

Division of Academic Services/Special Programs

SGO 2.1

Guidelines

2017-2018

An Excellent Student Growth Objective is...

- Representative of a majority of the teacher's students
- Inclusive of start and end dates that consists of a significant proportion of the school year/course length
- Inclusive of a significant proportion of standards for which the teacher is responsible during the instructional period
- Developed with the Quality Rating Rubric as a guide to ensure assessment validity

Who Should Create...*

This year 2 SGOs or 2 PGOs are required

SGO

(Student Growth Objective)

- Teachers
- Technology Teachers
- Media Specialists
- Athletic Trainers
- Supervisors
- Vice Principals

PGO

(Program Growth Objective)

- Non-Classroom Staff
- Counselors
- Nurses
- Directors
- Executive Directors

*If your title is not listed, please confer with the Office of Data, Accountability and Technology.

SGO Requirements

SGOs must be...

- Specific and measurable academic goals that are aligned to New Jersey Student Learning Standards
- Based on student growth and/or achievement using available student learning data
- Developed by a teacher in consultation with his or her administration
- Approved by a teacher's administrator

Timelines for the SGO Process

In setting SGOs, teachers should take the following steps:

- **September:** Choose or develop a quality assessment aligned to applicable standards
- **October:** Determine students' starting points using multiple measures
- **By October 20th:** With administrator input and approval, set ambitious yet achievable student learning goals
- **October - March:** Track progress and refine instruction accordingly
- **By February 9th:** Make adjustments to SGOs with administrator's approval
- **March 29th:** Post Assessment window closes. Review results and SGO scores and discuss them with your Administrator

Student/Performance Growth Objective

Long-term goal (academic/performance) that teachers/staff set for groups of students or for program of services

- Specific and measurable
- Aligned to state standards, regulations, etc.
- Based on student/department growth and/or achievement
- Developed by a teacher/staff in consultation with his or her administrator
- Approved and scored by a teacher's administrator

What Do I Need to Know?

- The SGO form is available on the Achieve NJ website.
<http://www.state.nj.us/education/AchieveNJ/teacher/forms.shtml>
- There is no distinction between a specific and general SGO. All SGOs should include a significant number of standards and be representative of a majority of the teacher's students
- The use of multiple data points is encouraged when determining growth targets for SGO
- For education services staff the SGO is referred to as a PGO (Program Growth Objective)

SGO Excel Scoring and Tracking Tool

The Office of Evaluation is providing SGO Tracking and Scoring Tools as resources for school districts and their educators to use in tracking the progress and goal attainment of their students. This tool will allow educators to load in student information and data about their learning once, and will prevent them from needing to re-enter information throughout the steps in the SGO process. While this tool may not work for everyone, and is certainly not mandated, the hope is that it helps those who choose to use it work more efficiently compiling data and information.

Links to Tools:

- Updated Excel 2013 version ([2013 Sample xls](#) [2013 Open xls](#))
- Original Excel 2010 version ([2010 Sample xls](#) [2010 Open xls](#))

Resources:

- [Sample Data Set](#)
- [Quick start guide](#) that can be used for guidance completion of the SGO Tracking and Scoring Tool

Suggested Assessments:

➤ English Language Arts:

- » **K-12:** STAR Reading or STAR Early Literacy Assessments (Lexile or SGP)
- » **K-5:** Running Records
- » **Middle School/High School:** Portfolios
- » **High School:** District created assessments *
- » **Electives:** District created assessments*

➤ Mathematics:

- » **Grade K:** District created assessment*
- » **Grades 1-8:** STAR Mathematics or District created assessments*
- » **Algebra I, Algebra II, and Geometry:** STAR or District created assessments*
- » **Electives:** District created assessments*

➤ Science:

- » **Grade 1:** District Created Assessment *
- » **Grades 2-High School:** District Created Assessment *

* Hard copies can be found on the Principal SGO Drive

Assessments Continued...

- **Social Studies:**
 - » **Grades 3-8:** District created assessments*
 - » **US I, US II, World History:** District created assessments*
 - » **Electives:** District created assessments*

- **Physical Education:**
 - » Performance Based Fit Log

- **Technology and Media Specialist:**
 - » Teacher created assessments

- **CTE/CRR:**
 - » District created assessments (where available)*

- **Art/Music:**
 - » Teacher created assessments

* Hard copies can be found on the Principal SGO Drive

Assessments

- For **all** contents and programs, teachers have the opportunity to create their own SGO Assessments (must adhere to the NJDOE guidelines)
- For these courses and/or grades, teachers will create learning targets for key concepts and skills that students are expected to master by the end of the SGO period.

