

Format for Electronic Evidence 5

School Culture and Safety Audit and Action Plan

Your electronic (Eportfolio) template provided to you on which you will provide your name, Student ID#, College/University, and MSA Program Coordinator will come first. You will then complete the summary (i.e. brief reflection/ impact/evaluation of evidence(s)). You will then fill in what you did going through the program to meet each of the DPI Pre-service Descriptors. These will be courses if an activity was an assignment, involvement at the internship site, description of project, etc. (Please list the courses by Prefix, number, and title, i.e., (ADMN 6161 – The Principalship).

Following this, you will then present your longer narrative statement on this particular evidence (either number 1,2,3,4, 5, &6). A suggested sample, using evidence # 5, follows.

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Through this electronic product, I will address the culture in a specific school and its level of safety and write a proposed plan for creating a school with a positive culture that is safe for staff, students, and parents. It will demonstrate what I learned regarding how to develop and maintain a positive school culture and safe school environment. Of all of their many responsibilities principal have, developing a wholesome culture and a safe school is one of the most important. In this product, I will present evidence of what I have learned in these areas.** These will include:

- A. A school profile from data gathered on a specific school; Data will include, but not be limited to, the school's name **(or pseudonym if you do not want to use the school name)**, community demographics, grade levels served, total enrollment, average class size, number of classroom teachers, percent of certified teachers, percent of highly qualified teachers, number of teachers with advanced degrees, number of National Board Certified teachers, number of teachers seeking administrative credentials, average years of teacher experience, teacher turnover rate, number of students certified exceptional, student discipline data, data from the school safety report card, average daily attendance, graduation rate (if applicable), student achievement data, and other pertinent data used in assessing school culture, conditions, traditions, and safety. You must determine if the school has an award and recognition system in place and ongoing practices for assessing staff, student, and parent/guardian perceptions of the school.
- B. You are to research various surveys on school culture, climate, and safety and write a comprehensive and detailed plan on how to develop and sustain a wholesome school environment for faculty, staff, students, and parents. This plan must include the elements addressed in the NC Teacher Working Conditions survey and it must show at least 3 strategies for developing a collaborative and positive environment in the school. This plan must also address how you will initially assess and audit the culture of a school upon becoming principal and periodically thereafter.
- C. At your internship site, you should examine the data available on the school such as its results on the Teacher Working Conditions Survey, School Climate Survey, Annual Report of School Crime and Violence, Disciplinary Data Report, and Annual Report of the 17 Reportable Disciplinary Offenses and present an analysis of the climate and safety of the school. While completing the internship, each candidate will work with his/her principal mentor to review and, if needed, revise the school safety plan and crisis management plan. You must also attend School Leadership Team (SLT) meetings to document parent and teacher input in developing strategies for creating a sense of well-being among staff, students and parents/guardians and document these in the plan developed.

Following this, you will discuss each of the above items in detail. (While the length will vary from evidence to evidence, you should try to do this within 15 – 25 pages (on average for each of the six), excluding appendices).

****[PLEASE DO NOT CUT AND PASTE OR USE THE EXACT WORDING IN THE EXAMPLE ABOVE. USE YOUR OWN WORDS]**

Conclusion

Here you will briefly summarize all of the above and specifically note what you learned in the area that this particular piece of evidence addresses **and provide a brief “plan of action” that you might implement to audit the culture and safety in your school.** (Your should be able to do your summary in 2 or 3 double-spaced pages)

Note: The sample products referred to above (teacher working conditions survey, school climate survey results, etc.) may be included at the end as appendices or hyperlinked in the text.