

Directions for Completing your School Improvement Plan

The following document was developed by Area 1 RESPRO staff to serve as a simplified guide for administrators and school improvement team members who **are developing a SIP for the first time**. Other detailed documents that will assist with the development of a SIP are available through ISBE and other websites; these are referenced throughout and at the end of this document.

IMPORTANT HINTS:

- Write SIP in a WORD document. WORD template available to use on the IIRC website.
- Cut and paste into IIRC plan template.
- Be sure to use the current year's template, (i.e. use the 2010 template for plans due in 2010)
- Be sure to follow your school board approval process in order to submit within the 135 days
- Superintendent or designee push the SUBMIT button upon completion in order to send document to ISBE

Note:

- If you have questions that have not been answered using this document and suggested resources, please contact your local ROE
- Please refer to the attached **Resources** document that will give you additional links to FAQ's, samples of elementary, middle school, and high school Improvement Plans, and helpful tools that will assist you in your School Improvement Planning.

School Improvement Plan Process

Targets Dates	Detailed Steps	Resources
TIMELINE (Suggested)	<ul style="list-style-type: none"> • 135 days from Day 1 (scores posted) to meet all requirements and submit to the State Board of Education • 90 days from Day 1 the plan MUST be submitted for peer review 	Where to find the information
<p>Day 1 June – Elementary/Middle Schools July - High Schools</p> <p>By day 10</p> <p>By day 30</p> <p>By day 60</p>	<p>State Assessment results posted on IWAS</p> <ul style="list-style-type: none"> • Superintendent identifies schools in status and notifies principals immediately <p>A principal begins the school improvement process by identifying school improvement team members and creating a meeting schedule. Members <i>must include</i> a cross section of teachers, parents, and other stakeholders.</p> <p>Title I schools must provide written notification to parents of their AYP status in language they can understand</p> <p>Section I-A Data and Analysis Use your SIP team to:</p> <ul style="list-style-type: none"> • Analyze report card data to identify areas of low achievement and clarify areas of weakness; • Clarify the areas of weakness as broad or narrow and whether they affect few students or many; • Analyze available data to identify goals and select strategies and activities that will improve student achievement. 	<p>www.isbe.net</p> <p>IWAS (must have school user name and password)</p> <ul style="list-style-type: none"> • “ Superintendent’s Corner” newsletter has updated information; look under <i>Student Assessment</i> heading. <p>http://www.isbe.net/nclb/htmls/Admin.htm Sample notification</p> <p>Consult SIP monitoring prompt and guidance on IIRC. (See attached “Getting Started on the IIRC”)</p> <p>Data Analysis Powerpoint.pptx</p>

