

New Century High School Initiative 2006

Electronic Portfolio: Key Planning and Implementation Benchmarks

During the Spring of 2006, all New Century High School Principals, partners and planning teams will be responsible for developing a series of discrete action steps leading to a successful opening of their schools next September. Working with their assigned New Visions coach, Principals will be responsible for creating a portfolio of practices that have been integrated into their “start-up” design and activities, which will become part of the NVPS Knowledge Management open source platform. These materials will be made available to succeeding small school developers and others engaged in the high school reform movement. Most important, the Theory of Action that each school implements will inform our work at New Visions in order to better support school leaders and other practitioners.

New Visions for Public Schools has identified critical benchmarks in school development areas including: community outreach and engagement, academic rigor, partnership, and essential elements of school design. These benchmarks are also aligned with the practical work outcomes expected of school leaders participating in the New School Intensive. All New Century High School principals will be responsible for coordinating a Theory of Action Portfolio that is the basis of their collaboration and dialogues with the New Visions Coach. There are five benchmark areas for all planning teams. The Principal and partner (along with the NVPS coach) are mutually accountable for providing evidence that these initial benchmarks have been met.

I. Benchmark: Summer Preparation for School Opening

New Century Principals, partners and planning teams will develop a rigorous summer schedule that enables school stakeholders to make key decisions concerning aspects of school education program, organization and culture.

This schedule should include:

- Outline of a Professional Growth Plan to be used for each staff member
- Assignments of administrative duties
- Completion of operational activities (facilities preparation, hiring, purchasing etc.)
- Student Activities (summer bridge, ordering uniforms, summer reading etc.)
- Parent Engagement Activities (assignment of outreach staff, orientations, Parent conferences, celebration events, creation of PTA by-laws, etc.)
- A comprehensive PD schedule (including times, locations, consultants etc.)
- Outline of three day Summer Bridge Program
- Logistical Activities (telephone and computer installation)

II. Benchmark: Staff Recruitment and Induction

New Century High School Principals, partners and planning teams will develop a comprehensive staff recruitment and induction process that will ensure high quality candidates who are dedicated to the school's mission and performance standards.

The Portfolio should include:

- Materials used in an interview/simulation process that would provide evidence of previous work history and success of the candidate
- Job descriptions for each position vacancy
- A list of those members and their role on the planning team who have participated in the hiring of all new staff members
- List of strategies used to recruit teachers

III. Benchmark: Student Recruitment

New Century High School Principals, partners and planning teams will recruit an entering class composed of a diverse range of students who are aware of and committed to the school's mission and student performance standards and expectations. Evidence of a successful recruitment plan will be a number of student applicants that fills enrollment targets in the first round of the student admissions process.

The Action Portfolio should illustrate:

- An early and comprehensive recruitment strategy that includes outreach to a broad-based community and the regional office personnel (where appropriate), as well as the production of school marketing and public relations materials, and a community mapping plan.

IV. Benchmark: Academic Rigor

New Century High School Principals, partners and planning teams will develop a 4 -7 year framework of a rigorous instructional program that provides equitable opportunities to learn and enables every student to master challenging content, skills, and learning strategies.

The Portfolio should include:

- The anticipated four year sequence of Regents testing by grade
- Alternative assessment measures to be used including: diagnostic and standardized tests (AP, PSAT, SAT, LAB) and the times when such assessments will be given

- The plan for teacher integration of data in their daily planning
- The weekly schedules of students and teachers which may be different from those contained in the NCHS proposal
- The procedure for collecting and using student performance data
- Evidence of the alignment of curriculum with state and local standards in the four core disciplines
- The course of study catalogue for entering first year students and a sample unit of study in Science, social studies, language arts, and mathematics
- A ten day Summer Professional Development Institute Plan (give resources, times and location of training)
- Anticipated calendar of marking periods and alternative assessment activities (i.e. student exhibitions and round tables)

V. Benchmark: Stakeholder Communication and Expectations

New Visions Principals, partners and planning teams will construct frameworks for establishing clear expectations of students, staff and parents.

The Action Portfolio will contain:

- Advisory curriculum for entering grade
- Weekly Schedule and special schedules indicating times for each period
- Student Handbook (includes dress codes, student behavioral expectations, list of school resources and personnel, policies, procedures for student governance, extra-curricular clubs and teams, sample student schedule)
- Course catalogue with descriptions, credits and academic expectations
- Parent Handbook
- Staff Handbook

Revised 5/12/06