

CONTINUOUS SCHOOL IMPROVEMENT PLANNING POLICY

PLAN DEVELOPMENT/REVISION

In the fall of each year we will use the planning process recommended by the Kentucky Department of Education to revise our on-going Continuous School Improvement Plan (CSIP) by:

1. Analyzing data and conducting needs assessments as needed on how our school operates.
2. Identifying new and/or continuing priority needs and the causes that created the needs.
3. Set goals for removing the needs and objectives for tackling each cause.
4. Select strategies and activities for reaching each objective and commit responsible persons, timetables, and needed funding to implement those strategies and activities.
5. Select measures that will show us that the strategies are being implemented and progress is being made in student performance.
6. Develop a written plan using a clear, concise component format to communicate the above.
7. Obtain widespread input from our school community and then adopt the components after considering and responding to that input.

At the September meeting of the SBDM Council each year, the **PLANNING COMMITTEE** will recommend a timetable for the steps above that also includes:

- Process guidelines explaining how the work will be done and how the Council will learn about it.
- Participation guidelines explaining how parents, classified staff and other interested parties representing the diversity of our community will be involved on work teams how the school community will be kept informed and invited to contribute their input.
- Guidelines explaining how each group of participants will learn about their roles.

The Council will review the timeline, revise it if necessary, and approve it as a statement of how the school will conduct its planning. The **PLANNING COMMITTEE** will then implement the process according to the timeline, reporting to the Council at each regular meeting on their progress.

ADDRESSING ACHIEVEMENT GAPS

Each year we will revise our plan to address substantive achievement gaps, using these steps:

1. Identify substantive gaps and work with the superintendent to set targets for reducing each substantive gap.
2. Review and if necessary revise our long-term time schedule for eliminating all the substantive gaps.
3. Revise our CSIP to fully support reducing any identified substantive gaps.
4. Hold a public meeting to present the draft plan for input and then adopt the plan.

Implementation and Impact of Plan

To make sure our CSIP is on track and making a difference:

1. In July, the **SBDM COUNCIL** will set a schedule for three implementation and impact checks during the next year and will review the data for those checks during regularly scheduled meetings and identify any needed adjustments to keep the plan on track.
2. At each regular meeting, the Council will stay informed by receiving reports from the **Leadership Team** concerning upcoming work needed to carry out the Plan during the coming month(s).

Adopted 10-25-2007

Amended 11-15-2011

(Chairperson Signature)