Windham School District
2022-2023 Implementation Plan Rubrics
Windham High School

FY23 School Goals

School Goal #1: Understanding by Design (Ubd) By May 2023, staff will work within PLCs and departmental teams to revise and/or create at least one complete Ubd unit per quarter, which will be added to the shared, UbD drive. (NEASC Standards 1.4, 2.2, 2.2a, 2.3)

Action Steps	Implementation Benchmarks	Timeline	Evaluation of Progress	Accountability Responsibilities
Teachers will receive training on the UbD model.	● PD workshop	● October 5,2022 ER day ● Oct-Nov PLCs	● Staff feedback from workshop	● Directors ● Staff
WHS staff will utilize PLC and department time for UbD revision and creation.	● PLC meetings ● Department meetings	● Weekly PLCs 2022-23 ● Monthly dept meeting	● UbD Units ● PLC notes	● Staff ● Curriculum directors ● Building Admin
WHS staff will utilize professional development time to review and revise UbD units prior to adding to the shared UbD drive.	● PLCs ● Department meetings ● PD workshop	● Weekly PLCs 2022-23 ● Dept. meetings ● May 25, 2023 ER day	● UbD Units ● UbD Drive	● Staff ● Curriculum directors ● Building Admin

School Goal #2: Multi-Tier System of Support (PBIS) By June 2023, through adherence to the PBIS goals and practices, Windham High School will reduce the number of unexcused absences and tardies to class by 10% from the 2021-2022 school year, thereby improving time on learning for students. (NEASC Standards 1.1a, 1.2, 3.2, 3.3, 4.1a)

Action Steps	Implementation Benchmarks	Timeline	Evaluation of Progress	Accountability / Responsibilities
WHS will implement the PBIS model designed to minimize unexcused tardies and absences	● Presentation to staff at first staff meeting ● Review of pass system	● August 2022 staff meeting ● Monthly staff meetings	● Staff feedback	● PBIS committee ● Building admin
Pass and tracking system will be implemented to support broader PBIS goals	● Staff will be provided materials to support model ● Dissemination of passes ● Form for teachers to record unexcused tardies or absences	● August 2022 staff meeting ● Sept. 2022 staff meetings	● Observation of pass system ● Monitoring of unexcused tardy/absence form	● Staff ● Building admin
Implementation of positive rewards and recognition for achievement of goals	● Selection of positive reward system ● Delivery of positive rewards to individuals and classes	● Staff meeting ● Bi-weekly	● Staff and student feedback on positive recognitions ● Monitoring of unexcused tardy and absence data	● Staff ● Building admin
Data tracking on unexcused tardies and absences	● Creation of system to monitor ● Monthly reports of data to staff	● Weekly ● Monthly staff meetings	● Monitoring of unexcused tardy and absence data	● Building admin

School Goal #3: NEASC By May 2023, Windham High School staff will work collaboratively to complete and submit the NEASC self-study report.

Action Steps	Implementation Benchmarks	Timeline	Evaluation of Progress	Accountability/ Responsibilities
Invite faculty and staff to serve on a building-based NEASC committee	● Introduction of NEASC to staff ● Survey to create standard groups	● Aug. 2022 staff meeting ● Sept. staff meetings	● Development of steering committee ● Assigning of writers and committee members for each standards	● Building admin
Training by NEASC on the standards and self-study process	● Training for Steering committee ● Training for Writers ● Training for staff	● Nov. staff meeting	● Feedback from training	● Building admin ● Staff
Creation of standard reports	● Dissemination of survey ● Meeting by standard groups to draft standard reports ● Gathering of evidence to support standard reports	● October 2022 ● Dec-Jan. Staff meetings ● Dec. 8 + Jan. 25 ER days	● Review of standard reports	● Building Admin ● Steering committee ● Writers ● Faculty
Compilation of WHS self-study	● Steering committee drafting of introduction ● Compilation of standard reports ● Submission of final self-study	● Spring 2023	● Submission of self-study	● Building admin ● Steering committee ● Writers ● Faculty