

SCHOOL IMPROVEMENT PLANNING POLICY



PLAN DEVELOPMENT AND REVISION

Each school year the council will use the planning process recommended by the Kentucky Department of Education to revise our school improvement plan (SIP) using the following steps and activities:

SUMMER

STEP 1 ACTIVITIES

- Ensure all new council members have a copy of the SIP and of this policy.
- The council reviews the:
 - SIP for effectiveness and discusses the Delivery Targets from the School Report Card.
 - Survey results from last spring and begins discussion of further needs assessments to be given in the fall (if necessary).
 - TELL data (updated in odd numbered years).
- The council sets a schedule for at least three Progress Notes to be given to the council in the coming school year.

LATE SUMMER/FALL

STEP 2 ACTIVITIES

- Embargoed test scores are shared by the principal with the council and staff outside of an open meeting or as permitted.
- The council (or designated committee) makes plans for the major annual analysis of testing results, program reviews, and any other relevant data or needs assessment activities that need to be scheduled. Plans will include designating work groups and developing a timetable for completion of needs assessments and testing data analysis.
- Designated work groups/staff will analyze testing results/School Report Card and program review results, including but not limited to information on gap data. The findings will be reported to the council based on the council's timetable.
- The council will use findings from the various work groups/staff to support continuation of work on existing priority needs (if necessary) and to identify new priority needs (if any). The principal will identify individual component team leaders and members.

- The component teams will begin work analyzing data to discover the root cause(s) of the priority needs based on the needs assessments, the School Report Card, other pertinent documents/data, and staff knowledge of school function and operation. They will then begin writing new long-term/multi-year goals (if necessary) and developing short-term annual measurable objectives (targets/benchmarks/measures of success) that align with the five Kentucky Board of Education (KBE) goals.
- Component team work begins on developing strategies and activities that will enable students to meet the measurable objectives. Teams will also begin developing timelines and a budget and designating the people responsible for the various strategies/activities.
- Gap Report (activities and goals) will be entered in ASSIST by principal or designee (due October 1st).

LATE FALL/WINTER

STEP 3 ACTIVITIES

- Component teams continue work on components to develop strategies and activities, timelines, people responsible, and budgets that include resources needed and source of funding using the SIP due date into ASSIST as a timeline frame of reference.
- The council will:
 - Develop/revise the stakeholder communications and input process for the SIP.
 - Obtain widespread input and feedback on the entire school improvement plan from stakeholders (including but not limited to a public meeting) and suggest revisions to the component teams if necessary.
 - Make funding adjustments to the plan if necessary and communicate those adjustments to the component teams.
 - Adopt the final plan.
- The plan will be entered into ASSIST and be put on the school web site by principal designated staff (due to be done 90 days after the public release of testing data usually in late December or early January).

LATE WINTER/SPRING

STEP 4 ACTIVITIES

- Component teams will continue to upgrade/revise the plan as activities are completed and data such as budgeting information in March and May becomes available.
- The council will ensure that parent, staff, and student surveys/needs assessments on school function and operation are conducted and survey and needs assessment results are compiled for the summer/fall.

PROGRESS AND IMPLEMENTATION OF THE IMPROVEMENT PLAN

To make sure the SIP is on track and making a difference, the council will:

1. Set a schedule during the July or August council meeting for at least three Progress Notes to be given to the council during the coming school year.

2. Review the data/information from the Progress Notes during regularly scheduled council meetings at which time needed adjustments to keep the SIP on track may be identified and those adjustments will be related to the appropriate component managers by the principal.
3. Stay informed about the SIP progress by receiving information at each regularly scheduled meeting by one of the following means:
 - Progress Notes
 - Report from one component team on progress.
 - Information on last month, this month, next month's activities for all components.

PRINCIPAL ROLE

The principal (or designee) will be responsible every school year for the following tasks associated with the school improvement planning process:

1. Ensuring the SIP including but not limited to all long and short-term goals and objectives are communicated to stakeholders.
2. Tracking all dates and deadlines (some of which may change from year to year).
3. Making sure that at each regularly scheduled meeting the council monitors the SIP by either reviewing completed and upcoming activities or by receiving a report on the progress of the plan (Progress Notes).

POLICY EVALUATION

We will evaluate the effectiveness of this policy by the efficiency and effectiveness of our school improvement planning process.

Date Adopted: _____

Date Reviewed or Revised: _____

Date Reviewed or Revised: _____

NOTES ON USING THIS POLICY

PRINCIPAL PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (PPGES): Some of the procedures outlined in the section PRINCIPAL ROLE of this policy will help support principals in their efforts to align their practice with PPGES (5.2).

LATE FALL/WINTER: The last bullet in Step 3, mentions that the plan is due to be done 90 days after the public release of testing data. This is true for Focus and Priority schools but is not in the law for others. This however, is a good timeline for which all schools should strive.

PROGRESS AND IMPLEMENTATION OF THE IMPROVEMENT PLAN: There may be some district guidelines on this so you will want to check on that before setting a number in policy of Progress Notes that will be done.

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