

Resources

Guides and Workbooks

STANDARDS OF PRACTICE AND PERFORMANCE INDICATORS

Bernhardt, V. L. 1999. *The School Portfolio: A Comprehensive Framework for School Improvement*, 2nd ed. Larchmont, NY: Eye on Education.

Using examples from schools, this book describes a process for developing a school portfolio. The author intends for portfolios to be used as tools to support schools in continuous improvement processes, identifying several areas that may be included in a school portfolio, giving descriptions of each area, and providing criteria and rubrics to assess each area.

Eye on Education
6 Depot Way West, Suite 106
Larchmont, NY 10538
Phone: 914 833-0551
Fax: 914 833-0761

Fitzpatrick, K. 1997. *Indicators of School Quality, Volume One: Schoolwide Indicators of Quality*. Schaumburg, IL: National Study of School Evaluation.

This research-based resource book identifies critical attributes of school quality that support or facilitate sound teaching and learning. Section One of this three-section, 231-page volume identifies goals for student learning (expanding and integrating knowledge, communication skills, thinking and reasoning skills, etc.) in nine subject areas, including ESL and Library Media Services. Section Two identifies principles of instructional effectiveness (curriculum, instructional design, assessment, etc.). Both sections include rubrics and performance criteria. The book concludes with helpful hints and suggestions.

National Study of School Evaluation
1699 East Woodfield Road, Suite 406
Schaumburg, IL 60173
Phone: 800 THE-NSSE (800 843-6773)

Johnson, R. S. 1996. *Setting Our Sights: Measuring Equity in School Change*. Los Angeles, CA: The Achievement Council.

Setting Our Sights instructs schools how to use data as a lens through which to examine unequal school practices in order to address those inequalities. The seven-chapter guide walks you through a process for unearthing and addressing unequal systems, structures, and practices, including examples, forms, and aids such as surveys and questionnaires. A good source if equity is a large issue at your school.

The Achievement Council
3460 Wilshire Boulevard, Suite 420
Los Angeles, CA 90010
Phone: 213 487-3194

Newmann, F. M., G. Lopez, and A. S. Bryk. 1998. *The Quality of Intellectual Work in Chicago Schools: A Baseline Report*. Chicago: Consortium on Chicago School Research.

Although not a handbook or manual, this research report explains for a practitioner audience the results of an examination of student work and teacher assignments in the Chicago Public Schools. Within this 50-page report are examples of student work and teacher assignments that were found to be exemplary and poor, accompanied by the standards against which both were measured. This is not intended to be a comprehensive piece, but it may be used as a way to initiate a discussion on performance criteria for teaching and learning in your school.

Consortium on Chicago School Research
1313 East 60th Street
Chicago, IL 60637
Phone: 773 702-3364
Fax: 773 702-2010

USING DATA FOR SCHOOL IMPROVEMENT

Herman, J. L., and L. Winters. 1992. *Tracking Your School's Success: A Guide to Sensible Evaluation*. Newbury Park, CA: Corwin.

This guide outlines a step-by-step process for conducting assessments and evaluations, recording and measuring progress, and communicating your conclusions as part of school-improvement strategy. The book is designed

with the practitioner in mind and includes examples and worksheets.

Corwin Press, Inc.
PO Box 2526
Newbury Park, CA 91319-8526
Fax: 805 499-0871

Hubbard, R. S., and B.M. Power. 1993. *The Art of Classroom Inquiry: A Handbook for Teacher-Researchers*. Portsmouth, N.H.: Heinemann.

This handbook is designed to be a resource for individual teachers who will be taking part in a larger school-improvement initiative. Its intent is to support “teacher research”; its focus is on conducting inquiries about classroom instruction to improve student learning. It is also broadly applicable because of the many teacher- and school-based examples and artifacts.

Heinemann
A Division of Reed Elsevier, Inc.
361 Hanover Street
Portsmouth, NH 03801-3912

Levesque, K., D. Bradby, K. Rossi, and P. Teitelbaum. 1998. *At Your Fingertips: Using Everyday Data to Improve Schools*. Berkeley, CA: MPR Associates, Inc.

This comprehensive workbook shows how to use qualitative and quantitative data to foster school improvement. It walks you step-by-step through the improvement process, providing a wealth of examples and easily copied worksheets and forms.

MPR Associates, Inc.
2150 Shattuck Avenue, Suite 800
Berkeley, CA 94704
Phone: 800 677-6987
Fax: 510 849-0794
E-mail: services@mprinc.com

Yap, K., I. Aldersebaes, J. Railsback, J. Shaughnessy, and T. Speth. 1999. *Evaluating Whole-School Reform Efforts: A Guide for District and School Staff*. Portland, OR: Northwest Regional Educational Laboratory.

