

**Northwestern Middle School
Faculty and Staff
2018-19**

Principal

Brett Davis

Agriculture

Roger Berry

Art

Deb Conrad

Band

Jeremy Snyder

John Rodgers

Choir/General Music

Brenda Alexander

Family and Consumer Science

Renee' Hullinger

Guidance

Heather Racine

Health/Physical Education

Lorri Schuler

Kathie Layden

Industrial Technology

Kurt Koetter

Instructional Assistants

Sena Creppy

Rachel Cardwell

Language Arts

Melissa Shrock

Jeremy Leazenby-Bruce

Mathematics

Jennifer Bowen

Rachele Temme

Media Center

Jennifer Longgood

Miriam Storie

Nurse

Jodi Galbraith

SCHOOL IMPROVEMENT COMMITTEE

Brett Davis
Renee' Hullinger
Michelle Sinnamon
Lorri Schuler
Jeremy Leazenby-Bruce

Northwestern Middle School Mission Statement 2017-2019

Northwestern Middle School community provides an academic environment committed to educational excellence, enhancing student strengths and talents, and motivating adolescent students to develop life-long learning skills in an ever-changing and diverse world.

BELIEF STATEMENT

We at Northwestern Middle School believe the following:

1. That the students are the number one priority.
2. That the middle school offers a variety of broad-based educational experiences.
3. That the middle school provides innovative and challenging instruction which develops opportunities for the students to learn.
4. That middle school is essential in developing responsible students who value strong work ethics and standards.

5. That the staff, parents and entire community inspire and motivate the students to reach their highest potential.
6. That the school, home, and community work in conjunction to provide leadership and direction.

School and Community Description

Northwestern Middle School is a small public middle school grades seven and eight located in Kokomo, Indiana. The student enrollment averages between 270-300 students. Northwestern Middle School is the only middle school in the Northwestern School Corporation that feeds into the Northwestern High School.

The school district is predominately rural. Bus transportation is provided to one hundred percent our students. The student population is made up of children from Clay, Ervin, and Howard Townships surrounding the city of Kokomo. Northwestern Middle School's student population includes students from different ethnic and cultural backgrounds. This includes students from Asian, African/American, Hispanic, and Caucasian backgrounds. The school also serves students from different socioeconomic backgrounds. Nine percent of the students at Northwestern Middle School are from low-income families.

The Northwestern Middle School year consists of 180 student days. The student day begins at 7:55am and ends at 2:40pm. Tutor time is provided for the students once a week from 7:05am-7:40am. After school supervised study hall is available daily for students needing additional support completing assignments.

The school building is 24 years old and has been updated cosmetically over the years. The addition of a computer lab and computers to the media center were added over the past ten years.

The faculty at Northwestern Middle School participates in various committees and groups to continue the improvement of the school and its teachings. There is a School Improvement Team that meets periodically throughout the year. Collaborative study groups and school committees organize and plan various events throughout the school year. A forty minute period before each school day is used for staff development and school improvement. A forty minute professional block in the daily school schedule allows teachers to team and work collaboratively during rotational classes.

Northwestern Middle School has a strong support staff from the central office and administration. The central office assists and supports the work at the building level. It coordinates the curriculum and assessment which has provided the foundation for meaningful district wide changes.

Strong parent and community support is key to Northwestern Middle School's success.

Kokomo is home to many industries and businesses including, Delphi Electronics, Daimler Chrysler Corporation, Haynes International, and EDS. There are hundreds of small businesses, restaurants, banks, and two large hospitals.

Community and Program Facilities

Throughout the school year the Northwestern Middle School building serves the community. Since the Northwestern provides an opportunity for students to participate in all of the sports sanctioned in Indiana, the gym is utilized all year round. However, when available, the gym is accessible to nonprofit community organizations, as are the other facilities, at no cost. Other groups may schedule events at a minimal cost through the principal or building and grounds supervisor. The cafeteria, a multi-purpose lunchroom used by both the high school and the middle school in three different lunch sections, has a stage used for musicals, plays, and concerts. The seating capacity of the cafeteria is 325.

The middle school library features a collection of over 6000 books, 13 computers with internet access, and seating for approximately 40. The library is open for use by teachers and students during the school day; the library is not open after school hours except by special arrangements on a limited basis.

