

**UNION GROVE HIGH
SCHOOL CAMPUS
IMPROVEMENT PLAN**

2022-2023



UNION GROVE H S

Mission

Our mission is to develop leaders, lifelong learners and productive citizens prepared to achieve their post secondary goals.

Nondiscrimination Notice
UNION GROVE H S does not discriminate on the basis of race, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and section 504 of the rehabilitation Act of 1973; as amended.

UNION GROVE H S

Vision

Our vision is to be a community of learners; educating, empowering and encouraging all students to reach their full potential.

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UNION GROVE HS

Goal 1. Academics: Academic success for all students.

Objective 1. UGHS will increase student performance on STAAR English II and Algebra I by developing individual growth goals with an emphasis on increasing "Meets" standard.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Teachers & campus principals will review & plan using prior year STAAR Data to determine student strengths & areas of need. (Title I SW: 1.8) (Title I SW Elements: 1.1,2,6) (Title I TA: 1) (Target Group: 9th,10th,11th,12th) (Strategic Priorities: 2) (CSFs: 1,2)	Assistant Principal(s), Principal, Teacher(s)	First 2-4 weeks of school	(L)Region 7-DMAC program	Formative - Intervention plans, Benchmark data, EOY STAAR, EOY assessment
2. Use DMAC to develop and evaluate benchmarks & assessments. (Title I SW Elements: 1.1,2,2) (Target Group: 9th,10th,11th,12th) (Strategic Priorities: 2) (CSFs: 1)	Assistant Principal(s), Principal	ongoing	(F)Rural Schools Grant - \$6,663, (L)Region 7-DMAC program	Formative - DMAC data
3. Develop and implement detailed Accelerated Learning Plans for students who did not meet STAAR Approaches standards in math or reading. HB 4545 (Title I SW Elements: 2.2,2.5,2.6) (Target Group: AtRisk, 9th,10th,11th,12th) (Strategic Priorities: 2) (CSFs: 1)	Assistant Principal(s), Principal, Teacher(s)	daily	(S)State Compensatory (at risk) - \$437,882	Formative - ongoing formal & informal assessment data to determine growth documentation of Accelerated Learning Plans EOY STAAR data
4. Regular meetings with principal and/or assistant principal will be used to discuss students, student data and instructional planning, instructional strategies. (Title I SW Elements: 1.1,2.2) (Target Group: 9th,10th,11th,12th) (Strategic Priorities: 2) (CSFs: 1,2,3,4)	Assistant Principal(s), Core Subject Teachers, Principal	at least every 3 weeks		Formative - data from benchmarks & other forms of assessments
5. Dyslexia instruction will be provided for all students who have not completed the Dyslexia curriculum. Dyslexia students who have completed the curriculum will be monitored for progress and provided support as needed. (Title I SW: 2) (Target Group: AtRisk,Dys) (Strategic Priorities: 2) (CSFs: 1)	Dyslexia specialist, Principal, Teacher(s)	daily	(S)State Funds - \$55,211	Formative - Improved performance by dyslexia students
6. DMAC data, observations, classroom work, report cards, progress reports, and other	Assistant Principal(s), Principal, Teacher(s)	daily	(S)State Compensatory (at risk) - \$437,445	Formative - daily schedule, student assignments based on

