



ESTABLISHING A SCHOOL IMPROVEMENT PLAN PROCEDURE (INS-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure applies to the Instructional Department and their process for facilitating and monitoring a School Improvement Plan.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Middle Schools and Assessment Research and At-Risk Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 School Improvement Plan (SIP): The SIP contains the following components:
 - 4.1.1 Component One: Collaborative Process, Data Collection and Analysis/Synthesis
 - 4.1.2 Component Two: Beliefs, Mission and Vision
 - 4.1.3 Component Three: Curricular, Instructional, Assessment, and Organizational Effectiveness
 - 4.1.4 Component Four: Action Plan Development
 - 4.1.5 Component Five: The School Improvement Plan and Process Evaluation
- 4.2 School Improvement Committee: A group composed of the school administrators, teachers, parents, business and community leaders and students who are appointed/elected.
- 4.3 Instructional Team: A group under the leadership of the Chief Academic Officer composed of district level supervisory and program coordinators who provide leadership for the Instructional Department.
- 4.4 Stakeholders: Representative group of individuals from the school's internal and external publics who have an interest in the school including parents, students, teachers, administrators, support staff, local businesses, elected officials and community citizens.

5.0 PROCEDURE:

- 5.1 A preliminary School Improvement Plan is established after a comprehensive survey of stakeholders. The major goals of the plan are based on student academic performance data.
- 5.2 Data about the school is collected and analyzed (i.e., school mission, survey of stakeholders, student and staff demographic data by total school population as well as by subgroups within the school, district mission, goals and ends indicators, student, parent and staff feedback) by the School Improvement Committee. Additional information from the Instructional Team is also used as needed.



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- 5.3 Based on the preceding analyses of the collected data, a draft action plan is developed by the School Improvement Committee to include goals, strategies, targets, and ends indicators school wide as well as by subgroups within the school.
- 5.4 The School Improvement Committee and stakeholders will review the draft of the plan and consider overall organizational capacity of the school to successfully complete the plan and meet the targets for improvement.
- 5.5 Final approval is obtained from the Chief Academic Officer and Director of Middle Schools prior to submission to the State.
- 5.6 The plan is submitted to the State Accountability Coordinator for review and approval on a biannual basis.
 - 5.6.1 All School Improvement Plans are filed at the school site and in the Instructional Department and the State Accountability Office.
- 5.7 Assessment of the plan is ongoing with modifications made as goals are achieved and as otherwise needed.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 School Improvement Plans

7.0 PERFORMANCE MEASURES:

- 7.1 None identified.

8.0 INTERACTIONS:

- 8.1 Parents, students, teachers, administrators, support staff, local businesses, elected officials, community citizens and State Accountability Coordinator.

9.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
School Improvement Plans	Instructional Department Office	5 years	Discard as Desired	Secured Building

10.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/11/03		Initial Release
12/07/04	A	Update responsibility information and 5.5, revise flowchart
4/21/05	B	Add new 4.1, renumber, add "preliminary" to 5.1, revise flowchart



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8/12/08 C Director of Educational Services changed to Director of Middle Schools in Responsibility and procedure, 4.1 Components updated, add new 7 & 8

11.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

