

## Summary of Goals, Key Processes and Action Steps 2005-2008

**Board Goal:** By 2008, 95% of students in grades 3 through 12 will be at or above grade level as measured by NC EOG or EOC tests, and all student groups will demonstrate high growth.

<b>SCHOOL:</b> Carnage MS	<b>LEA:</b> Wake County (920)
<b>SCHOOL GOAL:</b> Students will consistently demonstrate writing proficiency as measured by NC Writing Assessment and writing portfolios.	<b>GOAL MANAGER:</b> Administrative Team

### Key Processes & Action Steps: (4 Key Processes)

1	<b>Key Process:</b>	Target underperforming students for remediation of writing skills.
	<b>Process Manager:</b>	Assistant Principal, Curriculum & Instruction / Electives Coordinator
	<b>Completion Date:</b>	6/08
	<b>Resources:</b>	previous writing scores, teacher input, Language Arts Dept. chair, IRT, guidance counselors, access to position conversions as permitted by the state and/or WCPSS
	<b>Restrainers:</b>	scheduling logistics, need for additional curriculum resources and materials
	<b>Process Checks:</b>	quarterly
<b>Action Steps:</b>		
1	<b>Action Step:</b>	Implement writing electives to meet needs of the student population.
	<b>Completion Date:</b>	6/08
	<b>Process Check:</b>	master schedule, course descriptions of writing electives, creation of new writing electives
2	<b>Action Step:</b>	Expand the coordination of individual conferences with students regarding writing proficiency.
	<b>Completion Date:</b>	6/08
	<b>Process Check:</b>	teacher notes

2	<b>Key Process:</b>	Integrate writing across the curriculum.
	<b>Process Manager:</b>	Assistant Principal, Curriculum & Instruction
	<b>Completion</b>	6/08

<b>Date:</b>	
<b>Resources:</b>	Language Arts pacing guide, subject area pacing guides, Language Arts Dept. chair, IRT, access to position conversions as permitted by the state and/or WCPSS
<b>Restrainers:</b>	legislative calendar, time for professional development, need for additional curriculum resources and materials
<b>Process Checks:</b>	teacher lesson plans, Curriculum Moment presentations at faculty meetings
<b>Action Steps:</b>	
<b>1</b>	<p><b>Action Step:</b> Enrich and extend classroom instruction with writing activities.</p> <p><b>Completion Date:</b> 6/08</p> <p><b>Process Check:</b> student work samples, teacher lesson plans, Curriculum Moment presentations at faculty meetings</p>
<b>2</b>	<p><b>Action Step:</b> Use writing skills as an instructional strategy in each core class on a continual basis.</p> <p><b>Completion Date:</b> 6/08</p> <p><b>Process Check:</b> teacher lesson plans, Curriculum Moment presentations at faculty meetings</p>
<b>3</b>	<p><b>Action Step:</b> Promote note-taking skills in all classes where appropriate.</p> <p><b>Completion Date:</b> 6/06</p> <p><b>Process Check:</b> quarterly report card</p>
<b>4</b>	<p><b>Action Step:</b> Provide professional development to train teachers in best writing practices.</p> <p><b>Completion Date:</b> 6/08</p> <p><b>Process Check:</b> list of professional development</p>

<b>3</b>	<b>Key Process:</b>	Utilize various writing assessments to evaluate student writing proficiency.
	<b>Process Manager:</b>	Assistant Principal, Curriculum & Instruction / Testing Coordinator
	<b>Completion Date:</b>	6/06
	<b>Resources:</b>	Testing coordinator, staff development, LA Dept. Chair, IRT, access to position conversions as permitted by the state and/or WCPSS
	<b>Restrainers:</b>	allotment for Writing teacher

<b>Process Checks:</b>	Listed Below
<b>Action Steps:</b>	
<b>1</b>	<b>Action Step:</b> Schedule periodic mock writing testing. <b>Completion Date:</b> 6/06 <b>Process Check:</b> yearly testing calendar
<b>2</b>	<b>Action Step:</b> Use writing portfolios to document student work. <b>Completion Date:</b> 6/06 <b>Process Check:</b> student work samples, teacher documentation

4	<b>Key Process:</b>	Increase publication of student writing.
	<b>Process Manager:</b>	Assistant Principal, Curriculum & Instruction
	<b>Completion Date:</b>	6/08
	<b>Resources:</b>	Media specialists, Language Arts Dept. chair, IRT, professional journals, WCPSS program specialist, access to position conversions as permitted by the state and/or WCPSS
	<b>Restrainers:</b>	funding resources, personnel, time for planning, student motivation
	<b>Process Checks:</b>	school calendar
<b>Action Steps:</b>		
<b>1</b>	<b>Action Step:</b> Provide students with opportunities for participation in competitive writing events. <b>Completion Date:</b> 6/06 <b>Process Check:</b> See Above	
<b>2</b>	<b>Action Step:</b> Sponsor incentive events celebrating student writing such as Poets' Coffeehouse, student newspaper, etc. <b>Completion Date:</b> 6/06 <b>Process Check:</b> school calendar	