



*South Hadley Public School District  
South Hadley, Massachusetts*

**South Hadley Public Schools  
District Improvement Plan  
2018-2020**



*Mission Statement:*

*The mission of the South Hadley Public Schools is to enhance lives through teaching and learning. Therefore, we pledge to educate students in a challenging, supportive learning community in which each student strives to be a life-long learner, to develop her/his full potential, and to become a responsible citizen in a diverse and global society.*

# South Hadley Public Schools District Improvement Plan

## Table of Contents

EXECUTIVE SUMMARY.....	3-4
SCHOOL COMMITTEE MEMBERS.....	5
OFFICE OF THE SUPERINTENDENT.....	5
DISTRICT INSTRUCTIONAL LEADERSHIP TEAM.....	5
ORGANIZATIONAL CHART 2018 – 2019.....	6
LEADERSHIP MEETINGS .....	7
<b>SOUTH HADLEY PUBLIC SCHOOLS DISTRICT IMPROVEMENT GOALS</b>	
<b>TECHNOLOGY</b>	
GOAL I.....	8
GOAL II .....	9
GOAL III.....	10
GOAL IV .....	11
<b>PROFESSIONAL DEVELOPMENT</b>	
GOAL V.....	12
GOAL VI.....	13-14
GOAL VII.....	15
GOAL VIII.....	16
GOAL IX.....	17
GOAL X.....	18
GOAL XI.....	19-20
GOAL XII.....	21
GOAL XIII.....	22
<b>CURRICULUM, ASSESSMENT AND INSTRUCTION</b>	
GOAL XIV.....	23-24
GOAL XV.....	25
GOAL XVI.....	26-27
GOAL XVII.....	28-29
GOAL XVIII.....	30-31
GOAL XIX.....	32
GOAL XX.....	33
GOAL XXI.....	34
GOAL XXII.....	35
GOAL XXIII.....	36-37
GOAL XXIV.....	38-39
GOAL XXV.....	40
GOAL XXVI.....	41-42
<b>EDUCATOR EVALUATION</b>	
GOAL XXVII.....	43-44
<b>STUDENT SERVICES</b>	
GOAL XXVII.....	45-46
GOAL XXIX.....	47
GOAL XXX.....	48
GOAL XXXI.....	49
GOAL XXXII.....	50-51
<b>STAFFING</b>	
GOAL XXXIII.....	52
<b>PARENT AND COMMUNITY ENGAGEMENT</b>	
GOAL XXXIV.....	53-54
<b>BUSINESS</b>	
GOAL XXXV.....	55
GOAL XXXVI.....	56
INSTRUCTIONAL ROUNDS.....	57
REFERENCES.....	57

# South Hadley Public Schools District Improvement Plan

## Executive Summary

*“The prime responsibility of all educational leaders is to put in place learning that engages students intellectually, socially, and emotionally. Sustainable leadership goes beyond temporary gains in achievement scores to create lasting, meaningful improvements in learning”* (Glickman, 2002; Stoll, Fink, & Earl, 2003).

The South Hadley Public Schools’ District Improvement Plan has been crafted to establish meaningful and lasting academic improvement across the district. A well-articulated review of curriculum, instruction, and management can be identified at the core of the district’s goals. Through a process reflective of the Cycle of Inquiry (Copland, 2009), educators will think about and work on identified areas of high priority that exist in both teaching and learning in an effort to affect sustainable change.

In collaboration with our students, staff, community, and School Committee, focused and explicit improvement targets have been identified to enhance student outcomes. In the 2016-2017 school year, the district started its second round of its comprehensive Curriculum Review Cycle. Curriculum areas reviewed during the cycle include mathematics, science, history/social studies, foreign languages, fine and applied arts, physical education, library media science, and English language arts. A second round of curriculum review, relative to state standards, began in 2016-2017 and was focused in the areas of mathematics and library media science. In 2017-2018 science, health, and physical education were reviewed again, with attention to the Massachusetts version of the Next Generation Science Standards, which includes engineering standards and practices at all grade levels. In 2018-2019 the district will focus on English language arts and carpentry. In addition to our comprehensive curriculum review cycle, significant efforts were made in 2017-2018 to establish vocational education at South Hadley High School, and the district proceeded with developing and refining both a carpentry and hospitality management program. These vocational programs will be offered for the third year in 2018-2019, and the district will continue the application process for Vocational Technical Education New Program Approval M.G.L. c.74. Interest in vocational education has increased dramatically for South Hadley students in the last four years. Such efforts will further deepen our capacity to meet the needs of our students.

Enriching the academic efforts surrounding student improvement are professional development initiatives that support educator growth and development. Grounded in the 2018 Professional Development Plan, South Hadley educators will be provided with opportunities to continue to engage in long-range and highly effective workshops including Positive Behavioral Intervention and Supports (PBIS), Studying Skillful

Table 1: Cycle of Inquiry



## **South Hadley Public Schools District Improvement Plan**

Teaching (SST), Literacy Collaborative and best practices in addressing an increasingly diverse student body.

To ensure compliance with federal and state policies and regulation, every six years, the Massachusetts Department of Elementary and Secondary Education completes a comprehensive Coordinated Program Review in Massachusetts school districts. During the 2017-2018, the Department completed a comprehensive Coordinated Program Review in South Hadley, which included a review of programs and policies for Title I, special education, English language learners, civil rights and career/technical education. The district submitted documentation to demonstrate compliance in the five areas, which included 24 criteria for Title I, 59 criteria for special education, 18 criteria for English language learners, 26 criteria in civil rights and 25 criteria for career and technical education. In addition, the Department sent surveys to parents or guardians of English language learners and special education students to garner feedback about the aforementioned programs. Moreover, the Department was on site to review student files, observe programs and to conduct interviews of administrators, teachers, specialists, support staff and parents. The district is awaiting the final report from the Department, which will be reviewed and used for improvements during the 2018-2019 school year.

As a result of the last visit from the New England Association of Schools and Colleges (NEASC), South Hadley High School will work towards fulfilling recommendations outlined in the report including increasing more planning time, developing protocols for analyzing student work, developing more common assessments, and establishing procedures to inform and engage all stakeholders in the understanding and use of the school's mission statement and learning expectations. In addition, the district will build upon Restorative Practices implementation at the high school and PBIS implementation in grades PK-8 by offering professional development on how student achievement is impacted by social-emotional learning (SEL), understanding the needs of an increasingly diverse student body, and mental health disorders. With these ongoing professional development opportunities and commitments to continued improvement, the South Hadley Public School system demonstrates a systems-thinking approach and a collective effort to transform current student and educator performance, yielding greater achievement and success for our students and community.

# South Hadley Public Schools District Improvement Plan

## South Hadley Public Schools

2018-2019

### School Committee Members

Committee Chair..... John Kelly  
Committee Vice Chair.....Eric Sarrazin  
Committee Member.....Kyle Belanger  
Committee Member.....Christine Phillips  
Committee Member..... Allison Schlachter  
Student Representative.....

### Office of the Superintendent

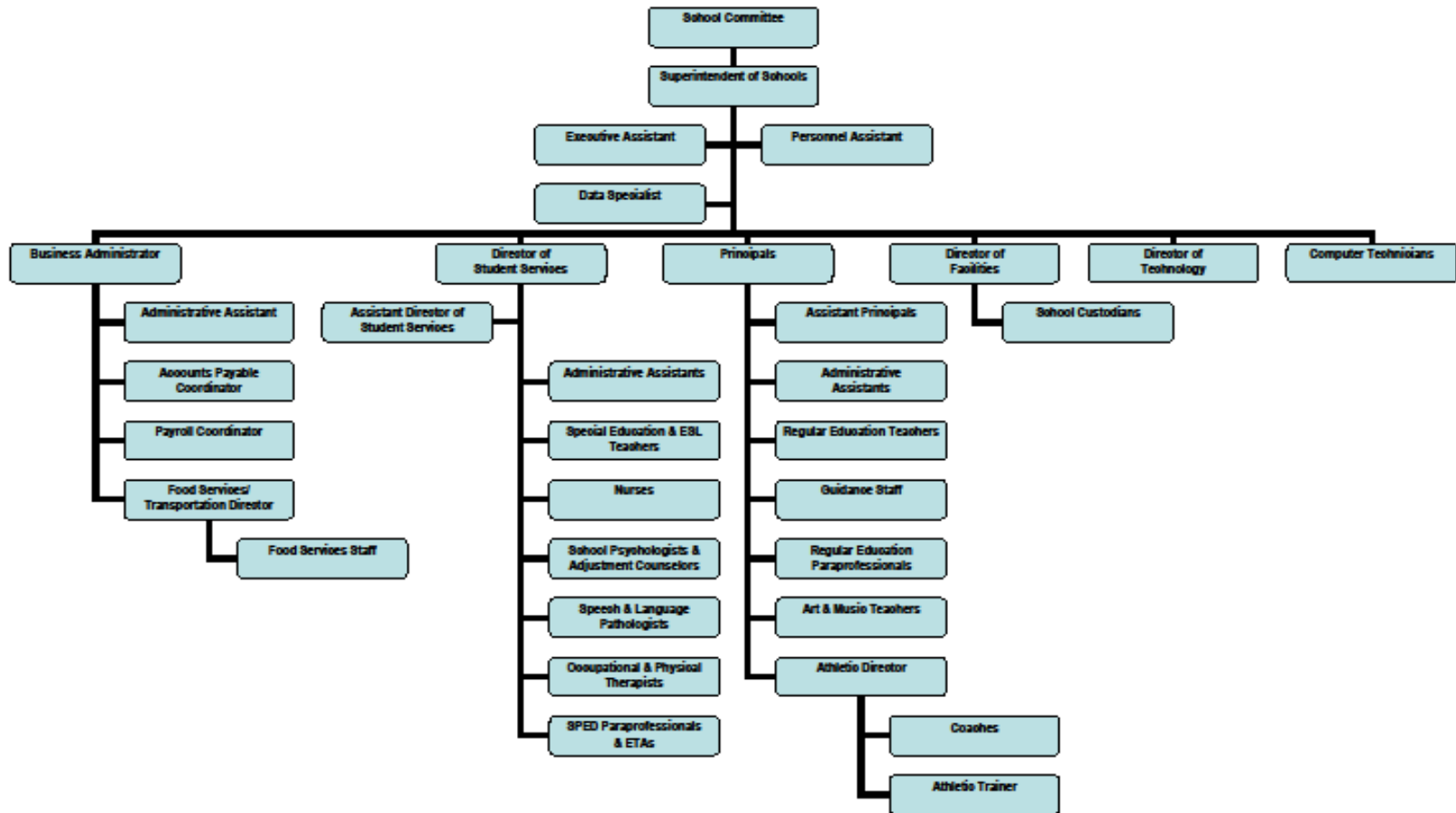
Superintendent of Schools.....Dr. Nicholas D. Young  
Business Administrator.....T. Angela Wang  
Director of Student Services.....Kathleen Boyden  
Director of Facilities.....Bruce Mailhott