Since Northwestern Middle School is not located in a centralized community setting, no parks or public facilities are available for use by the school or the community. Kokomo, Indiana, a city in within five miles of the school, does offer some features of interest and culture.

Within board approved guidelines the public utilized the facility in the past year hosting events by the following organizations:

- Parent Teacher Organization
- Northwestern Youth Basketball
- Northwestern Youth Baseball
- Northwestern Youth Soccer
- Northwestern Cheerleaders
- A.AU. Basketball
- Northwestern Lions
- Phi Delta Kappa
- County Commissioners
- Northwestern and Howard Elementary Graduation
- Northwestern and Howard Elementary Dramas
- Rotary Club
- Howard Township 4H
- Howard County SHARKS Swim Club
- Carver Wizard Basketball

- U.S. International Jaycee's Meeting
- Howard County Federal School Employees' Credit Union
- Kokomo-Howard Emergency Planning Commission
- Kokomo Youth Chorale
- Boy Scouts
- Howard County School Regional Meetings

Common Instructional Practices

Northwestern Middle School staff blends their unique and varied professional skills and personalities in an effort to reinforce the objectives of the state standards. The writing process with the utilization of the conventions of writing and attention to the development of complete sentences are woven into daily lesson plans. Poster displaying the three point paragraph, the three paragraph essay, and the five paragraph essay are mounted in the classrooms to provide consistent visual reminders of proper paragraph format across the curriculum in both grade levels. The teachers offer practice in writing for different purposes and audiences to provide the students opportunities to express ideas in creative as well as logical avenues through the written word such as the following types of classroom activities:

- Book reports
- Lab reports
- Story, poetry, and playwriting
- Research papers
- Step-by-step procedures
- Written math problems
- written dialogue
- process writing
- exit cards

Essay and short answers questions on tests, quizzes, and daily assignments offer formal assessment of the students' achievement. Each student is encouraged to develop an individual portfolio which will continue to serve the student and the teachers throughout high school years as it tracks the student and provides valuable insights to the student's maturity and writing skills. Teaching styles and strategies vary, but all teachers endeavor to challenge and reinforce students to use writing as a means to evaluate the learning process. Teachers implement instructional skills to enhance reading on all levels with varied approaches. Life skills, problem solving, cooperative learning, character development, technology are skills are incorporated in all academic areas as well as the fine and practical arts.

Curricular Alignment

In the fall of 2003, Northwestern Middle School faculty studied existing curriculum to determine its alignment with the State standards. Each faculty member reviewed his grade level and

subject State standards and addressed the areas in which their curriculum did not align with standards. Each teacher is fully implementing State standards in his or her area.

Curriculum guides K-12 are written in each subject area on a rotating schedule that coordinates with textbook adoption. Vertical articulation and alignment of State Standards are addressed in each review process. Released time is given to allow for teachers to work together for articulation. This year the math department is undergoing revision of the curriculum to insure that standards are being met. At the current time, science is undergoing a reorganization to better align with state standards. Seventh grade science this year adopted the recommended format of teaching all four major sciences at each level and next year this will be expanded to eighth grade science as well. (Current eighth graders would miss instruction in physical and chemical sciences if the curriculum were realigned at this time.)

The special area classes of art, music, physical education, industrial technology, family and consumer science and agriculture are also aligned to State standards. Corporation guidelines are also written for these special areas.

Assessment

Northwestern middle school's school year is divided into four nine-week grading periods. Report cards are issued at the end of each period, and midterms are sent home between report cards.

Extra-Curricular Academic Activities

National Junior Honor Society

The National Junior Honor Society is a honorary society which was established in 1929. NJHS is a counterpart to the National Honor Society. They select member on excellence in the areas of Scholarship, Leadership, Service, and Character. The society is for 7-8th graders and they work on service projects and fundraising while maintaining a B+ or higher average.

Yearbook

The Safari, the middle school yearbook, is published once a year. Through a coordination with a yearbook publishing company, the students and one staff sponsor compile photos of the 7th and 8th grade student body, staff, and extra-curricular activities, sports, etc. Students assist in the assembling process of the various pages, in photo taking for candid and some sports shots, and in generating ideas for themes and clip art usage.

