



Public Schools of North Carolina

Improving Schools for Students:

Using the NCDPI School Improvement
Plan Implementation Guide and
Template

February 9-11, 2010

PD Objectives

- Provide an overview of school improvement planning
- Offer detailed information about the SIP Implementation Guide
- Provide guidance on using the SIP template
- Answer your questions about the guide and template



Presentation Format

- We'll cover 3 discrete topics and provide an opportunity to ask questions about each as we go.
- Topics include: 1) general SIP information, 2) the SIP guide, 3) the SIP template
- We'll provide time for questions
- We'll be informal and as interactive as possible during the next two hours, and will follow-up by posting the presentation and written questions on-line at:
<http://www.ncpublicschools.org/councils/lea/previous/templates/>



A few words re: PD organization

- Separation into elementary, middle, and high school sessions does not affect PD content – the concepts (“guiding principles”) hold true regardless of grade level.
- K-8 and K-12 schools may wish to consider a plan for each level (K-5, 6-8, and 9-12) to allow for different goals and strategies that accommodate developmental and other age-related differences among students.





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Topic 1:

General SIP Information

General Info: Purpose of SIP

- To do what it says: improve your school...
 - ...for the benefit of the whole school community, but especially for students.
- To create FOCUS among and to CONCENTRATE the efforts of teachers, administrators, and staff on...
 - ...effective teaching and learning.
- School improvement planning is NOT about keeping a list of your day-to-day operational activities.



General Info: Purpose of SIP

- School improvement planning is NOT about complying with the law.
 - If you adhere to the guiding principles and complete the template, you WILL meet legal requirements.
- School improvement planning is NOT about building a better doorstep.
- School improvement planning is about helping your kids learn – it's just that simple!



General Info: FAQs

- Q: Do we have to use this guide in our district and/or school?
- A: No.

- Q: If we have an effective process and/or template already, can we just adopt the pieces we need or want?
- A: Yes.



General Info: FAQs

- Q: If we use the template, do we have to use it in its current state?
- A: No, you may make any needed changes you wish, though we suggest keeping all the conceptual components.
- Q: Is the guide useful even if we have our own template and process?
- A: Yes, particularly Section 3 of the guide.



General Info: FAQs

- Q: What do we have to do to comply with state law?
- A: We'll answer that question in the next section and during our template discussion.





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Topic 2:

The School Improvement Planning Implementation Guide

The SIP Guide: Purpose

- To support school improvement teams by providing information about:
 - planning requirements,
 - best practices (and the reasoning behind them), and
 - useful processes/procedures.
- To provide information in a concise, easy-to-use desk reference.



The SIP Guide: Structure and Content

- 5 sections:
 - Section 1 – Overview of school improvement planning, how the guide was developed, how to provide direct feedback (covered in Topic 1)
 - Section 2 – Legal requirements for school improvement planning
 - Section 3 – Guiding principles for school improvement
 - Section 4 – Recommended school improvement planning process
 - Section 5 – Appendices



The SIP Guide: Section 2 – Legal Requirements

- Provides detailed information regarding legal requirements as specified in NC general statutes.
- Provides statute references within the text, but much of the language comes directly from the laws.
- Areas of highest interest include:
 - SIP team composition
 - Parent representation
 - Principal's role
 - Submission and acceptance requirements
 - Waivers (allowable and not allowable)
- Includes other areas specified in the law



The SIP Guide: Section 3 – Guiding Principles

- “Best practices” approach based upon strategic planning and school improvement literature
- Lists and describes 10 best practices that will help improve the effectiveness of school plans:
 - Goal, calendar, and professional development alignment
 - Limited focus (3-5 goals, 1-3 strategies/goal – no doorstops!)
 - Structured needs assessment/self-evaluation
 - Data-driven decision-making
 - Distributed leadership
 - Effective measurement
 - Fidelity to goals and strategies
 - District-level participation



The SIP Guide: Section 4 – SIP Process

- Outlines a phased Plan-Do-Check-Act continuous improvement cycle
- Describes the activities in each phase
- Maps each phase to the guiding principles in Section 3
- Aligns to the SIP template (and the template includes mapping back to each phase in this section)



The SIP Guide: Section 5 – Appendices

- Appendix A – Federal guidelines for school improvement planning
- Appendix B – NC SBE 21st Century Goals (detail)
- Appendix C – NC Professional Development Standards
- Appendix D – NCDPI Comprehensive Needs Assessment School Level Rubric
- Appendix E - References



The SIP Guide: FAQs

- Q: Are the guiding principles useful regardless of our process or template?
- A: Yes, following the guiding principles can help your school develop a more effective school improvement plan.
- Q: Do we have to follow the process exactly as described in Section 4?
- A: No. Section 4 provides a suggested approach to the process, but feel free to make adjustments if it is appropriate to accommodate local needs.





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Topic 3:

The School Improvement Planning Template

The SIP Template: Purpose

- Support school improvement planning teams with a step-by-step process
- Ensure school improvement plans align with the guiding principles/best practices outlined in the SIP Implementation Guide



The SIP Template: Structure and Content

- 6 sections:
 - How to use this template – provides general introduction and section-by-section details.
 - Reference tabs – provides information to aid the planning process.
 - School improvement plan tabs – the school improvement plan consists of these tabs.
 - Safe schools plan – supplies the required safe schools reporting information.
 - Title I plan – offers planning documents for school-wide, targeted assistance, and school improvement schools.
 - ABCs waiver request – provides the standard form for school improvement waivers.



The SIP Template:

- The template is an Excel workbook.
 - Allows for customization
 - Allows for easy file transfers
 - Supports the continuous improvement process flow – teams don't have to remember what's next
 - Supports teams developing the plan together over a meeting or series of meetings
- An on-line version is complete, but needs a few final adjustments and testing.
- Now we'll move out of this presentation and into the template so you can see how it's designed to work.





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**For questions and/or to
provide feedback, please
contact:**

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