

School Improvement Plan Template

(This is a working document. You must complete the School Improvement Plan online.)

The following are the step-by-step instructions for completing and submitting the **School Improvement Plan**.

1. Review your institution information.
2. Complete the Vision, Mission, and Belief Statements for your institution.
3. Review your institution's current goals. If necessary, click on "Manage Goals" to update the goals.
4. Review the profile of resource usage associated with this plan.
5. Enter the list of Stakeholders who contributed to this SIP report and answer some related follow-up questions.
6. Review the Statement of Non-Discrimination and provide associated contact information.
7. Respond to each of the report Conclusion questions.
8. Enter any desired Report Comments. Note that while the Report Comments will be viewable by the District reviewers of the report, they are NOT displayed in the final SIP report.
9. Submit the report.

Introduction

The Michigan Department of Education, Office of School Improvement has developed a series of documents and tools that are designed to assist schools in the creation and use of an **Action Portfolio** that will guide and inform the school's Continuous School Improvement Planning Process.

The **Action Portfolio** begins with the **Michigan School Improvement Framework (MSIF)**. The Framework was designed to:

- Provide schools and districts with a comprehensive framework that describes the elements of effective schools.
- Provide schools and districts in our state with a common way of describing the processes and protocols of practice of effective schools.
- Give direction to, support, and enhance the school improvement planning process.

The School Improvement Framework **Rubrics** assess the framework at the benchmark level, and provide a continuum of practice that allows buildings to identify gaps that exist between where they are in their current practice and where they want to be. The rubrics also include the EdYES! Performance Indicators that schools must use for their annual self-assessment.

The **Comprehensive Needs Assessment (CNA)** is another tool that has been developed as a part of the **Action Portfolio**. This process examines building demographics, system

processes and protocols of practices, instructional program, and disaggregated student academic achievement data, so that the following questions can be answered:

- Who do we serve?
- How do we do business?
- Where are we now?
- Where do we want to be?
- What and where are the gaps?
- What is/are the root cause(s) for the gaps?
- How will we get to where we want to be?
- How will we evaluate our efforts and progress?

The CNA will help a school align these system challenges with the student achievement goals the school will establish. Ensuring that your systems are aligned with the elements of effective schools, to support your instructional program goals and objectives, is the first step to establishing the continuous school improvement process.

The **School Improvement Plan (SIP)** has been designed to provide schools and districts with a common planning template that addresses student learning and system needs that have been identified through the schools' Comprehensive Needs Assessment. It has also been designed to address any federal, state and locally required elements that must be contained in a School Improvement Plan.

The School Improvement Framework, Rubrics, CNA, and the School Improvement Planning template were developed as a comprehensive and continuous process that can provide schools and districts with a way to look at and discuss internal systems and assess where the school is, in relationship to these elements of effective schools.

Copies of these documents can be obtained on the web at:

www.mi.gov/schoolimprovement

Institution Information

Please review your institution's information below. This information is imported from the Educational Entity Master annually prior to the reporting period. Please access the Educational Entity Master to update your institution information if necessary (<http://cepi.state.mi.us/eem/>).

School Name:	
District:	
Public/Non-Public:	
Grades:	
School Code Number:	
Country:	
State/Province:	
City:	

Vision

Please provide your institution's Vision, Mission, and Belief statements below.

Vision Statement

A statement that describes what the institution hopes to be doing in the future. A vision statement is a clear description of the components and characteristics of the system that will be needed to deliver the mission of the organization.

Mission Statement

A statement developed in concert with all stakeholders that creates a clear and focused statement of purpose and function. The mission statement identifies the priorities and educational beliefs of the institution with regard to what is to be developed within its students. The mission statement provides direction for the staff and the parameters for decision-making.

Beliefs Statement

Beliefs are core values or guiding principles that drive an institution's every day actions. They are powerful determinants of the quality of an institution. State fundamental bedrock convictions, values of the institution, guide the fundamental decision-making.



Goals

Below is the list of all current goals for your institution. To view or manage the details of the goals for your institution, please click on **Manage Goals**.

The Goals section of the District Improvement Plan can only be approved when the Objective, Strategy and Activity screens are complete and all locked strategies are unlocked.

Once all of the above steps are completed in Manage Goals, click the “Approved” button at the bottom of the Goals screen. This will move the goal and all related objectives, strategies, and activities into the DIP as approved.

Please note that only Approved goals will be shown in the final District Improvement Plan.

****Use Manage Goals Template to complete this section offline****

Resource Profile

The table below is a summary report that lists the fiscal resources needed to support the goals included in this plan. This information comes from the fiscal resource information you provided in the Activity section of Manage Goals.

As you construct your activities to support strategies, you will be asked what resources will be needed, including the funding source and amount.

Funding Source	Planned Amount	Actual Amount

Stakeholders

List the names, positions and e-mail addresses of the stakeholders (staff, parents, community/business members and, as appropriate, students) who were involved in the planning, design, monitoring, and evaluation of this plan.