### District Instructional Leadership Team

Superintendent of Schools.....Dr. Nicholas D. Young  
Director of Student Services.....Kathleen Boyden  
Assistant Director of Student Services.....Elizabeth Cooke  
South Hadley High School Principal.....Diana Bonneville  
South Hadley High School Assistant Principal.....Patrick Lemieux  
Michael E. Smith Middle School Principal..... Douglas Daponde  
Michael E. Smith Middle School Assistant Principal.....  
Mosier Elementary School Principal..... Paul Goodhind  
Mosier Elementary School Assistant Principal.....David Gallagher  
Plains Elementary School Principal.....Hank Skala

# South Hadley Public Schools District Improvement Plan

**South Hadley Public Schools  
Organizational Chart 2018 - 2019**



# South Hadley Public Schools District Improvement Plan

## Leadership Meetings

School Committee  
Mondays - 6:00 PM  
First Monday of each month

District Leadership Team Meetings  
Tuesdays – 9:00 AM-12:00 PM  
Monthly

District and Community Event  
Site-based Breakfasts or Luncheons  
Monthly

## South Hadley Public Schools District Improvement Plan

### Goal I

<b>The district will review its wireless infrastructure and make improvements based on best practice recommendations.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By October 1, the Director of Technology will have met with vendor/consultant on best practice updates/upgrades on infrastructure.	Superintendent, Director of Technology	October 2018	Meeting between parties	Superintendent Rubric: I-A-2, II-E-2, III-A-1, III-A-2, III-C-1
By December 1, the Director of Technology will have secured quotes and begun planning for any installations, if necessary.	Superintendent, Director of Technology	December 2018	Quotes from vendors with PO's of work to be completed or products to be ordered	Superintendent Rubric: I-A-2, II-E-2, III-A-1, III-A-2, III-C-1
By June 1, the Director of Technology will have finished the project whether by outside vendor or in house, if within the scope of the staff's abilities.	Superintendent, Director of Technology	June 2019	Installed hardware, if needed, with all proper programming to fit district's need	Superintendent Rubric: I-A-2, II-E-2, III-A-1, III-A-2, III-C-1



## South Hadley Public Schools District Improvement Plan

### Goal II

<b>The district will add wireless Access Points at the Michael E. Smith Middle School to improve connectivity, more specifically, for MCAS Next Generation. The project will be funded partly by e-Rate money.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By October 1, the Director of Technology will have met with vendors to go over scope of work desired.	Superintendent, Director of Technology	October 2018	Bid list (With Quotes)	Superintendent Rubric: I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-E-1
By December 1, the Director of Technology will have chosen a vendor and secured a purchase order for work/hardware desired.	Superintendent, Director of Technology	December 2018	Quotes with PO for project to be completed.	Superintendent Rubric: I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-E-1
By June 1, the Director of Technology will have overseen the completion of the project at hand.	Superintendent Director of Technology	June 2019	Project completion	Superintendent Rubric: I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-E-1

## South Hadley Public Schools District Improvement Plan

### Goal III

<b>The district will work with local and state officials to evaluate its security hardware and make necessary upgrades/repairs where requested in order to continue to keep staff and students safe in the South Hadley Public Schools.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By October 1, the Director of Technology will have met with officials to discuss urgent need areas of upgrade for the district.	Superintendent, Director of Technology	October 2018	Meetings between parties	Superintendent Rubric: II-A-2, II-A,3, II-E-1, III-B-1
By December 1, the Director of Technology will have secured quotes from vendors to improve areas of concern identified in previous meetings.	Superintendent, Director of Technology	December 2018	Quotes with PO for work/hardware needed to complete the upgrade/repairs	Superintendent Rubric: II-A-2, II-A,3, II-E-1, III-B-1
By June 1, the Director of Technology will have overseen the project to completion.	Superintendent, Director of Technology	June 2019	Project completion	Superintendent Rubric: II-A-2, II-A,3, II-E-1, III-B-1

## South Hadley Public Schools District Improvement Plan

### Goal IV

<b>The district will continue to expand its use of interactive technology in classes.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
During the year, the district will purchase and install interactive technology, specifically interactive projectors and whiteboards for classrooms in need of the aforementioned technology.	Superintendent, Director of Technology, Director of Student Services, Business Manager	August 2018 to June 2019	FY 19 Title IV-A grant approval  Purchase orders  Invoices for new technology	Superintendent Rubric: I-A-2, I-B-1, I-D-1, II-E-1, IV-D-1, IV-E-1
By mid-October, staff will make recommendations and submit requests for additional interactive technology to enhance instruction, student learning and achievement.	Superintendent, Director of Technology, Business Manager, Director of Student Services, Principals, Staff	August to October 2018	Purchase requests  Supporting documentation for the purchase requests	Superintendent Rubric: I-A-2, I-B-1, I-D-1, II-E-1, IV-D-1, IV-E-1
By mid-October, interactive technology requests will be reviewed, and, if agreed upon, funded with FY 19 Title IV-A grant funds, the local budget or submitted for approval in the FY 20 budget.	Superintendent, Director of Technology, Business Manager, Director of Student Services, Principals, Staff	August to October 2018	FY 19 Title IV-A grant approval  Purchase orders Invoices  FY 20 budget requests	Superintendent Rubric: I-A-2, I-B-1, I-D-1, II-E-1, IV-D-1, IV-E-1
By January, new interactive technology requests will be reviewed and, if approved, included in the FY 20 budget.	Superintendent of Schools, Director of Technology, Business Manager, Director of Student Services, Principals, Staff	October to December 2018	FY 20 Budget	Superintendent Rubric: I-A-2, I-B-1, I-D-1, II-E-1, IV-D-1, IV-E-1

## South Hadley Public Schools District Improvement Plan

### Goal V

<b>The district will engage in Year 4 of Research for Better Teaching (RBT) Studying Skillful Teaching (SST) training. One cohort of educators will receive training in the research-based program that supports the development of common instructional language, best instructional practice, differentiation of instruction and data analysis.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By the end of the summer, the district will agree upon dates and contract with Research for Better Teaching for the Studying Skillful Teaching course.	Superintendent of Schools, Director of Student Services	August 2018	Contract  Studying Skillful Teaching course schedule	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-1, I-D-2, I-D-3, I-E-1, I-E-2, I-E-3, II-B-2, IV-D-1
By the end of September, the cohort for the year will be finalized.	Superintendent of Schools, Director of Student Services, Principals	August to September 2018	List of participants	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-1, I-D-2, I-D-3, I-E-1, I-E-2, I-E-3, II-B-2, IV-D-1
By the end of February, participants will complete the Studying Skillful Teaching course, which is six full days.	Superintendent of Schools, Director of Student Services, Principals	October 2018 to February 2019	Attendance sheets  Certificates of completion	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-1, I-D-2, I-D-3, I-E-1, I-E-2, I-E-3, II-B-2, IV-D-1

## South Hadley Public Schools District Improvement Plan

### Goal VI

<b>The district will support the Western Massachusetts Writing Project working with teachers at the Michael E. Smith Middle School to enhance the planning, the instruction and the assessment of writing.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
At the end of August, an overview of the project based learning professional development model, with a focus on analytical writing, will be introduced.	Superintendent, Building Administrators, Teachers	August 30, 2018	Meeting Sign-In Meeting agenda	Superintendent Rubric: 1-A-1, I-A-2, I-B-1, I-B-2, I-B-3, IV-D-1, IV-D-2, IV-E-1
By the end of October, staff will be introduced to Universal by Design, UbD, which will be used to plan project based learning, PBL, units.	Superintendent, Building Administrators, Teachers	October 2018	Collected documents	Superintendent Rubric: 1-A-1, I-A-2, I-B-1, I-B-2, I-B-3, IV-D-1, IV-D-2, IV-E-1
By the end of November, staff will receive professional development on effective analytical writing in a project based learning unit.	Superintendent, Building Administrators, Teachers	November 2018	Writing tools and unit development	Superintendent Rubric: 1-A-1, I-A-2, I-B-1, I-B-2, I-B-3, IV-D-1, IV-D-2, IV-E-1
By the end of December, staff will incorporate UDL (Universal Design for Learning) into their UbD curriculum planning.	Superintendent, Building Administrators, Teachers	December 2018	Shared units and standards-based writing tasks	Superintendent Rubric: 1-A-1, I-A-2, I-B-1, I-B-2, I-B-3, IV-D-1, IV-D-2, IV-E-1
During January, staff will meet with facilitators and coaches to review unit plans and timelines. Staff will complete a reflective writing exercise about developing PBL units.	Superintendent, Building Administrators, Teachers	January 2019	Designed units plans	1-A-1, I-A-2, I-B-1, I-B-2, I-B-3, IV-D-1, IV-D-2, IV-E-1

