

Tool 3d: SIP Theory of Action

Purpose

Tool 3d: SIP Theory of Action is a required guiding document that outlines how change will happen in your school. It includes sections for all major components of the SIP and is useful both at the beginning of the SIP drafting process as a brainstorming tool and at the end of the SIP drafting process as a summary tool. It is meant to be your best “if...then...” statement that will shape how your school approaches the SIP and, ultimately, school improvement.

Some schools have used their **SIP Theory of Action** to guide their SIP focus. Examples include:

- Drawing or inserting arrows that indicate directional or bidirectional relationships between the boxes.
- Prioritizing one focus areas and showing how they connect to others. For example, one school prioritized Instructional Practice as the most important area to emphasize. According to their thinking, School Structure and Content would support their Instructional Practice goals/strategies. And Instructional Practice impacts Culture & Climate and Challenging & Well-Rounded Participation. Family Engagement was a two way partnership between all of those. Thus, Instructional Practice was placed at the heart of focus, while other areas were vital to support the progression of this area, or were expected to show improvement as a result of progression in this area.
- Selecting only the most high impact strategies.

By using the **SIP Theory of Action** in this way, other aspects of the SIP (Professional Learning Plans and Assessments) will be closely tied to these refined goals and strategies, therefore creating a more cohesive and focused SIP.

NEW FOR 2018-19: *Given the changes to this year's SIP, not every box in the Theory of Action needs to be filled out (e.g., challenging & well-rounded participation). The Theory of Action must reflect the school's goals and focus areas – whatever those may be.*

When to Use

You should complete the **SIP Theory of Action** when you begin the SIP planning process. This document will help guide your thinking when you complete the **SIP Template**. You should also revisit this document once your **SIP Template** is complete to create an executive summary of the plan to reference throughout the year.

How to Use

1. The SBLT should download **Tool 3d: SIP Theory of Action**, available as a Google Sheet at mmsd.org/sblttoolkit. Click the link for the Google Sheet and you will be prompted to save a local copy to your Google Drive. Add your school's name and the year to the filename (e.g. **SIP Theory of Action – Emerson 2018-19**). Then, share the document with your SBLT members, your School Improvement Partner, and your Chief of Schools.
2. Enter your school name and the year in the corresponding places at the top of the document.
3. Each box in the **SIP Theory of Action** corresponds to a section within **Tool 3d: SIP Template**. In each box, complete a brief summary of your ideas for that area.
 - a. In the boxes under “If we focus on...” draft your ideas for the Content, Instructional Practice, School Structure, School Culture & Climate, Challenging & Well-Rounded Participation, and Family & Community Engagement sections of the Strategies tab found in the SIP Template.
 - b. Draft your ideas for the Professional Learning Plan tab under “and we support professional learning by...”
 - c. Draft your ideas for the Assessment & Data Review tab under “using these assessments and data to track progress...”
 - d. Draft your ideas for the Goals tab under “then we will achieve these goals.”

4. Work through the rest of SBLT Toolkit Step 3 and complete your SIP. Then, once your draft SIP is complete, return to the [SIP Theory of Action](#) and make sure its content reflects the content of your final SIP.

Mandatory Versus Flexible: SBLT Toolkit

Mandatory	Flexible
Use of this tool is required	<i>But not every box in the Theory of Action needs to be filled out (e.g., challenging & well-rounded participation)</i>