



# Before You Begin - - -

## 1. School Self-Study

Email Shirley to request the link for the online self-study. You will very quickly receive an email from Nancy Flowers at the University of Illinois who will send you your link and complete directions on how to proceed and details on the report that will be sent to you on the completion of the survey.

**NOTE: The Self Study form can be previewed but the actual form must be done online by your entire staff sometime during the late spring or early fall of 2013. The results will be sent to IMLEA and to your principal and will become a part of your final application. There is no cost for this service.**

**However, if you wish at any other time to do an online self-study with your staff just to better understand how your staff see your school based on the Schools to Watch criteria, there is a cost of \$200 charged by the National Forum to cover the service cost by the University of Illinois.** For more information about STW, visit the national website at [www.schoolstowatch.org](http://www.schoolstowatch.org).

## 2. Using a collaborative, school wide process, complete the STW School Self-Study and Rating Rubric ONLINE – see below:

This is a tool for your entire staff to evaluate the school after candid and objective discussion involving all faculty and staff.

A four (4) in any criterion means the practice is highly and completely implemented, systemic, and coherent in every classroom, by every teacher across the school.

A three (3) in any criterion means that there is a high degree or maturing quality of implementation that is systemic. The practice may not be coherent or of the highest quality in every classroom and by every teacher, but certainly by most – 75 percent or better.

A two (2) in any criterion means that there is a mixed, fair, or immature quality of implementation. It also means that practices may include many teachers but not the majority. The program may be too new to have realized measurable results or to be evaluated as effective.

A one (1) in any criterion means that the practice may just have gotten started, is very immature, or is only practiced by a handful of practitioners.

**Your school does NOT have to have all 3's and '4 in every category – however you must be at "some point," preferably at least a high "2" of implementation in all categories You can indicate in your narrative if there is a criteria that your school is currently implementing and that it will be more in place by the beginning of the 2<sup>nd</sup> semester.**

## 3. Collect AYP and ISTEP+ data

- AYP Reports covering school years 2011-2012 through 2013-2014 (three years).
- PL221 category, designation, and percent improvement or decline.
- Other longitudinal assessment data.

## 4. Application

- a. Complete the Application Form
  - Applications must be completed, using the Word version of this packet.
  - Complete all sections and all data charts fully.
  - Applications must be submitted online to [imlea@iasp.org](mailto:imlea@iasp.org)

- Carefully read each statement on the Signature and Permission page prior to signing.
- Principal and District Administrator's signatures are BOTH required.

b. Reflect and Discuss

- With the entire faculty and staff, discuss the result of the School Self-Study and Rating Rubric, evidence that aligns with your criteria score, and your schools achievement data.
- Use this discussion to frame the application narrative.
- When you write your narrative, please DO NOT simply re-state the criteria, but explain how **your** practices and programs and your focus for the future relate to the criteria.

**5. Written Narrative - Practice and Programs (8 pages)**

a. Write a two-page narrative for each component.

- Academic Excellence
- Developmental Responsiveness
- Social Equity
- Organizational Structure and Processes
- Match the sequence of your narrative to the numbered criterion of each component.
- Give specific examples of how your school addresses each criterion.

**Providing evidence is the key.**

b. Focus on the Future (2 pages)

- Write an additional two-page narrative on your school's plans for the future based on your staff's collaborative analysis and discussion of:
  - o A reflective analysis of the quantitative achievement data for your school. Consider these questions:
    - Are we meeting the needs of students over time?
    - Are our students making strides towards proficiency or do we still have about the same percentages in each band?
    - Is the achievement gap closing for statistically significant subgroups of students? "All students" also means meeting the needs of student groups that are not statistically significant; are we meeting these students' needs? Are English learners moving up levels at a significant pace? Why might some groups not be achieving at the levels they should be and how can we address this?
  - o A reflective analysis of your self-study and how improvement in some of the areas that you may have fallen short could contribute to improving student success and closing any opportunity and achievement gaps.
  - o An identification of several areas, based on your analysis of achievement data and your school self-study, which your staff can commit to refining and improving during the next three years. These should be program innovations or refinements that work together for a desired outcome.
  - o Summarize your current strategic plan for school improvement.

**Email a complete application to**

Shirley Wright, IMLEA Executive Dir. and IN Schools to Watch Director at [imlea@iasp.org](mailto:imlea@iasp.org)

**Applications are due by October 17, 2014.**

Late submissions will not be accepted.

***of Acceptance selection to become a School to Watch requires an institutional membership in IMLEA at a cost of \$100 for a school of 124 or fewer students; \$200 for a school of 349 or fewer students or \$300 for a student enrollment of 350 or more.***