



# PENNSYLVANIA DON EICHHORN SCHOOLS: SCHOOLS TO WATCH 2009-2010 Application for Re-Designation

The National Forum to Accelerate Middle-Grades Reform  
in collaboration with the  
Pennsylvania Middle School Association,  
Pennsylvania Department of Education,  
Duquesne University,  
Edinboro University of Pennsylvania,  
Lehigh University,  
and Texas Instruments

The PA Don Eichhorn Schools: Schools to Watch program (PA STW) affirms that exemplary schools are schools involved in an on-going journey of excellence. To this end, a program of continuous evaluation for all schools recognized as PA Don Eichhorn Schools has been established. In order to maintain status as a PA STW school, at the end of three years schools must submit an application for re-designation and host a one day site visit to ascertain the progress of the school since the original recognition.

The application portion of the re-designation process asks for the following specific information:

A narrative reflection of school progress and programs in each of the four criteria areas  
An explanation of any significant changes that have occurred since the initial designation, specifically in the areas of leadership, school size and/or demographics, district mandates, program, structure, and test data

A list of any special recognition awarded to your school since your designation as a PA Don Eichhorn School

A description of any research projects, grant awards, articles, and projects of which your school has been the subject or recipient in the past three years

**The identification of several "stretch goals" that will move your school to the next level. Goals may be, but are not limited to, the following areas:**

- Efforts to move from teacher-directed to student-centered classrooms
- Institution of more authentic and varied measures of student progress
- More integrative approach to learning
- More effective use of data in planning instructional improvement
- The establishment of instructional coaches
- Transitions in and out of the middle school
- Increased involvement in the arts and humanities

Included in this report must be an analysis of your last three years of API scores/subgroup target scores and your progress towards improving overall student performance. **In addition, it is required that all schools applying for re-designation have their entire faculty and staff complete the Schools to Watch Self Rating Rubric and analyze results as part of their reflection narrative.**

The application is to be completed by a team of administrators and teachers chosen by the school and mailed to:

**Mr. Paul A. Meck  
Director, Pennsylvania Don Eichhorn Schools: Schools to Watch  
3 Cedar Road  
Mechanicsburg, PA 17055**

**ALL MATERIALS MUST BE RECEIVED BY FRIDAY, OCTOBER 7, 2009.**



## **Part One**

**Please provide a brief narrative reflection of progress and programs in each of the following criteria areas:**

Academic Excellence

Developmental Responsiveness

Social Equity

Organizational Support and Processes

Narratives in 11 point type, one to two pages per area, should reflect the indicators involved in each area. Refer to your original application and visitation team report in assessing growth and need for continued improvement. Include an analysis of the results of the STW Self Rating Assessment.

## **Part Two**

**Describe any significant changes that may have occurred in the school during the past three years in:**

Leadership

Size

Faculty

Student demographics

District mandates

Overall program and structure

Test data

## **Part Three**

**What special recognitions have been awarded to your school or faculty members since your designation as a School to Watch three years ago. (maximum length, one page)**

## **Part Four**

A description of any research projects, grant awards, articles, and projects or any other significant acknowledgment of which your school has been the subject or recipient in the past three years. (maximum length, one page)

## **Part Five**

Identify several "stretch goals" that will move your school to the next level.

Goals may be, but are not limited to, the following areas:

- Efforts to move from teacher-directed to student-centered classrooms;
  - Institution of more authentic and varied measures of student progress;
  - More integrative approach to learning;
  - More effective use of data in planning instructional improvement;
  - The establishment of instructional coaches;
  - Transitions in and out of the middle school;
  - Increased involvement in the arts and humanities;
  - Advancing literacy education across the curriculum.
- (maximum length, one page)

### **APPLICATION DATA**

Update the National Forum Application Data charts. Your information must be entered using Microsoft Word and typing your data in the spaces provided on the charts. "Save" your completed form which may then be transmitted electronically as an email attachment and printed as hardcopy and submitted along with the rest of your application. This information will also be accessed by the National Forum. **See specific instructions** found on the Sample Form, National Forum to Accelerate Middle Grades Reform Schools to Watch® Program Application Data, page 1.