This comprehensive guidebook, produced by the Northwest Regional Educational Laboratory and the U.S. Department of Education, was created to provide guidance to district and school staff in conducting evaluations of Comprehensive School Reform Demonstration Programs and Title I schoolwide programs. The guide

contains worksheets, sample handouts, and presentation templates, as well as narratives on conducting various aspects of program evaluation so that a school may capture and utilize information useful for external accountability demands and internal program improvement.

Northwest Regional Educational Laboratory
101 SW Main, Suite 500
Portland, OR 97204
Phone 503 275-9500

Works Consulted in the Creation of This Guide

Allen, D., and J. McDonald (n.d.). “The Tuning Protocol: A Process for Reflection on Teacher and Student Work.” Available at <www.essentialschools.org/cs/resources/view/ces_res/54> .

Ancess, J. 1996. *Outside/Inside, Inside/Outside: Developing and Implementing the School Quality Review*. New York: National Center for Restructuring Education, Schools, and Teaching.

Annenberg Institute for School Reform. 2002. *Looking at Teaching and Learning through Peer Observation*. Video package. Providence, RI: AISR.

Annenberg Institute for School Reform. 1998. *Critical Friends Groups in Action*. Video package. Providence, RI: AISR.

Annenberg Institute for School Reform. 1997. *Looking at Student Work: A Window into the Classroom*. Video package. Providence, RI: AISR.

Arter, J. 1996. *Assessing Student Performance: An ASCD Professional Inquiry Kit*. Alexandria, VA: Association for Supervision and Curriculum Development.

Borsum, L. A., and C. A. Fracke. 1995. *Quality Performance Evaluation*. Battle Creek, MI: Quality Learning Systems International.

- Boston Plan for Excellence, Boston Annenberg Challenge, and Boston Public Schools. 1998. *Boston Public Schools Plan for Whole-School Change*. Boston: BPE.
- Boston Public Schools. 1999. *Boston Public Schools Accountability System Training Manual*. Boston: BPE.
- California Assessment Collaborative. 1993. *Charting the Course Toward Instructionally Sound Assessment*. San Francisco: Far West Laboratory for Educational Research and Development (presently WestEd).
- Chicago Public Schools. 1999. *The Chicago Public Schools Internal Review Guidebook*. Chicago: CPS.
- Chicago Public Schools. 1995. *Children First: Self-Analysis Guide*. Chicago: CPS.
- Choo, C.W. 1998. *The Knowing Organization: How Organizations Use Information to Construct Meaning, Create Knowledge, and Make Decisions*. New York and Oxford: Oxford University Press.
- Cushman, K. 1999. "Three Ways of Looking at a Colleague: Protocols for Peer Observation." Sidebar from "The Cycle of Inquiry and Action: Essential Learning Communities," *Horace* 15:4 (April). Available on the Web at <www.essentialschools.org/cs/resources/view/ces_res/74#sidebar4>.
- Dowd, J. (n.d.). "Protocol for Looking at Student Work." Available at <www.essentialschools.org/cs/resources/view/ces_res/56>.
- Education Commission of the States. 1996. *Listen, Discuss, and Act: Parents' and Teachers' Views on Education Reform*. Denver, CO: ECS.
- Gardner, L. and E. Premack. 1998. *A Comprehensive, Practical Guide to Holding Charter Schools Accountable*. Sacramento, CA: California Charter Schools Development Center.
- Hassel, B. 1998. *Comprehensive School Reform: Making Good Choices*. Oak Brook, IL: North Central Regional Educational Laboratory.
- HM Inspectors of Schools, Audit Unit. 1996. *How Good Is Our School? Self-Evaluation Using Performance Indicators*. Edinburgh: The Scottish Office Education and Industry Department.
- Illinois State Board of Education. 1998. *Internal Review Activities Workbook: Quality Assurance and School Improvement Planning Process*. Springfield, IL: Illinois State Board of Education.
- Keeney, L. 1998. *Using Data for School Improvement: Report on the Second Practitioners' Conference for Annenberg Challenge Sites*. Providence, RI: AISR.
- National Center on Education and the Economy. 1998. *New Standards Performance Standards, Volume 1: Elementary School*. Washington, DC: National Center on Education and the Economy and the University of Pittsburgh.
- New England Association of Schools and Colleges. 1998. *Accreditation Handbook: Commission on Public Secondary Schools*. Bedford, MA: NEASC.
- Newmann, F. M., and Associates. 1996. *Authentic Achievement: Restructuring School for Intellectual Quality*. San Francisco: Jossey-Bass.
- New Standards. 1997. *Performance Standards, Vol. 3, High School*. Washington, DC: National Center on Education and the University of Pittsburgh.
- New York City Department of Education. 1999. *New York City Performance Assessment in Schools Systemwide 1999–2000: Performance Review Guide*. New York: NYCDE.
- New York City Department of Education. 1999. *New York City Performance Assessment in Schools Systemwide: Essential Elements of Exemplary Schools: Annual Report 1997–1998*. New York: NYCDE.
- New York State Education Department. 1996. *The School Quality Review Initiative: Self Review Guidebook*. Albany: NYSED.
- New York State Education Department. 1998. *The School Quality Review Initiative: A Handbook for Reviewers and Participating Schools*. Albany: NYSED.

Office for Standards in Education. 1998. *Making the Most of Inspection: A Guide to Inspection for Schools and Governors*. London: Office for Standards in Education.

Office for Standards in Education. 1999. *Inspecting Schools: The Framework*. London: Office for Standards in Education.

Regional Office of Education #9, Champaign and Ford Counties. 1999. *Quality Assurance and Improvement Planning*. Springfield, IL: Illinois State Board of Education.

Rhode Island Department of Elementary and Secondary Education. 1999a. *SALT Works School by School: A School-Centered Plan to Improve Teaching and Learning, Book One*. Providence, RI: RIDE.

Rhode Island Department of Elementary and Secondary Education. 1999b. *SALT Works School Guide: Building Conclusions*. Providence, RI: RIDE.

Rhode Island Department of Elementary and Secondary Education. 1999c. *SALT Works School Guide: Using the School Visit Report*. Providence, RI: RIDE.

Rhode Island Department of Elementary and Secondary Education. 1999d. *SALT Works School Guide: Preparing to Host a School Visit*. Providence, RI: RIDE.

Rhode Island Department of Elementary and Secondary Education. 1999e. *SALT Works School Guide: Writing a School Improvement Plan*. Providence, RI: RIDE.

Rhode Island Department of Elementary and Secondary Education. 1999f. *SALT Works School Guide: Conducting School Report Night*. Providence, RI: RIDE.

San Diego City Schools. 1997. *A District Accountability System for Improving Student Achievement*. San Diego, CA: SDCS.

San Diego City Schools. 1997. *District Accountability System Process for Accountability Review: How to Conduct the School Internal Review (Procedures)*. San Diego, CA: SDCS.

Smith, D. R., and D. L. Ruff. 1998. "Building a Culture of Inquiry: The School Quality Review Initiative." In *Assessing Student Learning: From Grading to Understanding*, edited by David Allen, pp.164–182. New York and London: Teachers College Press.

Weiss, C. H. 1998. *Evaluation*, 2nd ed. Upper Saddle River, NJ: Prentice Hall.

Willms, J. D. 1992. *Monitoring School Performance: A Guide for Educators*. Washington, DC: Falmer.

Web Resources

The following list of Web addresses is intended to help you find organizations that may serve as resources for your school-improvement efforts and information about school-improvement processes accessible on the Internet.

Annenberg Institute for School Reform – Tools for School-Improvement Planning
www.annenberginstitute.org/tools

Bay Area School Reform Collaborative (BASRC)
www.wested.org/basrc

Coalition of Essential Schools – Improving Instruction Through Inquiry and Collaboration (IITIC)
http://ces.edgateway.net/cs/resources/view/ces_res/264

Commission on Secondary Schools – Middle States Association of Colleges and Schools
<http://www.css-msa.org>

The Education Alliance at Brown University – Comprehensive School Reform
<http://www.alliance.brown.edu/pubs/csr/index.shtml>

Illinois Quality Assurance and Improvement Planning
<http://www.isbe.state.il.us/quality>

Kentucky Department of Education School Improvement

<http://www.kentuckyschools.net>
("School Improvement" tab)

Laboratory for Student Success (LSS) – Comprehensive School Reform

<http://www.temple.edu/LSS/csrhome.htm>

MPR Associates, Inc.

www.mprinc.com

New England Association of Schools and Colleges

www.neasc.org

North Central Association – Commission on Accreditation and School Improvement

www.nca.asu.edu

North Central Regional Educational Laboratory – Pathways to School Improvement

www.ncrel.org/ncrel/sdrs

North Central Regional Educational Laboratory – Resource Center

<http://www.ncrel.org/info/rc>

Northwest Regional Educational Laboratory – School Improvement

www.nwrel.org/scpd/index.html

Office for Standards in Education (Great Britain)

www.ofsted.gov.uk

Rhode Island Department of Elementary and Secondary Education – School Accountability for Learning and Teaching (SALT)

<http://www.ridoe.net/schoolimprove/salt/default.htm>

Scottish Executive Education Department – HM Inspectorate of Education

<http://www.hmie.gov.uk>

Southern Association of Colleges and Schools

www.sacs.org

Texas Education Agency – Accountability and Accreditation

www.tea.state.tx.us/tea/account.html

Texas Education Agency – 1999 Accountability Manual

www.tea.state.tx.us/perfreport/account/99/manual/body.html

Western Association of Schools and Colleges – Accrediting Commission for Schools

www.acswasc.org

WestEd (Regional Educational Laboratory for California and Southwest U.S.)

www.wested.org