

DIRECTIONS FOR COMPLETING THREE-YEAR SCHOOL IMPROVEMENT PLANS

Your three-year school improvement plan is due to the Office of School Improvement in the Department of Education 60 business days after the completion of your Academic Review. The division superintendent and the local school board must approve your plan. (see 8 VAC 20-131-310.F.-G.)

For guidance in developing your school improvement plan, visit the OSI web page:

<http://www.pen.k12.va.us/VDOE/SchoolImprovement/>

Scroll down to “School Improvement Planning.”

Using the Three-year School Improvement Plan Format

You may use the template for the School Improvement Plan (SIP) at the OSI website. **You must use the cover sheet and include the SOA/NCLB checklist found at <http://www.pen.k12.va.us/VDOE/SchoolImprovement/supportteams.html>**

Scroll to “School Improvement Planning Resources for School Support Team members.”

When using this template, duplicate the second page and complete one of these pages for each goal in your plan. Fill in all appropriate cells in the table, adding additional rows to accommodate additional information. *Leave the OCTOBER 1 STATUS column of the table blank.* This will be submitted on or before October 1 next school year. Complete the cover page and the checklist. After approval by the division superintendent and local school board, submit the plan, the completed coversheet, and the completed checklist to Marsha Owens, Office of School Improvement, in the Department of Education. The plan may be transmitted electronically to Marsha.Owens@doe.virginia.gov. When sending plans by e-mail, put “School Improvement Plan” on the subject line. A signed cover page (original or copy) must be mailed to Marsha Owens or faxed to the OSI office at 804-786-9763.

You may use your own locally developed format or any other format for developing the three-year school improvement plan, but the requirements listed above for the cover sheet, checklist, and submission must be followed.

THREE-YEAR SCHOOL IMPROVEMENT PLAN
(8 VAC 20-131-310.F; 8 VAC 20-131-310.G)

School Improvement Plan for the Period _____

School Name: _____

Targeted Academic Area(s):

School Number: _____

Division: _____

Grade Levels Served: _____

Amount of Time in School Day Devoted to Instruction in the Four Core
Academic Areas: _____
(8 VAC 20-131-310.G.3)

Plan Developed with Assistance from (check all that apply):
(8 VAC 20-131-310.F.1.)

- Teachers
- Building Administrators
- Central Office Administrators
- Parents
- Community Members
- Students
- Other (specify): _____

Description of Data Reviewed Supporting Need for Improvement
in Each Warned Area:

Waiver(s) Needed and Request(s) Attached (check one):
(8 VAC 20-131-310.G.8.)

- Yes
- No

Date Approved by Local School Board/Superintendent: _____
(8 VAC 20-131-310.F.3.)

Superintendent Signature

Principal Signature

Three-Year School Improvement Plan

A Description of How the School will Meet the Provisional Accreditation Benchmarks, or the Requirements to be Fully Accredited,
for Each of the Years Covered by the Plan
(8 VAC 20-131-310.G.1)

Goal Statement: To improve communication and relations between school, home, and community

Objective: To increase quantity and quality of communications, relationships, and involvement of parents and community with the school

Specific measures of student achievement that will be taken throughout the school year(s) and used to monitor academic improvement over time (8 VAC 20 – 131-310.G.2):

Types of Assessments	Frequency of Measures and Data Collection	Evidence/Data to be Collected

ADD ROWS AS NEEDED TO ACCOMMODATE NUMBER OF ASSESSMENT TOOLS

Strategies and/or Action Steps	8 VAC 20-131-310 Code (place x by any that apply)	Projected Time Frame	Person (s) Responsible	Financial Resources Needed (estimate amount and cite sources) G.9	Other Resources Needed	Evidence of Implementation of the Strategy	OCTOBER 1 STATUS (If not implemented according to projected time frame, provide explanation.)
STRATEGY: Promote parental and community involvement		2006-2009	Administration Faculty & Staff	General Supply Funds			
Action Step #1: Open House		Week prior to opening of school	Administration Faculty & Staff	General Supply Funds		Attendance – record of participation	Completed
Action Step #2: Back to School Bash		Sept 2006 & 2007	Administration Faculty & Staff PTO	PTO Funds		Funds generated	Completed
Action Step #3: Exploratory Expo		November of each year	Administration Faculty & Staff	General Supply Funds		Attendance – Program	Will occur on November 24, 2008
Action Step #4: Career Day		May of each school year	Administration Faculty & Staff	General Supply Funds	Community presenters	Schedule participation – news article	Will occur in May or June 2009

