

# AVID Site Team Plan



*AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.*

<b>State</b>	Oregon
<b>County</b>	Linn
<b>District</b>	GAPS 8J
<b>Site</b>	Memorial M.S.
<b>Principal</b>	Ken Gilbert
<b>Date</b>	September 15, 2015
<b>School Year</b>	2015-16

## Site Information

Name: Memorial Middle School

Address: 1050 Queen ave. SW

City, State, ZIP: Albany, OR. 97321

## AVID Information

### Elementary

Site Principal: \_\_\_\_\_

Number of AVID \_\_\_\_\_

Elementary Classes: \_\_\_\_\_

Grade Levels \_\_\_\_\_

Implementing: \_\_\_\_\_

Date First \_\_\_\_\_

Implemented: \_\_\_\_\_

### Secondary

Coordinator: Kilee Sowa

Administrator: Ken Gilbert

Number of AVID \_\_\_\_\_

Elective Sections: No Electives This Year

Date First \_\_\_\_\_

Implemented: Not Applicable

## Support Needs

Our needs for immediate/ongoing support include:

We need continued support from our District Office

We need to send more people to the Summer Institute and other trainings

We need to use the on-line boosts and other resources on My AVID

## Site Plan Prepared By:

(Name and Title/Role)

Ken Gilbert - Principal

Kilee Sowa - Site Coordinator

Ryan Graham/Katie Louk - Counselors

Suzanne Smith/Michelle Meekins - Eventual Elective Tchrs.

Jana Swearingen - Team Member

Liz O'Donnell - ELL Teachers

Jared Hinkle - Team Member

Joe Meekins - Team Member

X

AVID Coordinator

X

Administrator/Designee

X

District Director

# AVID Site Team Plan



**Essential Number:** 5

**Experienced Sites:** Is this recommended in your CSS?  Yes  No

**AVID Level of Use:**  Not AVID (0)  Meets Certification (1)  Routine Use (2)  Institutionalization (3)

**Objective:** All students will learn about organizational skills and strategies.

All students will effectively use these organizational skills and strategies

As a result, all students will become better academic self-managers

Outcome	Action	Timeline	Evaluation
<p><b>What</b> do we want to achieve with each implementing grade level?</p>	<p><b>How</b> will we make it happen?            What expenditures are necessary?            Who else needs to be involved (individuals/committees)?            Who will take responsibility to see that this is accomplished?            What is the relationship to district plans?            What is the relationship to vertical alignment of Elementary, MS, and HS curriculum in our district?</p>	<p><b>When</b> will we complete this?            What will be the benchmark?</p>	<p>What <b>evidence</b> will we have to demonstrate our success?</p>
<p>1. All students will utilize their planners as a tool for academic, extra curricular, and personal life organization</p> <p>2. All students will have active planners.</p> <p>3. Students will keep their binders organized by subject and keep subject handouts and assignments in the respected section of their binders</p>	<p>1. A mini-lesson to all staff will happen first. This will be followed up by a lesson to students on HOW to use a planner and WHAT to put into a planner</p> <p>2. Planners will be filled out regularly in all classes and checked in Bear Dens weekly. The student will be able to refer to the planner and know exactly what needs to be done for that day and planning for long term projects.</p> <p>3. Each subject teacher will prompt the students to use their subject section of the binder, including allowing time at the end of the period to organize their stuff. A Binder Check day will be implemented at the end of each month in Bear Den.</p>	<p>1. This will be done in Bear Dens by the end of September</p> <p>2. Continuation of September goal with the addition of adding in Effort grades in October for planner checks.</p> <p>3. Binders will start being organized in October with first binder check happening the last day of October.</p>	<p>1. Planner checks during Bear Dens</p> <p>2. Grades in gradebook and random checks by administration and Site Coordinator</p> <p>3. Effort grades in gradebook and random checks by administration and Site Coordinator.</p>

Complete the first three columns as you plan. Complete the last column as you gather evidence throughout the school year.

# AVID Site Team Plan



**Essential Number:** 6

**Experienced Sites:** Is this recommended in your CSS?  Yes  No

**AVID Level of Use:**  Not AVID (0)  Meets Certification (1)  Routine Use (2)  Institutionalization (3)

**Objective:** All students will know the format of Cornell notes, why we use them, and how to effectively use them  
All students will write in all subject areas multiple times per week.  
All students will be able to write to summarize and connect main ideas

