

Alexandria City Public Schools  
Francis C. Hammond Middle School  
Reconstitution Agreement  
November 2, 2017

For purposes of this agreement, the local division superintendent will agree that essential actions in the Reconstitution Agreement are priority actions for the identified school. The local division superintendent will participate in each required triannual meeting and monitor, at a minimum, monthly progress of the essential actions. This includes implementing essential actions with fidelity and aligning all other work in the identified school with the essential actions. The local division superintendent will ensure that appropriate division and school staff participate fully in agreed upon technical assistance provided by the Virginia Department of Education. This agreement will remain in place until Francis C. Hammond Middle School is *Fully Accredited* or *Denied Accreditation*. Additional essential actions may be required by the State Superintendent.

Essential Action	Title of Person(s) Responsible for Essential Action	Title of Person(s) Monitoring	Dates (Timeframe)	Documentation Required to Support Evidence of Progress/Completion
<p><b>Curriculum and Instruction:</b> Implement and monitor the written, taught, and tested curriculum with fidelity focusing on rigor, alignment, instructional delivery, and assessment.</p>	<p>Principal, Academic Principal, Teachers; Department Chairpersons, Instructional Coaches, Instructional Specialists</p>	<p>Executive Director of Secondary Schools; Executive Director of Specialized Instruction</p>	<p>September 2017- June 2018</p>	<p>Documents detailing and describing the system being implemented that:</p> <ul style="list-style-type: none"> <li>• Monitors lesson plans for alignment of objectives and student engagement;</li> <li>• Lesson plan monitoring protocol;</li> <li>• Lesson plan monitoring schedule;</li> <li>• Lesson plans with feedback notes;</li> <li>• Coaching notes on a shared file;</li> <li>• Observation data with feedback;</li> <li>• Written expectations for administrative walkthroughs;</li> <li>• Walkthrough data form;</li> <li>• Walkthrough data analysis protocol;</li> <li>• Common grade level assessments with feedback notes;</li> <li>• Minutes from grade level meetings outlining assessment discussions and next steps;</li> <li>• Calendar/agendas of professional development and next steps;</li> <li>• Student work;</li> <li>• Student data;</li> <li>• Quarterly data report;</li> </ul>

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				<ul style="list-style-type: none"> <li>• Central Office support log;</li> <li>• Professional Learning communities (PLC) meeting agendas, minutes and next steps;</li> <li>• Master schedule;</li> <li>• Intervention programs' reports;</li> <li>• Data implementation form;</li> <li>• unit plans;</li> <li>• Data analysis protocol</li> </ul>
<p><b>Literacy Plan:</b> Develop, implement, and monitor a literacy plan with an explicit focus on student learning outcomes.</p>	Principal, Academic Principal, Literacy Committee, ACPS Instructional Specialist	Executive Director of Secondary Schools	September 2017- June 2018	<ul style="list-style-type: none"> <li>• PLC minutes and next steps;</li> <li>• Professional learning calendars/agendas, materials and next steps;</li> <li>• Formative assessment data;</li> <li>• Lesson plans with administrative feedback;</li> <li>• Classroom observations and walkthroughs</li> <li>• Implementation of Reading and Writing Standards across all content areas as evidenced in lesson plans..</li> </ul>
<p><b>Literacy Plan Professional Learning:</b> Provide, implement, and monitor literacy plan professional learning.</p>	Provide: Instructional Coach  Implement: Teachers	Principal, Academic Principal	October 2017-June 2018	<ul style="list-style-type: none"> <li>• Professional development agendas, materials and next steps;</li> <li>• student work;</li> <li>• lesson plans;</li> <li>• classroom observations</li> </ul>
<p><b>Special Education/ELL Professional Learning:</b> Provide, implement, and monitor professional development on IEP development, co-teaching models for special education and ELL, and specially designed</p>	Provide: Special Education Instructional Specialists ELL Instructional Specialist  Implement: Teachers	Principal, Academic Principal	October 2017-June 2018	<ul style="list-style-type: none"> <li>• Professional learning agendas, materials, and next steps;</li> <li>• IEP Audit Report and next steps;</li> <li>• IEP Goals' data;</li> </ul>

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instruction.				<ul style="list-style-type: none"> <li>• Lesson plans;</li> <li>• Observations/walkthroughs</li> <li>• ELL Case Management Roster</li> </ul>
<b>School Culture and Climate:</b> Improve school climate by increasing student attendance, reducing disciplinary incidents and increasing parent/community engagement.	Teachers, School Counselors, School Social Workers, School Psychologist, School Nurse, Principal, Academic Principal, Dean of Students	Executive Director of Secondary Schools		<ul style="list-style-type: none"> <li>• Monthly student attendance reports;</li> <li>• Monthly discipline reports;</li> <li>• Positive Behavior Intervention Supports (PBIS) professional learning materials and next steps;</li> <li>• School PBIS plan;</li> <li>• PBIS Team meeting minutes and next steps;</li> <li>• ACPS Implementation Report;</li> <li>• Parent sign in sheets;</li> <li>• Agendas from parent/community agendas</li> </ul>

**Authorizations**

I (We) agree to work collaboratively to implement the essential actions required in the Reconstitution Agreement for the purposes of improving student achievement in Alexandria City Public Schools.

<b>Printed Name:</b> _____ <b>Title:</b> Superintendent of Public Instruction <b>Signature:</b> _____ <b>Date:</b> _____	<b>Printed Name:</b> _____ <b>Title:</b> Superintendent of Alexandria City Public Schools <b>Signature:</b> _____ <b>Date:</b> _____
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