## South Hadley Public Schools District Improvement Plan

<p>During January to March, staff will implement their PBL units and receive online coaching and support. Staff will meet with their coaches and reflect on successes/challenges and plan for their presentation in April.</p>	<p>Superintendent, Building Administrators, Teachers</p>	<p>January to March 2019</p>	<p>Unit plans</p>	<p>Superintendent Rubric: 1-A-1, I-A-2, I-B-1, I-B-2, I-B-3, IV-D-1, IV-D-2, IV-E-1</p>
<p>During April, staff will meet with their coaches to finalize presentations and evaluate the PBL process. Staff will present their PBL units and student work.</p>	<p>Superintendent, Building Administrators, Teachers</p>	<p>April 2019</p>	<p>Coaches evaluations</p>	<p>Superintendent Rubric: 1-A-1, I-A-2, I-B-1, I-B-2, I-B-3, IV-D-1, IV-D-2, IV-E-1</p>

## South Hadley Public Schools District Improvement Plan

### Goal VII

<b>The district will support the sustainment of the Studying Skillful Teaching course and focus on growth mindset with a book read, <i>Mindsets in the Classroom: Building a Culture of Success and Student Achievement in Schools</i>, at Plains Elementary School.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
In September, the text, <i>Mindsets in the Classroom</i> , will be purchased for all staff.	Superintendent, Principal	September 2018	Purchase order	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-E-2, II-B-2, II-C-2, IV-D-1, IV-D-2, IV-E-1
On the October 1 early release day, Gina Moulton will present an overview of Mindsets as related to Studying Skillful Teaching.	Superintendent, Principal, Curriculum Facilitators Gina Moulton	October 2018	Agenda  Meeting notes  Four kits developed by Gina Moulton	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-E-2, II-B-2, II-C-2, IV-D-1, IV-D-2, IV-E-1
During the year, monthly faculty meetings will be dedicated to conversations and discussions regarding the text.	Superintendent, Principal, Staff	October- June 2018	Agenda  Meeting notes	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-E-2, II-B-2, II-C-2, IV-D-1, IV-D-2, IV-E-1
During the year, sample lessons modeled after a kit prepared by Gina Moulton will be shared by selected staff.	Superintendent, Principal, Staff	November- June 2018	Sample lesson plans, meeting notes, classroom evidence from charts, posters, walkthroughs	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-E-2, II-B-2, II-C-2, IV-D-1, IV-D-2, IV-E-1

## South Hadley Public Schools District Improvement Plan

### Goal VIII

The district will provide training on child sexual abuse titled, <i>Enough Abuse: Strategies for Your School and Community</i> , which will include the nature and scope of child sexual abuse, preventing sexual abuse and misconduct and the legal obligations of school personnel to report child sexual abuse.				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
During the summer, the <i>Enough Abuse</i> training will be finalized.	Superintendent of Schools, Director of Student Services	July-August 2018	Training handouts Notification to staff	Superintendent Rubric: II-A-3, III-B-1, IV-D-1
Teachers, administrators and specialists will attend the training on August 30, 2018.	Superintendent of Schools, Director of Student Services	August 2018	Power point Attendance sheet	Superintendent Rubric: II-A-3, III-B-1, IV-D-1



## South Hadley Public Schools District Improvement Plan

### Goal IX

<b>The district will offer a year-long 15 hours special education course, which will include the following topics: Trauma Informed Schools, Effective Use of Extrinsic Reinforcement Systems, School Refusal: Prevention, Assessment and Interventions, Managing Anxiety and Avoidance Behaviors: Keeping Students in the Classroom, Teaching the Whole Children: Embedding Social and Emotional Learning in the General Education Curriculum, Understanding and Educating the ADHD Child, Understanding the WISC-V, Supporting Students with High Functioning Autism in Inclusion Settings and Common Behavioral Strategies that Work.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By the end of August, the professional development schedule will be finalized.	Superintendent of Schools, Director of Student Services	Summer 2018	Course schedule	Superintendent Rubric: I-B-3, I-D-1, I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-E-2, III-B-1, IV-D-1
By mid-September, a survey monkey will be sent to all staff to determine the number of attendees.	Superintendent of Schools, Director of Student Services	Summer and September 2018	Survey results	Superintendent Rubric: I-B-3, I-D-1, I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-E-2, III-B-1, IV-D-1
During the year, 10 after school workshops will be offered on the above topics.	Superintendent of Schools, Director of Student Services	September 2018 to June 2019	Course topics  Attendance sheets  Handouts	Superintendent Rubric: I-B-3, I-D-1, I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-E-2, III-B-1, IV-D-1
By the end of June, PDPs will be issued to all attendees.	Superintendent of Schools, Director of Student Services	June 2019	PDP Certificates	Superintendent Rubric: I-B-3, I-D-1, I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-E-2, III-B-1, IV-D-1

## South Hadley Public Schools District Improvement Plan

### Goal X

<b>The district will support a 15 hours study group of the text, <i>English Language Learners: Differentiating Instruction Between Language Acquisition and Learning Differences</i>.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
In September, a survey monkey will be sent to staff to determine the number of attendees for the study group.	Superintendent, Director of Student Services, Assistant Director of Student Services, ESL Teacher and Reading Specialist	August to September 2018	Survey Monkey data	Superintendent Rubric: I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-1, I-E-2, I-E-3,, II-E-1, III-A-1, III-B-1, III-B-2
In October, a schedule for the English language learners professional development will be developed and disseminated to staff.	Superintendent, Director of Student Services, Assistant Director of Student Services, ESL Teacher and Reading Specialist	October 2018	Professional development schedule	Superintendent Rubric: I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-1, I-E-2, I-E-3,, II-E-1, III-A-1, III-B-1, III-B-2
In October, the text, <i>English Language Learners: Differentiating Instruction Between Language Acquisition and Learning Differences</i> , will be purchased for all attendees.	Superintendent, Director of Student Services, Assistant Director of Student Services, ESL Teacher and Reading Specialist	October 2018	Purchase order	Superintendent Rubric: I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-1, I-E-2, I-E-3,, II-E-1, III-A-1, III-B-1, III-B-2
During the year, participants will attend the study group sessions and complete the required readings and assignments.	Superintendent, Director of Student Services, Assistant Director of Student Services, ESL Teacher and Reading Specialist	Ongoing	Course outline Attendance sheets PDP certificates	Superintendent Rubric: I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-1, I-E-2, I-E-3,, II-E-1, III-A-1, III-B-1, III-B-2

## South Hadley Public Schools District Improvement Plan

### Goal XI

<b>The district will continue to implement and improve the Restorative Practices at South Hadley High School by offering professional development on how student achievement is impacted by social-emotional learning (SEL) and mental health disorders. The school’s implementation of Restorative Practices will be monitored through collecting and evaluating discipline data.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
<p>Professional development days will focus on social justice issues, such as discrimination and bias, as well as how to foster resiliency and grit.</p> <p>Student advisories will be held to increase resiliency and grit as a way to regulate SEL.</p> <p>Collaboration groups will read excerpts from Angela Duckworth’s <i>Grit: the Power of Passion and Perseverance</i> and have discussions pertaining to classroom integration.</p>	Principal, Assistant Principals, Guidance Counselors, Advisory Committee members, Faculty	October 2018 - January 2019	<p>Faculty meeting minutes</p> <p>Professional development agendas</p> <p>Advisory study guides</p> <p>Morning announcements</p> <p>Collaboration Group minutes</p>	Superintendent Rubric: I-B-3, I-D-1, I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-E-2, III-B-1, IV-D-1
<p>Monthly faculty meetings will include small segments of professional development pertaining to SEL and mental health disorders, as well as inclusion of best Restorative Practices strategies and</p>	Principal, Assistant Principals, Guidance Counselors, Advisory Committee members	Ongoing FY19	<p>Faculty meeting minutes</p> <p>Advisory study guides</p> <p>Early release day workshops</p>	Superintendent Rubric: I-B-3, I-D-1, I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-E-2, III-B-1, IV-D-1

## South Hadley Public Schools District Improvement Plan

activities			Grit faculty survey	
The Behavioral Response Team will be implemented with ongoing training to support all faculty, which will also include monthly administrative meetings with a consultant from James Levine and Associates.	Principal, Assistant Principals, Guidance Counselors, Advisory Committee Members	Ongoing FY19	Faculty meeting minutes  Monthly Behavior Response Team meeting minutes	Superintendent Rubric: I-B-3, I-D-1, I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-E-2, III-B-1, IV-D-1
By May, administration will conduct an analysis of disciplinary data to determine Restorative Practices effectiveness	Principal, Assistant Principals, Guidance Counselors	May 2019	Discipline data and report	Superintendent Rubric: I-B-3, I-D-1, I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-E-2, III-B-1, IV-D-1