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Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
assessment data will be reviewed and monitored throughout the year for daily intervention assignments through Academic period (Power Hour). (Target Group: 9th, 10th, 11th, 12th)				need
7. Teachers will use researched based instructional strategies. (Lead4ward, Individual PD, Region 7, TEKS Resource, Lowman Strategies) Peer share of instructional strategies will be encouraged and developed throughout the year. A minimum of 50% of Staff Development days will be utilized for research based instructional strategies learning. (Title I SW Elements: 2.5) (Target Group: 9th, 10th, 11th, 12th) (Strategic Priorities: 2) (CSFs: 1,4)	Assistant Principal(s), Principal, Teacher(s)	daily	(F) Title II, Part A (PD) - \$51,508	Formative - Lesson plans, walk throughs, regular meeting discussion, formal & informal assessment of student performance
8. Students in 9th-12th will develop SMART goal(s) in English I & II and Algebra I will be knowledgeable of their growth projection. (Title I SW Elements: 2.2) (Target Group: 9th, 10th, 11th, 12th) (Strategic Priorities: 2,3) (CSFs: 1)	Assistant Principal(s), Principal, Teacher(s)	MOY		Formative - SMART goal documentation, formal & informal assessment data (portfolios)
9. Math & Reading teachers will use TEKS Resource System or Lead4ward for Scope & Sequence & TEKS checklists, pacing guide. Algebra I, English I & II teachers will meet with principal regularly to discuss progress of checklist/pacing guide. (Title I SW Elements: 1.1) (Target Group: 9th, 10th, 11th, 12th) (Strategic Priorities: 2) (CSFs: 1)	Assistant Principal(s), Principal, Teacher(s)	ongoing	(F) Rural Schools Grant, (L) Region 7-DMAC program - \$6,663	Formative - ongoing use of one of the resources for scope & sequence
10. ELA I, ELA II & Alg. 1 teachers will have a scope & sequence, TEKS checklist and assessment calendar. (Title I SW Elements: 1.1) (Target Group: All, 9th, 10th, 11th, 12th) (Strategic Priorities: 2) (CSFs: 1)	Principal, Teacher(s)	each 6 weeks		Summative - documents provided, lesson plans, PLC discussions
11. Students will receive modifications &	Assistant Principal(s),	ongoing		Formative - IEP, 504, modification

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Goal 1. Academics:Academic success for all students.

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Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
accommodations to meet individual academic needs. (Target Group: SPED,Dys,504) (Strategic Priorities: 2) (CSFs: 1)	Diagnostician, Special Ed Teachers, Superintendent(s), Teacher(s)			& accommodation documentation
12. Algebra I, English I, English II, and Biology will review data for student academic history and STAAR targets. US History will maintain a spreadsheet via study island to monitor staar targets. (Target Group: All,9th,10th,11th,12th) (Strategic Priorities: 2)	Principal, Teacher(s)	ongoing	(L)Local Funds - \$12,000	09/26/19 - Pending (S)
13. Teachers will monitor subpopulations of students closely after each assessment period & determine appropriate intervention plans. (Target Group: H,W,AA,ECD,ESL,EB,SPED,ARisk) (Strategic Priorities: 2)	Assistant Principal(s), Principal, Teacher(s)	ongoing	(S)State Compensatory (at risk) - \$437,445	10/01/19 - Pending
14. Utilize software programs to track student data in reading & math. (Target Group: All) (Strategic Priorities: 2)	Assistant Principal(s), Intervention Teacher, Principal, Teacher(s)	ongoing	(L)Technology Funds (Trans. Fees)	10/01/19 - Pending

UNION GROVE HS

Goal 1. Academics: Academic success for all students.

Objective 2. UGISD will strive to achieve 85% "Meets" in Science and 50% "Meets" in Social Studies

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Students in 9th-12th grade science classes will participate in lab instruction at least 40% (70 days a school year) of instructional class time. (Target Group: 9th, 10th, 11th, 12th)	Principal, Teacher(s)	on-going	(S) State Funds - \$16,000	Formative - benchmarks, formal & informal assessments
2. Science & Social Studies teachers will use TEKS Resource System, Lead4ward, or Study Island (US History) for scope & sequence and TEKS checklists. (Title I SW Elements: 1.1) (Target Group: All, 9th, 10th, 11th, 12th) (CSFs: 1)	Assistant Principal(s), Principal, Teacher(s)	ongoing	(F) Rural Schools Grant - \$6,663	Formative - ongoing use and discussion of scope and sequence & TEKS checklist
3. Develop TEK aligned assessments for science & social studies as a team to track student progress. Science and Social Studies will have periodic benchmarks vertically aligned to student college and career readiness. (Target Group: All, 9th, 10th, 11th, 12th) (CSFs: 1)	Assistant Principal(s), Principal, Teacher(s)	ongoing		Formative - meeting logs, assessments
4. Science & SS teams will meet to discuss curriculum, instruction & assessment development & work towards vertical alignment teaming. The teams will meet weekly (PLC) to discuss, align, and mentor continual learning. (Target Group: All, 9th, 10th, 11th, 12th) (CSFs: 1)	Assistant Principal(s), Principal, Teacher(s)	ongoing		Formative - Meeting information, attendance logs
5. Seek professional development that addresses the needs of teachers & students in science & social studies. Principal will gather information via conversations, emails, and surveys for professional development evaluation and utilization. (Title I SW Elements: 1.1) (Target Group: All, 9th, 10th, 11th, 12th) (CSFs: 1,4,7)	Assistant Principal(s), Principal, Teacher(s)	ongoing	(F) Rural Schools Grant - \$51,508, (F) Title II, Part A (PD) - \$6,663	Formative - PD calendar development
6. Incorporate project based learning throughout the year. (Target Group: All, 9th, 10th, 11th, 12th)	Principal, Teacher(s)	ongoing		09/24/19 - Pending

