

# **New Hampshire Department of Education**



## **Instructions and Materials for the 2006-2007 School Improvement Progress Report and 2007-2008 School Improvement Plan**

*As required by NH RSA 193-H and Federal Law 107-110 for Schools in Need of Improvement*

### **For Non-Title I Schools In Need of Improvement**

**August 2007**

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**Instructions and Materials for the 2006-2007 Progress Report  
and  
2007-2008 School Improvement Plan**

**Statutory Requirement and Purpose**

New Hampshire's school performance and accountability law (NH RSA 193-H) requires the development of a two-year improvement plan by any school or district officially designated in need of improvement. The statute requires the Department, at a minimum, to annually review the progress of each identified school or district and report the findings to the State Board of Education. The following citation from RSA 193-H:4 describes how this requirement shall be carried out:

*"...On or before the one-year anniversary of being designated as a school or school district in need of improvement, the commissioner shall designate a progress review team to evaluate the implementation of the improvement plans and the progress towards state performance targets. The progress review team shall deliver a report to the state board. This report shall include evidence of satisfactory implementation and progress towards state performance targets or lack thereof, and recommendations regarding future actions pursuant to subparagraph II (b)."*

To fulfill this requirement, the progress report is designed to provide the Department and State Board of Education with:

- 1) evidence of satisfactory implementation of the strategies and activities as described and approved in the school's improvement plan for the 2006-07 school year; and
- 2) evidence of progress for students scoring below proficiency.

**Report Format and Deadline**

This document is designed specifically for schools in need of improvement not receiving federal Title I funds for the 2007-2008 school year. All non-Title I schools in need of improvement, including schools identified for improvement in a new area based upon 2007 AYP results, should use this document.

All necessary instructions and forms are provided. Completed reports should include:

- Cover Page
- 2006-07 Progress Report
- Proposed Activities for 2007-2008

**Submit completed report electronically (via e-mail) by October 15, 2007 to:**

**Gary Guzouskas  
Administrator, School Improvement  
Bureau of Accountability  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301  
[GGuzouskas@ed.state.nh.us](mailto:GGuzouskas@ed.state.nh.us)**



Cover Page

# 2006-2007 School Improvement Progress Report and 2007-2008 School Improvement Plan

As required by NH RSA 193-H and Federal Law 107-110 for Schools in Need of Improvement

## For Non-Title I Schools In Need of Improvement

**SAU#:**

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**District Name:**

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**School Name:**

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**Address:**

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**City:**

**Zip:**

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**Principal:**

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**Tel:**

**Fax:**

**E-mail:**

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**Contact person if different from Principal:**

**Name:**

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**Title:**

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**Address:**

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**City:**

**Zip:**

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**Tel:**

**Fax:**

**E-mail:**

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**2006-2007 Progress Report  
Evidence of Progress: Plan Implementation**

Instructions: *For each goal listed in your approved school improvement plan, provide a status report on the strategies and activities implemented during 2006-07 to help meet that goal. Complete one form for each school improvement goal. Duplicate this page as needed.*

**AYP Area(s) of Focus**

**List the area(s) in which the school did not make Adequate Yearly Progress (AYP) for two years and was identified for school improvement:**



**Improvement Goal for 2006-07**

**State the improvement goal:**



**Implementation of Approved Strategies/Activities**

**List the strategies/activities implemented during the 2006-2007 school year to accomplish this goal:**

**Select one descriptor that best describes the status of the strategies at the end of 2006-2007:**

- Completed as planned and as described in the approved school improvement plan
- Completed as planned, with changes/refinements to certain strategies and activities
- Progressing as planned, with no changes to strategies and activities
- Progressing, with changes/refinements to certain strategies and activities
- Beginning stages of implementation
- No strategies or activities implemented

**Narrative Response**

*Describe the progress made during 2006-07 in implementing the strategies listed above. Include a description of any key factors or circumstances that resulted in a modification or change to the strategies or activities as they were originally described in the approved improvement plan.*

**(ATTACH THE NARRATIVE TO THE BACK OF THIS FORM)**

## 2006-2007 Progress Report Evidence of Progress: School Practices and Student Outcomes

**Instructions:** *Respond to the following reflective questions:*

- Are school-wide or district-wide assessments administered regularly in Reading and Mathematics, in addition to the annual state assessment? Please describe current practice in your school and district to regularly assess student learning in these areas.
  
- What school-wide efforts are in place or planned to provide teachers with access to and a better understanding of their students' test data and achievement gaps?
  
- What accomplishments can be documented during the 2006-07 school year that resulted in improved outcomes for students scoring below proficient levels in Reading and Mathematics?
  
- Overall, where there is greatest evidence of improvement in implementing the plan, what factors were most influential in generating change?
  
- Where improvement is less evident, what factors have impeded the desired change?
  
- Based on these outcomes, what refinements to the SINI plan are proposed for 2007-08?

**Note:** If the school's AYP status for 2007-08 now includes a new designation,\* respond to this question by stating the new designation and describing the proposed revisions to the plan as a result of the new designation.

\*Example of a new designation: In the 2006-07 school year, the school was identified for improvement in Reading. Based on the 2007 AYP report, the school missed AYP in Mathematics. If this is the second consecutive year the school has missed AYP in Mathematics, the school is now identified for improvement in Mathematics as well as in Reading for the 2007-08 school year.

## 2007-2008 School Improvement Plan Proposed Strategies and Activities

**Instructions:** Use the format below to describe the proposed activities for 2007-2008. Provide sufficient detail to assist the reviewers in understanding how the activities are designed to achieve the anticipated changes/outcomes in school practice and student learning.  
Duplicate this page as needed. Complete one form for each approved improvement goal.

<b>Goal</b>						<p>The following strategies will be implemented to achieve this goal <b>(check all that apply)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Addresses teaching and learning needs of all students</li> <li><input type="checkbox"/> Addresses needs of specific low-achieving students</li> <li><input type="checkbox"/> Implementation of Scientifically Based Research</li> <li><input type="checkbox"/> Professional Development</li> <li><input type="checkbox"/> External Technical Assistance Provider(s)</li> <li><input type="checkbox"/> Extended-Time Learning</li> <li><input type="checkbox"/> Parent and Community Involvement</li> </ul>
<b>Strategies or Activities</b>						
<b>Objectives</b> (to be written as responses to the italicized questions)	<i>What school practices/programs will be improved/enhanced through this strategy?</i> <b>OBJECTIVE:</b>					
	<i>How will student learning be improved/enhanced through this strategy?</i> <b>OBJECTIVE:</b>					
<b>Proposed Activities for 2007-2008</b> <i>Describe the activities to be implemented to achieve the desired outcomes in school practices and student learning. Provide sufficient detail regarding the purpose of each strategy and how it will be implemented.</i>	<b>Resources</b> <i>What existing and/or new resources will be used to accomplish the activity?</i>	<b>Timeline</b> <i>When will this activity begin and end?</i>	<b>Oversight</b> <i>Who will take primary responsibility/ leadership? Who else needs to be involved?</i>	<b>Monitoring (Implementation)</b> <i>What evidence will be collected to document implementation? How often and by whom?</i>	<b>Monitoring (Effectiveness)</b> <i>What evidence will be collected to assess effectiveness? How often and by whom?</i>	

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