

**Redland Middle School**  
**October 12, 2009 Open House and Parent Walkthrough**  
**Feedback Summary & Follow Up Action Plans**

**Summary of Walkthrough Checklist Feedback**

*There were 91 parents in who attended open house and 28 response forms returned*

	<b>STRONGLY</b>	<b>AGREE</b>	<b>DISAGREE</b>	<b>STRONGLY DIS</b>	<b>N/A</b>
<b>Public areas kept clean</b>	15	11			
<b>Restrooms clean</b>	4	8	1		11
<b>Main office neat</b>	18	8			
<b>Main office friendly</b>	19	7			
<b>Students in seats</b>	17	12			
<b>Opening routine</b>	17	9	2		2
<b>Actively engaged</b>	12	17	1*	1*	1
<b>Using strategies to involve</b>	17	11	1*	1*	1
<b>Enter cafeteria orderly</b>	5	6		1	10
<b>Staff greet students cafeteria</b>	2	7	2		10
<b>Cafeteria clean, organized</b>	7	6			9
<b>Staff actively monitor/interact</b>	4	7			10
<b>Staff in hallways supervising</b>	10	12	2		3
<b>Staff greet visitors in halls</b>	9	13	1		3
<b>Teachers greet students</b>	12	8	2	1	4
<b>Staff interact w/students positively</b>	15	9	1	1*	2
<b>Students interact w/staff positively</b>	12	13	1	1*	1
<b>Students interact w/students positively</b>	4	17	3	1*	1

*\*These comments are from the same feedback sheet and refer to a specific circumstance affecting one student that has been addressed*

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***Opportunities for Improvement Identified through the Walkthrough Checklist***

<b>Area of Concern (extent of concern)</b>	<b>Person Responsible and Action Steps</b>
<ul style="list-style-type: none"> <li>1 out of 13 responses disagreed that the restrooms are clean</li> </ul>	<ul style="list-style-type: none"> <li><b>Building Services-</b> Building services has a regular schedule for inspection of the restrooms. Administration will also check restrooms on a regular basis to monitor</li> </ul>
<ul style="list-style-type: none"> <li>2 out of 28 responses disagreed that there was an opening procedure in place</li> </ul>	<ul style="list-style-type: none"> <li><b>Staff Development / Administration –</b> As a staff we are stressing the importance of a consistent opening routine for each course. We will continue to stress, monitor and provide the necessary staff development.</li> </ul>
<ul style="list-style-type: none"> <li>1 out of 12 responses strongly disagreed that students entered the cafeteria in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li><b>Cafeteria Aids / Administration-</b> We will review our procedures for lunch and determine how to best communicate and enforce expectations for students</li> </ul>
<ul style="list-style-type: none"> <li>2 out of 11 responses disagreed that students are greeted in the cafeteria as they entered</li> </ul>	<ul style="list-style-type: none"> <li><b>Cafeteria Aids / Administration-</b>This has been addressed with the appropriate staff. The expectation is that staff is in the cafeteria prior to the arrival of students</li> </ul>
<ul style="list-style-type: none"> <li>2 out of 24 responses disagreed with staff being in the hallways supervising</li> </ul>	<ul style="list-style-type: none"> <li><b>Administration / Staff -</b> One comment referred to not seeing an administrator outside, the other had no comment. Our expectation is that all staff is to be in the hallways during class change. At least one administrator tries to get outside each class change but that may be impacted by events occurring and / or during lunch time when lunch supervision is needed. We will review expectations</li> </ul>
<ul style="list-style-type: none"> <li>1 out of 23 responses disagreed with staff greeting visitors in the hallway</li> </ul>	<ul style="list-style-type: none"> <li><b>Administration / Staff-</b> We will review expectations. All visitors should be greeted, particularly there is a focus on visitors without MCPS ID badges or visitor's passes.</li> </ul>
<ul style="list-style-type: none"> <li>3 out of 23 responses either disagreed (2) or strongly disagreed (1) that teachers greet student in the hallway</li> </ul>	<ul style="list-style-type: none"> <li><b>Administration / Staff-</b> This is an expectation that will be reviewed with all staff. We will continue to monitor and work on improving.</li> </ul>
<ul style="list-style-type: none"> <li>2 out of 26 responses either disagreed (1) or strongly disagreed (1) that staff interact with students positively</li> </ul>	<ul style="list-style-type: none"> <li><b>Administration / Staff-</b> One comment was specific to one student, which has been addressed, and the other did not have a matching comment. The concerns will be shared with staff.</li> </ul>

