



Procedure for the School Improvement Planning Process

The School Improvement Plan (SIP) team consists of the following people and ASSIST Tasks

Team Members: principal, SI chair, math chair, reading chair, writing chair, science chair, social studies chair, support staff chair, and parents. Note: Secondary includes a special education chair and non-core chair.

Components of the SI Plan as driven by completion of the document online at the ASSIST website, include:

Executive Summary

Improvement Plan Stakeholder Involvement Diagnostic

School Data Analysis (SDA) Diagnostic

School Additional Requirements Diagnostic

Title I School Wide Components (TISWC) Diagnostic

Goals & Plans

The school improvement planning process for each upcoming academic year begins in the second semester/Spring of the previous year when building School Improvement Teams (SITs) finalize data gathering to complete their Program Evaluation and determine progress toward completing strategies, reaching goals, and other components related to program success. This data includes perception data and outcome data as noted in the district Data Dashboard. It should include additional data as deemed necessary by the team or individual chairs as necessary to make educated conclusions related to current progress and next steps.

Building SITs then work to revise/develop the school plan in all core areas for the upcoming year, including revisions to current strategies, adding new ones, and aligning the necessary grant/site resources. This plan would include all the necessary components as required by law, including parent connections, professional development, etc. provided in a timeline or other method for the summer, fall and beyond for the next school year along with individuals responsible and evaluation criteria. The draft plan and grant expenditures are submitted to central office early in June for review and recommendations. Upon completion of any necessary revisions, the plan is finalized for district submission by June 30 the consolidated application.

Building teams fully complete the remaining components to meet the September 1 submission deadline for building improvement plans. These plans are reviewed by the full staff and parents prior to submission. Building and district plans are posted on the district website and made available to the community.

In the fall of each year, the mid-year allocations are adjusted. This information is provided when the State finalizes allocations and the district business office has completed carryover work (typically November). These new allocations are provided to all sites (including private schools) for mid-year considerations and changes with a State re-submission by December 31. These revisions are reviewed by central office prior to re-submission of the consolidation application and updating of the district and school improvement plans.

From Summer throughout the year, the school improvement teams meet on a regular basis (one to two times a month) to review the current implementation and success of the SI plan. The district SI team meets each month to discuss topics relevant to full community focus or provide support in a variety of ways to building teams based on needs.