

Joining the Thomas Jefferson Community: Maintaining a Legacy of Excellence



Keisha Boggan, Principal
Thomas Jefferson Middle School
125 South Old Glebe Road
Arlington, VA 22204

Thomas Jefferson Middle School is embarking upon new leadership after an era of remarkable growth. This entry plan aims to maintain high standards and ensure the continued level of excellence associated with the school. The plan gives the Jefferson community insight about my goals and plans for working with the various constituencies that have been vital to the school's success. The essential questions and objectives of this plan are centered on five key areas:

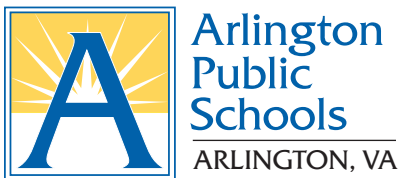
- Establishing positive and open lines of communication with faculty, staff, students, parents and guardians, Central Office administration and staff, and community stakeholders.
- Understanding the organizational structure and operations of the school and school district.
- Conducting a SWOT (strengths, weaknesses, opportunities, threats) analysis of data.
- Ensuring the facility is safe, conducive to learning and inviting.
- Building upon past traditions and accomplishments.

The following four essential questions will help guide my entry as principal:

- What are the strengths and opportunities for improvement found in the Thomas Jefferson management plan?
- What are our student achievement data sources and how do those sources inform instructional decision-making?
- How can we use the Plan-Do-Study-Act model to capitalize on successes and address challenges?
- What is being done to effectively ensure that every student's academic, social and emotional needs are being met?

My goal is to meet the objectives listed below as I seek answers to the aforementioned essential questions:

- Establish and maintain team-oriented working relationships with all staff rooted in collaboration, transparency, mutual respect and a belief in doing what is in the best interest of students;
- Create a positive and risk free learning environment where students feel safe and supported.
- Cultivate an inclusive environment where all family members are valued and strongly encouraged to be participative members of the Jefferson community.
- Invite civic and community members to collaborate with other Jefferson stakeholders to further our mission and advocate for our students.
- Develop collegial relationships with supervisors and directors to support the students, staff and families of Jefferson.
- Develop strong, professional relationships with the Superintendent and members of the Senior Staff to enhance the educational program at Jefferson.
- Build strong relationships with all members of Jefferson's administrative and instructional leadership teams.
- Establish and maintain professional relationships with fellow middle school administrative teams to promote the middle school philosophy.
- Establish and maintain collegial relationships with feeder elementary and high schools to ensure effective articulation and transitions for rising sixth and ninth graders.
- Maintain and expand Jefferson's cadre of Partners in Education to enhance the academic program.



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The ultimate goal of this entry plan is to provide stakeholders with a transparent look into my goals and objectives to further teaching and learning at Thomas Jefferson. The success of this plan rests with effectively collaborating to create positive relationships with the staff, students, families, administrative and leadership teams and members of the community to perpetuate Jefferson's trajectory of excellence. The documents that will be used to aide in this process include, but are not limited to:

- 2011-17 Arlington Public Schools Strategic Plan
- 2011-12 Thomas Jefferson School Management Plan
- 2011-12 Spring Standards of Learning Data
- 2011-12 Discipline Report
- 2011-12 Student Handbook
- 2011-12 Parent Handbook
- 2011-12 Faculty Handbook
- 2011-12 School Survey Data
- Mission and Vision Statement
- IB MYP Principles into Practice
- Department and Grade Level Goals

I look forward to the year ahead as we implement strategies to meet these goals and strengthen our community!

