Time to collaborate on creating common assessments.

**G1.B2.S1** Weekly Professional Learning Communities meet to collaborate for an hour on Friday mornings to create common assessments.

### **PD Opportunity 1**

PLC groups will meet to collaborate weekly.

#### **Facilitator**

Jen Halter

#### **Participants**

All teachers

#### **Schedule**

Weekly, from 8/22/2014 to 5/29/2015

**G2.** Increase the emphasis on text-dependent questions, rigor, and text complexity in all content areas.

**G2.B1** Time for professional development and collaboration among content area teachers.

**G2.B1.S1** Launch a Literacy PLC available for all content area teachers.

### **PD Opportunity 1**

Create and implement a Literacy PLC for incorporating Common Core Standards.

#### **Facilitator**

Jen Halter, Assistant Principal

#### **Participants**

TBD

#### **Schedule**

Weekly, from 8/22/2014 to 5/29/2015

## Technical Assistance Items

*Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.*

## Budget Rollup

Summary	
Description	Total
<b>Goal 1:</b> In all content areas students are encouraged to write to support their answers by citing evidence from the text.	0
<b>Goal 2:</b> Increase the emphasis on text-dependent questions, rigor, and text complexity in all content areas.	0
<b>Grand Total</b>	<b>0</b>

Goal 1: In all content areas students are encouraged to write to support their answers by citing evidence from the text.		
Description	Source	Total
<b>B2.S1.A1</b> - Any printing costs will be paid for out of the general school fund.	General Fund	0
<b>Total Goal 1</b>		<b>0</b>

Goal 2: Increase the emphasis on text-dependent questions, rigor, and text complexity in all content areas.		
Description	Source	Total
<b>B1.S1.A1</b> - Any printing costs will be paid for out of the general school fund.	General Fund	0
<b>Total Goal 2</b>		<b>0</b>