

District Responsibilities

Planning and Implementation:

- Sets the tone and vision to support improved student achievement.
- Makes improved student achievement for all students a top priority.
- Builds community support for school improvement.
- Collaborates with the SITs and provides feedback and technical assistance.
- Provides quality technical assistance.
- Finds needed resources (time, funds, materials, personnel) to support improvement efforts.
- Sets high expectations for the planning process and the resulting plans.
- Assists schools in overcoming barriers to change.
- Changes operating procedures when necessary to support schools as they focus on improved student achievement.
- Submits the SIP and the state's Rubric Summary Report on disk to the LDE, if required.
- Ensures the evaluation of each required SIP is conducted by individuals who are DAT trained. Ensures the SST (DAT, SIT) remains with the school throughout exit and submission of quarterly reports or end of year, if in School Improvement.

Tips & Traps

Remember to:

- ___ Provide mini-DAT training for all School Improvement Teams (SIT) in district to include:
 1. School Improvement Plan (SIP) components and evaluation rubric
 2. Data gathering, analysis, triangulation
 3. Typing on the template
- ___ Assist SIT in conducting and finding research on research-based strategies
- ___ Assist administration, school level curriculum personnel and/or SIT leader in disaggregating data and discuss progress and focus of the SIP
- ___ Celebrate and advertise any district successes (school performance score [SPS], etc.) within community
- ___ Support SIT throughout the implementation by providing a variety of resources (time, funds, materials, personnel)

Principal Responsibilities

Planning:

- Is central to the planning process and establishes the conditions that facilitate the process.
- Collaborates with the district office and DAT (SI2 and above or SIT for SI 1), if in place, in the process of planning for school improvement.
- Establishes a planning team (SIT) of school and community leaders and serves on it.
- Provides clear instructions regarding the purpose and responsibilities of serving on the SIT.
- Reviews the school improvement materials with the SIT and with the DAT, if applicable.
- Ensures that the team accomplishes the following: gathers needed materials, sets timelines, assigns primary roles and responsibilities, creates an agenda and determines outcomes for each SIT meeting, and checks for completion of assigned tasks.
- Secures school staff commitment to implement the plan.
- Secures support for the plan from students, their families, and the community.

Tips & Traps

Remember to:

- ___ Create a preliminary vision for the School Improvement Team (SIT)
- ___ Establish SIT to include all grade levels, department/content areas, parents of students with and without disabilities, students with and without disabilities, community members, staff members (e.g., paraprofessionals, custodians, cafeteria technicians, bus drivers)
- ___ Remember diversity when forming your team (e.g., ethnicity, gender, LEP, SWD, SES, career experience)
- ___ Include district personnel (e.g., curriculum supervisor, grant writer, financial and/or budget directors) on SIT
- ___ Establish and secure days, dates, times, and locations for SIT meetings; ensure availability of all stakeholders at these times (e.g., release time, substitutes)
- ___ Provide the SIT, including district contact, a calendar of SIT meeting dates
- ___ Establish an agenda template (see **Agenda Templates and Samples** on Tools CD [SIT Meeting Agenda Template-1.doc](#), [SIT Meeting Agenda Template-2.doc](#), [Sample SIT Meeting Agenda-1.doc](#), [Sample SIT Meeting Agenda-2.doc](#))
- ___ Have all stakeholders involved in the SI process
- ___ Provide district with a reminder (e.g., call, mail, fax) and an agenda several days prior to the SIT meeting
- ___ Create role and responsibility list to share with potential team members
- ___ Establish role of each member on SIT (e.g. leader, recorder, facilitator, timekeeper, communicator[s]) (see **SIT Information Form** on Tools CD [SIT Team Information.doc](#))
- ___ Provide SIT leadership training prior to school year (e.g., decision-making, communication, meeting ground rules)
- ___ Establish term limits and rotation schedule for SIT team members (e.g., members stay for two year period, rotating each year with overlap of new and experienced SIT members)
- ___ Create guidelines for appropriate and inappropriate content regarding all SIT meetings
- ___ Determine basic data that may be reviewed monthly (e.g., attendance, tardies, placement, student achievement)

data, discipline, professional development, parental support) (see **SIT Helpful Hints** on Tools CD [SIT Meetings—Helpful Hints.doc](#))