Student Council

Student Council members at Northwestern Middle School are responsible for a variety of activities and service projects throughout the school year. Representatives are elected from each homeroom by grade level in seventh and eighth. This group meets weekly to plan school activities, spirit days, community service projects. The student council works with the teachers and administration to help with student orientation and other special functions.

Spell Bowl

Spell Bowl is an academic competition unique to the state of Indiana. This written competition functions in team format. Middle School students represent their school in eight rounds of nine words. Correctly spelled words from a given list of words are pronounced orally while the students write their responses. New words lists are utilized each year. The team participates in invitational and regional and regional competitions. The state conducts an annual competition as a finale to the season. Only the top 10% of the schools in each division qualify for the state contest which is held in mid-November. We have qualified at this level three times in recent years and were State Champions in 2005. This academic activity is an excellent extension to the classroom and has proven to boost vocabulary skills while improving achievement test scores.

Spelling Bee

In the spring all students in the middle school have the opportunity to compete in an old-fashion spelling bee, an individual contest. Following an all school competition, the school's champion speller represents Northwestern Middle School at the area spelling bee which is open to several area counties. The spellers take turns spelling pronounced words selected from the given word list. As students make mistakes they are eliminated from the competition until only the winner remains. The champion from this competition wins a trip to the National Spelling Bee which is held in May.

Music

The middle school choir is open to any middle school student. There are no auditions to be in this group. Students who choose to be in band can also participate in choir two days a week since the classes meet during the same period. The middle school choir participates in the winter and spring choral concerts. A number of the choir students also participate in the "Circle the State With Song" festival and All-State Honors Choir in January and February. The high school choral director serves as the director for this choir.

Lego League

Lego League is an international program for children ages 9-14 that combines a hands-on interactive robotics program with a sports-like atmosphere. Teams focus on such things as team building, problem solving, creativity, and analytical thinking. Each September, a new challenge is unveiled to FIRST Lego League teams across the world. Over the course of 8 weeks, they strategize, design, build, program, test and refine a fully autonomous robot capable of completing the various missions using the LEGO MINDSTORMtm technology. They also search the web, talk to scientist, visit the library and develop compelling presentations based on

the International Research Assignment, which relates to a problem or opportunity facing the world today.

Activity Period

Time is allotted at the end of each day for activity period. This time allows students to perform many activities. These activities include: silent reading, team activities, agenda checks, guided study hall, peer tutoring, incentive awards, student council, yearbook, academic teams, National Junior Honor Society, computer lab, teacher help, convocations, library, physical activities, student recognition, and community involvement. Setting aside this time daily provides time for these important activities without taking time away from scheduled class time.

Goal for School Improvement Plan

All students will improve reading comprehension skills across the curriculum.

Benchmarks

Benchmarks will be established by examining the scores from ISTEP+, NWEA, Star Reader, and Inview assessment. Students will be expected to show improvement and exemplary progress in the benchmark areas.

Percentage of students in grade 7 & 8 mastering ISTEP+ reading comprehension standard will increase by 1% each academic year.

Timeline

The achievement of students will be reviewed annually by the school administration, school improvement committee, teachers, and other stakeholders at Northwestern Middle School.

The school improvement review will include data provided by the Indiana Department of Education, ISTEP+ data, results of local assessments, and other broad indicators of student achievement.

Achievement scores will be used in the revision of the Improvement Plan as it is reviewed in the spring each year. These scores will be implicit in the Northwestern's School Improvement Plan for the second and third year of the original plan.

Guidance and Counseling Services

Guidance and counseling services are provided for all students at Northwestern Middle School. On our registration and orientation day, the counselor is introduced to the parents and students. The counselor is available all day for questions, concerns, and to meet students and their parents. Students may be self-referred for counseling or be referred by parents, teachers, or other school personnel. Counseling services may be provided in small groups or individually.

The guidance department has a list of community resources for students and parents. This list is helpful to students and parents when either party needs more help with any issue. Some of the list includes places like Big Brothers, Big Sisters; Family Service Association, Howard Community Hospital Behavioral Health Services, Christian Counseling Outreach, etc.

All seventh grade students are required to take Guidance, a nine-week rotation class. The guidance counselor teaches this class. Guidance programs are based on developmental competencies/needs and on state standards. Topics that are covered, but are not limited to: respect, friendship, peer pressure, teasing, bullying, careers, parents, peaceful conflict resolutions, rumors, study skills, and identifying other resources for assistance.

