

Welcome to Rockford's SMART School Academy!

We are looking forward to the launch of the first and second cohorts of Rockford's SMART School Academy. We will begin with half-day orientation sessions on Thursday, October 9th for each cohort. Cohort 1 will meet in the morning from 8:00 a.m. – 11:30 a.m. followed by Cohort 2 in the afternoon from 12:30 p.m. – 4:00 p.m. There are several schools that are part of Cohort 2 but, because of parent-teacher conference schedules, will be attending the morning session of the October 9th orientation with Cohort 1 schools. Check with your principal to learn which session your school's team will be attending.

Orientation Session - October 9th

PURPOSE: Assure Academy teams are prepared to attend and take full advantage of Rockford's SMART School Academy training.

OBJECTIVES: By the end of the Academy Orientation participants will...

- Have the information they need to come prepared to participate in their cohort's Academy training and coaching
- Have the resources they will use throughout the Academy training
- Know what will be expected of their teams in terms of Academy participation and between-session learning opportunities including application of the SMART School Improvement Process and learning sessions with their SMART Coaches
- Have met their SMART Coach and scheduled their first virtual coaching session
- Have completed a baseline assessment of their school's current level of implementation of the SMART School Improvement Process.

AGENDA

8:00 a.m.–11:30 a.m. (Cohort 1)

12:30 p.m.–4:00 p.m. (Cohort 2)

15 min.	Welcome and Introductions
50 min.	Academy Overview
75 min.	Station Rotation (25 minutes at each station) <ul style="list-style-type: none">• Meet Coaches and Schedule Sessions• Digital Tools• Materials Distribution and Sign-In
60 min.	Indicators of Progress – Team Self-Assessment
10 min.	Wrap-up, Feedback and Adjourn

Academy Logistics

Academy Offerings	Location	Cohort 1 Schedule	Cohort 2 Schedule
4 two-day training sessions 8:00 a.m. – 3:30 p.m. with two 15 minute breaks and a 60 minute lunch.	District Office – Board Room 3 rd Floor	October 20-21 December 1-2 February 24-25 April 28-29	October 27-28 December 15-16 February 26-27 April 30-May 1
4 Team Coaching Sessions	One hour virtual sessions	Schedules will be determined by the coaches and school teams.	

Communication

Throughout the year you will have many opportunities to communicate with both your district colleagues and with your Academy instructors, coaches and fellow participants. We will provide a variety of methods to facilitate that communication and the sharing of documents, ideas and successes. A dedicated Academy site has been created within smartlearningsystems.com to house Academy materials and resources, and items contributed by Academy participants. In addition, we have created the files your team will use collaboratively with its SMART Coach during the year using Google Documents and Sheets. You will receive information about how to access your Academy site and these coaching files at the Orientation session on October 9th.

SMART Coach Assignments

Each school team will be assigned a SMART Coach for the duration of the Academy. You will meet your coach and have an opportunity to schedule your first coaching session during the Orientation on October 9th.

Certification

One of the unique features of this Academy is that upon successful completion of the program you will be certified as a SMART School Improvement Process coach and trainer for your school. As a result, you will receive a host of support resources and all product upgrades for a period of two years. Certification is based on the following expectations:

Participation – SMART certification requires full participation in all aspects of the Academy, including attendance at all training and team coaching sessions. You are also required to coach your school's School Improvement Team through the SMART School Improvement

Process. The Academy is designed to help you learn and do the process just in time to coach and train the process.

Commitments / Agreements – You, your instructors and your coaches will be asked to sign a commitment form which details what you can expect from us and what you agree to do as we learn and support each other throughout this process.

What to Bring to the Academy

On October 9th, you will be provided all of the materials, books and supplies that you will need to be active, engaged participants throughout the Academy. Be sure to bring your materials to all Academy sessions. You will also need to bring a digital device - laptop or tablet / notebook because we will be accessing the Internet as part of our training process. We ask that you not conduct business during the training day. However, if you must stay connected to your school or home there will be breaks scheduled throughout the days to accommodate your communication needs.

Because the temperature in the training room can vary, we recommend that you bring layers of clothing to make sure you are always comfortable.

Breakfast and lunch will be on your own; coffee and water will be provided. You are welcome to bring snacks and your own beverages if you like.

Your SMART Academy Team,

Anne Conzemius

Perry Soldwedel

Carol Pulsfus

Kathy Larson