UNION GROVE HS

Goal 1. Academics: Academic success for all students.

Objective 2. UGISD will strive to achieve 85% "Meets" in Science and 50% "Meets" in Social Studies

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
7. Use DMAC and Study Island (US History) for assessments to review data. (Target Group: All, 9th, 10th, 11th, 12th)	Principal, Teacher(s)	ongoing	(F)Rural Schools Grant - \$6,663; (L)Region 7-DMAC program	09/26/19 - Pending

UNION GROVE HS

Goal 2.

Opportunities: UGISD will provide programs that enhance the educational learning opportunities for students such as; athletics, band, AG, academic UIL, theater, CTE programs, GT, dual credit courses and CCMR courses.

Objective 1. Increase or maintain participation counts in all CTE programs, increase certifications (from state approved list) & 80% graduates will be college &/or career ready.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Develop a vision for each CTE program pathway. CTE teachers will meet with principal to develop a vision for their program and set participation goals as well as success markers for the program. (Title I TA: 4) (Target Group: 9th, 10th, 11th, 12th) (Strategic Priorities: 3)	Principal, Teacher(s)	ongoing		
2. Identify certifications that are state approved & develop plans to certify students. CTE teachers will research state approved certifications to develop plans to implement more state recognized opportunities. (Title I TA: 4) (Target Group: All, CTE, 9th, 10th, 11th, 12th) (Strategic Priorities: 3)	Principal, Teacher(s)	ongoing	(F) Perkins Grant - \$4,104	
3. Offer TSIA2 prep courses (Texas College Bridge) for students and offer the TSI on campus at various times through out the year to give more opportunity for students to take the assessments. (TSI= at least once a six weeks) (Target Group: All, 9th, 10th, 11th, 12th) (Strategic Priorities: 3)	Principal	ongoing	(S) State Funds	
4. Enter partnership with Gladewater ISD, Big Sandy ISD & Kilgore college to allow students to enroll in career & tech dual credit courses. (Title I TA: 4) (Target Group: CTE) (Strategic Priorities: 3)	Principal, Superintendent(s)	21-22 school year		
5. Offer innovative courses that provide career & tech pathways. (Target Group: CTE) (Strategic Priorities: 3)	Principal, Teacher(s)	ongoing	(F) Perkins Grant - \$4,104	
6. Offer opportunities for students to shadow & observe careers. Participate in the Longview Regional Hospital Job Shadow program for any senior who is interested in the Health Science field. Offer CNA classes to prepare the students for post secondary careers as a Certified Nurse Asst. (Target Group: CTE)	Principal, Teacher(s)	ongoing		

UNION GROVE HS

Goal 2. Opportunities: UGISD will provide programs that enhance the educational learning opportunities for students such as; athletics, band, AG, academic UIL, theater, CTE programs, GT, dual credit courses and CCMR courses.

Objective 1. Increase or maintain participation counts in all CTE programs; increase certifications (from state approved list) & 80% graduates will be college &/or career ready.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
(Strategic Priorities: 3)				

UNION GROVE HS

Goal 2. Opportunities: UGISD will provide programs that enhance the educational learning opportunities for students such as; athletics, band, AG, academic UIL, theater, CTE programs, GT, dual credit courses and CCMR courses.

Objective 2. Strive to increase participation in extracurricular activities.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Increase UIL participation. Encourage and celebrate UIL participation in all areas. Provide opportunity and time for UIL practice. (power hour, before school, after school) (Target Group: All, 9th, 10th, 11th, 12th)	Assistant Principal(s), Principal, Teacher(s)	ongoing	(L)Local Funds	09/25/19 - Pending
2. Provide a variety of opportunities for students to compete, perform and serve throughout the year. (Target Group: All, 9th, 10th, 11th, 12th)	Assistant Principal(s), Principal, Teacher(s)	ongoing		09/25/19 - Pending
3. Strive to create a 'team' culture in extracurricular activities & teach leadership, communication, collaboration. Encourage and recognize student participation and leadership. Meet with program leaders weekly to collaborate and discuss potential scheduling conflicts and resolutions as well as ways to support each others programs. (Target Group: All, 9th, 10th, 11th, 12th)	Teacher(s)	ongoing		09/26/19 - Pending (S)

UNION GROVE HS

Goal 2.

Opportunities: UGISD will provide programs that enhance the educational learning opportunities for students such as: athletics, band, AG, academic UIL, theater, CTE programs, GT, dual credit courses and CCMR courses.

Objective 3.

The percentage of graduates that meet the criteria for CCMR will increase from 70% to 74% by August 2025.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Provide TSI/A2 testing on campus (Target Group: 9th, 10th, 11th, 12th)	Counselor, Principal	Every 6 weeks		Criteria: Successful completion of TSI assessment.
2. Collaborate with post secondary institutions to provide opportunity for UGHS students to gain Level I & II certifications, dual courses credit, and pathway opportunities. (Kilgore College) (Target Group: 9th, 10th, 11th, 12th)	Principal	ongoing		Criteria: Student completion of Level I certifications, Level II certifications, Dual Credit courses, and/or continuing education courses.
3. Host ACT/SAT tutorial opportunities for students. (Target Group: 9th, 10th, 11th, 12th)	Counselor, Principal	ongoing		
4. Offer ASVAB testing on campus at least one time a year. (Target Group: 10th, 11th, 12th)	Counselor, Principal	ongoing		

UNION GROVE HS

Goal 3. Culture : UGISD will provide a safe learning environment that encourages all students to grow and learn.

Objective 1. UGISD will achieve a 90% - 95% attendance rate in 2022-2023.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Grade level attendance competitions each 6- 9 weeks. (Target Group: All,9th, 10th, 11th, 12th) (CSFs: 4)	Principal, Superintendent(s)	every 6-9 weeks	(L)Local Funds	Formative - attendance data
2. Campus attendance incentives. Exemptions from semester exams. Semester rewards (meals, tournament entries) (Target Group: All,9th, 10th, 11th, 12th) (CSFs: 4)	Assistant Principal(s), Principal, Teacher(s)	every 6-9 weeks		Formative - 6 weeks attendance data
3. Documented contact with parents/guardians of students that are absent. Automatic calls twice daily. Personal calls once a day. Principal/Asst Principal calls to address frequent absenteeism. Meetings with parents to reach resolution. (Target Group: All,9th, 10th, 11th, 12th) (CSFs: 4,5)	Assistant Principal(s), Attendance clerk, Principal, Teacher(s)	daily		Formative - daily documentation
4. Counselor will reach out to students and parents that have excessive absences and/or tardies. (Title I SW Elements: 2.6) (Target Group: All,AtRisk,9th, 10th, 11th, 12th) (CSFs: 4)	Assistant Principal(s), Attendance clerk, Principal	weekly		Formative - Attendance data, counselor communication logs
5. Reach out to at home learning students who do not engage daily. Students who miss 2 days of home learning will receive a home visit. (Target Group: All,9th, 10th, 11th, 12th)	Assistant Principal(s), Principal	daily	(O)Attendance records	Criteria: Attendance data 09/24/19 - Pending

UNION GROVE HS

Goal 3. Culture : UGISD will provide a safe learning environment that encourages all students to grow and learn.