Our school has a line system. Students receive lines for not turning in homework. When a student reaches 6 lines, they are required to meet with the counselor and/or principal during a fifteen minute homeroom time at the end of each day. Students are required to keep their agendas updated, have some kind of an organizational system, and to show the counselor or principal those assignments that are completed or that still need to be completed.

Students receive an agenda at the beginning of each school year. This agenda has all of the school's rule and consequences for any infraction of the rules. Our principal handles all discipline issues. Some discipline options utilized are a suspension of privileges, before-school detention, after-school detention, Saturday school, in-school suspension (on a limited basis), or out-of-school suspension. The type of discipline depends on the severity and type of infraction. All of this is detailed in the student agenda. After they student has been given and served the consequences of their actions, the school counselor speaks to each student about the choices that were made and what consequences followed. We discuss what other options were available and what those consequences would have been. Finally, the student decides which option would have been better and what should be done to avoid making a poor decision in the future.

Safe and Disciplined Learning Environment

A safe and disciplined learning environment is a priority at Northwestern Middle School. There is a yearly review and revision of the student handbook which contains the student code of conduct. Every student and parent receives the student handbook. Meetings are held with parents and students to review the policies and procedures of Northwestern Middle School. All doors are locked during the school day. There is one door visitors may enter. Signs are posted requiring visitors to report to the office to sign in and get a visitor's badge. We have police liaison officers in the building during the day. A full time nurse is available for medical and health related issues. Regular state mandated lockdowns drills, fire drills, and severe weather drills are conducted. There is an annual inspection of the facility, review of accident reports, and

review of safety procedures by the corporation safety committee. A crisis management plan has been developed and is reviewed each year. Random drug testing is done to reduce the use and temptation of drugs. All school activities are properly supervised by staff members.

Technology Integration & Learning

Northwestern Middle School has a technology professional development program in place through our school improvement plan, technology department, and technology planning committee that is constantly evaluating and making adjustments to all phases of the program.

- **Morning Block Time:** This time is used for many staff development and training opportunities both in small groups and individually. An assessment is done identify technology needs and the areas for technology training. This additional time is in addition to the normal preparation period each staff members receive.
- **Tech Time:** Once a month staff members from all grade levels come together during morning block time to discuss technology or receive a technology overview. Tech Time may involve an overview of new technology resources, new software or just a quick little workshop highlighting a specific topic.
- **Summer Workshops:** Technology workshops are offered to the staff just prior to the start of school in the fall.
- **Conferences/Workshops:** Teachers are encouraged to attend conferences in their discipline, or technology conferences, that provide new ideas and training in technology integration into instruction.

Assessment

The use of best practices in technology is integrated into lessons across the curriculum. This is monitored through Curriculum Mapping and lesson plans.

Every two years our corporation technology committee and staff do a technology needs assessment, researches ways to use technology, and prioritizes new technologies for purchase.

Feedback is gathered through staff meetings, individual teachers, Tech Time, Building Technology Committee members, teacher teams, students and school patrons. The feedback is used to assess the use of technology and need to integrate new technology.

Staff Development Opportunities

Northwestern Middle School recognizes the importance of professional staff development and time is allotted for such. The first forty (40) minutes of each contracted school day is available for staff meetings, committee meetings, technology training and professional personal development.

Staff Meetings

Our faculty is encouraged to stay abreast of current educational practices and changes. Professional development is vital to this process and the faculty is encouraged to attend conferences and workshops. Attendees then share what they have learned with the entire staff.

Site-Based Professional Development

Professional development occurs on-site in a variety of ways. The corporation Technology supervisor conducts workshops in computer use on a weekly basis. Outside resources are also utilized to guide the faculty in using best practices in our teaching methods. Test scores of Northwestern Middle School students are analyzed, weaknesses are noted and professional development is often concentrated on methods to improve those weaknesses.

Curriculum

Grade level curriculum is written to align with state standards. The curriculum must then be approved by a Curriculum Council made up of administrators, teachers, parents, and students from each of the four buildings in the school corporation.

Curriculum Mapper/Location

Teachers use Curriculum Mapping to collect and maintain a data base of the operational curriculum in their subject. It provides the basis for authentic examination of the data base. Teachers use this data to make critical decisions about instructional practices in order to improve student learning.