## South Hadley Public Schools District Improvement Plan

### Goal XII

<b>The district will support professional development requests in science, health and physical education to support the implementation of new programs, texts and/or materials purchased as part of the 2017-2018 curriculum review cycle.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By October 1, requested professional development to support the implementation of new programs, texts and/or materials will be reviewed to ensure alignment with the Massachusetts Standards for Professional Development and the Massachusetts definition of high quality professional development.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principals, Department Chairs, Curriculum Facilitators, Teachers	Summer to September 2018	Professional development requests and supporting documents	Superintendent Rubric: I-A-1, I-A,2,I-B-1, I-B-2, I,B-3, I-C-1, I-C-2, I-D-4, I-E-1, I-E-2, II-B-2, IV-A-1, IV-D-1, IV-E-1
By mid-October, high quality professional development requests will be approved and funded.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principals, Department Chairs, Curriculum Facilitators, Teachers	October 2018	Approved professional development requests	Superintendent Rubric: I-A-1, I-A,2,I-B-1, I-B-2, I,B-3, I-C-1, I-C-2, I-D-4, I-E-1, I-E-2, II-B-2, IV-A-1, IV-D-1, IV-E-1
During the year, science, health and physical education teachers will participate in requested professional development.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principals, Department Chairs, Curriculum Facilitators, Teachers	October 2018 to June 2019	Professional development requests  Handouts  PDP certificates	Superintendent Rubric: I-A-1, I-A,2,I-B-1, I-B-2, I,B-3, I-C-1, I-C-2, I-D-4, I-E-1, I-E-2, II-B-2, IV-A-1, IV-D-1, IV-E-1

## South Hadley Public Schools District Improvement Plan

### Goal XIII

<b>The district will focus on diversity and cultural competency by distributing a needs assessment questionnaire to all staff, which will be used for planning professional development.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By mid-October, the district will initiate through the building principals a questionnaire to be distributed to all faculty and staff to ascertain professional development needs with a focus on diversity and cultural competency.	Superintendent, Principals, Faculty & Staff	October 2018	Needs assessment questionnaire	Superintendent Rubric: I-D-1, I-E-1,I-E-2, II-A-3, II-C-2, II-D-1, II-D-2, IV-B-1
By mid-December, a district-wide diversity committee will analyze the needs assessment results and make professional development recommendations.	Superintendent, Principals, Diversity Committee	December 2018	Needs assessment results	Superintendent Rubric: I-D-1, I-E-1,I-E-2, II-A-3, II-C-2, II-D-1, II-D-2, IV-B-1, IV-D-1, IV-D-2
By mid-January, the district will include the recommendations as part of a comprehensive professional development plan to meet the needs of faculty and staff.	Superintendent	January 2019	District-wide professional development plan	Superintendent Rubric: I-D-1, I-E-1,I-E-2, II-A-3, II-C-2, II-D-1, II-D-2, IV-B-1, IV-D-1, IV-D-2

## South Hadley Public Schools District Improvement Plan

### Goal XIV

<b>The district will complete a comprehensive review of English language arts integration and currency in these academic offerings.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By October, the English department chairs and curriculum facilitators will meet as the English language arts, ELA, Curriculum Review Committee to plan future meetings and set goals for the English language arts comprehensive review.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principals, English Department Chairs and Curriculum Facilitators	September to October 2018	Agenda  Meeting minutes	Superintendent Rubric: I-A-1, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-2, IV-D-1, IV-D-2
By mid-January, the chairs and facilitators will review assessment data to determine the curriculum standards and objectives that are most challenging for students.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principals, English Department Chairs and Curriculum Facilitators	September 2018-mid January 2019	Assessment data  Meeting minutes	Superintendent Rubric: I-A-1, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-2, IV-D-1, IV-D-2
By the beginning of February, the ELA Curriculum Review Committee will meet to discuss assessment data and progress towards updating curriculum documents based on data.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principals, English Department Chairs and Curriculum Facilitators	October 2018 to January 2019	Agenda  Meeting notes  Curriculum documents	Superintendent Rubric: I-A-1, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-2, IV-D-1, IV-D-2
By the end of February, the ELA Curriculum Review Committee will identify and review texts and materials that will support student data	Superintendent, Director of Student Services, Assistant Director of Student Services, Principals, English Department Chairs and Curriculum	October 2018 to February 2019	Agenda  Curriculum documents	Superintendent Rubric: I-A-1, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-2, IV-D-1, IV-D-2

## South Hadley Public Schools District Improvement Plan

and updated curriculum documents.	Facilitators		Text and material samples  Curriculum	
By mid-March, a final recommendation for selection of new texts and materials will be agreed upon.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principals, English Department Chairs and Curriculum Facilitators	December 2018 to March 2019	Agenda  Meeting notes	Superintendent Rubric: I-A-1, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-C-2, II-E-1, IV-A-2, IV-D-1, IV-D-2
By mid-May, ELA professional development will be identified and recommended to the Professional Development Committee for 2019-2020.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principals, English Department Chairs and Curriculum Facilitators, Professional Development Committee	March to May 2019	Professional Development Committee agenda  Professional development meeting notes	Superintendent Rubric: I-A-1, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-C-2, II-E-1, IV-A-2, IV-D-1, IV-D-2



## South Hadley Public Schools District Improvement Plan

### Goal XV

<b>The district will complete a comprehensive review of the carpentry program to ensure alignment with the Vocational Technical Education Regulations.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By October, the vocational teachers will plan future advisory meeting dates and set goals for the comprehensive carpentry review, which will include an examination of FY18 and FY19 budget requests.	Superintendent, Principal, Arts Department Chair and Vocational Teachers	September-October 2018	Agenda  Meeting minutes	Superintendent Rubric: I-A-1, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-2, IV-D-1, IV-D-2
By November, the vocational teachers will review the Curriculum Framework Standards to determine essential questions and units of study for each grade. Texts and supplies will be evaluated, also.	Superintendent, Principal, Arts Department Chair and Vocational Teachers	September-November 2018	Meeting notes  Curriculum Maps	Superintendent Rubric: I-A-1, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-2, IV-D-1, IV-D-2
By January, vocational teachers will review current scope and sequencing to align with the Curriculum Framework Standards.	Superintendent, Principal, Arts Department Chair and Vocational Teachers	November 2018- January 2019	Meeting notes  Department agendas  Curriculum Maps	Superintendent Rubric: I-A-1, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-2, IV-D-1, IV-D-2
By April, a revised curriculum map with new lessons of study, which are properly aligned to the Curriculum Framework Standards, will be submitted.	Superintendent, Principal, Arts Department Chair and Vocational Teachers	January- April 2019	Meeting notes  Department agendas  Curriculum Maps	Superintendent Rubric: I-A-1, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-2, IV-D-1, IV-D-2

## South Hadley Public Schools District Improvement Plan

### Goal XVI

<b>The district will expand its Science, Technology, Engineering, Mathematics (STEM) curriculum by developing PK-8 STEM lessons aligned with the 2016 Science and Technology/Engineering Curriculum Framework Standards.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
During the fall, the Michael E. Smith Middle School, MESMS, curriculum facilitators will work within their departments to identify current STEM lessons aligned with the STEM Frameworks.	Superintendent, Building Administration, Curriculum Facilitators, Teachers	September to November 2018	Agenda  Meeting notes	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, II-C-2, IV-E-1
During October, the Plains Elementary School curriculum facilitators will review the Curriculum Framework Standards by grade level.	Superintendent, Principal Curriculum Facilitators	October 2018	Agenda  Meeting notes	
During October, the Mosier Elementary School curriculum facilitators will review the STEM Curriculum Framework Standards by grade level.	Superintendent, Principal Curriculum Facilitators	October 2018	Agenda  Meeting notes	
During the year, Plains curriculum facilitators, at all grade levels, will propose lessons to review that align with the Standards.	Superintendent, Principal Curriculum Facilitators, Teachers	October to November 2018	Agenda  Meeting notes	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, II-C-2, IV-E-1
By March 2019, at MESMS, curriculum facilitators and	Superintendent, Principal, Curriculum Facilitators,	December 2018 to March 2019	Agenda	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-

## South Hadley Public Schools District Improvement Plan

<p>teachers will have developed additional lessons aligned with the 2016 STEM Curriculum Framework Standards.</p>	<p>Teachers</p>		<p>Meeting notes  Lesson plans</p>	<p>2, I-B-3, I-C-1, I-C-2, II-C-2, IV-E-1</p>
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## South Hadley Public Schools District Improvement Plan

### Goal XVII

<b>The district will begin developing a social and emotional learning curriculum and explore best practices for implementation.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By the end of October, the school adjustment counselors will review the Massachusetts Department of Elementary and Secondary Education Guidelines for Implementation of Social and Emotional Learning, SEL, Curricula and other resources on the Department’s SEL website and develop an action plan for researching, development and implementation.	Superintendent, Director of Student Services, Assistant Director of Student Services, School Adjustment Counselors	September to October 2018	Agenda  Resources reviewed  Action plan	Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1
During the year, the district will support professional development requests for the school adjustment counselors to attend conferences, trainings, workshops, etc on SEL.	Superintendent, Director of Student Services, Assistant Director of Student Services, School Adjustment Counselors	September to June 2019	Professional development requests  Registrations  Handouts	Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1
By the end of December, the school adjustment counselors will meet to review and discuss SEL research and begin curriculum development, which will focus on specific SEL	Superintendent, Director of Student Services, Assistant Director of Student Services, School Adjustment Counselors	October to December 2018	Agenda  Meeting notes  Needs assessment	Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1

