

Willingboro Public Schools

2023- 2024

SGO Handbook

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Student Growth Objectives

What Are Student Growth Objectives (SGOs)?

SGOs are measures of student learning included in the evaluation of all teachers, principals, and assistant/vice principals in New Jersey. Well-designed SGOs provide the following benefits:

- **For Students:** SGOs promote reflective and collaborative teaching practices, alignment among standards, instruction, and assessment, and improvements in student learning.
- **For Teachers:** SGOs provide a method by which teachers can improve their practice while clearly demonstrating effectiveness through student progress.
- **For Principals/APs/VPs:** Administrators share in the SGO results of their teachers and can use the SGO process to help ensure each student receives the best possible education within their school environment.

SGO Requirements

SGOs must be:

- Specific and measurable academic goals that are aligned to state academic standards;
- Based on student growth and/or achievement using available student learning data;
- Developed by a teacher in consultation with his or her supervisor; and
- Approved by a teacher's supervisor.

****All Willingboro Public School teachers must set 2 SGOs, regardless of whether or not they receive an mSGP score.**

****SGOs account for a portion of every teacher's summative rating.**

Key Steps and 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.

September/October: Determine students' starting points using multiple measures.

By October 31: With supervisor input and approval, set ambitious yet achievable student learning goals

October - May: Track progress and refine instruction accordingly.

By February 15: Make adjustments to SGOs with administrator's approval.

By May 3: ALL **Non Tenured Teachers** review results and SGO scores and discuss them with your supervisor.

By May 10: ALL **Tenured Teachers** review results and SGO scores and discuss them with your supervisor.

Important Points for SGO Development

High quality SGOs should be:

1. Aligned to standards
2. Grounded in data-To assist in this, the Willingboro Public School District will utilize Linkit as a data management tool to store the SGO.
3. Driven by high expectations for students

**see linked resources: [SGO Quality Rating Rubric](#) and [SGO Training Videos](#)

Uploading Your SGO into Link it

Using Multiple Measures to Determine Student Starting Points

Using multiple measures of a student's starting point not only allows better targets to be set but also provides useful information to help drive instruction. Information that a teacher typically gathers from students at the beginning of the year should be used to get a rough sense of their starting points. This includes but is not limited to current grades and test scores, prior year grades and test scores, and markers of future success such as homework completion, class participation, and academic independence, etc. Diagnostic pre-assessments, when utilized, provide maximum benefit to teachers and students when they are used in conjunction with other measures and in situations where they:

- Are used to evaluate a set of skills;
- Are high quality and vertically aligned; and
- Are normally used by the teacher for instructional purposes.

Accurately Assessing Student Learning

Assessments used to track progress on SGOs can be drawn from a wide range of options, including those developed locally by educators. In order to provide an accurate measure of what students have learned, all assessment tools, including portfolios and rubrics, should follow the guidelines for sound assessment design. In brief, assessments should:

- Align with standards taught during the SGO instructional period;
- Align with the rigor of the standards, content, and instruction of the course;
- Be equally accessible to all students regardless of extra-curricular background knowledge, cultural knowledge, and personal characteristics; and
- Be administered and scored accurately and consistently.

***All staff must seek approval of assessments by the appropriate supervisor/director prior to use.

NJDOE SGO Guidance: <https://www.state.nj.us/education/AchieveNJ/teacher/objectives.shtml>

Exemplars: <https://www.state.nj.us/education/AchieveNJ/teacher/exemplars.shtml>

SGO Timeline

September, 2023	Teachers meet to review the district's recommended assessment or choose/develop a quality assessment aligned to applicable standards.
September 11, 2023 - October 6, 2023	Determine students' starting points using multiple measures; set appropriate goals; assess students.
9/11-9/26	The Fall SGO Assessment Window for ELA and Math
10/6 - 10/13	Fall SGO Assessment Window for other subjects
10/31	The SGO window officially begins
1/30 - 2/10	Mid-course SGO Check-In (SGO adjustments) <i>*All New teachers create SGO's on or before 2/20 for 9 week instructional interval** Any created after that point will lower the target score or target statement to at least 30% of students in each group will meet their target score. No SGO's needed for teachers joining in May or June.</i>
February 15	All SGO adjustments are due. Remember all students that are not present with you 60% of the time can be removed in Linkit as a revision with administrative approval outside of the February 15 deadline
4/15 - 4/22	Spring SGO Assessment Window for other subjects
May, 2024	SGO conferences must be completed on or before 5/3/24 for non tenured and 5/17/24 for tenured teachers.
May 31, 2024	ALL SGOs complete.

