APPENDIX D: SAMPLES OF SCHOOL PLANNING REPORTS (EXCERPTS)

The excerpts of reports in this Appendix are scored using the rubric in Appendix C. The highlighted areas relate to the descriptors in the School Planning Report Rubric.

Sample 1: The Planning Process

Planning Process: Describe the planning process and the involvement of students, families and the community.

Stage 4 Planning
✓ wide involvement of school stakeholders
✓ ongoing communication/reporting to parents/community
✓ planning occurs in a structured manner at multiple points in time
✓ solid school team planning time

The planning process has included the professional staff, support staff, and the Advisory Council for School Leadership (parents, principal, staff). A series of planning meetings were held for professional and support staff in order to solicit input from them as to the priorities they wanted to see included in the plan. The draft plan was made available to staff and parents to recommend changes to improve the plan. These changes were considered and adopted by the staff as a whole.
School Planning Reports — Sample 2: Literacy

<table>
<thead>
<tr>
<th>Priority Linkages</th>
<th>Expected Outcomes</th>
<th>Strategies</th>
<th>Indicators</th>
<th>Data Sources (Tools)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1: Improve Outcomes for Less Successful Learners</td>
<td>By the end of June 2003 80% of all students in K-3 will demonstrate at-level reading skills</td>
<td>- K-3 teachers will use: Guided Reading, Instruction; Literacy Portfolio Assessment in Nov., March, and May; Cross-grade Reading Buddies; and Differentiated Instruction strategies. Teachers will also access reading intervention programs; Early Success; Accelerated Reader; Precision Reading; Familiar Reading; Reading Recovery; JRW Program; Book Bags; and CAL.</td>
<td>- Instructional level (90-95%) for reading fluency and comprehension. Supplement this assessment in Nov., March, and May.</td>
<td>- Level assessed by the PM Benchmark. Reading Assessment tool. Use Portfolio Progress Summary Reports as supplement. Precision Reading Summary Log: Alberta Diagnostic; and Brigance.</td>
</tr>
</tbody>
</table>

Stage 4 Outcomes:
- Outcomes written in SMART:
  - Specific
  - Measurable
  - Achievable
  - Relevant
  - Time-related
- Clear evidence of achievable and timely outcomes
- Outcomes clearly linked to priorities

Stage 4 Strategies:
- Specific descriptions of all strategies
- All strategies relate to stated outcomes
- Strong linkages among strategies
- Effective and achievable strategies, based on overall plan

Stage 4 Indicators:
- Description of specific evidence to monitor the status of outcomes
- Accessible and achievable
- High level of congruence between outcomes, strategies and indicators

Stage 4 Data Sources:
- Description of specific tools to measure results of strategies
- High level of congruence between strategies, indicators and tools
### School Planning Reports — Sample 3: Bullying

<table>
<thead>
<tr>
<th>Priority Linkages</th>
<th>Expected Outcomes</th>
<th>Strategies</th>
<th>Indicators</th>
<th>Data Sources (Tools)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.6: Link Policy to Practice in Research and Evidence</td>
<td>By the end of June 2003, 75% of all students in Grades 3-6 will demonstrate 75% of the skills and outcomes in the Steps to Respect: An Anti-Bullying Program</td>
<td>• The program will be reviewed at a September Staff meeting. Classroom teachers in Gr. 3-6 will teach the program outcomes to their classes for two periods, per six-day cycle until completion. Throughout the year, teachers will periodically review the Program's outcomes with their students.</td>
<td>• Students in Gr. 3-6 will demonstrate and apply 75% of the outcomes of the Anti-Bullying Program</td>
<td>• Measure success by observation, checklists, incident reports</td>
</tr>
</tbody>
</table>

### Stage 4 Outcomes
- ✓ Outcomes written in SMART:
  - Specific
  - Measurable
  - Achievable
  - Relevant
  - Time-related
- ✓ Clear evidence of achievable and timely outcomes
- ✓ Outcomes clearly linked to priorities

### Stage 4 Strategies
- ✓ Specific descriptions of all activities
- ✓ All strategies relate to stated outcomes
- ✓ Strong linkages among strategies
- ✓ Effective and achievable a strategies, based on overall plan

### Stage 4 Indicators
- ✓ Description of specific evidence to monitor the status of outcomes
- ✓ Accessible and achievable
- ✓ High level of congruence between outcomes, strategies and indicators

### Stage 4 Data Sources
- ✓ Description of specific tools to measure results of activities
- ✓ High level of congruence between strategies, indicators and tools