

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 target and goals
- The council sets a schedule for at least three progress updates to be given to the council in the coming school year.

LATE SUMMER/FALL

STEP 2 ACTIVITIES

- State assessment results are shared by the principal with the council and staff.
- Designated staff/committee will analyze assessment results, the School Report Card, and program 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 staff/committee to support continuation of work on existing priority needs and to identify new priority needs. The principal will identify individual component team leaders and members (to include parents, certified and classified staff, and students) for the purpose of leading revision and development of SIP components.
- The component teams will begin work analyzing data to discover the root cause(s) of the priority needs. They will then begin writing new long-term/multi-year goals and developing short-term annual measurable objectives (targets/benchmarks/measures of success) that align with the Kentucky Board of Education (KBE) goals.
- Component teams begin developing strategies and activities to enable students to meet the measurable objectives. (This includes activities focused on closing achievement gaps.)
- Teams will also begin developing timelines and a budget and designating the people responsible for the various strategies/activities.

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 as a timeline frame of reference.
- The council will:
 - i. Develop/revise the shareholder communications and input process for the SIP.
 - ii. Obtain widespread input and feedback on the entire school improvement plan from shareholders (including but not limited to a public meeting) and suggest revisions to the component teams, if necessary.
 - iii. Make funding adjustments to the plan, if necessary, and communicate those adjustments to the component teams.
- **Revise the plan to include achievement gap targets (annually by January 1).**
- **Propose achievement gap targets to the superintendent and the local board (annually by February 1).**

LATE WINTER/SPRING

STEP 4 ACTIVITIES

- Component teams will continue to upgrade/revise the plan as activities are completed and information becomes available.
- The council will ensure that parent, staff, and student surveys/needs assessments are conducted and 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 updates to be given to the council during the coming school year.
2. Review the data/information from the progress updates during regularly scheduled council meetings at which time needed adjustments to keep the SIP on track may be identified.
3. Stay informed about the SIP progress by receiving information at each regularly scheduled meeting by one of the following means:
 - Progress updates
 - Report from one component team
 - 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, is communicated to shareholders.
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 updates).
 4. Once SIP is approved, ensure that it is posted on the school website.
-

POLICY EVALUATION

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

Date Adopted: 5/9/22

Date(s) Reviewed or Revised: