

**2005-2006 Campus Improvement Plan Proposals**  
**Final Draft**

**Goal 1: Manor High school will meet the instructional needs of all students.**

Strategy 1: Staff Development

Staff will receive training in ESL strategies.	PD Specialist (PDS)
Staff will receive training in Special Education strategies.	SPED Department
Staff will receive Edusoft software training.	Campus Trainer
Staff will receive training on TEKS/TAKS strategies.	PDS
Staff will receive TAKS data to review & disaggregate.	Central Office/Campus Admin.
Staff will engage in book studies on research based methods.	Campus Admin.
Staff will use data to determine appropriate trainings.	Central Office/Staff

Strategy 2: Appropriate Curriculum

Staff will meet to discuss horizontal alignment of courses.	Dept. Chair Meetings
MHS & MMS departments will meet to discuss student academic needs at each campus in an effort to create a smooth transition to the high school.	Campus Principals
During weekly department meetings, staff will discuss and monitor curriculum, making suggestions and notes regarding possible modifications.	Dept. Chairs & Staff
Teachers will conduct classroom to classroom observations.	Dept. Chairs & Staff
MHS will have monthly cross-curriculum team meetings.	Campus Admin. & Staff
MHS will explore additional course offerings (ex. ROTC, cosmetology, creative writing, business).	CTE/CAT/Campus Admin

**Goal 2: Manor High school will improve academic performance.**

Strategy 1: Increase Academic skills

Teachers will involve parents more frequently in the progress of their children through added contact. (ex. phone calls @ progress/referrals/attendance)	Campus Admin. & Staff
Grade level failure rates will be communicated to the faculty and be monitored with expectations for improvement.	Campus Admin & Dept. Chairs
Teachers & parents will be encouraged to continue to contact each other electronically.	Campus Admin.
MHS will add email address to enrollment forms.	Campus Admin.
Staff will utilize Edusoft web-based program and ongoing training with the program, to identify and target student needs.	Campus Trainer & Staff

TAKS remediation workshops will be provided for targeted students.  
 Selected special education students will be included in regular education classrooms with supports.  
 MHS will continue to encourage students to take AP exams by absorbing some of the exam costs.  
 MHS will have all seniors enrolled at ACC.  
 MHS will explore use of staff web pages for class assignments, homework and student support.  
 MHS will give 6 week benchmarks to all students.  
 MHS will investigate the possibility of hiring a campus technology facilitator.

Dean of Instruction

SPED Dept. & Staff

Principal/AP Staff  
 CTE Coordinator

Campus Admin.  
 Campus Admin & Dept. Chairs.

Campus Admin.

#### Strategy 2: TAKS Scores

Staff will receive training on TEKS/TAKS strategies.  
 Departments will disaggregate TAKS data from exit and 8<sup>th</sup> grade levels to identify focus areas and plan accordingly. Emphasis will be placed on the sub-populations in need of improvement.  
 MHS will collect 6 week TAKS benchmarks on all students.  
 MHS staff will utilize MCAP, which outlines the TEKS to be covered each 6 weeks in each core subject.  
 Special education staff will be provided with 6 week benchmarks at each students grade level per their IEP.  
 ESL students will take 6 wks benchmarks in the ESL class starting with the second 6 weeks.

PDS

Central Office & Dept. Chairs.

Campus Admin & Dept. Chairs.

Campus Admin & Dept. Chairs.

SPED Director & Dept. Chair.

Campus Admin. & ESL teachers

#### Strategy3: Highly Qualified Staff

All uncertified teachers will be enrolled in alternative certification programs or be scheduled to take the Excet exam.  
 All para-educators will be provided the opportunity and time for training in their assigned jobs.  
 A first year teacher mentor program will be further developed within the new teacher program. (CAT will look into application process, training and a stipend).

HR Director/ Principal

Campus Admin.

