

School Improvement Process

2023-24 Reference Guide

School Improvement Team Composition

- Principal; and
- Representatives, **elected by secret ballot**, from assistant principals, instructional personnel, instructional support personnel, and teacher assistants, and parents of children enrolled in the school; and
- Parents of children enrolled in the school. Parents must be elected by the school's parent organization and shall reflect the racial and socioeconomic composition of the students. Parent representatives can not be members of the building-level staff.

School Improvement Team Meetings

- Meetings are subject to open meeting requirements, with the exception of the safety components of the plan which must be discussed in closed session.
- Meetings must be held at convenient times to assure substantial parent participation.

School Improvement Plans

- Plans must be data-driven, taking into account the annual performance goals.
- School Improvement Teams must use EVAAS to analyze data, identify root causes of problems, determine actions to address them, and appropriately place students in courses.
- Plans must contain clear, unambiguous goals, explicit indicators and measures, and expeditious timeframes for meeting the goals.
- Strategies for improving student performance must include:
 - A plan for staff development funds, including mentor training;
 - A plan to address school safety (see DCS Board Policy 1510/4200/7270) and discipline concerns;
 - A plan that specifies effective instructional practices and methods to improve the performance of at-risk students;
 - A plan to provide a duty-free lunch for every teacher on a daily basis or as otherwise approved by the School Improvement team;
 - A plan to identify and eliminate unnecessary and redundant reporting requirements, including requiring forms and reports to be in electronic form.
 - A parental involvement plan covering specific requirements (see DCS Board Policy 1310/4002)
- The principal shall present the proposed School Improvement Plan to all assistant principals, instructional personnel, instructional support personnel, and teacher assistants assigned to the building for their review and vote. The vote must be by **secret ballot**.
- If the School Improvement Plan has the approval of the majority of the staff, the principal will submit the plan to the local board of education for their approval.

School Website Requirements

- Schools must post the following on their school website:
 - Names of the School Improvement Team members and date of election by secret ballot; and
 - School Improvement Team meeting dates, times, and locations; and
 - School Improvement Plan, excluding the school safety components of the plan. Plans should be posted after the local board of education approval.