SGO Timelines

- The Fall SGO Assessment will be given **September 11, 2023 - October 6, 2023**; Teachers and leaders have until October 1st to upload and approve all SGO's.
- SGO Window begins: **October 31, 2023**
- SGO Window ends: (**Non Tenured Teachers April 26, 2024**) **Tenured May 3, 2024**
- The Spring SGO Assessment must be given during the week of **April 15, 2024 - April 22, 2024**.
- Total number of school days during the SGO window is **105**
 - o (**October 31, 2023 – April 26, 2024**).
- If a student is *enrolled* at least 60% of the days or at least 6-8 weeks (intervention 38 days) during the SGO window, he/she will be counted in the teacher's SGO. This equates to **63** number of school days present during the SGO window of **October 31, 2023** through **April 26, 2024** (105 total school days).
- If a teacher is present at least 70% of the days during the SGO window, he/she receives an SGO (66) days .
- **At the request of a teacher**, a student who has maintained less than 60% attendance rate or less than 38 days for intervention during the SGO window can be considered for the removal from the SGO end of the year calculator if the teacher has provided supporting documentation indicating that he/she has made attempts to contact the parents, meet with guidance, meet with the attendance secretary, etc. regarding the student's attendance.
- **If documentation is not provided, the student is to remain on the teacher's SGO.**
- If a student enters a class after **February 15, 2024**, he/she cannot be placed on the SGO Unless it is a semester course. Student lists and target groups for semester classes can be added as needed after this date.
- If a student enters a class before **December 15, 2024**, or if a student enters in the or 3rd intervention cycle, he/she must be added to the SGO data and given the SGO Fall Assessment.
- If a student did not take the Spring SGO assessment and does not take it by **April 22, 2024**, the student will be removed from the SGO end of the year calculation.
- The teacher is encouraged to discuss students of concern during the SGO mid-year and end of the year conferences.
- Any teacher whose first day of teaching is after **April 31, 2024** will not receive an SGO.
- All Fall and Spring SGO assessments must be administered even if a substitute teacher is assigned to the class.

MID-COURSE SGO CHECK-IN PROCEDURES

SGO adjustments may be made with the approval of the building principal between **January 30, 2024 - February 10, 2024**. The following is a non-exhaustive list of situations that may warrant adjusting SGOs:

- A discussion of student chronic absenteeism
- The teacher's schedule or assignment has changed significantly
- Class compositions have changed significantly
- An unusual event in the classroom, school, or district has occurred that significantly interrupts student learning.
- The teacher has an extended leave of absence

Supervisors and directors should work with teachers to review and revise SGOs at department meetings, ensuring that SGO targets remain ambitious and achievable. Ensure all questions are answered and data is provided to support the adjustment of the SGO.

****Last Day for SGO revisions is February 15, 2024** Students can be removed as needed through the Linkit platform.*

MID-YEAR CONFERENCES TIMELINE

January 29, 2024: Teachers are provided with the Mid-Course Check-in form. **January 30 - February 10, 2024:** SGO Teacher & Principal meetings are held as necessary. **February 15, 2024:** All mid-course approvals are officially signed by the principal

FINAL SGO CONFERENCES

Week of **April 14, 2024 - April 22, 2024**: SGO Spring Assessments are administered.

The principal and teacher conduct the annual SGO conference to (review results, discuss and determine SGO scores, and officially sign SGOs. Directors and supervisors will assist as indicated on page 23). This will occur between **April 22, 2024** through **May 3, 2024** for **all nine Tenured teachers and May 3-May 17 for all tenured teachers.**

May 17, 2024: The SGO process for the **2023 - 2024** school year is completed.

SGO TIMELINES ADDENDUM **Semester One (10/6/23-1/6/24)**

(TEACHERS TEACHING ONLY SEMESTER COURSES, (If a teacher teaches a full year course and semester courses, the full year course should be used for the SGO)

- The Fall SGO Assessment must be given during the week of **September 11, 2023-October 6, 2024**. ● SGO Window begins: **October 17, 2023**
- SGO Window ends: **January 22, 2024**
- The Final SGO Assessment must be given during the week of **January 22, 2024**. ● Total number of school days during the SGO window is **50 days**.
 - **(October 17, 2023 – January 22, 2024)**
- If a student is enrolled at least 60% of the days during the SGO window, he/she will be counted in the teacher's SGO. This equates to **20** school days present during the SGO window of **October 17, 2022** through **January 23, 2023**.
- The teacher must be present 70% of the days (**27 days**) during the SGO window in order to receive a score.
- **At the request of a teacher**, a student who has maintained less than 60% attendance rate during the SGO window can be considered for the removal from the SGO end of the year calculator if the teacher has provided supporting documentation indicating that he/she has made attempts to contact the parents, meet with guidance, meet with the attendance secretary, etc. regarding the student's attendance.
If documentation is not provided, the student is to remain on the teacher's SGO.
- If a student enters a class after **December 7, 2023**, he/she cannot be placed on the SGO.
- If a student enters a class before **December 7, 2023**, he/she must be added to the SGO data.

- All Fall SGO assessments must be administered even if a substitute teacher is assigned to the class.

THERE WILL BE NO MID-YEAR CONFERENCES

Final Semester One Conferences

Week of **January 29, 2024- February 1, 2024:** The SGO assessments are administered. Week of **February 5, 2024 - February 9, 2024:** The principal and teacher conduct the semester SGO conference to review results, discuss and determine SGO scores, and officially sign SGOs.

