

# School Improvement Essentials for 2009-2010

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## One Common Voice – One Plan

### Getting Ready for School Improvement

Description	Y	N
1. School Improvement Team members and staff understand that the continuous school improvement process is a process, not an event, and that the first “round” will take a number of months to complete.		
2. School Improvement Team members know and understand the various requirements for school improvement (PA 25 and Title I) as well as the timeline for completion of each of these requirements.		
3. Staff members have an understanding of the common vocabulary		
4. SIT and Staff members develop a building Mission, Vision and Belief Statements that focus on actions that will improve student achievement		
5. School Improvement Team members are able to locate resources that provide support for the school improvement process		
6. There is a process in place that ensures alignment between the building plan and the district plan i.e., the building plan informs the district plan		
7. SIT and Staff members follow a team protocol that values individual input into decision making.		
8. Staff members are able to use multiple types and sources of data for decision making.		
9. Staff members are receptive to the idea that change may be necessary.		

# School Improvement Legislation

**380.1277 School improvement plan.** *Sec. 1277. (1) Considering criteria established by the state board, in addition to the requirements specified in section 1280 for accreditation under that section, if the board of a school district wants all of the schools of the school district to be accredited under section 1280, the board shall adopt and implement and, not later than September 1 each year, shall make available to the department (through the ISD) a copy of a 3- to 5-year school improvement plan and continuing school improvement process for each school within the school district.*

# School Improvement Plan Development

Required elements by legislation:

- a mission statement
- goals based on student academic objectives for all students
- curriculum alignment corresponding with those goals
- evaluation processes
- staff development
- development and utilization of community resources and volunteers
- the role of adult and community education, libraries and community colleges in the learning community
- building level decision making.

# School Improvement Plan Development

Additional required elements by legislation:

- Goals centered on Student academic learning
- Strategies to accomplish the goals
- Evaluation of the plan
- Development of alternative measures of assessment to provide authentic assessment of students
- Methods for effective use of technology
- Practicable opportunities for on-the-job learning

# One Common Voice – One Plan

## Required Elements of a School Improvement Plan Checklist

The School Improvement Planning (SIP) template has been developed to include those items that are required of all schools as a result of PA 25 in the design of the template. Each cell of the template relates to these requirements. All schools will need to complete each of the cells in the template in order to meet PA 25 requirements.

### Required Elements that have been built into the SIP template

<i>Required Items that have been built into the Template Design</i>	PA 25 +	US AC	TI TA	TI S W	ISI	SE	NC A	Bal	TI C	TI D	T2 A	T2 D	T III	S 41	S 31 A	S 32 E
3-5 year school improvement plan cycle	X															
Mission Statement	X						X	X								
Goals based on academic objectives for all students	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Local board of education approval of the SIP	X	X														
Local district approval of the SIP	X															
Evaluation Process that describes how the school will annually evaluate the implementation of the SIP, it's effectiveness in achieving the objectives identified and modifications that may be necessary.	X	X	X	X	X	X	X	X								
Professional learning strategies to support SI strategies included in SIP	X	X	X	X	X											
Use effective methods and instructional strategies that are based on scientifically-based research	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
How will the school integrate its available fiscal resources to support each strategy and action step contained in plan (supplement/supplant)?	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Describe how the school will provide individual student academic assessment, and school related information in a language all stakeholders can understand			X	X	X	X	X	X	X	X	X	X	X	X	X	X
How the school will integrate the use of technology to support teaching and learning	X	X									X	X				
How all stakeholders will be involved in the planning, development, implementation, and evaluation of the SIP	X		X	X	X	X		X								
Compliance with Office of Civil Rights (statement for use attached to plan)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Use of multiple sources of data to identify and monitor student academic achievement	X		X	X	X	X	X	X	X	X			X		X	
Development of alternative measures of assessment that will provide authentic assessment of pupils' achievements, skills, and competencies	X		X	X	X	X	X	X	X	X						
The decision making process used at the school	X		X	X					X	X			X			
The use of data to drive all decision making activities in building	X		X	X	X	X	X	X								

