

Two Year Plan for Application

If you do not feel ready to apply at this time, follow this suggested two-year timeline for the Georgia Lighthouse Schools to Watch™ Application Process

TIME FRAME	ACTIVITY	PERSONNEL INVOLVED
YEAR ONE		
Late spring	<p>Download and read all materials pertinent to the Georgia Lighthouse Schools to Watch program and application.</p> <p><i>Applications and procedures</i> are posted at: www.gamiddleschoolassociation.org</p> <p><i>School Self-Study and Rating Rubric</i> is posted at: www.gamiddleschoolassociation.org</p> <p>*as soon as the application is downloaded, the principal will be contacted by the LSTW State Directors</p>	<p>Principal and school leadership team</p> <p>LSTW State Directors</p>
Summer	<p>Evaluate school readiness based on <i>Lighthouse Schools Checklist</i> posted at: www.gamiddleschoolassociation.org</p>	Principal and leadership team
Fall	<p>Take <i>School Self-Study and Rating Rubric</i></p> <p>Initial staff discussions regarding school improvement process and readiness of applying for Lighthouse Schools to Watch in the spring of Year 2 (based on <i>School Checklist</i> and <i>School Self-Study and Rating Rubric</i>)</p> <p>Identify other surveys, including ones for parents and students, to gather key information that will</p>	<p>Total school staff</p> <p>Principal and school staff</p> <p>Leadership team</p>

	<p>enable school to further assess readiness to apply</p> <p>Take additional surveys and analyze resulting data to assess readiness and needs</p> <p>School will be contacted and a mentor LSTW will be assigned to help with the process</p>	<p>School staff</p> <p>LSTW Directors</p>
Winter	<p>Determine modifications needed to move the school toward Schools to Watch status</p> <p>Develop timeline for necessary professional development and implementation of identified modifications</p> <p>Conduct site visits to current Lighthouse Schools</p>	<p>Leadership team</p> <p>Leadership team</p> <p>Identified staff members</p>
Spring	<p>Begin professional development and processes to implement identified modifications</p>	<p>Administrative team and professional learning communities</p>
Year Two		
Fall	<p>Implementation of modifications identified during Year One</p>	<p>Total staff</p>

Late Fall	Re-do <i>School Checklist</i> to determine readiness	Principal
Early Winter	<p>Discussions focus on <i>Lighthouse Schools to Watch application</i> and assessment of school readiness to apply.</p> <p>Identify application writing team. (Should be comprised of a cross-section of the entire faculty)</p>	<p>Leadership team and total staff</p> <p>Leadership team</p>
Winter - Spring	<p>Re-do <i>School Checklist</i> to determine readiness</p> <p>Begin the writing process</p> <p>Candid reflection of data, self-study, and progress of school improvement endeavors.</p> <p>Divide narratives among writing team members and utilize <i>Self-Study and Rating Rubric</i> to ensure specificity of narratives. (should contain specific examples of indicators)</p> <p>Insert last two year's testing data in application charts.</p>	<p>Total staff</p> <p>Principal and leadership team with feedback from total staff</p>
Late Spring	<p>Insert current year testing data in application chart as soon as it is available.</p> <p>Contact State Director to arrange for staff to take the on-line school rubric that is submitted with the application (cam_i@bellsouth.net)</p> <p>Refine application and distribute to faculty for feedback.</p>	<p>Writing team</p> <p>Principal</p> <p>Writing team</p>

	Complete application checklist and sign-offs. Detailed review of application prior to submission.	Administrative team
Summer	Final application and On-line rubric submitted electronically to Lighthouse Schools to Watch. <i>Deadline: June 30th</i>	Principal and writing team