Copies of the Northwestern School Corporation Curriculum are located in each school building and the Superintendent's office. At Northwestern Middle School, copies of the curriculum are located in the principal's office and the library.

Northwestern Middle School IMPROVEMENT PLAN

GOAL: All students will improve reading comprehension skills across the curriculum

SUPPORT DATA: ISTEP+ Reading Comprehension Gr. 7/8 Acuity Teacher Observation	STANDARDIZED ASSESSMENTS ISTEP+ Reading Comprehension Gr. 7 & 8	LOCAL ASSESSMENTS Star Reader Gr. 7 & 8 Accelerated Reader Gr 7 & 8 Teacher Assessments
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INTERVENTION: Sustained silent reading	
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Activities to implement the intervention	Person(s) Responsible	Timeline		Resources	Classroom Level Monitoring System
		Begin	End		

1. Bell Ringers	All Teachers	2018	Ongoing	Lesson Plans	A.M. Staff Dev., Team Time
2. Modeling	All Teachers	2018	Ongoing	Staff share	Team Time, Observations
4. Read during activity homeroom	All Teachers All Students	2018	Ongoing	Staff	Staff Meetings, Team Time
5. Create questions after reading	All Students	2018	Ongoing	STAR, AR	Lesson Plans
6. Accelerated Reader	All Teachers	2018	Ongoing	Library	Team Time, Staff Meetings
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Northwestern Middle School IMPROVEMENT PLAN

GOAL: All students will improve reading comprehension skills across the curriculum

SUPPORT DATA: ILEARN Reading Comprehension Gr. 7/8 IXL, Moby Max Teacher Observation	STANDARDIZED ASSESSMENTS ILEARN Reading Comprehension Gr. 7 & 8	LOCAL ASSESSMENTS Star Reader Gr. 7 & 8 Accelerated Reader Gr 7 & 8 Teacher Assessments
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INTERVENTION:
 Students will be taught vocabulary across the curriculum

Activities to implement the intervention	Person(s) Responsible	Timeline		Resources	Classroom Level Monitoring System
		Begin	End		

1. Implement bell work activities	All Teachers	2018	Ongoing	Indiana Academic Standards, Common Core Standards, Apps	A.M. Staff Development, Team Time
2. Access vocabulary comprehension	All Teachers	2018	Ongoing	Curriculum, Indiana Academic Standards, Common Core Standard, Apps	Lesson Plans, Observations
3. Select key vocabulary terms per subject/grade	All Teachers	2018	Ongoing	Indiana Academic Standards, Curriculum, Apps	Team Time, Department Meetings
4. Analyze student performance data from standardized tests.	All Teachers	2018	Ongoing	ISTEP, Local Assessments, STAR	Professional Development, Team Time
5. Integrate technology into vocabulary activities	All Teachers	2018	Ongoing	Quizlet, iPad Apps	Observations, Lesson Plans, Team Time

Northwestern Middle School IMPROVEMENT PLAN

GOAL: All students will improve reading comprehension skills across the curriculum

SUPPORT DATA: ILEARN Reading Comprehension Gr. 7/8 IXL, Moby Max Teacher Observation	STANDARDIZED ASSESSMENTS ILEARN Reading Comprehension Gr. 7 & 8 IXL, Learning A-Z Moby Max	LOCAL ASSESSMENTS Star Reader Gr. 7 & 8 Accelerated Reader Gr 7 & 8 Teacher Survey
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INTERVENTION: Reading Incentive – “Race To The End”	
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Activities to implement the intervention	Person(s) Responsible	Timeline		Resources	Classroom Level Monitoring System
		Begin	End		

1. Convocation	Librarians, Teams	5/1	5/25	Guest Speakers, High School Students	A.M. Staff Dev., Team Time
2. Individual and Homeroom competition	All Teachers	5/1	5/25	Homerooms	Announcements, Bulletin Board
3. Weekly updates	Librarians	5/1	5/25	Excel, P.A. System	Announcements, Bulletin Board
4. Weekly incentives	Librarians, Teams	5/1	5/25	Activity funds	AR Test
5. Weekly announcements	Office	5/1	5/25	Office personnel	Skyward Messenger
	35				