Littleton High School School Improvement Plan
July 1, 2023– June 30, 2026

School Mission
Commitment to student learning and educational excellence

Littleton High School is a safe, caring, supportive, and academically challenging learning community that cultivates and models respect, responsibility, integrity, accountability, perseverance, and teamwork.

We pursue excellence in learning and the development of each student's growth and potential through collaborative and dedicated attention to our core values, beliefs, and learning expectations.

We work together to guide our students in becoming self-reliant, responsible, and contributing citizens in a constantly changing world.

School Council Members:
John Harrington, Principal
Keith Comeau, Assistant Principal, ex-officio
Jennifer He, School Counselor
Zachary Smithlin, Teacher
Liz Arimento, Parent
Jennie Boyer, Parent
Aria Patel, Student
Nadia Pavlov, Student

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District Strategic Goal #1: Curriculum/Instruction/Assessment
Align and enhance Curriculum, Instruction, and Assessment to continually improve student achievement

Goal #1
Implement standards-based Pk-12 curriculum that is aligned with State Frameworks and is well articulated vertically and horizontally

Goal #2
Develop and implement a five-year curriculum review cycle to enhance and/or refine curriculum, Pk-5 and 6-12

Goal #3
Use multiple forms of data to measure and evaluate student achievement

Goal #4
Identify and implement effective instructional practices to support the academic achievement and social-emotional skills of diverse learners

	Action Steps	Indicators of Success	Person(s) Responsible	Timeline	Cost/Resources
1-1, 1-2	Implement Curriculum Review Cycle based upon the timeline and activities noted in the following link: https://docs.google.com/spreadsheets/d/1HGfCHGQkS7GfGVKmMdv8plLP9BfjBZvphBImpKC1wKw/edit?usp=sharing	-Progress with implementation will be tracked and updated for each department	Director of Teaching and Learning, Principals, Curriculum Coordinators	2023-2026	Time
1-3	Review and refine assessment and grading practices	-Examine syllabi and course expectation sheets -Examine grading criteria and weight -Inventory different types of assessments at LHS including exhibitions/presentations, research projects, analytic writing, applied math, science experiments	Principals, teachers	2023-2025	Time

		-Review and align LHS grading practices with research-based best practices			
1-4	Further incorporate UDL practices and inclusive teaching	-Document trainings and applications in classrooms -UDL sample lessons and activities will be noted in teacher summative evaluations	Principals, teachers	2023-2024	-Time -Lesson materials/resources as needed
1-4	Adopt and implement a social emotional learning (SEL) curriculum (CharacterStrong) in Advisories	-Social-Emotional Learning lessons taught -Document trainings and applications in classrooms -Review Survey/Feedback from students and staff	Teachers, Principals,	2023-2024	Time

Standard # 2: Professional Development

Provide staff with a variety of professional development opportunities that are connected to the district strategic plan and individual School Improvement Plans

Goal #1
Offer a comprehensive professional development program for all staff which includes district programs and site-based programs, college courses, workshops and/or conferences

Goal #2
Establish and sustain partnerships with higher education and professional organizations to provide expanded learning opportunities for staff and students

Goal #3
Foster a culture of professional learning aligned with State Guidelines that promotes growth and innovation

Goal #4
Examine and develop leadership opportunities for teachers and other staff

	Action Steps	Indicators of Success	Person(s) Responsible	Timeline	Cost/Resources
1-1, 1-3, 1-4	Increase the number of teacher-led presentations at faculty meetings that are focused on instructional topics	-Presentations noted on Faculty Meeting agendas	Principals, Teachers	2023-2026	Time
1-1, 1-3, 1-4	Provide PD opportunities, including cross-district, related to technology integration & implementation specific to the products/tools currently being used as well as new initiatives	-Documented trainings -Application of PD lessons in classrooms and throughout school -Teacher adoption and implementation noted in Summative Evaluations	Teachers, Principals, Professional Development Council, School Leadership Team	2023-2026	Time

| 1-2 | Continue to provide focused professional development for staff via workshops, courses, & sessions affiliated with higher education institutions and professional organizations | -Documented staff attendance or enrollment
-Staff participation noted in Professional goals and summative evaluations | Director of Teaching & Learning, Principals, teachers | 2023-2026 | Time |

Standard # 3: Community/Communication
Preserve and enhance communication strategies between the school district and its constituents

Goal #1
Effectively communicate the district's core values, vision, mission, and beliefs within the Community

Goal #2
Creatively and effectively utilize technology and media to communicate with all LPS constituents

Goal #3
Strengthen partnerships with business, civic organizations, and community members at large

	Action Steps	Indicators of Success	Person(s) Responsible	Timeline	Cost/Resources
3-1	NEASC re-accreditation preparation	-Survey parents, students, staff members about the Vision of Graduate -Publish Vision of Graduate narrative and visual -Form Steering Committee -Form Self-Reflection Committee -Host NEASC Collaborative Conference -Create a Budget for anticipated re-accreditation expenses	Principal, School Leadership Team, Steering Committee, Self-Reflection Committee, Teachers	Vision of Graduate completed: December 2023 Self-Reflection Report Completed: March 2023 Host NEAS&C Collaborative Conference: April 2023	-Time -NEAS&C dues and expenses