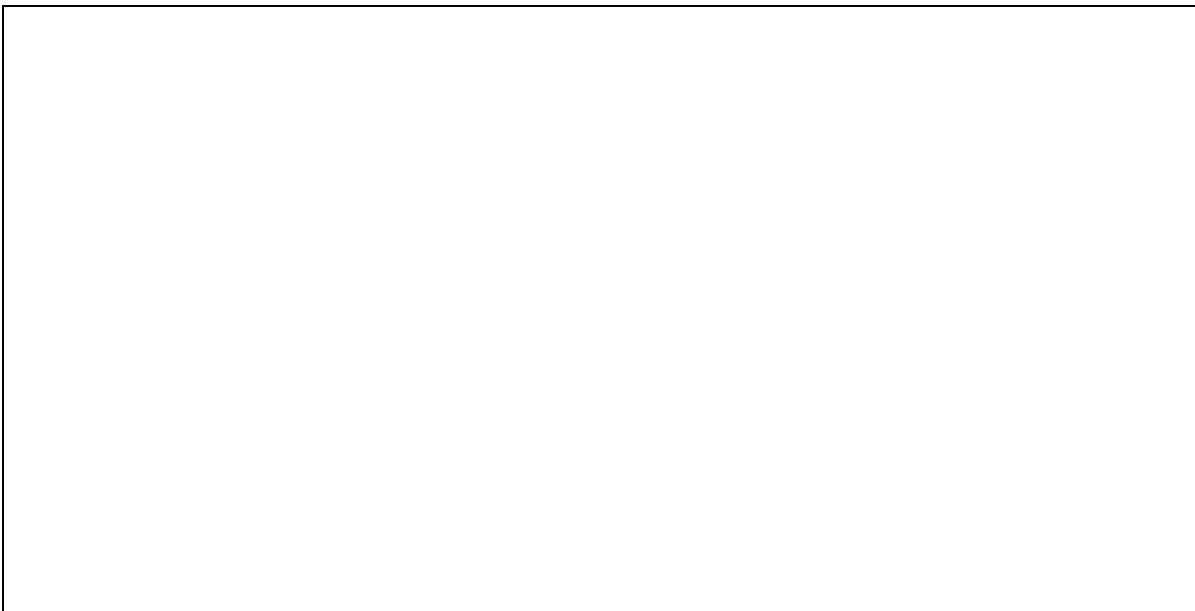
	Stakeholder Info	Stakeholder Info	Stakeholder Info
Title:			
First Name:			
Last Name:			
Position:			
E-mail:			

1. Describe how all stakeholders are involved in the planning, design, monitoring and evaluation of this institution improvement plan.

2. Describe how decisions about curriculum, instruction and assessment are made at this institution, and how all stakeholders are involved in the process.



3. Describe how institution and student information and progress will be shared with all stakeholders in a language that they can understand.



Non-Discrimination

Statement of Non-Discrimination

Federal Office for Civil Rights

The institution complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of this institution that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability shall be subjected to discrimination in any program, service or activity for which the institution is responsible, or for which it receives financial assistance from the U.S. Department of Education.

Contact Information

Institutions are required to designate an employee to coordinate efforts to comply with and carry out non-discrimination responsibilities.

Position of Contact:	
Address:	
Telephone Number:	

References

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- The Americans with Disabilities Act of 1990
- Elliott-Larsen prohibits discrimination against religion

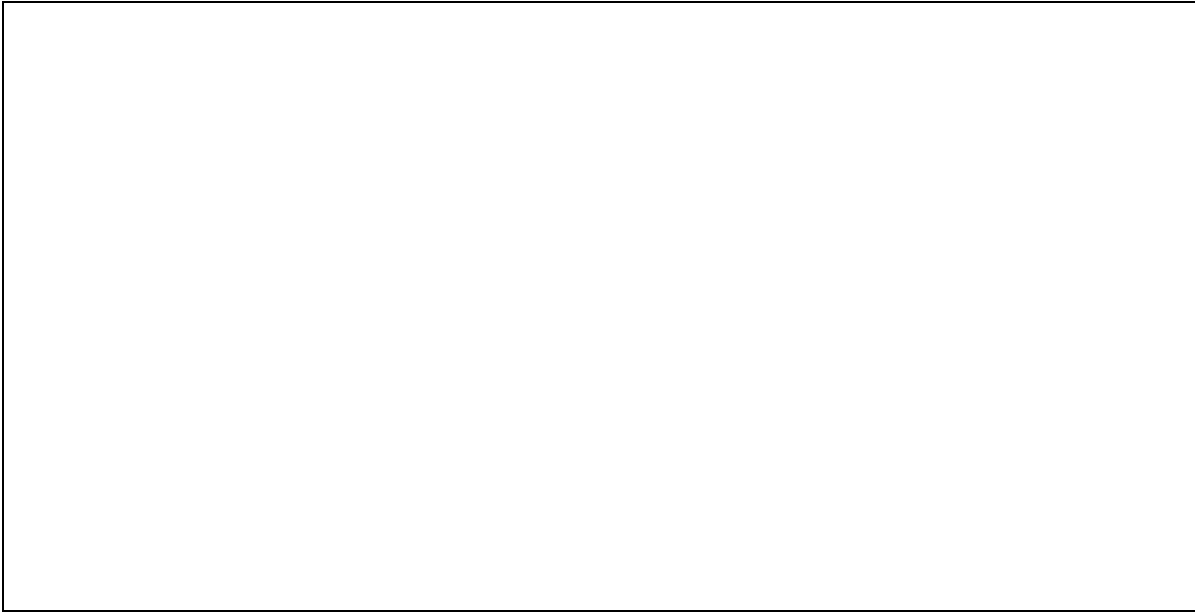
Conclusion

Please provide responses to each of the questions below. Click the **Edit** button to enable each field for entry.

1. What Professional Learning activities will you need to provide to support the successful implementation of this school improvement plan?

2. How has the institution integrated its available fiscal resources to support this school improvement plan?

3. How has the institution assessed the need for and integrated the use of technology to support this school improvement plan?



Report Comments

Listed below are any comments entered by the submitting institution or by the reviewer regarding this School Improvement Plan. While all comments are viewable by both the submitter and the reviewer, they are NOT included in the final School Improvement Plan report.

If you are the reviewer of the report and must Return it to the institution for revisions, please note that at least one comment must be entered before the return will be allowed.