### **DOCUMENTATION OF YOUR SCHOOL'S ACADEMIC PERFORMANCE**

Behind the last page of this application, attach the last three years state report scores on the following tests:

- PSSA
- Any other standardized test instruments

*Disaggregated data is important when submitting these scores.*

The National Forum to Accelerate Middle-Grades Reform  
PENNSYLVANIA DON EICHORN SCHOOLS: SCHOOLS TO WATCH  
2009-2010 Application for Re-Designation

**CONTACT INFORMATION**

School Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web site: \_\_\_\_\_  
Name of Principal: \_\_\_\_\_  
Principal's email: \_\_\_\_\_ Years as Principal at this site: \_\_\_\_\_  
School District: \_\_\_\_\_

Members of Application Writing Team:

|    | <u>Name</u> | <u>Position</u> |
|----|-------------|-----------------|
| 1. | _____       | _____           |
| 2. | _____       | _____           |
| 3. | _____       | _____           |
| 4. | _____       | _____           |
| 5. | _____       | _____           |
| 6. | _____       | _____           |
| 7. | _____       | _____           |
| 8. | _____       | _____           |

(List additional team members as needed.)

***Applications prepared by external grant writers or paid consultants will not be accepted.***

**SCHOOL CHARACTERISTICS**

1. What grades are included in your school? \_\_\_\_\_
2. What is your total school enrollment? \_\_\_\_\_
3. What is the total number of students in your school district? \_\_\_\_\_

## Application Checklist

School Name: \_\_\_\_\_

Please review the Pennsylvania Don Eichhorn: Schools to Watch application procedures packet to assure you have completed each step of the application process according to directions. Only information requested will be accepted.

Use the following checklist and check to see that each item is complete. Number each page for assistance in communication throughout your application review and assemble in the following order.

- \_\_\_1. Contact Information
- \_\_\_2. School Characteristics
- \_\_\_3. Completed parts 1-5
- \_\_\_4. Application Data
- \_\_\_5. Documentation of your school's academic performance
- \_\_\_6. Signature and Permission

Make ONE complete packet for your records and mail TWO complete packets and ONE CD of your application (all parts must be WORD documents) to:

**Mr. Paul A. Meck**  
Director, Pennsylvania Don Eichhorn Schools: Schools to Watch  
3 Cedar Road  
Mechanicsburg, PA 17055

**ALL MATERIALS MUST BE RECEIVED BY FRIDAY, OCTOBER 7, 2009.**

### Selection Timeline:

- October 7, 2009      Applications due  
Confirmation of receipt of application sent via e-mail
- November 12, 2009      All schools informed of the status of their application  
Schools will be scheduled for visitations between November and January.
- February 2-6, 2010      Announcement of 2009-2010 Pennsylvania Don Eichhorn Schools
- March , 2010      Selected schools featured at the PMSA Annual Professional Development Institute in State College

## SIGNATURE AND PERMISSION

We are aware that applications prepared by external grant writers or paid consultants will not be accepted and certify that this application was a collaborative process involving site administrators, teachers and other key stakeholders. We understand that the Pennsylvania Don Eichhorn Schools: Schools to Watch State Team will conduct a site visit to the school between November 2009 and January 2010. We will gladly host such a visit and provide meals for the visiting team. If selected as a Pennsylvania Don Eichhorn School:

- A documentation team may visit the school in order to gather further information for a case study, such as written, photographic and/or videotaped documentation. District and school staff would cooperate to the fullest extent possible and would assist in obtaining any necessary releases.
- Visits from other educators and media publicity would result. We will gladly participate in a network of middle-level practitioners, share our knowledge and experience with others in order to accelerate middle-grades reform and document these mentorship experiences using simple forms provided by Pennsylvania Don Eichhorn Schools: Schools to Watch.
- I/we would agree to participate as presenters and participants in the following:
  - PMSA Professional Development Institute (State College) March 2010
  - National Schools to Watch Conference, June 2010
- In addition, I/we would:
  - Provide pertinent materials to be posted to the PMSA website
  - Serve as member(s) of the Pennsylvania Don Eichhorn Schools: Schools to Watch State Team (activities include reading applications, visiting potential Pennsylvania Don Eichhorn School sites, coaching future applicants, etc.)
  - Agree that if there is a change of principal leadership at the school, the new principal will fulfill the obligations and take Pennsylvania Don Eichhorn Schools: Schools to Watch training at the earliest opportunity
  - Agree to annually review our programs and to keep Pennsylvania Don Eichhorn Schools: Schools to Watch apprised of our continuous improvement
- We certify that our school is currently not in school Program Improvement or our school is being monitored and we have a well defined plan included in future initiatives. We further certify that the Office of Civil Rights does not have any outstanding findings of civil rights statute violations by the school or district which may affect the school and that there are no pending suites by the Department of Justice against the district alleging that the school, or the district as a whole, has violated one or more of the civil rights statutes or the Constitution's equal protection clauses.

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Principal's Signature

Date

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District Administrator's (Superintendent or Designee) Signature

Date

 **Schools to Watch: An Initiative of the National Forum to Accelerate Middle-Grades Reform**

