

## Joining the Gunston Community: Contributing to Building a Community of Scholars



**Lori Wiggins, Principal**  
Gunston Middle School  
2700 South Lang Street  
Arlington, VA 22206

**G**unston Middle School is a vibrant middle school with a wide array of offerings to promote the social, emotional, intellectual, and physical well-being of students. The school has a tradition of excellence and a history of success. The task of building a community of scholars may be defined as the complex process of creating a group of learned individuals who have profound knowledge and who share common characteristics and interests. Such a task is indeed complex and not achieved in isolation.

The intent of this entry plan is to communicate the strategies I will employ to extend and increase the success of the school. The plan identifies the resources I will review, the constituencies I will consult, and actions I will initiate.

My objectives are centered on five key areas:

- Building on past traditions and accomplishments;
- 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 Gunston and the Arlington Public Schools;
- Engaging stakeholders in a review of established practices and procedures and an analysis of the benefit impact of those practices; and
- Identifying opportunities for improvement and modernization.

I am thrilled to be at Gunston Middle School and I look forward to working collaboratively to build a community of scholars. I was drawn to Gunston for the opportunity to be a principal in a setting with a wide variety of programs and an appreciation for diversity. I continue to be excited by the passionate and dedicated individuals I have met, the county's focused commitment to student success, the tradition of excellence and the culture of high expectations.

I look forward to the year ahead and to the work of increasing student success.

Sincerely,

Lori Wiggins, Principal

## Detailed Entry Plan Objectives By Constituency Group

	Pre-Entry Phase July – August	Entry Phase August – October	Post Entry Phase October forward
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Make welcome phone calls</li> <li>• Meet individually with staff members</li> <li>• Review APS Site Survey Data</li> <li>• Review data collected about characteristics wanted in the new principal</li> </ul>	<ul style="list-style-type: none"> <li>• Develop collaborative relationships</li> <li>• Determine how to enhance and strengthen grade level and content specific teams</li> <li>• Continue to meet individually with staff members</li> <li>• Review school performance data</li> <li>• Develop School Plan goals and identify individual and collaborative strategies to achieve goals</li> <li>• Conduct classroom observations and “walk throughs”</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to build collaborative relationships</li> <li>• Maintain an open door policy</li> <li>• Hold regularly scheduled meetings with team</li> <li>• Routinely and systemically seek feedback</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Send introduction correspondence</li> <li>• Meet informally with students</li> <li>• Review student data about the characteristics sought in the new principal</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with student leaders</li> <li>• Meet with student clubs and athletic teams</li> <li>• Interact with students throughout the course of school day</li> </ul>	<ul style="list-style-type: none"> <li>• Establish regular meetings with student-lead groups</li> <li>• Attend class meetings and class functions</li> <li>• Maintain a visible presence in the building to establish rapport with students</li> </ul>
<b>Parents/ Guardians</b>	<ul style="list-style-type: none"> <li>• Meet with PTA president to plan for the 2012-13 school year</li> <li>• Meet and greet families at different venues on and off campus</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with 2012-13 PTA officers</li> <li>• Attend PTA meetings</li> <li>• Hold regular principal “chats”</li> <li>• Disseminate Parent Handbook</li> <li>• Publish monthly school newsletter</li> <li>• Explore options to increase parental engagement, particularly ethnic parent groups represented at Gunston Middle School</li> </ul>	<ul style="list-style-type: none"> <li>• Continue attendance at PTA meetings</li> <li>• Participate in PTA-sponsored events and meetings</li> <li>• Monitor parental engagement and adjust strategies as needed</li> </ul>
<b>Community Members</b>	<ul style="list-style-type: none"> <li>• Mail letter of introduction to civic and community organizations</li> <li>• Arrange individual meetings with key community members and business partners</li> <li>• Attend civic and community group meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Attend civic and community group meetings</li> <li>• Assess quality and quantity of partnerships</li> <li>• Seek to establish new partnerships</li> <li>• Share monthly school newsletter with civic and community groups</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in community events and functions sponsored by civic and community groups</li> <li>• Monitor quality and quantity of partnerships and adjust strategies as needed</li> </ul>

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

	Pre-Entry Phase July – August	Entry Phase August – October	Post Entry Phase October forward
<b>Central Office Leaders and Staff</b>	<ul style="list-style-type: none"> <li>• Meet central office staff to become familiar with various roles, responsibilities, and available resources</li> <li>• Attend professional development sessions to become familiar with Arlington School Board policies and procedures</li> <li>• Work collaboratively with the Departments of Facilities &amp; Operations and Information Services to address building needs</li> </ul>	<ul style="list-style-type: none"> <li>• Attend professional learning opportunities facilitated by curriculum supervisors and department directors</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain ongoing communication with central office staff to support student academic achievement and staff professional development</li> <li>• Invite central office staff to Gunston events and meetings</li> </ul>
<b>School-Based Leadership Council</b>	<ul style="list-style-type: none"> <li>• Initiate and participate in team-building exercises</li> <li>• Meet with the Leadership Council to review data, discuss opening school agenda, and school procedures and events</li> </ul>	<ul style="list-style-type: none"> <li>• Assess effectiveness of School-based leadership council</li> <li>• Collaboratively determine roles and responsibilities</li> <li>• Establish norms and expectations</li> <li>• Establish meeting schedule</li> <li>• Develop school plan for the 2012-13 school year</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and participate in regularly-scheduled meetings</li> <li>• Monitor implementation of the school plan</li> <li>• Monitor the work of the school-based leadership council and modify strategies as needed</li> </ul>
<b>Superintendent and Senior Staff</b>	<ul style="list-style-type: none"> <li>• Attend and participate in pre-entry meetings and professional learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Design entry plan</li> <li>• Maintain collaborative communication and discourse to ensure Gunston complies with school district policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and participate in regularly scheduled meetings</li> <li>• Monitor entry plan implementation, adjust strategies and interventions as needed</li> </ul>
<b>Middle School Administrative Teams</b>	<ul style="list-style-type: none"> <li>• Meet the administrative teams at the other middle schools</li> </ul>	<ul style="list-style-type: none"> <li>• Attending and participate in monthly middle school principals' meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate with middle school principals to promote the accomplishments and advocate for the needs of APS middle school students</li> </ul>
<b>Feeder School Administrative Teams</b>	<ul style="list-style-type: none"> <li>• Meet the administrative teams at the other middle schools</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule articulation meetings with elementary feeder schools and high school administrative and 9th grade teams</li> </ul>	<ul style="list-style-type: none"> <li>• Plan transition activities for rising 5th and 9th grade students</li> </ul>

## Documents to Review

- 2011-17 Arlington Public Schools Strategic Plan
- APS Vision and Mission Statements
- School Plans from Previous Years
- VDOE School Data
- School Website
- Site-based School Climate Survey Results
- Parent, Student and Staff Handbook
- Community and Business Partners
- Student Performance Data
- Assessment Data
- Minutes from Gunston Meetings (PTA, Team, Department)



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