Sincerely,



Keisha Boggan
Principal, Thomas Jefferson Middle School



Detailed Entry Plan Objectives By Constituency Group

	Pre-Entry Phase July – August	Entry Phase August – October	Post Entry Phase October forward
Staff	<ul style="list-style-type: none"> Meet with each staff member individually 	<ul style="list-style-type: none"> Develop collaborative relationships Determine how PLCs can be strengthened Discuss student achievement goals Schedule and conduct grade level team meetings 	<ul style="list-style-type: none"> Maintain an open door policy Hold regularly scheduled meetings with team leaders, instructional lead team, counselors, facilities director, treasurer and other staff leaders to determine needs and solutions
Students	<ul style="list-style-type: none"> Informal meetings Invite summer school students to lunch bunch meetings 	<ul style="list-style-type: none"> Meet with student leaders Meet with student clubs and athletic teams 	<ul style="list-style-type: none"> Establish regular meetings with student-led groups Attend scheduled class meetings Maintain a visible presence in the building to establish a rapport with students
Parents/ Guardians	<ul style="list-style-type: none"> Meet with PTA President to plan for the 2012-13 school year Meet and greet families at different venues on and off campus 	<ul style="list-style-type: none"> Meet with 2012-13 PTA officers Attend PTA meetings Meet with parent advisory group Meet with extracurricular parent groups 	<ul style="list-style-type: none"> Attend PTA meetings Participate in PTA sponsored events and meetings Disseminate Parent Handbook
Community Members	<ul style="list-style-type: none"> Mail letters of introduction to civic and community organizations 	<ul style="list-style-type: none"> Attend civic and community group meetings Solicit new partnerships 	<ul style="list-style-type: none"> Participate in community events and functions sponsored by civic and community groups
Central Office Leaders and Staff	<ul style="list-style-type: none"> Meet with departments to become familiar with how each supports Thomas Jefferson 	<ul style="list-style-type: none"> Attend trainings and workshops facilitated by curriculum supervisors and department directors Initiate content classroom walkthroughs with content supervisors 	<ul style="list-style-type: none"> Maintain ongoing communication with central office staff to support student academic achievement and staff professional development Invite central office staff to Jefferson events, meetings and trainings
School-based Leadership Team	<ul style="list-style-type: none"> Initiate and participate in team-building exercises Collaboratively determine roles and responsibilities Create opening school checklist 	<ul style="list-style-type: none"> Develop school plan for the 2012-13 school year Meet each member individually to discuss annual goals Establish weekly and monthly meeting schedule Informal meetings 	<ul style="list-style-type: none"> Attend and participate in regularly scheduled meetings Monitor implementation of school plan

Detailed Entry Plan Objectives By Constituency Group (cont'd.)

	Pre-Entry Phase July – August	Entry Phase August – October	Post Entry Phase October forward
Superintendent and Senior Staff	<ul style="list-style-type: none"> Attend and participate in pre-entry meetings and trainings 	<ul style="list-style-type: none"> Design entry plan Maintain collaborative communication and discourse to ensure Jefferson complies with school district policies and procedures and sustains its ability to explore innovative approaches to instruction 	<ul style="list-style-type: none"> Attend and participate in regularly scheduled meetings Monitor entry plan
Middle School Administrative Teams	<ul style="list-style-type: none"> Introduce Jefferson administrative team to middle school administrative teams 	<ul style="list-style-type: none"> Attend and participate in monthly middle school principal's meetings 	<ul style="list-style-type: none"> Collaborate with middle school principals to promote the accomplishments and advocate for the needs of APS middle schools
Feeder School Administrative Teams	<ul style="list-style-type: none"> Introduce Jefferson administrative team to elementary and high school feeder school administrative teams 	<ul style="list-style-type: none"> Schedule articulation meetings with elementary and high feeder schools' 5th and 9th grade teams 	<ul style="list-style-type: none"> Plan transition activities for rising 5th and 9th grade students
Partners in Education	<ul style="list-style-type: none"> Schedule "meet and greet" with existing partners 	<ul style="list-style-type: none"> Explore new partnerships to maintain Jefferson's strong community presence 	<ul style="list-style-type: none"> Maintain relationships with existing partners to celebrate and expand services Cultivate relationships with new partners