Objective 2. Provide a safe learning environment for all students.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Implementation of character education program. (Character Strong SEL program) (Target Group: All) (CSFs: 6)	Assistant Principal(s), Counselor, Principal, Teacher(s)	Sept-May	(S)State Funds - \$3,300	Summative - student survey
2. Implementation & document safety drills regularly throughout the year. Monthly fire drills/other drills periodically. Documented by Asst. Principal (Target Group: All,9th,10th,11th,12th) (CSFs: 6)	Assistant Principal(s), Principal, Superintendent(s)	ongoing		Formative - Drill documentation
3. Offer counseling services to students. (Target Group: All,9th,10th,11th,12th) (CSFs: 6)	Assistant Principal(s), Principal, Superintendent(s), Teacher(s)	ongoing	(S)State Funds - \$77,383	Formative - counselor log
4. Use drug dogs throughout the school year. Drug dogs will be utilized for random searches at least 4-6 times a year. (Target Group: All,9th,10th,11th,12th) (CSFs: 6)	Assistant Principal(s), Principal, Superintendent(s)	ongoing	(S)State Funds - \$115,000	Summative - EOY data from use of drug dogs
5. Anonymous David's Law reporting for bullying (Title I SW Elements: 1.1,2.6) (Target Group: All,9th,10th,11th,12th) (CSFs: 6)	Principal, Superintendent(s)	ongoing	(L)Technology Funds (Trans. Fees)	Summative - Incident reporting data
6. Mental health training & awareness for faculty/staff. (Title I SW Elements: 2.6) (Target Group: All) (CSFs: 6)	Assistant Principal(s), Principal, Superintendent(s), Teacher(s)	ongoing	(S)State Funds - \$115,000	Summative - PD documentation
7. Full time SRO to monitor district & help implement safety & security measures. (Target Group: All) (CSFs: 6)	Superintendent(s)	2019-2020	(S)State Funds - \$115,000	Formative - weekly monitoring of campus to inform and protect
8. Two full time district counselors. (Title I SW Elements: 2.6) (Target Group: All) (CSFs: 6)	Principal, Superintendent(s)	ongoing	(S)State Funds - \$77,383	Formative - ongoing counseling services for at risk students
9. Counselor to reach out to at home learning students to identify any social emotional needs. (Target Group: All)	Counselor	weekly		
10. All staff members receive annual training	Assistant Principal(s), Principal,	yearly		

UNION GROVE HS

Goal 3. Culture : UGISD will provide a safe learning environment that encourages all students to grow and learn.

Objective 2. Provide a safe learning environment for all students.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
about child sexual abuse, trafficking, and other maltreatment of children. (Target Group: All)	Teacher(s)			
11. UG HS will provide information to parents about sex trafficking of children. (Target Group: All)	Counselor, Principal	annually		Criteria: annual event or flyer information to parents

UNION GROVE HS

Goal 4. Community: UGISD will communicate and collaborate with parents & community members to create positive educational experiences and outcomes for students.

Objective 1. Communicate via phone, conference or email with every parent/guardian by the end of the first 9 weeks.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
<p>1. Teachers will conference in person or on the phone with parents/guardians of students that are failing. Document meeting, possible reasons for lack of success and identify strategies to implement in the future. (communicate the plan) Progress reports and report cards of any student who is failing will be mailed to parent/guardian. (Title I SW Elements: 2.1) (Target Group: All, AtRisk, 9th, 10th, 11th, 12th) (CSFs: 5)</p>	Principal, Teacher(s)	each 6 weeks		Formative - parent communication logs
<p>2. Develop a plan and timeline so that each parent receives a phone call or email to share feedback about their student. This communication may be just a positive phone call to let the parent know that the child is doing well in class. Teachers are required to keep log of contact with parent and logs are reviewed each semester. (Target Group: 9th, 10th, 11th, 12th)</p>	Principal	ongoing		Formative - parent communication logs
<p>3. Use a variety of forms of communication for parents: social media, Remind, phone calls, email, text, and newsletter. (Title I SW Elements: 2.1) (Target Group: All, 9th, 10th, 11th, 12th) (CSFs: 5)</p>	Assistant Principal(s), Principal, Superintendent(s), Teacher(s)	ongoing		Formative - daily & weekly
<p>4. Campus site based committees meetings (at least twice a year) (Title I SW Elements: 2.1) (Target Group: All) (CSFs: 5)</p>	Principal, Superintendent(s)	two meetings per year		Formative - meeting minutes, documented attendees, agendas
<p>5. Social media communication outlets. (Twitter, Instagram, Facebook) (Title I SW Elements: 3.1) (Target Group: All, 9th, 10th, 11th, 12th)</p>	Principal, Superintendent(s)	daily		09/24/19 - Pending
<p>6. Periodic newsletter via email/website. (Target Group: All, 9th, 10th, 11th, 12th)</p>	Principal	yearly		09/25/19 - Pending
<p>7. Parent EOY survey (Target Group: All)</p>	Principal	End of Year		09/25/19 - Pending