## South Hadley Public Schools District Improvement Plan

learning objectives for each grade level.				
By the end of March, the school adjustment counselors will meet to review and discuss curriculum development progress, specifically focusing on the objectives for grade and developmental levels.	Superintendent, Director of Student Services, Principals, Assistant Director of Student Services, Assistant Principals, School Adjustment Counselors	January to March 2019	Agenda Meeting notes Curriculum drafts	Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1
By mid-June, the SEL curriculum will be completed and the school adjustment counselors will make recommendations for programs, professional development and implementation, which will be included in the 2019-2020 District Improvement and Professional Development Plans.	Superintendent, Director of Student Services, Principals, Assistant Director of Student Services, Assistant Principals, School Adjustment Counselors	April to June 2019	Agenda Meeting notes Curriculum	Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1

## South Hadley Public Schools District Improvement Plan

### Goal XVIII

<b>The district will support year four of the multi-tiered system of Positive Behavioral Interventions and Support (PBIS) at Plains Elementary school, Mosier Elementary School and the Michael E. Smith Middle School.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
In September, the Michael E. Smith Middle School, MESMS, staff will reiterate the scope and purpose of PBIS and educator responsibilities to support PBIS.	Superintendent, School Administration, PBIS Committee	September 2018	Agenda	Superintendent Rubric: I-C-2, I-D-1, I-E-1, I-E-2, I-E-3, II-A-1, II-A-3, II-B-2, II-C-1, II-C-2, III-B-1, III-B-2
In August, at Plains Elementary School, the PBIS coaches and team will present an update on this initiative and examine roles and responsibilities for full implementation.	Principal PBIS Coaches	August 31, 2018	Agenda PBIS Handbook	
By the end of October, at the MESMS, the administration and PBIS Committee will review current PBIS practices and create new opportunities to promote and strengthen seventh and eighth grade participation.	Superintendent, School Administration, PBIS Committee	September 2018 to June 2019	Agenda Meeting notes	Superintendent Rubric: I-C-2, I-D-1, I-E-1, I-E-2, I-E-3, II-A-1, II-A-3, II-B-2, II-C-1, II-C-2, III-B-1, III-B-2
By the end of September, at Plains Elementary School, the principal and PBIS	Superintendent, Principal, PBIS Coaches	September 2018	Agenda, calendars, posters, school newsletters, school	

## South Hadley Public Schools District Improvement Plan

coaches will establish a calendar of events for school-wide meetings and celebrations that promote and help sustain PBIS.			messenger	
During the school year, at the MESMS, the administration and PBIS Committee will create opportunities to support, promote and encourage the schools core values, as they align with PBIS.	Superintendent, School Administration, PBIS Committee	September 2018 to June 2019	Awarding tickets Special events Student recognition	Superintendent Rubric: I-C-2, I-D-1, I-E-1, I-E-2, I-E-3, II-A-1, II-A-3, II-B-2, II-C-1, II-C-2, III-B-1, III-B-2
During the school year, Mosier Elementary School will continue the school wide implementation of PBIS. The PBIS Committee will continue to review the effectiveness of Tier I and Tier 2 implementation while progressing into Tier 3. As part of the goal, Mosier will continue to seek ways to celebrate the children in non-traditional formats.	Superintendent, Principal, PBIS Committee	September 2018 to June 2019	Agenda, calendars, posters, school newsletters	
During the school year, at Plains Elementary School, school-wide meetings and celebrations to promote and sustain PBIS will be held.	Superintendent, Principal, PBIS Committee	September 2018 to June 2019	Agenda, calendars, posters, school newsletters, school messenger	

## South Hadley Public Schools District Improvement Plan

### Goal XIX

<b>The district will explore the research on project based learning, its impact on student achievement and determine best practices for implementation.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
In September, building study committees will be formed to review literature related to project-based learning.	Superintendent, Principals, Teachers	September 2018	Agendas, meeting notes	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-D-1, I-E-1, I-E-2, I-E-3, II-C-2
The building study committees will discuss the research on project-based learning and its impact on student achievement.	Superintendent, Principals, Teachers	October 2018	Agendas, meeting notes	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-D-1, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-3, IV-D-1, IV-D-2
Site visits to local school districts that have implemented project-based learning will be scheduled if appropriate.	Superintendent, Principals, Building Study Committees	November 2018	Meeting notes	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-D-1, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-3, IV-D-1, IV-D-2
Building study committees will offer recommendations for potential implementation.	Superintendent, Principals, Building Study Committees	January 2019	List of recommendations	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-D-1, I-E-1, I-E-2, I-E-3, II-C-2, IV-A-3, IV-D-1, IV-D-2



## South Hadley Public Schools District Improvement Plan

### Goal XX

<b>The district will propose a new schedule for the Michael E. Smith Middle School, which would be implemented in 2019-2020.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
During the summer, the administration will visit school districts that recently went through scheduling changes or are going through scheduling changes.	Superintendent, Principal	August to September 2018	Observation notes	Superintendent Rubric: I-E-1, I-E-2, II-A-1, II-C-1, III-A-1, III-C-1, III-D-1, IV-C-1, IV-F-3
In September, an open forum meeting with MESMS community members will be held to discuss the need for a new schedule and to provide community members with an opportunity for input.	School Administration, Guidance Department, and Teachers	September 26, 2018	Agenda Meeting notes	Superintendent Rubric: I-E-1, I-E-2, II-A-1, II-C-1, III-A-1, III-C-1, III-D-1, IV-C-1, IV-F-3
In the fall, the principal will attend a School Committee meeting to answer questions and/or address concerns.	Superintendent, Principal	September-October 2018	Agenda Meeting notes	Superintendent Rubric: I-E-1, I-E-2, II-A-1, II-C-1, III-A-1, III-C-1, III-D-1, IV-C-1, IV-F-3
In November, a potential schedule change will be presented to the School Committee.	Superintendent, Principal	November 2018	Agenda Presentation	Superintendent Rubric: I-E-1, I-E-2, II-A-1, II-C-1, III-A-1, III-C-1, III-D-1, IV-C-1, IV-F-3

## South Hadley Public Schools District Improvement Plan

### Goal XXI

<b>The district will support the development of a Program of Studies for the Michael E. Smith Middle School.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
During September, the potential schedule change and the need to develop electives for all grades will be discussed.	Superintendent, Principal, Assistant Principal, Guidance Department	September 2018	Agenda Meeting notes	Superintendent Rubric: II-C-1, II-C-2, IV-A-3, IV-E-1, IV-F-3
By the end of December, the staff at MESMS will propose potential electives for approval.	Superintendent, Principal, Assistant Principals, Curriculum Facilitators, Teachers	September to December 2018	Elective proposals Curriculum facilitator and department meeting notes	Superintendent Rubric: II-C-1, II-C-2, IV-A-3, IV-E-1, IV-F-3
By the end of April, a Program of Studies will be developed.	Superintendent, Principal, Assistant Principal, Curriculum Facilitators, Teachers	January to May 2019	Program of Studies	Superintendent Rubric: II-C-1, II-C-2, IV-A-3, IV-E-1, IV-F-3
During April, the Program of Studies will be presented to the School Committee.	Principal, Assistant Principal, Guidance Department, and Curriculum Facilitators	April 2019	Program of Studies	Superintendent Rubric: II-C-1, II-C-2, IV-A-3, IV-E-1, IV-F-3
By the end of May, curriculum facilitators and teachers will develop unit plans and course descriptors for elective courses	Superintendent, Principal, Guidance Department	January to April 2019	Course descriptor Unit plans	Superintendent Rubric: II-C-1, II-C-2, IV-A-3, IV-E-1, IV-F-3

## South Hadley Public Schools District Improvement Plan

### Goal XXII

<b>The district will improve practices to analyze student performance and growth data, which will include vertical teaming meetings, to enhance planning and instruction.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By the end of October, the administration will develop a schedule for vertical teams. The vertical teams will meet and review student data and will discuss improvements in curriculum, assessment and instruction.	Superintendent, Director of Student Services, Principals, Assistant Director of Student Services	October 2018	Schedule  Vertical team members	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-4, I-E-1, II-C-2, IV-E-1
By the end of December, the vertical teams will meet to review student data and to discuss improvements in curriculum, assessment and instruction and to plan the agenda for the next session.	Superintendent, Director of Student Services, Principals, Assistant Director of Student Services, Teachers	October to December 2018	Agenda  Meeting notes	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-4, I-E-1, II-C-2, IV-E-1
By the end of April, the vertical team will meet to continue the discussions for improvements in curriculum assessment and instruction and begin planning for 2019-2020.	Superintendent, Director of Student Services, Principals, Assistant Director of Student Services, Teachers	January to April 2019	Agenda  Meeting notes	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-4, I-E-1, II-C-2, IV-E-1

## South Hadley Public Schools District Improvement Plan

### Goal XXIII

<b>The district will continue implementing suggestions from the New England Association of Schools and Colleges (NEASC) report on South Hadley High School, which include increasing more planning time, developing protocols for analyzing student work, developing more common assessments, and establishing procedures to inform and engage all stakeholders in the understanding and use of the school's mission statement and learning expectations.</b>				
Benchmark	Person/Department Responsible	Timeli.ne	Evidence	Corresponding Standard
By October 1st, the Status Update Report on all recommendations will be written.	Superintendent, Principal, Assistant Principal, Guidance Counselors, Department Chairs	August to September 2018	Report	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-4, I-E-1, II-C-2, IV-E-1
By March, the master schedule will reflect increased common planning time/ targeted collaboration time to allow departments more time for curriculum work.	Superintendent, Principal, Assistant Principal, Guidance Counselors, Department Chairs	January to March 2019	Master schedule  Administration Leadership Team meeting minutes	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-4, I-E-1, II-C-2, IV-E-1
By October, faculty will identify community values to be reflected in the mission statement.  By November, parent and student surveys will be developed and distributed.  By January, survey results will be analyzed and disseminated; Portrait of a graduate will be developed,	Superintendent, Principal, Assistant Principal, Guidance Counselors, Department Chairs, Teachers	September- June 2019	Revised mission statement  Profile of a Graduate  Faculty meeting agendas  Learning expectations  Rubric	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-4, I-E-1, II-C-2, IV-E-1

