

This message is intended for Focus and Priority schools only.

School Improvement Plans are generally designed to define targeted work that raises the achievement of students. As best practice, School Improvement Plans should be visited often, through the process of data review and effective action planning.

As a reminder, by June 30, 2017, **all Focus and Priority schools** will need to resubmit their School Improvement Plan through the Comprehensive Planning web application. There are a few changes to the SIP that are outlined below and will need to be completed (over and above any revisions to the current plan) for the resubmission process.

You may navigate through the School Improvement Plan by either the overview page and selecting each main section and sub-section or using the yellow Compass in the top, left hand corner of the screen.

Overview Page:

School Level Planning Overview

Schoolwide Program Plan Requirements are designed to ensure a schoolwide plan is fully developed according to the requirements in section 1114 of Title 1, Part A of the Every Student Succeeds Act.

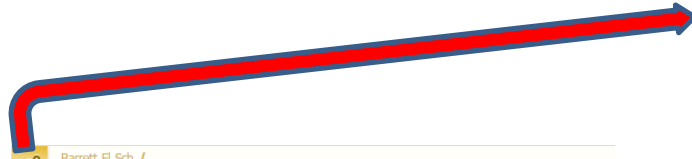
Statutory Requirements to Consider Before Developing a Schoolwide Plan

- A school participating in a schoolwide program shall use funds available to carry out this section only to supplement the amount of funds that would, in the absence of Title I, Part A funds, be made available from non-Federal sources for the school, including funds needed to provide services that are required by law for children with disabilities and English learners. [1114(a)(2)(B)]
- If appropriate and applicable, the plan shall be developed in coordination and integration with other Federal, State, and local services, resources, and programs, such as programs supported under the Every Student Succeeds Act, violence prevention programs, nutrition programs, housing programs, Head Start programs, adult education programs, career and technical education programs, and schools implementing comprehensive support and improvement activities or targeted support and improvement activities under section 1111(d). [1114(b)(5)]

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Navigating with the Compass:



Barrett El Sch / **School Level Planning Overview**

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School Profile

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Federal Programs

School Improvement

Coordination of Programs

Needs Assessment

Analyze Data

Analyze Data Overview

Data Walkthroughs

School Accomplishments

School Concerns

Analyze Systems

Systems Analysis Overview

Systems Analysis - Guiding Questions

Align Concerns with Systemic Challenges

Prioritize Systemic Challenges

School Level Plan

Manage Action Plans

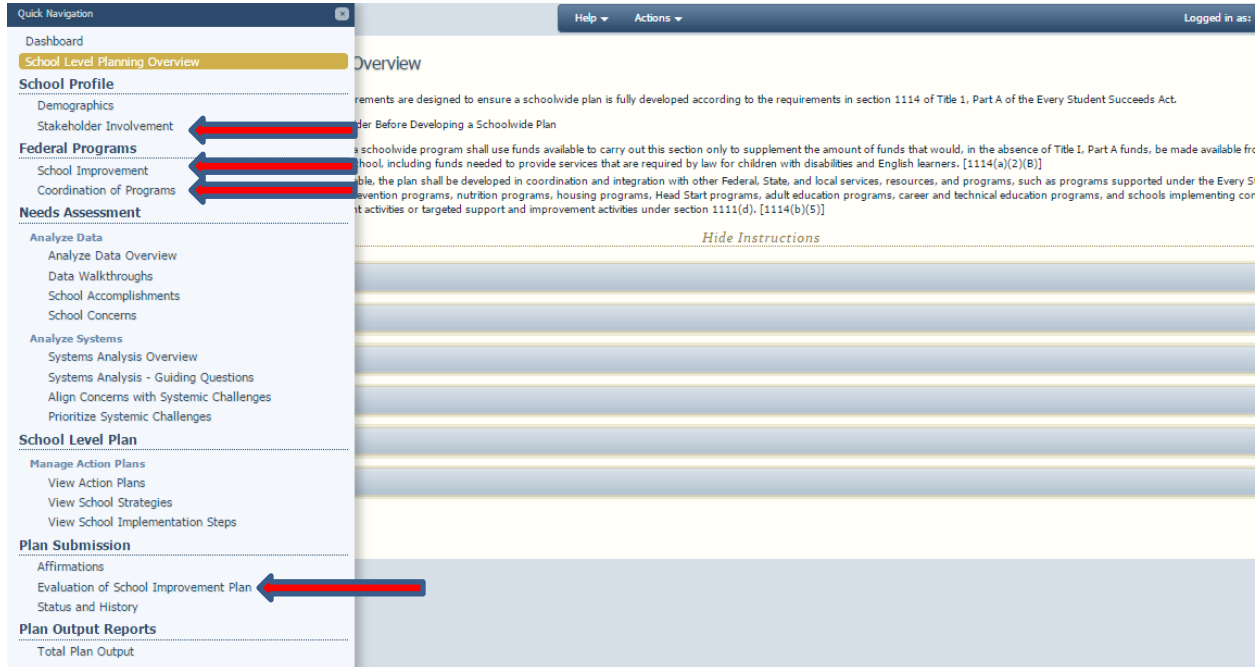
View Action Plans

View School Strategies

View School Implementation Steps

Plan Submission

The sections within the web application that will need to be completed and/or revised, over and above any revisions you have made to your plan are: 'Stakeholder Involvement', 'School Improvement', 'Coordination of Programs' (only if implementing a Title I Schoolwide Program) and the 'Evaluation of School Improvement Plan'.



The 'Stakeholder Involvement' Section should be completed prior to resubmission. Please be sure to describe the process for involving stakeholders and how their input was used to develop the School Improvement Plan. Suggested members of your planning committee are listed below.

- Building Level Administrator
- Teacher
- Parent
- Business or Community Member
- Educational Specialist
- Intermediate Unit Member (Focus Schools)
- Academic Recovery Liaison (Priority Schools)

School Level Planning Overview

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Stakeholder Involvement

Show Instructions

Stakeholder Involvement

Edit

Describe the process for involving stakeholders and how their input was used to develop the schoolwide plan.

This narrative is empty.

+ New Member

Building Principals (appointed by Board of Directors)

The 'School Improvement' section has 3 parts: Verifying Assurances 1-12, Verifying Assurance 13 and for Priority Schools, indicating a response per the completion of an evaluation with an Academic Recovery Liaison (ARL). *Focus Schools – for the Priority Schools Assurance, please select "no" for your answer.

School Level Planning Overview

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COMPREHENSIVE PLANNING Help Actions

School Improvement

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Title I Priority or Focus Schools

ASSURANCES 1 THROUGH 12 [Edit](#)

The school has verified the following Assurances:

No Assurances have been identified.

ASSURANCE 13 [Edit](#)

The school is communicating with parents regarding school improvement efforts via the following strategies:

No strategies have been identified.

Assurance for Priority Schools (Annually Updated SIP) [Edit](#)

The school has indicated the following response to indicate if it has completed an evaluation with the assistance of our Academic Recovery Liaison:

Answer: **No**

The 'Coordination of Programs' is to be completed by schools implementing a Title I Schoolwide Program. **If you are NOT implementing a Title I Schoolwide Program, you will be directed to proceed to the next section.**

School Level Planning Overview

Schoolwide Program Plan Requirements are designed to ensure a schoolwide plan is fully developed according to the requirements in section 1114 of Title 1, Part A of the Every Student Succeeds Act.

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Coordination of Programs

Show Instructions

Technical Assistance

Edit

The LEA provides guidance, technical assistance and support to schools developing schoolwide programs in the areas of needs assessment, comprehensive planning, implementation, and evaluation of schoolwide program and requirements.

Describe the technical assistance provided. Explain why it was considered high quality technical assistance.

This narrative is empty.

Supply the dates of meetings, the type or topic of assistance, and who provided the assistance.

+ New Assistance

Please click '+ New Assistance' to create your first Technical Assistance.