AP/ Principal/CAT

Staff members who may be called on to assist in student restraint will be provided SAMA training.	Campus Admin.
Parents will continue to be part of the interview process for prospective employees.	Principal

**Goal 3: Manor High school will increase communication between the school and the community.**

Strategy 1: Communication Between Stakeholders

Grade level meetings and Open House will continue.	Campus Admin. & Staff
The MHS marquee will be updated weekly.	AP
MHS MTV will be updated weekly.	Librarian
Parents of ESL students will be invited to a special parent activity.	ESL/Spanish Teachers
Student information will be updated in Skyward.	Registrar/Attendance
At beginning of the school year, addresses and phone numbers will be verified.	Attendance/Registrar
A “Course Fair” including all departments, will be conducted for parents and students prior to course selection for the subsequent year.	Campus Admin. & Staff
“Products” and “Fine Arts” exhibits will be on display throughout the campus. CAT will review a process for whom and when items are to be displayed.	Campus Admin./Staff/CAT
All staff will maintain contact logs.	Staff
MHS will conduct student & parent satisfaction surveys yearly.	Campus Admin.
MHS will expand its website and update it regularly.	Campus Admin./Webmaster
MHS will conduct weekly department meetings & department head meetings.	Campus Admin. & Dept. Chair
Principal will conduct monthly meetings: Student Roundtable, Faculty Roundtable and Council of Presidents.	Principal
MHS will begin to include the school phone number and teacher email addresses with student enrollment packets.	Campus Admin.

Strategy 2: Increase Attendance

Conferences will be held with students to address attendance issues.	AP
Parents of students with excessive absences will be contacted.	Attendance/AP

CAT will explore “attendance incentives” to increase attendance.	CAT
In an effort to decrease “skipping”, phone contact will be made to parents of students missing partial days.	AP
MHS will file with the Manor Municipal Court, on students with excessive absences.	Attendance/AP/Principal
MHS will better advertise the “attendance number.”	Campus Admin.
Home visits by Student & Family Support Services personnel will be done at teacher/administrator request.	Student & Family Support Services/ MHS Staff
Organization sponsors will be encouraged the “advertise” to increase student participation.	Organization Sponsors
MHS will explore student incentives for improved/perfect attendance.	Campus Admin & CAT
<b>Strategy 3: Administrator/Teacher</b>	
Departmental meetings will be held weekly for discussion of campus issues, curricula, planning, teaching practices, etc.	Dept. Chairs
Department chair meetings will be held weekly discussion of campus issues, curricula, planning, teaching practices, etc.	Campus Admin. & Dept. Chair
Approved CAT minutes will be provided to MHS staff members.	CAT
CAT will review possible CTE and Fine Arts department chairs.	CAT
MHS will develop strategies to extend the current student exemption policy through second semester freshman.	CAT

**Goal 4: Manor High school will improve staff morale.**

**Strategy 1: Campus Involvement**

Departmental time will be provided during staff development days to provide opportunities for brainstorming and planning.	Principal
Instructional staff will continue to be included in job fairs and interviews of prospective employees.	Campus Admin.
The CAT will continue to be the faculty tool for addressing issues.	CAT
The CAT will continue to meet at least once per six weeks.	CAT

Teacher appreciation and stress reduction activities will be provided.

Campus Admin.

Strategy 2: Discipline

Teachers, students, and staff will be given timely feedback on referrals.

AP

The students in PALS will receive training to become campus peer mediators.

PALS Teacher

MHS will continue to refine the tardy policy.

AP

ISS procedure and lessons will be standardized and consistently used.

Campus Admin.

Community and school service will be promoted throughout the curriculum and extra curricular activities.

Campus Admin. & Staff

**Goal 5: Manor High school will provide a safe learning environment.**

Strategy 1: Consistent Discipline

Teachers will be provided a variety of classroom management techniques and invited to share others.

Dept. Chair & Staff

Teachers will be required to document classroom interventions and parent contacts for ongoing student behaviors.

AP & Staff

Teachers with classroom management difficulties will be provided individual assistance.

Campus Admin. & Mentors

MHS administration will continue to stress school rules to students and staff. (ex. dress code, attendance, loss of credits).

Campus Admin.

Strategy 2: Additional Safety Procedures

The School Resource Officer (SRO) will be invited to meet with classes. He will discuss issues which are encountered by law enforcement and relevant to teens.

Campus Admin. & SRO

Counselors will provide students, staff and parents with information about harassment issues.

Counselors

MHS students will become a resource for other MISD schools.

PALS/STUCO/ NHS/

FFA/Campus Admin./Staff

MHS will explore a parent meeting discussing local gang problems.

Campus Admin.

**Strategy 3: Safe and Drug-Free**

Administration will contract for the use of  
“drug” dogs on campus.

Principal

STUCO will continue Red Ribbon Week  
activities and information for students.

STUCO Sponsor

At least one school-wide drug education  
program will be provided to the students  
and staff.

Campus Admin.

Students Against Violence Everywhere (SAVE) will  
continue to be developed at MHS.

SAVE Sponsors