## South Hadley Public Schools District Improvement Plan

<p>By February, the mission statement will be reviewed and revised to reflect community values and beliefs about learning.</p> <p>By June, Learning Expectations and rubrics will be revised</p>				
<p>During the year, on early release days, departments will examine common assessments and develop grading calibration protocols.</p>	<p>Superintendent, Principal, Assistant Principal</p>	<p>Winter 2019</p>	<p>Early release agendas  Department meeting minutes</p>	<p>Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-D-4, I-E-1, II-C-2, IV-E-1</p>

## South Hadley Public Schools District Improvement Plan

### Goal XXIV

<b>The district will engage in year five implementation of the PK-5 Literacy Collaborative model for literacy development.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
During the summer, the district will purchase new teachers resources and student materials to support the Literacy Collaborative model.	Superintendent, Director of Student Services, Business Administrator, Literacy Coaches.	Summer 2018	Purchase orders  Invoices	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, II-E-1
During the year, teachers new to the district will engage in Literacy Collaborative training, which will be provided by the literacy coaches.	Superintendent, Director of Student Services, Principals, Literacy Coaches, Teachers	Ongoing	Professional development training schedule  Attendance sheets	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-E-1, I-E-3, II-B-2, II-C-1, II-C-2, III-B-1, IV-A-1, IV-D-2, IV-E-1
During the year, the literacy coaches will provide model lessons and coaching to preschool to grade five English language arts teachers, so the teachers can build on their instructional practices with respect to alignment with the Literacy Collaborative model principles and techniques.	Superintendent, Director of Student Services, Principals, Literacy Coaches, Teachers	Ongoing	Literacy coaches schedule	Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-E-1, I-E-3, II-B-2, II-C-1, II-C-2, III-B-1, IV-A-1, IV-D-2, IV-E-1

## South Hadley Public Schools District Improvement Plan

<p>During the year, the district will support the professional development for the literacy coaches.</p>	<p>Superintendent, Director of Student Services, Principals, Literacy Coaches</p>	<p>Ongoing</p>	<p>Conference requests Certificate of Attendance</p>	<p>Superintendent Rubric: I-A-1, I-A-2, I-B-1, I-B-2, I-B-3, I-C-1, I-C-2, I-E-1, I-E-3, II-B-2, II-C-1, II-C-2, III-B-1, IV-A-1, IV-D-2, IV-E-1</p>
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## South Hadley Public Schools District Improvement Plan

### Goal XXV

<b>The district will continue to monitor curriculum, grades, and student interest in its vocational programs: carpentry, culinary and hospitality management.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By the end of November, vocational teachers will review and revise the Program of Studies.	Superintendent, Principal, Arts Department Chair, Vocational Teachers	September to November 2018	Program of Studies	Superintendent Rubric: I-D-1, I-D-2, I-D-3, I-D-4, II-C-1, IV-A-1, IV-D-1, IV-D-2
During the fall, in an effort to generate earlier interest, vocational teachers and guidance counselors will go to the Michael E. Smith Middle and to the Mosier Elementary Schools to explain the various programs to younger students. Student interest surveys will be administered and analyzed.	Superintendent, Building Principals, Guidance Counselors, Arts Department Chair, Vocational Teachers	Fall 2018	Parent letter sent home  Department meeting minutes	Superintendent Rubric: I-D-1, I-D-2, I-D-3, I-D-4, II-C-1, IV-A-1, IV-D-1, IV-D-2
Quarterly, grades, with emphasis on students with D's and F's, will be reviewed. Annual credit audit for students to determine courses of study will be completed.	Superintendent, Principal, Guidance Counselors, Arts Department Chair, Vocational Teachers	Quarterly FY19	Students Assistance Team minutes	Superintendent Rubric: I-D-1, I-D-2, I-D-3, I-D-4, II-C-1, IV-A-1, IV-D-1, IV-D-2
During the year, a comprehensive vocational curriculum review to ensure alignment between curriculum, instruction and assessment will be completed.	Superintendent, Principal, Arts Department Chair, Vocational Teachers	Ongoing FY19	Department meeting minutes  Curriculum Maps	Superintendent Rubric: I-D-1, I-D-2, I-D-3, I-D-4, II-C-1, IV-A-1, IV-D-1, IV-D-2



## South Hadley Public Schools District Improvement Plan

### Goal XXVI

<b>The district will increase vocational programming in carpentry and hospitality management and continue the application process for Vocational Technical Education New Program Approval M.G.L. c.74. by submitting all applications materials to the Massachusetts Department of Elementary and Secondary Education in accordance with their timeline.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
During the fall, a review of the hospitality management program, which will include reviewing curriculum, student surveys and anecdotal feedback from other schools, will be completed.	Superintendent, Principal, Arts Department Chair, Vocational Teachers	Fall 2018	Curriculum Map  Student surveys/ data analysis  Visits to other schools  Advisory meeting minutes	Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1
During the fall, a review of the culinary program, which will include reviewing curriculum review, student surveys and anecdotal feedback from other schools, will be completed.	Superintendent, Principal, Arts Department Chair, Vocational Teachers	Fall 2018	Curriculum Map  Student surveys/ data analysis  Visits to other schools  Advisory meeting minutes	Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1
During the year, a review of carpentry program, which will include reviewing curriculum review, student surveys and anecdotal feedback from other schools, will be completed.	Superintendent, Principal, Arts Department Chair, Vocational Teachers	Ongoing FY19	Curriculum Map  Student Surveys/ data analysis  Visit to other schools Advisory meeting minutes	Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1
In December, vocational teachers will promote	Superintendent, Building Principals, Guidance	December 2018	Newsletters	Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-

## South Hadley Public Schools District Improvement Plan

<p>programs at the academic advising night and at MESMS and Mosier Elementary School assemblies.</p>	<p>Counselors, Arts Department Chair, Vocational Teachers</p>		<p>Program of Studies Academic Advising  Night PowerPoint</p>	<p>2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1</p>
<p>During the year, a focus will be to increase collaboration, authentic learning opportunities and academic rigor of vocational programs. The current schedule to determine effectiveness and appropriateness for vocational students will be examined, and more interdisciplinary units to increase student engagement and authentic application will be developed. Perkins indicators will be included in classes, also.</p>	<p>Superintendent, Building Principals, Guidance Counselors, Arts Department Chair, Vocational Teachers, Integrated Teachers</p>	<p>Ongoing FY19</p>	<p>Newsletters  Program of Studies  Department meeting minutes  Perkins Grant approval  Lesson plans</p>	<p>Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1</p>
<p>During the spring, the district will gain Chapter 74 Vocational approval for Hospitality Management and Carpentry, per DESE deadlines and guidelines.</p>	<p>Superintendent, Principal, Arts Department Chair, Vocational Teachers</p>	<p>Spring 2019</p>	<p>Vocational approval</p>	<p>Superintendent Rubric: I-A-1, I-A-2, I-D-1, I-E-2, I-E-3, II-A-3, II-B-2, III-B-1, IV-B-1, IV-E-1</p>

## South Hadley Public Schools District Improvement Plan

### Goal XXVII

<b>The district, in collaboration with SHEA, will revise the current Educator Evaluation Walk-Through form, so it includes observable practices consistent with training on best instructional practice outlined in the Studying Skillful Teaching course.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By December 1, the district will establish a committee and have an initial meeting to discuss the process and anticipated outcomes.	Superintendent, Director of Student Services, Principals, South Hadley Education Association (SHEA) representation	October 2018	Meeting notes	Superintendent Rubric: I-D-1, I-D-2, I-D-3, II-C-2, II-D-1, IV-A-3, IV-C-1, IV-F-3
By January 1, the committee will have studied the current, district Walk-through form and will have discussed and identified all observable Studying Skillful Teaching practices.	Superintendent, Director of Student Services, Principals, SHEA representation	January 2019	Meeting notes, list of observable RBT practices	Superintendent Rubric: I-D-1, I-D-2, I-D-3, II-C-2, II-D-1, IV-A-3, IV-C-1, IV-F-3
By February 1, the committee will have made recommendations for changes/modifications to the district Walk-through form, based on the identified observable Studying Skillful Teaching practices.	Superintendent, Director of Student Services, Principals, SHEA representation	February 2019	List of recommendations and modifications to the district Walk-through form	Superintendent Rubric: I-D-1, I-D-2, I-D-3, II-C-2, II-D-1, IV-A-3, IV-C-1, IV-F-3
By April 1, all stakeholders will be provided with an update and an opportunity to give feedback to the committee.	Superintendent, Director of Student Services, Principals	April 2019	Survey or meeting notes or equivalent	Superintendent Rubric: I-D-1, I-D-2, I-D-3, II-C-2, II-D-1, IV-A-3, IV-C-1, IV-F-3
By May 1, all specified changes and modifications	Superintendent, Director of Student Services,	May 2019	Revised district Walk-through forms	Superintendent Rubric: I-D-1, I-D-2, I-D-3, II-

## South Hadley Public Schools District Improvement Plan

will be made to district Walk-through forms.	Principals			C-2, II-D-1, IV-A-3, IV-C-1, IV-F-3
By June 1, all new forms and related information will be made available to district educators.	Superintendent, Director of Student Services, Principals, Technology Director	June 2019	New documents and related information will be distributed and also made visible on the district website	Superintendent Rubric: I-D-1, I-D-2, I-D-3, II-C-2, II-D-1, IV-A-3, IV-C-1, IV-F-3