Student Assessment of Progress

Edit

Describe strategies or processes that have included teachers in the decisions regarding the use of academic assessments to improve the achievement of individual students and the overall instructional program.

The 'Evaluation of School Improvement Plan' section asks your school to reflect upon the past year of the School Improvement Plan to evaluate the success of the plan, indicate any continuing concerns and provide a summary of the initiatives you have revised in your plan. Please note that your responses from the past 2 years are available at the bottom of the screen and are un-editable.

School Level Planning Overview

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Evaluation of School Improvement Plan

2016-2017 Improvement Evaluation Questions



Based upon the ESEA Waiver, a school designated as Priority or Focus, will need to submit to PDE a self-evaluation of improvement plan efficacy. Priority Schools are required to have this done with the help of their ARL.

Success from the past year

Describe the success from the past year.

This narrative is empty.

Continuing areas of concern

Describe the continuing areas of concern from the past year.

This narrative is empty.

Revised Initiatives

Describe the initiatives that have been revised.



This narrative is empty.

The 'Affirmations' section defines the signatures needed for the Superintendent/CEO and Board President. These users will need to ensure they have a PDE portal account as well as Author or Planning Leader access within the web application in order to enter their signature.

Affirmations [Show Instructions](#)

I affirm the following :

[Schoolwide Strategies](#) – [Show](#)
[Title I School Assurance of Quality and Accountability](#) – [Show](#)

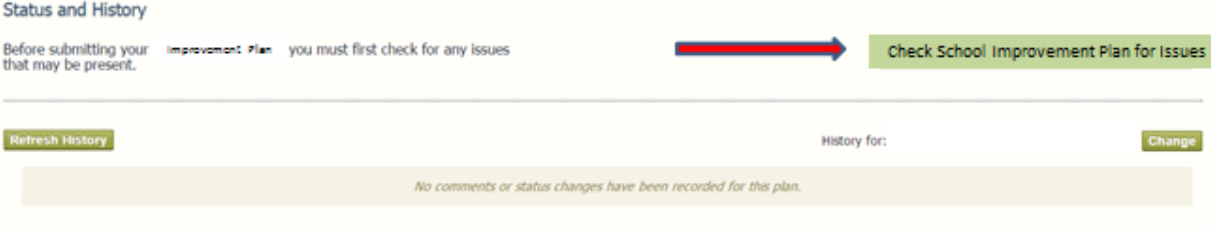
<input type="text"/>		<input type="button" value="Sign"/>
<i>Board President</i>		
<input type="text"/>		<input type="button" value="Sign"/>
<i>Superintendent/Chief Executive Officer</i>		
<input type="text"/>		<input type="button" value="Sign"/>
<i>IU Executive Director</i>		

Please proceed to the [Status and History](#) page to complete the Issues Check and Submit the plan.

After affixing signatures, a member with 'Planning Leader' access will need to select the 'Status and History' hyperlink at the bottom of the 'Affirmations' screen to be directed to the final step before submission through the web application.

Once on the 'Status and History' screen, the Planning Leader will select 'Check School Improvement Plan for Issues'. This will run a check of the entire School Improvement Plan to ensure all required areas have been completed.

Plan Submission: Status and History



In order for the 'Submit' button to appear, a member with 'Planning Leader' access should "Check School Improvement Plan for Issues".

If no issues are present, the Planning Leader will be provided with a comment box to enter optional comments to the IU Executive Director. After comments are entered (if necessary), the user will select the 'Submit' button.