Outcome	Action	Timeline	Evaluation
<p><b>What</b> do we want to achieve with each implementing grade level?</p>	<p><b>How</b> will we make it happen?            What expenditures are necessary?            Who else needs to be involved (individuals/committees)?            Who will take responsibility to see that this is accomplished?            What is the relationship to district plans?            What is the relationship to vertical alignment of Elementary, MS, and HS curriculum in our district?</p>	<p><b>When</b> will we complete this?            What will be the benchmark?</p>	<p>What <b>evidence</b> will we have to demonstrate our success?</p>
<p>1. Students will become familiar with the format and purpose of the Cornell note taking system</p> <p>2. Students will effectively use Cornell notes where appropriate</p> <p>3. Students will write in all classes multiple times per week</p> <p>4. Students will be able to write complete summaries in all subjects.</p>	<p>1. Teachers will be taught the Cornell format. They will then start using the right hand side format with the students with circling words, underlining key ideas, highlighting, etc.</p> <p>2. There will be additional training for teachers as well as students. The left handed column will be used for questions and the the summary will also be added in. The 10-24-7 format will be implemented.</p> <p>3. Teachers will give opportunities to write, helping to connect prior learning, answer essential questions, and create their own inquiry based on class curriculum.</p> <p>4. Teachers in all subjects will set the expectation of writing using complete sentences and organization. While the focus of the writing will not necessarily be on the fundamentals of writing, but to practice in creating complete summaries with key terms and important details.</p>	<p>1. Train teachers on October 9. Teachers start first training with kids during October.</p> <p>2. Training will be done by the end of the first semester with implementation being done during the second semester.</p> <p>3. This will start being routine practice in November.</p> <p>4. The practice will start immediately with the implementation being first checked just after Winter break.</p>	<p>1. District Coordinator will check on staff development. Admini and Site Coordinator will check in classes.</p> <p>2. Random sample notes collected and analyzed for effectiveness</p> <p>3. Observations in the classroom and student samples.</p> <p>4. Observations in the classroom and student samples.</p>

Complete the first three columns as you plan. Complete the last column as you gather evidence throughout the school year.

# School-Wide Action Plan 2015 2016 Memorial Middle School

Goal	Actions/Activity	Who is responsible?	Resources Needed	Timeline				Evaluation/Outcome
				Oct	Dec	Mar	May	
Students will continue to demonstrate expectations across all settings.	<ul style="list-style-type: none"> <li>planner lessons</li> <li>grade level mtg</li> <li>Tier 1</li> <li>Consequences</li> <li>Review in Dens as needed</li> </ul>	<ul style="list-style-type: none"> <li>- sawa</li> <li>- Admin</li> </ul>	-	Oct	Dec	Mar	May	- okay ✓
								-
All stakeholders (teachers, SEA, staff, parents) will be communicated to regularly.	<ul style="list-style-type: none"> <li>staff email</li> <li>News letter for October</li> </ul>	<ul style="list-style-type: none"> <li>- sawa</li> <li>- Katie Lark</li> <li>- LeAnn?</li> </ul>	<ul style="list-style-type: none"> <li>- what is deadline</li> </ul>	Oct	Dec	Mar	May	
Inappropriate behaviors will be discouraged.	<ul style="list-style-type: none"> <li>re-teach w/ positive expectations</li> <li>Parent involvement</li> <li>make phone calls</li> <li>email etc</li> </ul>	<ul style="list-style-type: none"> <li>- Team</li> <li>- MA</li> </ul>	<ul style="list-style-type: none"> <li>- PRIM</li> <li>- talking w/ detention kids</li> <li>- Pinnacle</li> </ul>	Oct	Dec	Mar	May	

→ proactive planning → cum. files →

<p>Staff will be refreshed on major, minor, and classroom interventions and protocols.</p>	<p>- August refresher - email refreshers?</p>	<p>- Sowa / O'Brien - Sowa</p>	<p>→ <del>TODO</del> →</p>	<p>Oct</p>	<p>Dec</p>	<p>Mar</p>	<p>May</p>	<p>→ not enough time</p>
<p>The PBIS team will implement, maintain and evaluate PBIS within the building.</p>	<p>• monthly meetings • swis Data</p>	<p>- Sowa / Whole Team → Sowa</p>	<p>→</p>	<p>Oct</p>	<p>Dec</p>	<p>Mar</p>	<p>May</p>	<p>→ updated student list!</p>

- Staff PBIS - (on the brain)
  - records collected ✓
  - suggestions reviewed ✓
  - certificates etc printed ✓

- Tier 2 - Katie
  - data tracking
  - care team
  - CI/CO

• stud store - C. Scott! ☺

# Memorial PBIS Meeting

Thursday September 24, 2015

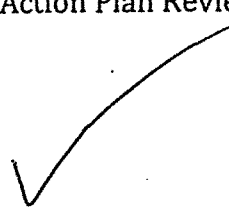
TIME: 3:00-3:30 pm Room C2

## Last Meeting's Main Points:

1. Review this year's numbers and stats
2. Major/minor review for fall for staff
3. Tier 2 review from Care Team
4. Bear Den Rewards for next year
5. Planner Lessons
6. Next year: School-Wide Plan – fill out as group

## Agenda

1. School Wide Action Plan Review, Revise and Clean Up



2. Review of Staff incentives

- Chair Badminton
- spike balls
- mini golf
- gdf (par 3)
- Linger Longer(?)
- Front Street Bar

3. Brainstorm for class meetings

- 6<sup>th</sup> → hands to yourself congregating & lockers
- 7<sup>th</sup> →
- 8<sup>th</sup> → role models

4. New Ideas?

Detentionless Reward

All  
→ Food in the halls  
→ Boys ramming shoulders  
→ Language & lunch recess  
→ Court yard → noise!

Oct 16

Before Our Next Meeting

Person Responsible	What	By When
Kilee Role: Facilitator	staff email  - Ask Ken about X-mas activity → surveys	
Kerrie Role: Positive Rewards		
Katie Role: Tier 2	# for Oct. Newsletter	
Michelle Role: Tier 1		
Scott Role: Staff	- email to invite to Front Street BART Oct 16	
Ryan Role: Counseling		
Cyndie Role: Classified	PowerPoint → slides for stud store → reminder to stay on right side	

Don't walk out across - don't block door