## South Hadley Public Schools District Improvement Plan

### Goal XXVIII

<b>The district will work with staff to support the new therapeutic program at the Michael E. Smith Middle School.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By the beginning of the school year, a program overview, entrance criteria, program goals, as well as transition and exit criteria, will be written.	Superintendent, Director of Student Services, Principal	Summer 2018	Therapeutic program document	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, III-B-1, IV-E-1
By the beginning of the school year, a licensed special education teacher will be hired and appropriate support staff for the program will be determined.	Superintendent, Director of Student Services, Principal, Special Education Team Leader	Summer 2018	New hire letter  Support staff schedules	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-B-1, II-C-1, III-B-1, IV-E-1
In September, the therapeutic team will determine dates/times to meet during the year to review student data, to problem solve and to make improvement decisions.	Superintendent, Director of Student Services, Principal, Assistant Director of Student Services, Assistant Principal, School Adjustment Counselor, Special Education Teacher, School Psychologist	September 2018	Calendar	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-B-1, IV-E-1
In September, pending Title II-A grant approval, a consultant will be hired to assist the Team with high quality therapeutic program development.	Superintendent, Director of Student Services	September 2018	Grant approval letter  Consultant contract	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-B-1, IV-E-1
By the end of October,	Superintendent,	September to	Parent conferences	Superintendent Rubric:

## South Hadley Public Schools District Improvement Plan

members of the Therapeutic Team will meet with parents/guardians of students in the program to discuss student progress and to garner parent feedback about the program.	Director of Student Services, Principal, Assistant Director of Student Services, Assistant Principal, School Adjustment Counselor, Special Education Teacher, School Psychologist	October 2018		I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-A-1, III-B-1, III-B-2, IV-E-1
During the year, the team will meet monthly to review student data, problem solve and make improvement decisions.	Superintendent, Director of Student Services, Principal, Assistant Director of Student Services, Assistant Principal, School Adjustment Counselor, Special Education Teacher, School Psychologist	September 2018 to June 2019	Meeting notes	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-A-1, III-B-1, III-B-2, IV-E-1
By the end of May, the Therapeutic Team will evaluate the program's success and determine areas for program improvement.	Superintendent, Director of Student Services, Principal, Assistant Director of Student Services, Assistant Principal, School Adjustment Counselor, Special Education Teacher, School Psychologist	May 2019	Meeting notes  Revisions to the therapeutic program document	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-A-1, III-B-1, III-B-2, IV-E-1

## South Hadley Public Schools District Improvement Plan

### Goal XXIX

<b>The district will support the piloting of the Behavior Response Team at South Hadley High School and at the Michael E. Smith Middle School.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By the end of August, the middle and high school administrators will attend four hours of training to better understand and to plan for effective behavior response.	Superintendent, Director of Student Services, Principals and Assistant Principals (Middle and High)	July and August 2018	Power point  Training notes	Superintendent Rubric: I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-C-2, II-E-1, III-B-1, IV-D-1, IV-D-2
During September, Behavior Response Teams will be developed and roll out planning will occur.	Superintendent, Director of Student Services, Principals and Assistant Principals (Middle and High), Counselors, Teachers	September 2018	Power point Training notes  Behavior Response Team members	Superintendent Rubric: I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-C-2, II-E-1, III-B-1, IV-D-1, IV-D-2
From September to June, the Behavior Response Teams will meet once or twice monthly to focus on proactive behavior response and review data.	Superintendent, Director of Student Services, Principals and Assistant Principals (Middle and High), Counselors, Teachers	September 2018- June 2019	Power point  Training notes  Behavior Response Team members	Superintendent Rubric: I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-C-2, II-E-1, III-B-1, IV-D-1, IV-D-2
By June, the Behavior Response Teams will review student data and develop an action plan for the 2019-2020 school year.	Superintendent, Director of Student Services, Principals and Assistant Principals (Middle and High), Counselors, Teachers		Power Point Training notes  Behavior Response Team members	Superintendent Rubric: I-E-1, I-E-2, I-E-3, II-A-3, II-B-2, II-C-2, II-E-1, III-B-1, IV-D-1, IV-D-2

## South Hadley Public Schools District Improvement Plan

### Goal XXX

<b>The district will continue to expand its repertoire of assessment instruments utilized for special education initial evaluations, re-evaluations and progress monitoring by purchasing and using the Feifer Assessment of Writing.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By the end of October, the Feifer Assessment of Writing, FAW, will be purchased for each building.	Superintendent, Director of Student Services, Assistant Director of Student Services	October 2018	Purchase order  Invoices	Superintendent Rubric: I-C-1, II-E-1, III-B-1, IV-A-1
By the end of November, Introduction to the FAW webinars will be scheduled for special education teachers, speech and language pathologists and school psychologists.	Superintendent, Director of Student Services, Assistant Director of Student Services	October to November 2018	Contract with PAR	Superintendent Rubric: I-B-1, I-B-3, I-C-1, I-C-2, III-B-1, IV-A-1, IV-A-3, IV-C-2, IV-D-1, IV-D-2
By the end of December, special education teachers, speech and language pathologists, school psychologists, the Director of Student Services and Assistant Director of Student Services will attend a FAW webinar.	Superintendent, Director of Student Services, Assistant Director of Student Services, Special Education Teachers, School Psychologists, Speech and Language Pathologists	November to December 2018	Agenda  Attendance sheets  Training documents	Superintendent Rubric: I-B-1, I-B-3, I-C-1, I-C-2, III-B-1, IV-A-1, IV-A-3, IV-C-2, IV-D-1, IV-D-2
From December to June, when writing is a subject of concern, special education teachers will utilize the FAW for initial evaluations and reevaluations when determining special education eligibility.	Superintendent, Director of Student Services, Assistant Director of Student Services, Special Education Teachers, School Psychologists, Speech and Language Pathologists	December 2018 to June 2019	Assessment reports  Observations  Educator evaluation evidence	Superintendent Rubric: I-B-1, I-B-3, I-C-1, I-C-2, II-C-2, III-B-1, IV-A-1, IV-A-3, IV-C-2, IV-D-1, IV-E-1



## South Hadley Public Schools District Improvement Plan

### Goal XXXI

<b>The district will review and respond to the Massachusetts Department of Elementary and Secondary Education Coordinated Program Review Final Report, which evaluated compliance in special education, civil rights, English language learners and career/vocational and technical education programs, policies and procedures during the 2017-2018 school year.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
Upon receipt of the Coordinated Program Review Final Report, the leadership team will review and develop a corrective action plan for any noncompliance criteria.	Superintendent, Director of Student Services, Principals, Assistant Principals, Assistant Director of Student Services	Fall 2018	Coordinated Program Review report  Leadership team agenda	Superintendent Rubric: I-E-1, I-E-2, II-A-3, II-C-1, II-D-1, III-A-1, III-B-1, III-B-2, III-C-1, III-C-2, IV-B-1, IV-C-1, IV-D-1, IV-D-2, IV-E-1
By December, a corrective action plan will be submitted to the Department for review and approval.	Superintendent, Director of Student Services, Principals, Assistant Principals, Assistant Director of Student Services	September to December 2018	Corrective action plan  Communication from the Department.	Superintendent Rubric: I-E-1, I-E-2, II-A-3, II-C-1, II-D-1, III-A-1, III-B-1, III-B-2, III-C-1, III-C-2, IV-B-1, IV-C-1, IV-D-1, IV-D-2, IV-E-1
From January to June, progress report will be submitted to the Department by the required deadlines.	Superintendent, Director of Student Services, Principals, Assistant Principals, Assistant Director of Student Services	January to June 2019	Progress reports  Communication from the Department	Superintendent Rubric: I-E-1, I-E-2, II-A-3, II-C-1, II-D-1, III-A-1, III-B-1, III-B-2, III-C-1, III-C-2, IV-B-1, IV-C-1, IV-D-1, IV-D-2, IV-E-1
By June 2019, the district will be in full compliance for all programs evaluated during the Coordinated Program Review.	Superintendent of Schools, Director of Student Services, Principals, Assistant Principals, Assistant Director of Student Services	January to June 2019	Communication from the Department	Superintendent Rubric: I-E-1, I-E-2, II-A-3, II-C-1, II-D-1, III-A-1, III-B-1, III-B-2, III-C-1, III-C-2, IV-B-1, IV-C-1, IV-D-1, IV-D-2, IV-E-1

## South Hadley Public Schools District Improvement Plan

### Goal XXXII

<b>The district will support the new Access Program, which is a substantially separate classroom for kindergarten and first grade students diagnosed with autism or moderate to severe developmental delays at Plains Elementary School.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By the end of the summer, a brochure, which will include a program overview, staffing information, entrance and exit criteria and parent involvement, will be written for the Access Program.	Superintendent, Director of Student Services, Special Education Team Leader, Speech and Language Pathologists.	Summer 2018	Program overview	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-B-1, IV-E-1
By the end of the summer, support staff will be assigned to the program.	Superintendent, Director of Student Services, Principal, Special Education Team Leader, Speech and Language Pathologists.	Summer 2018	Staff schedules.	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-B-1, IV-E-1
By the end of the September, monthly meetings, which will focus on reviewing and discussing qualitative and quantitative student data, will be scheduled for the year.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principal, Special Education Team Leader, Speech and Language Pathologists, Autism Specialist, School Psychologist.	September 2018	Meeting schedule	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-B-1, IV-E-1
By the end of October, the Access Program special education teacher and other necessary staff will meet	Superintendent, Director of Student Services, Assistant Director of Student Services,	October 2018	Conference schedule	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-B-1,