# One Common Voice – One Plan

## Checklist Additional Required Strategies to be Included in the Plan

The following chart identifies additional required items that must be included in a school improvement plan, based on resources that a school may have. Each item is identified by the requiring agency. **Please review the list and identify any additional items that may be required for your school and ensure that they are included in your school improvement plan as strategies or activities to accomplish your goals.**

<i>Additional Strategies/Activities that schools/districts must include in the SIP under appropriate Student Goals</i>	PA 25 *	US AC	TI TA	TI S W	IS I	SE	NC A	Ba I	TI C	TI D	T2 A	T2 D	T III	S 41	S 31 A	S 32 E
Describes how the school will use grant resources to support the activities described in the SIP		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Professional Learning (PL) Activities that include:																
Building collaborative decision-making skills	X		X	X												
Improve site-based decision-making skills	X		X	X	X	X	X	X								
Improve the school improvement planning process	X															
Improvement of instructional leadership skills	X															
How PL activities are identified and resources to support them	X															
How all stakeholders are involved in the planning for PL	X										X	X	X			
Improved teaching in core content areas	X										X					
Designed to build teachers skill in the use of academic assessment data to inform instruction and learning			X	X							X					
Based on a needs assessment to determine PL needs	X		X	X	X						X	X	X			
Designed to eliminate achievement gap	X		X	X	X											
Based on research			X	X	X						X	X	X		X	
Improve teacher's skills in meeting the learning needs of all students in the building			X	X	X	X					X					
Activities are tied to adequate yearly progress goals			X	X	X											
Strategy to ensure that staff knows how to use technologies to improve student achievement		X														
School-wide reform strategies that describe how the school will implement the required components				X												
Provide opportunities for all children to meet the state's proficient and advanced levels of student academic achievement			X	X					X	X						
Strengthen the core academic program in the school to provide opportunities for all children to meet the state's proficient and advanced levels of student academic achievement			X	X					X	X			X		X	
Increase the amount and quality of learning time			X	X					X	X			X			
Include strategies for meeting the educational needs of historically underserved populations			X	X					X	X			X			
Timely additional assistance for students who are at risk of not mastering the proficient or advanced levels of academic achievement standards			X	X	X	X	X	X	X	X	X	X	X	X	X	X
Strategies and action steps are tied to adequate yearly progress goals			X	X	X				X	X			X			

# One Common Voice – One Plan

<i>Additional Strategies/Action Steps that schools/districts must include in the SIP under appropriate Student Goals</i>	PA 25 *	US AC	TI TA	TI S W	IS I	SE	NC A	Ba I	TI C	TI D	T2 A	T2 D	T III	S 41	S 31 A	S 32 E
Strategies/activities that will make available, in as many fields as practicable, opportunities for structured on-the-job learning, such as apprenticeships and internships, combined with classroom instruction.	X															
Strategies/activities that will develop and utilize community resources	X								X							
Strategies/activities that will utilize adult and community education, libraries and community colleges to support goals and objectives	X							X								
Strategies to ensure that instruction is provided by highly qualified staff (as defined by No Child Left Behind)			X	X	X	X	X	X			X					
Strategies to attract highly qualified teachers to high-needs schools				X							X					
Parent involvement strategies			X	X	X	X		X	X	X						
Transition plans to support pre K – 12 <sup>th</sup> grade progression			X	X	X	X										
Teacher involvement in selection of alternative forms of assessment to monitor teaching and learning			X	X	X	X										
Supports for positive student behavior			X	X	X	X	X				X					
Curriculum alignment strategies corresponding with student academic goals	X		X	X	X	X	X	X			X					
Strategies to increase amount/quality of instructional time			X	X	X											
Strategies to identify students to be served			X	X	X	X			X	X			X		X	
Strategies to meet the needs of students identified			X	X	X	X	X		X	X			X		x	
Student assistance teams to identify interventions needed					X	X										
Establish clear goals and realistic strategies for using telecommunications and information technology to improve education or library services		X														
Provide sufficient budget to acquire and support the non-discounted elements of the technology strategies; the hardware, software, professional development, and other services that will be needed to implement the strategy		X														
Evaluation process that enables the school or library to monitor progress toward technology strategies and make mid-course corrections in response to new developments and opportunities as they arise		X														
<b>If Identified for Improvement (AYP) include:</b>																
Attendance at Principal Fellowship					X											
Revise SIP to focus on instruction and decision making					X											
Revise SIP to include comprehensive audit findings					X											
Mandatory review of annual progress					X											
Revision of SIP to focus on content area where school did not make AYP					X											

