

**Windham School District
Climate, Culture, and School Improvement
Implementation Rubric**

Objective 1:	Leadership Visibility	School Year:	2019-20
Building:	WHS		

Action Steps	Roles and Responsibility	Timeline Schedule	Benchmarks
A. WHS administrators will visit classes without conducting formal observations, but to show a presence and build rapport with students and staff.		2019-2020	WHS administration will strive to stop by a minimum of 3 classes per week to show a presence, and collaborate with students, and the staff, as needed.
B. WHS administrators will be present during unstructured times, such as lunches, passing time in the hallways, study halls, etc...		2019-2020	When available, WHS administration will show up on a daily basis in unstructured locations throughout the building.
C. WHS administrators will make a concerted effort to attend extracurricular activities.		2019-2020	WHS administration will strive to ensure that at least one administrator is present at all major extracurricular events, as well as attend other events, such as games, club meetings, etc...

Evidence:

- Logs, Calendars
 Agendas
 Meeting Minutes
 Programs

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Objective 2	Improved Communication	School Year:	2019-2020
Building:	WHS		

Action Steps	Roles and Responsibility	Timeline Schedule	Benchmarks
A. WHS administration will solicit feedback from the teachers and staff during monthly faculty meetings in order to identify communication concerns and issues.		2019-2020	WHS principal and assistant principals will be available immediately after each monthly faculty meeting in order to solicit feedback, which will be noted and shared with the leadership team for further discussion and next steps.
B. At the start of each month and semester, send out an “important dates” email or document to the staff.		2019-2020	Prior to the start of each semester, the principal will create a calendar of important dates and events for the semester and share it with the staff.
C. Following all staff meetings, notes will be sent out to all staff by the principal or assistant principals.		2019-2020	Following each monthly faculty meeting, the principal will forward a copy of the notes to the staff.

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Evidence:



Logs, Calendars



Agendas



Meeting Minutes



Programs

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Objective 3:	Improved Collaboration and Increased Participation	School Year:	2019-2020
Building:	WHS		

Action Steps	Roles and Responsibility	Timeline Schedule	Benchmarks
A. Invite faculty and staff to serve on committees.		2019-2020	Whenever a new initiative is being considered, invite all applicable faculty and staff to serve on the committee at least 2 weeks prior to the first meeting.
B. WHS administration will attend and support WHS PLCs focused on the 2019-2020 building goal(s).		2019-2020	WHS administration will strive to attend a minimum of 3 PLCs per week (for a minimum of 15 minutes per block) in order to offer suggestions and support.
C. The principal and assistant principals will make a concerted effort to identify teachers and staff interested in new initiatives and invite them to present at the following monthly faculty meeting.		2019-2020	The principal and assistant principals will identify at least one staff member per meeting to present to the faculty at a monthly meeting.
D. WHS administration will encourage teachers to observe other teachers/classes and support them by covering a missed obligation.		2019-2020	The WHS leadership team will maintain a log documenting all teachers who observed a colleague.

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Objective 4:	Increase the number of students who meet the CCR Benchmark.	School Year:	2019-2020
Building:	WHS		

Action Steps	Roles and Responsibility	Timeline Schedule	Benchmarks
A. Develop strategies specific to academic departments to increase opportunities for students to meet the Benchmarks.	The Leadership team and guidance	2019-2020	On a quarterly basis, we will review the number of students that will by the end of the school year, have met the benchmark. Guidance counselors will meet with students on a quarterly basis to review numbers of students meeting the benchmark.
B. Develop a specific plan for grade appropriate information to be communicated to students during advisory.		2019-2020	Once a month, the advisory teachers will meet with individual students to assess their progress toward CCR achievement.
C. Plan quarterly grade specific meetings to apprise students of opportunities to achieve CCR.		2019-2020	Guidance counselors will attend the quarterly meetings to assess the numbers on track to meet the benchmarks.
D.		2019-2020	

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Objective 5:	Incorporate UbD discussion and presentation into early release day, each full day of professional development and each faculty meeting.
Building:	WHS

Action Steps	Roles and Responsibility	Timeline Schedule	Benchmarks
E. Review the agendas for each activity and ensure the incorporation of meaningful discussion with regard to the UbD initiative.		2019-2020	The leadership team will meet to create the activities to ensure that there is a collective and coordinated effort to achieve this action.
F. The principal and the directors will visit PLC's to help facilitate the creation of the templates.		2019-2020	Selected members of departments will present completed UbD templates or templates in progress at faculty meetings.
G. Share methods and strategies in order to resolve misunderstandings of content/units to ensure that all students can access the curriculum and demonstrate their understanding of the material		2019-2020	The leadership team will meet to debrief from the presentations and make appropriate recommendations moving forward.

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H.		2019-2020	

Evidence:

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