## South Hadley Public Schools District Improvement Plan

with parents/guardians of students in the program to discuss student progress and to garner parent feedback about the program.	Principal, Special Education Team Leader, Speech and Language Pathologists, Autism Specialist, School Psychologist.			IV-E-1
During the year, the Access Team will meet monthly to review student data, problem solve and make improvement decisions.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principal, Special Education Team Leader, Speech and Language Pathologists, Autism Specialist, School Psychologist.	October 2018 to June 2019	Meeting notes	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-B-1, IV-E-1
By the end of May, the Access Program Team will meet to review the program strengths and areas of focus for program improvement for the 2019-2020 school year. Moreover, the program brochure will be revised, if warranted.	Superintendent, Director of Student Services, Assistant Director of Student Services, Principal, Special Education Team Leader, Speech and Language Pathologists, Autism Specialist, School Psychologist.	May 2019	Meeting notes  Access Program Brochure	Superintendent Rubric: I-B-3, I-C-1, I-C-2, I-E-1, I-E-2, I-E-3, II-A-3, II-C-1, II-C-2, III-B-1, IV-E-1

## South Hadley Public Schools District Improvement Plan

### Goal XXXIII

<b>The district will collect and analyze student mental health data and utilize the data to determine staffing needs.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
The district will establish a committee that will seek input from each school on the number of student mental health referrals by building.	Superintendent, Principals, Guidance Counselors, School Nurses	September 2018	Data collected from guidance counselors and school nurses	Superintendent Rubric: I-E-1, I-E-2, II-A-3, II-C-2, III-C-2, IV-A-3, IV-B-1
The committee will obtain and examine professional association guidelines from mental health professionals.	Superintendent, Principals, Guidance Counselors, School Nurses	September 2018	Mental health guidelines	Superintendent Rubric: I-E-1, I-E-2, II-A-3, II-C-2, III-C-2, IV-A-3, IV-B-1
The committee will survey local school districts to determine the ratio of mental health professionals to students and compile the results.	Superintendent, Principals, Guidance Counselors, School Nurses	October 2018	Survey results	Superintendent Rubric: I-E-1, I-E-2, II-A-3, II-C-2, III-C-2, IV-A-3, IV-B-1
By November 1, the committee will prepare a report to be submitted to the School Committee in November.	Superintendent, Principals, Guidance Counselors, School Nurses	November 2018	Presentation to School Committee	Superintendent Rubric: I-E-1, I-E-2, II-A-3, II-C-2, III-C-2, IV-A-3, IV-B-1
The Superintendent will make recommendations for additional staffing to the School Committee, if appropriate.	Superintendent	November 2018	Recommendations	Superintendent Rubric: I-E-1, I-E-2, II-A-3, II-C-2, III-C-2, IV-A-3, IV-B-1

## South Hadley Public Schools District Improvement Plan

### Goal XXXIV

<b>The district will promote family and community communication and engagement by videotaping school related topics, which will be shown on the South Hadley Community Television channel.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
In July, School Committee members and the Superintendent will provide an update about the Michael E. Smith Middle School to promote community awareness of the school's programs, activities and accomplishments and increase family and community engagement with the schools.	School Committee members, Superintendent	July 2018	Video-recorded segment broadcast on the local cable television channel	Superintendent Rubric: III-A-1, III-A-2, III-C-1, III-C-2, III-D-1, IV-C-1
In September, School Committee members and the Superintendent will provide an update about Mosier Elementary School to promote community awareness of the school's programs, activities and accomplishments and increase family and community engagement with the schools.	School Committee members, Superintendent	September 2018	Video-recorded segment broadcast on the local cable television channel	Superintendent Rubric: III-A-1, III-A-2, III-C-1, III-C-2, III-D-1, IV-C-1
In November, School Committee members and the Superintendent will provide an update about Plains Elementary School to	School Committee members, Superintendent	November 2018	Video-recorded segment broadcast on the local cable television channel	Superintendent Rubric: III-A-1, III-A-2, III-C-1, III-C-2, III-D-1, IV-C-1

## South Hadley Public Schools District Improvement Plan

<p>promote community awareness of the school's programs, activities and accomplishments and increase family and community engagement with the schools.</p>				
<p>In January, School Committee members and the Superintendent will provide an update about South Hadley High School to promote community awareness of the school's programs, activities and accomplishments and increase family and community engagement with the schools.</p>	<p>School Committee members, Superintendent</p>	<p>January 2019</p>	<p>Video-recorded segment broadcast on the local cable television channel</p>	<p>Superintendent Rubric: III-A-1, III-A-2, III-C-1, III-C-2, III-D-1, IV-C-1</p>

## South Hadley Public Schools District Improvement Plan

### Goal XXXV

<b>The district will continue to streamline business workbooks to improve processing efficiency and data completeness.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By December, the Business Office will review current processing workbooks and identify those to be improved.	Superintendent, Business Administrator	December 2018	Business workbooks	Superintendent Rubric: I-E-1, II-E-1
By May, the Business Office will revise the identified workbooks for more efficient processing and better data collection.	Superintendent, Business Administrator	May 2019	Draft revised workbooks	Superintendent Rubric: I-E-1, II-E-1
By June, the Business Office will finalize the new workbooks and start utilizing the workbooks for various financial processes.	Superintendent, Business Administrator	June 2019	Finalized new business workbooks	Superintendent Rubric: I-E-1, II-E-1

## South Hadley Public Schools District Improvement Plan

### Goal XXXVI

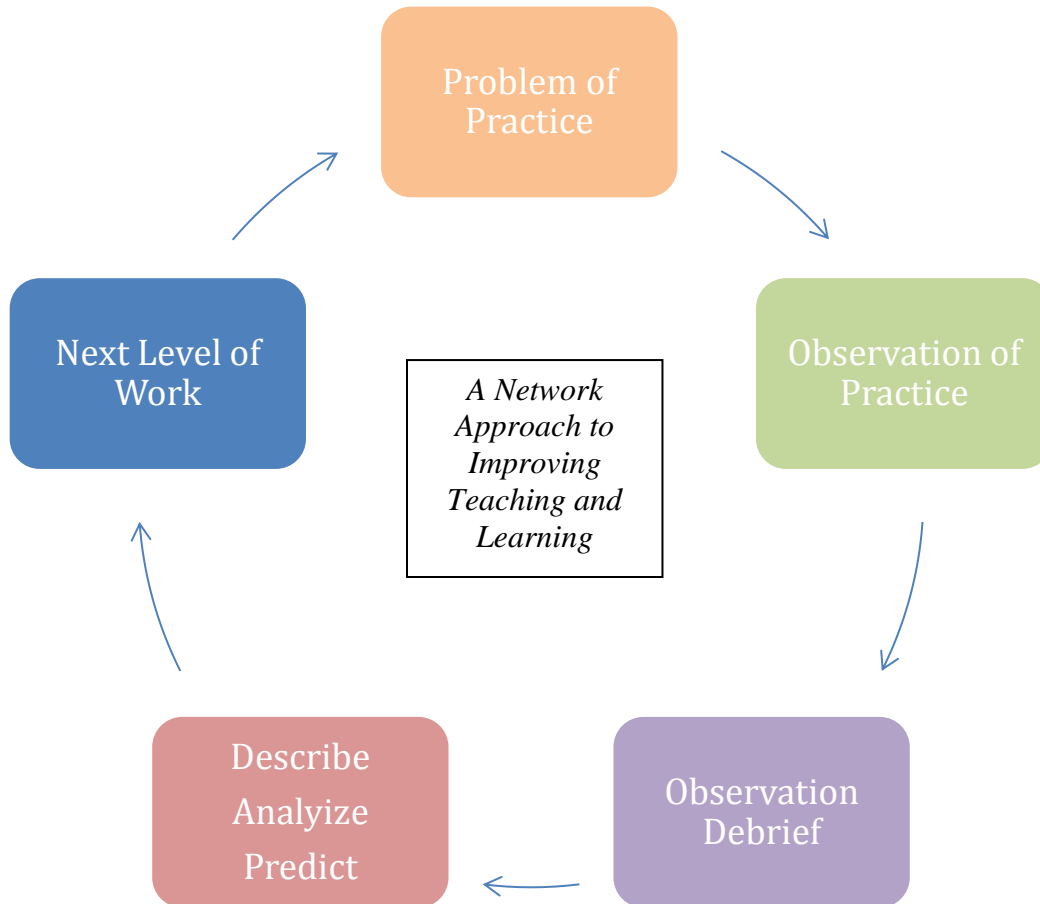
<b>The district will research various database management systems including Microsoft Access to incorporate information from different accounting software into more comprehensive analytical reports.</b>				
Benchmark	Person/Department Responsible	Timeline	Evidence	Corresponding Standard
By January, the Business Office will research various data management tools and identify the feasible system that would process information from all current accounting software	Superintendent, Business Administrator	January 2019	Meeting notes, Data processing software manuals	Superintendent Rubric: I-E-1, II-E-1
By May, the Business Office will work with software provider companies and consultants to establish connection between the chosen system with current financial data software such as MUNIS, Harpers, etc.	Superintendent, Business Administrator	May 2019	Meeting notes, System connection reports	Superintendent Rubric: I-E-1, II-E-1
By June, the Business Office will work with consultants to obtain information from MUNIS and Harpers into the connected system for comprehensive data analysis.	Superintendent, Business Administrator	June 2019	Access or other system reports	Superintendent Rubric



# South Hadley Public Schools District Improvement Plan

## Instructional Rounds in Education

(Adapted from City, Elmore, Fiarman, and Teitel's *Instructional Rounds*)



## References

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