- PA 25 requirements impact all schools in Michigan

### Key for Requiring Agencies:

PA25	Michigan Revised School Code (requirements impact all schools)	TID	Neglect and Delinquent
TITA	Title I, Targeted Assistance	T2A	Professional Development
TISW	Title I, School Wide	T2D	Technology
ISI	Identified for Improvement (No Child Left behind – AYP)	TIII	Limited English Proficient
SE	Special Education	S41	Bilingual
NCA	North Central Accreditation	S31A	Section 31a At Risk
BAL	Baldrige	S32E	Section 32e
TIC	Migrant	USAC	Universal Service Administrative Company

# School Improvement Plan

Due Date – Sept. 1 of each year

*The state board shall annually review a random sampling of school improvement plans. Based on its review, the state board shall annually submit a report on school improvement activities planned and accomplished by each of the school districts and intermediate school districts that were part of the sampling to the senate and house committees that have the responsibility for education legislation.*

# School Improvement Plan

## Key Points

- The online version of the SIP will fulfill the requirement of submission to the state/ISD when completed/updated each year by Sept. 1.
- Information will automatically pre-populate into the SIP from the CNA and other reports.

# District School Improvement Plan

While PA25 does not require districts to develop a district improvement plan, those districts who receive, or will be applying for, any of the federal grant resources contained in the No Child Left Behind (NCLB) legislation will have to develop a district plan. These plans should be based on a “comprehensive needs assessment” that analyzes student achievement data and system process and practices that support student achievement. All four content areas must be considered in this analysis. School and District goals must be based on identified student academic achievement needs, and the focus of available resources should be on attaining the goals. The district must also demonstrate that they are coordinating resources they receive under this legislation to address their goals.

# Comprehensive Needs Assessment

Every 3-5 years, schools that receive federal funding of any sort are required to complete a comprehensive needs assessment.

- Utilizing the online version of the CNA will help schools comply with federal grant requirements (including NCLB and IDEA 2004) of aligning resources with identified needs through a comprehensive needs analysis.

# Comprehensive Needs Assessment

Important to understand-

You are not required to use the online CNA but it will pre-populate information into the online SIP

If you do not use the online version, you must have evidence of the tools you utilized to complete a comprehensive needs assessment.

Currently, the Advanc-ed website lists everyone who is a non-NCA building as needing to complete a CNA during 2009-2010 except for Chassell and L'Anse.

# Comprehensive Needs Assessment

- [http://www.michigan.gov/mde/0,1607,7-140-28753\\_38959-137869--,00.html](http://www.michigan.gov/mde/0,1607,7-140-28753_38959-137869--,00.html)

Consists of:

School Data Profile

School Process Profile (90 Rubrics)

School Summary Profile

# Comprehensive Needs Assessment

## Suggested Timeling

- Data profile is already underway – update as new data becomes available
- Finish the 90 rubrics by Thanksgiving
- Complete the summary profile by the end of January
- Mi-SAS reporting will be in February of 2010

# Resources

- <http://www.michigan.gov/schoolimprovement>
- <http://www.advanc-ed.org/mde/>
- [http://www.michigan.gov/documents/mde/School Process Profile 276250 7.pdf](http://www.michigan.gov/documents/mde/School_Process_Profile_276250_7.pdf) (90 rubrics)
- [http://www.michigan.gov/documents/mde/School S I Plan Template 276252 7.pdf](http://www.michigan.gov/documents/mde/School_S_I_Plan_Template_276252_7.pdf) (SIP template)
- <http://www.mistreamnet.com/videtail.php?who=mde013008> (video that details the CNA)
- [http://www.michigan.gov/documents/MIPlanProcessesGuide-Complete-v3\\_83704\\_7.pdf](http://www.michigan.gov/documents/MIPlanProcessesGuide-Complete-v3_83704_7.pdf) (Mi Plan guide)