	<p>Section I-B Local Assessment Data</p> <ul style="list-style-type: none"> • Include local and other assessment data (optional but required when needed to justify strategies and activities in plan) <p>Section I-C – Other Data (optional)</p> <ul style="list-style-type: none"> • Answer the prompts if they add value to your data analysis. 	<p>IIRC school template – Roadmap; Click on Section IB or use the Word Template or “Edit”</p>
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<p>By day 90</p>	<p>Section I-D Identify Key Factors:</p> <ul style="list-style-type: none"> • Use conclusions from data analysis to identify key factors for school improvement activities. (Note: All strategies and activities in the Action Plan should address the key factors.) <p>SECTION II – ACTION PLAN</p> <p>II-A: Clarify Objectives:</p> <ul style="list-style-type: none"> • Write measurable objectives (SMART goal format) to clarify all (and only) areas that need improvement for the two years of the plan. <p>II-B Student Strategies and Activities:</p> <ul style="list-style-type: none"> • Write all strategies and activities so that they are measurable and related to key factors . • Write student activities and strategies to reflect what <u>students</u> will do. (Suggestion: begin each of the student strategies with the phrase “students will...”) 	<p>Key factors <i>must be within the school’s capacity to control. Make your statements brief, clear, and to the point.</i></p> <p>See link to Sample E-Plan in “Resources”</p> <p>Note: Objectives must meet the following criteria:</p> <ul style="list-style-type: none"> ▪ State current achievement levels ▪ Identify the subgroups not making AYP ▪ Identify AYP target for each of the 2 years or Safe Harbor <p>Example: “Currently our data indicates that LEP students are not meeting AYP benchmarks or safe harbor in reading. All students and all subgroups will reach the AYP target of 85% or Safe Harbor in in the area of reading in 2011 and 92.5% in 2012”</p> <p>NOTE: all strategies and activities in Section II must be aligned to the key factors</p> <p>Sample measurable activities (See link to Sample E-Plan in “Resources”)</p>
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	<p>II-C Professional development Write all PD strategies and activities to align to specific student activities (Note: Do not include PD that does not directly relate to the objectives, strategies and activities of the School Improvement Plan)</p> <p>II-D Parent involvement</p> <ul style="list-style-type: none">• Align parent activities and strategies to specific student activities• Align timeline and resources to strategies and activities for the two-year plan. (Note: Do not list activities unless they directly support your objectives/student activities.) <p>II-E Monitoring:</p> <ul style="list-style-type: none">• Clearly identify who will oversee progress of the objectives and take responsibility for ensuring implementation of the plan• Describe the process and measures of success that will be used to assess progress during implementation of the strategies and activities <p>SECTION III Stakeholder Involvement:</p> <ul style="list-style-type: none">• Describe how stakeholders were involved in the development of the plan – <i>not just names and positions</i> <p>Teacher Mentoring Process:</p> <ul style="list-style-type: none">• Describe how the school is ensuring teachers are receiving support needed for their professional growth <p>District Responsibilities</p> <ul style="list-style-type: none">• Describe support the district will provide to ensure this plan is implemented• Schools in corrective action or restructuring must describe the actions the District is taking with the school.	<p>Tool for Alignment of Factors, Strategies, Monitoring.docx</p> <p>http://www2.colum.edu/ilpirc/ or www.illinoisparents.org</p> <p>SAMPLE E-PLAN.pdf</p> <p>SAMPLE middle school e-plan</p>
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<p>Between Day 90-135</p>	<p>State Responsibilities</p> <ul style="list-style-type: none"> • Identify state resources utilized to develop the plan (i.e. IIRC, RESPRO workshops, etc) <p>Peer Review</p> <ul style="list-style-type: none"> • Send SIP out for a peer review that is rigorous and likely to ensure the success of the school improvement plan • School Improvement Team reviews the Peer Review comments/suggestions and make changes to plan as needed. <p>School Board Approval</p> <ul style="list-style-type: none"> • The Superintendent presses the “Submit” button after Board Approval is officially received. • Include the date of School Board Approval in the Plan 	<p><i>NOTE: Peer Review Process: Recommend identifying peer review team and process prior to Day 91</i></p> <p>Have the plan reviewed by a school team with similar demographics and scores which has had success in improving student achievement, is familiar with the SIP process, and can provide you with constructive feedback for improvement.</p> <p>District Office representatives on a Peer Review Team is recommended</p> <p>Peer Review FAQ's.docx</p> <p>SAMPLE E-PLAN.pdf</p>
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Resources:

- [IIRC - Getting started.docx](#) – Step-by-step directions on getting into the IIRC, and the e-plan template
- [Literacy](#) Best Practices in Literacy K-12
- [Math](#) Best Practices in Math
- [Behavior](#) Best Practices in Behavior Management
- [E-plans FAQ's.pdf](#)
- [SIP Guide.pdf](#)
- [Tool for Alignment of Factors, Strategies, Monitoring.docx](#)
- [Timeline for Completing and Submitting your School Improvement Plan.docx](#)
- <http://www2.colum.edu/ilpirc/> - Illinois Parent Information Resource Center
- www.illinoisparents.org – Resources for families and schools to strengthen school communities
- [Parent Involvement.pdf](#)

A request to users of this online tool:

In order to make this tool as effective as possible, we would appreciate your feedback on a short, two-minute survey. Please take a little time to let us know what your experience has been with this tool and we will collect your comments to continually make improvement. Your feedback is greatly appreciated!

<http://www.surveymonkey.com/s/DZL7PFV>