February 12, 2024: The SGO process for the 2022-2023 semester one cycle is complete.

SGO TIMELINES ADDENDUM(Semester Two -2/12/24 - 4/22/24)

(TEACHERS TEACHING ONLY SEMESTER COURSES (If a teacher teaches full year and semester courses, the full year course should be used for the SGO))

- The SGO Assessment must be given during the week of: **January 29, 2024.**
- SGO Window begins: **February 12, 2024**
- SGO Window ends: **April 22, 2024**
- The Final SGO Assessment must be given during the week of **April 15, 2024.** ● Total number of school days during the SGO window is **44 days. (February 12- April 22, 2024)**
- If a student is enrolled at least 60% of the days during the SGO window, he/she will be counted in the teacher's SGO. This equates to **26 school** days present during the SGO window of **February 12, 2024** through **April 22, 2024.**
- The teacher must be present 70% of the days (**31 days**) during the SGO window in order to receive a score.
- At the request of a teacher, a student who has maintained less than a 60% attendance rate during the SGO window can be considered for removal from the SGO end of year calculation if the teacher has provided supporting documentation indicating that he/she has made an attempt to contact the parents, met with guidance, met with the attendance clerk, etc. regarding the student attendance.
If documentation is not provided, the student is to remain on the teacher's SGO.
- If a student enters a class after **March 6, 2024**, he/she cannot be placed on the SGO.
- All SGO assessments must be administered even if a substitute teacher is assigned to the class.

THERE WILL BE NO MID-YEAR CONFERENCES

Final Semester Two Conferences

Week of **April 15, 2024:** SGO Spring assessments are administered.

Week of **April 29, 2024:** The principal and teacher conduct the semester 2 SGO conference to review results, discuss and determine SGO scores, and officially sign SGOs.

May 1, 2024 The SGO process for the 2022-2023 Semester Two cycle is complete.

ADMINISTRATORS STUDENT GROWTH OBJECTIVE

Approval Process

All Senior Lead Educators will make recommendations and provide examples for SGO's including some state examples/exemplars. If a teacher chooses to use a different SGO, they will submit to the SLE or content area supervisor for approval.

SGO MATRIX FOR 2023-2024				
Discipline	Grades K-4	Grades 5-6	Grades 7-8	Grades 9-12
ELA	WILLIAMS AND ADMINISTRATOR	WILLIAMS AND ADMINISTRATOR	WILLIAMS AND ADMINISTRATOR	WILLIAMS AND ADMINISTRATOR
MATH	SPRING AND ADMINISTRATOR	SPRING AND ADMINISTRATOR	SPRING AND ADMINISTRATOR	SPRING AND ADMINISTRATOR
SCIENCE	BRANDON AND ADMINISTRATOR	BRANDON AND ADMINISTRATOR	BRANDON AND ADMINISTRATOR	BRANDON AND ADMINISTRATOR
SOCIAL STUDIES	MOORE AND ADMINISTRATOR	MOORE AND ADMINISTRATOR	MOORE AND ADMINISTRATOR	MOORE AND ADMINISTRATOR
PE & HEALTH	OWEN	OWEN	OWEN	OWEN
VISUAL AND PERFORMING ARTS	ADMINISTRATOR	ADMINISTRATOR	ADMINISTRATOR	ADMINISTRATOR
MEDIA, APPLIED TECH, & TECH COACHES	DALLAS AND ADMINISTRATOR	DALLAS AND ADMINISTRATOR	DALLAS AND ADMINISTRATOR	DALLAS AND ADMINISTRATOR
ESL/BILINGUAL	WILLIAMS AND ADMINISTRATOR	WILLIAMS AND ADMINISTRATOR	WILLIAMS AND ADMINISTRATOR	WILLIAMS AND ADMINISTRATOR
WORLD LANGUAGE	SPRING AND ADMINISTRATOR	SPRING AND ADMINISTRATOR	SPRING AND ADMINISTRATOR	SPRING AND ADMINISTRATOR
SELF CONTAINED & RESOURCE ROOM	RILEY	RILEY	RILEY	RILEY
GIFTED AND TALENTED	BRANDON	BRANDON	BRANDON	BRANDON AND ADMINISTRATOR
INCLUSION	MS. MOORE	MS. MOORE	MS. MOORE	MS. MOORE
CST/SPEECH	DR. HOLLY	DR. HOLLY	DR. HOLLY	DR. HOLLY
GUIDANCE/SAC	ZEPEDA	ZEPEDA	ZEPEDA	ZEPEDA
PRE-KDG	BUILDING	BUILDING	BUILDING	BUILDING

	ADMINISTRATOR AND WHITE/LUCAS	ADMINISTRATOR AND WHITE/LUCAS	ADMINISTRATOR AND WHITE/LUCAS	ADMINISTRATOR AND WHITE/LUCAS
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