Assessments

An assessment can be created within the school by the teacher(s):

- Standard Alignment and Rigor Forms must be completed
- Must include an answer key (teacher copy) and a student copy
- Follow the district guidelines (where appropriate) of 20 questions
- Must be approved by the school administrator

Assessment(s) Creation

Examples of assessments can include:

- Skills/Performance Rubrics
 - Students demonstrate proficiency on a set of skills or performance based tasks
 - Example: By the end of the year students will demonstrate proficiency on 12 of 20 skills
- Portfolio Assessment
 - Teacher collects evidence over the course of the SGO time period and meets targets for improvement as defined by a rubric

Important Dates

- **September 22nd**
 - The assessment(s) must be submitted to Principals for approval
- **September 29th**
 - Principals will return assessment(s)
- **October 13th**
 - The SGO testing window will close
- **October 20th**
 - Teachers must submit their SGO to their administrator

Using Multiple Measures

- In addition to assessments, multiple measures can be utilized to further inform the creation of the SGO.

Additional sources of data include:

- Recent test performance
- Previous year's test scores
- Classwork
- Homework
- Class Participation
- Attendance
- Running Records
- Lexile Levels

Example of Using Multiple Measures

After giving the Geometry baseline assessment to a class of 25 students it is determined that 10 of the students performed below 60%, 8 of the students performed between 61-80%, and 7 students performed above 80% on the assessment.

The teacher grouped these students into high, medium, and low groups for her SGO. The teacher then reviewed prior test scores and determined that 3 of the 10 students who performed below 60% had passed the state exam in math the previous year.

After reviewing additional data sources the teacher sees that these same 3 students were actively participating in class, completing homework, and had improved in their classwork. The teacher then determined that these 3 students were more appropriate in the medium group and could achieve the growth target set for that group.

EL Teachers

- ESL Assessments are available for ESL teachers (Level 1 and Level 2)
- Teachers utilizing the STAR Reading Assessment or Achieve 3000 can utilize Lexile levels as a growth target (as opposed to scale score)

Special Education Teachers

- Special Education teachers in co-teaching or inclusion situations are recommended to include a majority of students in the class as opposed to only classified students
- Accommodations and modifications that are specified in students' IEPs will be adhered to for assessments given for SGO purposes

Leave of Absence and Late Hiring

- Teachers hired after February 1st must set a SGO to encompass the instructional period between February 1st and April 15th
- Teachers hired after March 15th will not be required to set a SGO for the remainder of the school year
- Teachers on a Leave of Absence:
 - “It is recommended that teachers are present for a continuous 9-week period. In cases where this is not possible, the teacher should set SGOs for as much time as is available, provided that the teacher has an opportunity to have a significant impact on students' learning during that abbreviated period of time. Teachers who did not set SGO(s) before the deadline due to an extended absence should set the SGO(s) as soon as possible after returning to the classroom and use an assessment that makes sense for the learning goals they set for their students in this timeframe.” (cited from AchieveNJ)
- Teachers who begin the year with a written SGO and take a leave of absence, upon return will continue with that SGO
- **Any teacher hired after October 1st has 20 working days to develop an SGO (cited from code)**

Protocol for Consultation with Teachers

- Teachers receive a consultation with their principal and/or principal's designee (vice principal or designated administrator) to finalize and approve their SGOs.

Adjustment Window

- Teachers can make one adjustment to their SGOs prior to the February 15th deadline* **Teachers MUST submit their adjustments by February 9th**
- Adjustments must be emailed/scanned to Assistant Superintendents by February 13th
- The adjustment must be signed off by the Principal and the Assistant Superintendent
- Example of adjustments: if a majority of the students originally represented are no longer in the class

Who To Contact....

- For process, procedures and compliance please contact the Office of Data, Accountability and Technology
- For questions regarding content please contact the office of Academic Services/Special Programs (academicservices1@paterson.k12.nj.us)

SGO Resources

For Frequently Asked Questions please visit:

http://www.state.nj.us/education/genfo/faq/faq_eval.shtml

For General Information:

<http://www.state.nj.us/education/AchieveNJ/teacher/objectives.shtml>