Area of Concern (extent of concern)	Person Responsible and Action Steps
<ul style="list-style-type: none"> <li>2 out of 27 responses either disagreed (1) or strongly disagreed (1) that students interact with staff positively</li> </ul>	<ul style="list-style-type: none"> <li><b>Administration / PBIS Team-</b> One comment was specific to one student, which has been addressed. The other shared that students were rude to staff. This will be included in our PBIS reviews of expectations with students.</li> </ul>
<ul style="list-style-type: none"> <li>4 out of 25 responses either disagreed (3) or strongly disagreed (1) that students interact with students positively</li> </ul>	<ul style="list-style-type: none"> <li><b>Administration / PBIS Team-</b> This will be shared with our PBIS team to look into ways of addressing and correcting.</li> </ul>

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***Opportunities for Improvement Identified through the Walkthrough Written Comments***

<b>Area of Concern (extent of concern)</b>	<b>Person Responsible and Action Steps</b>
<ul style="list-style-type: none"> <li>Consistent and effective use of technology in all classes to enhance learning</li> </ul>	<ul style="list-style-type: none"> <li><b>Staff Development-</b> This is an ongoing professional development item for our staff. We are continuing to work on effectively integrating technology into the classroom.</li> </ul>
<ul style="list-style-type: none"> <li>Uncomfortable temperature in the building</li> </ul>	<ul style="list-style-type: none"> <li><b>Construction / Building Services-</b> Open house was prior to the conversion from AC to heat, so we did not have access to heat. We also are working with some new ventilation systems and some old ventilation systems due to construction. These items have not been balanced yet causing some temperature differences throughout the school.</li> </ul>
<ul style="list-style-type: none"> <li>Some classes don't have promethean boards and could use them, some have them and don't use them</li> </ul>	<ul style="list-style-type: none"> <li><b>Staff Development-</b> This is an ongoing professional development item for our staff. We are continuing to work on effectively integrating technology into the classroom. We have also offered to relocate classes that would like to use a Promethean board and do not have one.</li> </ul>
<ul style="list-style-type: none"> <li>Noise carrying over between rooms</li> </ul>	<ul style="list-style-type: none"> <li><b>Construction-</b> This is one of the driving forces behind our construction. At the conclusion of construction all rooms will be completely enclosed addressing this issue</li> </ul>
<ul style="list-style-type: none"> <li>More frequent and effective use of Edline to inform and assist parents and students</li> </ul>	<ul style="list-style-type: none"> <li><b>Staff Development-</b> This is an ongoing professional development item for our staff. We are continuing to work on effectively using Edline to keep parents up to date and informed.</li> </ul>
<ul style="list-style-type: none"> <li>Issues with students wearing appropriate clothing (based on temperature) during PE</li> </ul>	<ul style="list-style-type: none"> <li><b>Parents / Students / PE Department-</b> Students should keep light and heavy clothing in their lockers. On days when the students are inside and go outside they should keep sweatpants and sweatshirts with them</li> </ul>
<ul style="list-style-type: none"> <li>Class size concerns (Science class with 30 students)</li> </ul>	<ul style="list-style-type: none"> <li><b>Counseling / Administration-</b> All classes are created to align with the Board of Education recommended class sizes. For science the recommended capacity is 32 students</li> </ul>
<ul style="list-style-type: none"> <li>Issues with visitors during open house disrupting instruction</li> </ul>	<ul style="list-style-type: none"> <li><b>Administration-</b> Concerns were raised in some feedback forms about other visitors disrupting classes with conversations with students. For the 2010 open house we will include information on classroom expectations and how visitors can be a positive part of the classroom environment.</li> </ul>

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Area of Concern (extent of concern)	Person Responsible and Action Steps
<ul style="list-style-type: none"> <li>Behaviors of a few students (in a couple of classes) causing disruptions to the learning environment</li> </ul>	<ul style="list-style-type: none"> <li><b>PBIS Team-</b> We are consistently working to provide staff with training and information on effective classroom environments while continuing to work with students to communicate, model, and reinforce desired behaviors. Our PBIS team will continue to assist staff with strategies and provide students with reinforcement lessons on expectations</li> </ul>
<ul style="list-style-type: none"> <li>Concerns about the level of security and supervision of the portables</li> </ul>	<ul style="list-style-type: none"> <li><b>Administration-</b> This issue has been discussed with MCPS safety and security. The concern revolved around the security of the portable classrooms during class time. These portables are not continuously monitored, but the doors are to be locked during class time, teachers in the portables have an emergency call box that connects them to the main office and direct connect enabled cell phone to use</li> </ul>
<ul style="list-style-type: none"> <li>Staff not in the cafeteria to greet 6<sup>th</sup> graders upon arrival</li> </ul>	<ul style="list-style-type: none"> <li><b>Administration / Cafeteria Aids-</b> This is an expectation that has been reviewed with staff and a plan has been developed in the case where one or more employees are absent.</li> </ul>
<ul style="list-style-type: none"> <li>Some students are rude and disrespectful, especially to each other</li> </ul>	<ul style="list-style-type: none"> <li><b>Administration / PBIS Team-</b> This will be shared with our PBIS team to look into ways of addressing and correcting.</li> </ul>

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