3-2	Continue to implement and improve consistent and efficient communication methods and share positive messages and updates about school events and student accomplishments	-Updated school website -Improved Newsletter & Social Media Postings -Partnership with LCTV	Principals, School leadership Team, Teach Team, Admin Assistants	2023 – 2026	Time Training
3-3	Host Principal Roundtables and Coffees with parents and caregivers about important and relevant topics: Cybersafety, SEL Curriculum, Media, Vision of Graduate, School Climate & Culture	-Scheduled Roundtables and Coffees	Principals	2023 – 2026	Time Materials
3-3	Promote, enhance, & highlight civic education and engagement Re: Civics - Center for Instructional Support	-History Department will update Program of Studies - Feature student-led Civics Projects -Document student-led Civics projects in US History II & AP US History Courses -Host voter registration drive -Host special guest speaker (s) emphasizing the importance of civic engagement -Book Guest Speakers Continue to host Special Guest Speakers about important contemporary topics	Principals, Curriculum Coordinator, Teachers	2023 – 2026 Ongoing	Time

District Strategic Goal # 4: Climate/Culture
Foster a respectful and responsive culture that provides a safe, secure learning and work environment

Goal #1
Review, maintain and modify protocols and procedures that provide all students and staff with a safe and secure learning and work environment

Goal #2
Ensure the district and schools are free from discrimination and harassment and support student wellness

Goal #3
Review and revise the District Maintenance Plan

Goal #4
Continue to support the district's energy and environmental conservation initiatives

	Action Steps	Indicators of Success	Person(s) Responsible	Timeline	Cost/Resources
4-1	Continue to review and implement emergency protocols and procedures	*In collaboration with LPD*: - Staff ALICE training annually - Developmentally appropriate student ALICE training/review 2x/year *In collaboration with LFD:* - Student/Staff fire drill training 4x/year Emergency protocols and procedures reviewed and updated as needed	Principal Faculty School Resource Officer Littleton Police Department Littleton Fire Department	2023 – 2026	Expense
4-2	Continue to implement Health Screenings each year	-Schedule screenings and document follow-up as needed	Principals, Counselors, Advisory Teachers	2023– 2026	Time

4-2	Form a School Culture Team as a subcommittee of the School Leadership Team to foster and expand a positive and caring school environment	-Develop, schedule, and provide Positive Climate & Culture activities throughout the year -Conduct Climate and Culture Surveys for staff, students, parents -Facilitate Book Study: *Recalibrating School Culture* -Hold school assemblies that cultivate positive school culture -Review resources for creating School Culture team: https://bit.ly/44Es5lK	Principals, School Leadership Team, School Council Student Council, Class Officers	2023-2024	Time
4-2	School Leadership Team will conduct focus groups with students regarding perceptions about diversity, equity, and inclusion and school climate	-Schedule and facilitate meetings -Develop action steps to follow-up	School Leadership Team DEI Team DEI Club	2023-2024	Time
4-3, 4-4	Collaborate and plan with the Business Manager, Facilities Manager, Head Custodian, Energy Conservation Specialist to address school facility needs and energy conservation Program	-Document requested and required maintenance, repair, and renovations to the school facilities -Develop follow-up plans, capital budget items, schedule maintenance and repairs,	Principals Facilities Manager Custodians Business Manager Energy Conservation Specialist Green Team	2023 – 2026	Time Cost of maintenance

District Strategic Goal # 5: Technology
Preserve and enhance the integration and utilization of technology for students and staff Pk-12

Goal #1
Align school and district-based technology planning with current state, national, and international technology Standards

Goal #2
Continue to improve staff/administrative utilization and integration of technology

Goal #3
Continue to improve student utilization and integration of technology for college and career readiness

Goal #4
Provide all staff and students with appropriate access to technology

	Action Steps	**Indicators of Success**	**Person(s) Responsible**	**Timeline**	**Cost/Resources**
5-1	Interweave UDL principles and practices with instructional technology tools, applications, and projects	-Observations in classrooms -Teacher reports -Professional Development workshops	Director of Teaching & Learning, Technology Coordinators, Teachers	2023-2026	Cost of Technology tools
5-3, 5-4	Continue support of student and staff use of Interactive Flat Panels in classrooms	--Observations in classrooms -Teacher and student reports	Technology Coordinators, Teachers, LHS Teacher Tech Leader	2023-2026	Time
5-2	Review and upgrade Technology tools, digital messaging, and school communication via email, website, social media, mobile apps, phone, and text	-Updated school website -Improved visual presentation of newsletters & social media postings -Partnership with LCTV	Technology Coordinators, Business Manager, Principals	2023-2025	Cost of technology tools and applications such as SchoolNow, https://www.schoolnow.com/
5-3	Strengthen Computer Science and Engineering course offerings and experiences at LHS https://www.doe.mass.edu/stem/dlcs/	-Review other High School Programs and Offerings -Consider what post-secondary employers and colleges prefer in high school preparation and graduates -Review MA DESE Digital Literacy and Computer Science	Technology Coordinators, Director of Teaching & Learning, CS Teachers Principals	2023 – 2026	Staffing- TBD Equipment-TBD

5-4	Provide Digital Citizenship/Cyber Safety training in Grade 9	-Schedule annual training	Principals	2023 – 2026 Ongoing	Time
5-3, 5-4	Explore the integration of AI (e.g. Chat GPT, Bard, and DALLE-2 into content areas with an emphasis on academic integrity	-Incorporate into future Technology plans and practices	Technology coordinators, LHS Teacher Tech Leader teachers,	2023 – 2026 Ongoing	