Plan Submission: Status and History



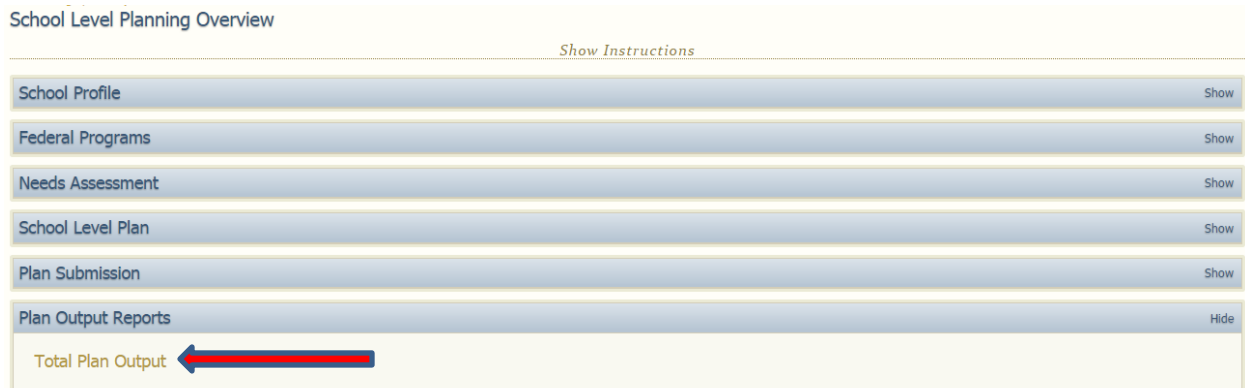
The screenshot displays a web interface for plan submission. At the top left, there is a 'Submit' button with a red arrow pointing to it. Below this is a 'Comment' section containing a rich text editor with various formatting tools. To the right of the comment area is a green 'Submit' button and a red 'Cancel' button, with a red arrow pointing to the 'Submit' button. Below the comment area, a message states: "No comments or status changes have been recorded for this plan."

After submission, the IU Executive Director will receive notification that your plan was submitted. The IU Executive Director will review the plan and approve or ask for revisions to be made. Once the plan has been approved, the IU Executive Director will enter his/her signature to the 'Affirmations' page and your school will be notified of approval. The School Improvement Plan (resubmission copy) will be archived in the system for your reference.

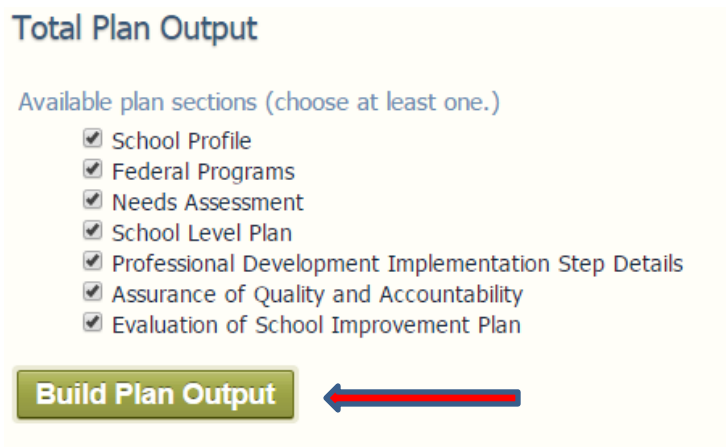
As an additional note, all Priority and Focus schools that are required to resubmit their School Improvement Plan (SIP) annually by June 30th, will need to **post their plan for 28 days** prior to submission. This public review can simply consist of running a "total plan output" report of the plan and posting the plan on your school's webpage. Posting the plan to the public for 28 days encourages parent and public involvement and allows schools to be transparent in their turnaround efforts. For directions on pulling a copy of your revised School Improvement Plan, please see below.

Directions on pulling a report of your SIP:

On the overview screen, select 'Plan Output Reports' and click on 'Total Plan Output'.



With all sections checked, click on 'Build Plan Output'.



A Microsoft Word document will be populated. From there, save the revised SIP as a PDF file and post to your school's webpage for 28 days.

If you have any questions regarding this process, please contact our PA Planning Support Team by emailing paplanning@caiu.org or calling 717-732-8403. You may also visit our wikispace by going to <http://compplanning.wiki.caiu.org/> for additional resources regarding this update.

Thank you,
PA Planning Team
paplanning@caiu.org
717-732-8403