- ___ Establish a method of reviewing implementation of strategies/activities in SIP (see **Guidance for Monthly SIT & Subcommittee Meetings Implementation of SIP**)
- ___ Review existing school-wide committees: streamline tasks/responsibilities (see **Working Smarter, Not Harder Activity** on Tools CD, [WORKING SMARTER, NOT HARDER.doc](#))
- ___ Create a reflection/evaluation of SIT meeting (see **Sample SIT Meeting Reflection/Evaluation** on Tools CD, [SIT Meeting Reflection.doc](#))
- ___ Establish responsibilities of school-wide committees with each member of the faculty serving on a committee (e.g., SWPBS, Family Involvement, Student Life, Technology, Professional Development and **Implementation Guide** on Tools CD [Guiding Questions Part I.doc](#), [Guiding Questions Part II.doc](#))

Implementation:

Tips & Traps

Remember to:

- ___ Review minutes of last meeting prior to upcoming SIT meeting
- ___ Outline an agenda for the SIT meeting (see **Agenda Templates and Samples** on Tools CD, [SIT Meeting Agenda Template-1.doc](#), [SIT Meeting Agenda Template-2.doc](#), [Sample SIT Meeting Agenda- 1.doc](#), [Sample SIT Meeting Agenda-2.doc](#))
- ___ Provide set, structured time and resources for SIT meeting
- ___ Establish a method to obtain data (e.g., student attendance, tardies, placement) for the SIT meeting (see **SIT Monthly Data Summary** on Tools CD, [SIT Monthly Data Summary.doc](#))
- ___ Establish a method to determine progress toward SIP strategies and activities (e.g., staff development, walk-through checklists, lesson plans, evaluations and surveys, grade distribution sheets) and share and discuss data on a regular basis with SIT; make adjustments as needed (see **examples and samples of Methods to Determine Progress** on Tools CD, [Feedback of School Year.doc](#), [Sample Parent Survey.doc](#), [Walk-Around Observation Form.xls](#), [Sample Faculty Survey.doc](#), [Sample Student Survey.doc](#))
- ___ Establish a method to determine the progress of school-wide committees
- ___ Monitor and support the roles and responsibilities of the SIT and make adjustments

Evaluation:

- Ensures the evaluations set forth in the Action Plan occur.
- Identifies whether or not strategies/activities are working.
- Uses data and other facts to support evaluative outcomes.
- Regularly informs the school's stakeholders about the school's progress in meeting goals and achieving objectives.
- Collaborates with the district regarding the progress of school improvement.

Tips & Traps

Remember to:

- ___ Be aware that there are evaluation sections in both the Strategy Planning Worksheet and Action Plan
- ___ Review the reflections/evaluations of the SIT meeting each month (see **SIT Meeting Reflection/Evaluation** on Tools CD, [SIT Meeting Reflection.doc](#))
- ___ Obtain feedback from district on the SIT progress
- ___ Make a list of all evaluation measures listed in SIP, making sure that quantitative data can be obtained for all involved (e.g., teacher, student, technology, and family involvement)
- ___ Review progress and feedback of school-wide committees each month
- ___ Set dates for each listed evaluation measure in SIP with time built in for analyzing (e.g., monthly, end-of-marking period, quarterly, end-of-year assessment); share with staff at beginning of the year and adhere to the set dates

School Improvement Team Responsibilities

Planning and Implementation:

- Represents the entire faculty and all other stakeholders in planning for improved student achievement. (SIT)
- Establishes a system of communication to update the school's stakeholders on the progress of improvement. (DAT/SIT)
- Shares with the faculty the progress of the planning and considers their input (SIT).
- Arranges and schedules appropriate training for school improvement planning (such as conducting the needs assessment) and disseminates information about the process to the school community. (DAT)
- Repeats the following three-step process for each SIP component: mission, needs assessment, goals, objectives, strategies, action steps, curriculum, professional development, family involvement, coordination of resources, evaluation. (DAT/SIT)
- Reads the resources relevant to each component
- Discusses the answers to the Guiding Questions
- Completes the Steps to Take.
- Completes writing the plan on the SIP Template, organizing it by the Table of Contents on the School Improvement Plan Template. (SIT)
- Encourages continued faculty commitment to implement the plan. (SIT)
- Assembles the requested attachments and places them behind the Action Plan. (SIT)
- Submits the SIP on the disk to the district, if required, complying with the directions in the template. (SIT)

Tips & Traps

Remember to:

- ___ Provide a plan to distribute minutes of SIT meeting to all stakeholders (e.g., e-mail, hard copy)
- ___ Create a system to disseminate data and information that is discussed at SIT meetings and design a process for feedback
- ___ At grade level/departmental/team meetings, provide teachers with data and have teachers analyze student data (e.g., DIBELS, report cards); create a chart showing improvement or decline
- ___ Subdivide the SIT into tasks to be completed on the SIP (see **SIT Action Plan for Activities** on Tools CD, [SIT Action Plan for Activities.doc](#))
- ___ Become familiar with budget parameters and object codes (see **Budget Object Codes** on Tools CD, [Budget Object Codes.doc](#) and **Competitive Fiscal Resources in Tools for Success** pg. 209 - 221)
- ___ SIT shares the action plan as it is being written and allows feedback from staff before final draft
- ___ Assess progress of SIP throughout the year (see **SIT Member Rating Form of SIP** on Tools CD, [SIT Member Rating Form of SIP.doc](#))
- ___ Set up end-dates indicating when each section of the plan is to be completed
- ___ Be aware of the deadlines and procedures to submit the SIP to district
- ___ Train faculty on the SIP at beginning of the year with follow-up sessions throughout the school year

- ___ SIT leader meets with principal on a regular basis prior to SIT meetings to discuss agenda, concerns, questions, suggestions, issues, needs, etc.
- ___ Assign one or two members of the SIT as the chairperson(s) of the various committees
- ___ Create a plan for committees to meet and accomplish tasks

Evaluation:

- Assesses the status of the implementation. (In the long term, evaluation measures tell the school whether or not the plan is working to improve student achievement. In the short term, evaluation measures the progress of the implementation.)
- Performs periodic reviews.
- Measures the progress/impact of implementing classroom activities/strategies and toward improving student learning.
- Checks the progress against timelines established and places a check by the date once the activity has been evaluated.
- Sustains the commitment to the SIP by:
 - Reviewing the SIP quarterly to ensure quality of decisions and to verify inclusion of all new funding sources,
 - Adapting the plan as necessary with revisions and new dates highlighted,
 - Conducting a summative annual review of the plan to make any adjustments based on new quantitative data, and
 - Communicating any revisions to the school community.
- Monitors the school community for perceptions of staff and school progress.
- Formally recognizes accomplishments and celebrates those successes.

Tips & Traps

Remember to:

- ___ Gather, study, analyze data collected on site; organize data results on user friendly formats for stakeholders (e.g., charts, graphs)
 - ___ Periodically review and evaluate the effectiveness of activities in supporting SIP strategies
 - ___ At end of assessment periods, send brief, simple surveys to parents, community members, etc. with questions regarding staff and school progress
- AND/OR
- ___ Create and conduct focus groups with stakeholders (e.g., students, parents, teachers)
 - ___ Formally recognize accomplishments and celebrate successes throughout the school year in all areas of school improvement
 - ___ Complete, review, discuss summative evaluation with all stakeholders (see **SIT End of the Year Data Summary** on Tools CD, [SIT End of the Year Data Summary.doc](#))

School Staff Responsibilities

Planning and Implementation:

- Provides timely valid feedback to the SIT.
- Carefully reviews the draft of the SIP and gives input for final draft.
- Commits to making the necessary school improvement changes called for by the SIT.
- Signs-off on Assurance of Faculty Review of School Improvement Plan in the Template.

Tips & Traps

Remember to:

- ___ Know, understand and promote the school's mission statement in instructional practices in the classroom
- ___ Review SIP to give feedback to SIT regarding SIP progress or status of activities (e.g., scheduled meetings, feedback form)
- ___ Understand individual responsibilities and committee roles in implementing strategies and activities in the SIP before signing the Assurance of Faculty Review
- ___ Be prepared to discuss individual roles in implementing activities and strategies in the SIP
- ___ Make students and parents aware of the School Improvement Plan's overarching goals
- ___ Review the research that supports the practices outlined in the SIP
- ___ Adhere to all timelines and deadlines that are identified in the SIP
- ___ Actively participate in all staff development (initial, follow-up, and job-embedded) related to school improvement
- ___ Actively participate in family involvement components of the SIP
- ___ Plan and implement classroom instructional practices based on activities and strategies listed in the SIP

Evaluation:

- Regularly reviews students' progress against projected benchmarks or milestones, classroom by classroom.
- Collaboratively evaluates students' progress by grade levels and subgroups at regular intervals.
- Periodically assesses each member's role in implementing the activities of the Action Plan.
- Appraises the school's growth and make necessary changes in curricular matters, including content, instruction and assessment.

Tips & Traps

Remember to:

- ___ Celebrate progress and success in classroom, grade level or department
- ___ Analyze classroom data in relation to the SIP goals, objectives and strategies and adjust teaching instruction accordingly
- ___ Provide feedback on SIP strategies and activities
- ___ Create and analyze pre/post assessment to measure the mastery of SIP objectives/strategies
- ___ Understand the Accountability standards in relation to SPS and how individual classrooms impact these standards