UNION GROVE HS

Goal 4. Community: UGISD will communicate and collaborate with parents & community members to create positive educational experiences and outcomes for students.

Objective 1. Communicate via phone, conference or email with every parent/guardian by the end of the first 9 weeks.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
All, 9th, 10th, 11th, 12th)				

UNION GROVE HS

Goal 4. Community: UGHS will communicate and collaborate with parents & community members to create positive educational experiences and outcomes for students.

Objective 2. Each campus will strive to have 4-5 community involvement events per school year.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Community pep rally in the fall. (Target Group: All)	Principal, Superintendent(s), Teacher(s)	fall	(L)Local Funds	
2. Fall, winter & spring band concerts (Target Group: All)	Principal, Teacher(s)	boy, moy, eoy		
3. "Send offs" for regional and state competitions. (Target Group: 9th,10th, 11th,12th)	Principal	ongoing		
4. Host a Veteran's Day program (virtually) to recognize local Veterans and their sacrifice to our community and country. (Target Group: All)	Assistant Principal(s), Faculty/Staff, Principal, Superintendent(s)	November		
5. Host musicals (theater department performances) for families. (Target Group: All)	Principal, Teacher(s)	End of year		
6. High School Student Council to oversee district and community projects. (Target Group: All)	Teacher(s)	ongoing		

UNION GROVE HS

Goal 5. Team: UGISD will strive to recruit & retain quality educators.

Objective 1. UGISD will strive to maintain 100% highly qualified teachers, recruit highly qualified teachers and decrease the turnover rate.

Activity/Strategy	Person(s) Responsible	Timeline	Resources	Evaluation
1. Establish, monitor and maintain effective mentoring system to help retain highly qualified staff (Target Group: All) (Strategic Priorities: 1)	Mentors, Principal	August each year	(F) Title II, Part A (PD) - \$51,508, (S) State Funds	Summative - Mentor assignments; mentor conferences with principals
2. Keep data current on all teacher certifications, testing, staff development, and service records to ensure that all meet/maintain highly qualified status.	Secretary, Superintendent(s)	each school year	(F) Title II, Part A (PD)	Personnel files, professional development records, teacher interviews
3. Assist teachers in maintaining or attaining certifications through alternative programs, GT certification, ESL, Coursework, and TEXES testing to assure all staff is highly qualified. (Strategic Priorities: 1)	Principal, Secretary, Superintendent(s)	as needed	(S) State Funds	Professional Development Records, Number of teachers in alternative certification programs
4. Maintain updated data on paraprofessionals to ensure highly qualified aides and require any aides not considered highly qualified to complete TOP training.	Principal	as needed	(F) Title II, Part A (PD)	Professional development records; number of paraprofessionals attending TOP training
5. Strive to maintain positive morale across campuses and the district as a whole. (Title I SW: 5) (Target Group: All)	Administrator of Academic Services, Assistant Principal(s), Principal, Superintendent(s)	ongoing		
6. Develop, create and conduct substitute handbook and training prior to substitutes working with students. (Target Group: All)	Principal, Secretary, Superintendent(s)	annually	(L) Local Funds	Summative - Annual training for substitutes
7. Examine and identify ways to compete with other districts to ensure UGISD employees highly qualified teachers and administrators. (Strategic Priorities: 1)	Superintendent(s)	ongoing		Summative - comparison of salary and benefits with other districts.