Strategies and/or Action Steps	8 VAC 20-131-310 Code (place x by any that apply)	Projected Time Frame	Person (s) Responsible	Financial Resources Needed (estimate amount and cite sources) G.9	Other Resources Needed	Evidence of Implementation of the Strategy	OCTOBER 1 STATUS (If not implemented according to projected time frame, provide explanation.)
Action Step #5: Extracurricular activities		Throughout school year	Administration Faculty & Staff Coaches Sponsors	General Supply Funds	Transportation & Equipment	Funds generated – schedules – participation fees	In progress – will continue throughout school year
Action Step #6: Parent/Teacher Organization		Four times per year	Administration Faculty & Staff PTO	General Supply Funds		Membership – Meetings	Meeting dates: November 24, 2008 December 11, 2008 April 21, 2009
STRATEGY: Promote communication between home, school and community		2006-2009	Administration Faculty & Staff	General Supply Funds			
Action Step #1: Provide student handbook/planner		Beginning of school year	Administration	General Supply Funds		Student handbooks/planners	Completed
Action Step #2: School-wide letters and team newsletters		Throughout school year	Administration Faculty & Staff	General Supply Funds		Newsletter – archive collection	In progress – will continue throughout school year
Action Step #3: School & faculty websites		Throughout school year	Administration Faculty & Staff	General Supply Funds		Websites	Regularly updated – in progress
Action Step #4: Increase telephone contacts		Throughout school year	Administration Faculty & Staff	General Supply Funds		Telephone logs	In progress
Action Step #5: Increase contributions to news media		Throughout school year	Administration Faculty & Staff	General Supply Funds		Published photos/ articles Radio broadcasts	In progress
Action Step #6: Student postcards		Beginning of school year	Administration Faculty & Staff	General Supply Funds		Postcards purchased	Completed

Strategies and/or Action Steps	8 VAC 20-131-310 Code (place x by any that apply)	Projected Time Frame	Person (s) Responsible	Financial Resources Needed (estimate amount and cite sources) G.9	Other Resources Needed	Evidence of Implementation of the Strategy	OCTOBER 1 STATUS (If not implemented according to projected time frame, provide explanation.)
Action Step #7: Provide midterm and end of term progress reports to parents		Every 4 ½ weeks	All teachers	None	None	Midterm progress reports Report cards	In progress
Action Step #8: School marquee		Fall 2007	Administration Faculty & Staff PTO	General Supply Funds PTO Funds	Installation of marquee	Marquee installed	Completed
Action Step #9: Promote use of Parent Connect		2007-2009	Administration Faculty & Staff	None	None	User report	In progress
Action Step #10: Promote school activities through community businesses and churches		2008-2009	Honeycutt, Blevins, Keener, King	None	None	Fliers posted in businesses and churches	In progress
STRATEGY: Improve building communication		2006-2009	Administration Faculty & Staff	General Supply Funds			
Action Step #1: Daily correspondence between office and faculty/staff		Daily throughout school year	Administration Faculty & Staff	General Supply Funds		Daily memos, email, voice mail	In progress
Action Step #2: Building Leadership Team		Monthly or as needed throughout school year	Administration Faculty & Staff	General Supply Funds		Agenda & Minutes	Team selected – first meeting TBA
Action Step #3: Professional & classified roundtable representatives		Monthly throughout school year	Administration Faculty & Staff	General Supply Funds		Agenda & Minutes	In progress

Strategies and/or Action Steps	8 VAC 20-131-310 Code (place x by any that apply)	Projected Time Frame	Person (s) Responsible	Financial Resources Needed (estimate amount and cite sources) G.9	Other Resources Needed	Evidence of Implementation of the Strategy	OCTOBER 1 STATUS (If not implemented according to projected time frame, provide explanation.)
Action Step #4: Monthly faculty meetings		Monthly throughout school year	Administration Faculty & Staff	General Supply Funds		Agenda & Minutes	In progress

ADD ROWS AS NEEDED TO ACCOMMODATE NUMBER OF STRATEGIES AND/OR APPROPRIATE NUMBER OF ACTION STEPS

