

## **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](mailto: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 2011 – 2014

School Name: **Dublin Middle**

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:** Communications between school, home, and community will increase by 2%.

**Objective:** To increase communications, improve relationships, and encourage involvement of parents and community with the school

**Comprehensive Plan Reference:** Partnering with Parents and Community; Goal statements: 2.1e, 5.1c, and 5.1d.

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):

<b>Types of Assessments</b>	<b>Frequency of Measures and Data Collection</b>	<b>Evidence/Data to be Collected</b>
Schedules, minutes, attendance information	Various school activities, PTO, parent-teacher conferences/contacts	Scheduled events, attendance, newsletters/papers, school and district web sites, student postcards and planners

**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	<b>OCTOBER 1 STATUS</b> (If not implemented according to projected time frame, provide explanation.)
STRATEGY: Promote parental and community involvement		2011 – 2014	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 August 2011
Action Step #2: 6 <sup>th</sup> Grade Pool Party		August 2011 - 2014	PCPC Administration Faculty & Staff	None		Attendance	Completed August 2011

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	<b>OCTOBER 1 STATUS</b> (If not implemented according to projected time frame, provide explanation.)
Action Step #3: Exploratory Expo/CTE Month		February of each school year	CTE Faculty Administration	General Supply Funds		Announcements, displays, ads, posters, etc.	Planning
Action Step #4: Reality Day		October of each school year	Chamber of Commerce 4-H Extension Agents Administration Faculty & Staff	General Supply Funds/Central Office	Community leaders and volunteers	Student attendance and participation	Completed October 2011
Action Step #5: Extracurricular activities/School clubs		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		Two times per year	Administration Faculty & Staff PTO	General Supply Funds		Membership – meetings	Meeting dates: December & May
Action Step #7: Music in Our Schools/Youth Art Month		March of each school year	Flint, Riddle, White	General Supply Funds		Concerts, displays, Artist of the Month	Planning
STRATEGY: Promote communication between home, school and community		2011 – 2014	Administration Faculty & Staff	General Supply Funds			
Action Step #1: Provide student handbook/planner		Beginning of school year	Community sponsors Administration	Sponsor donations General Supply Funds		Student handbooks/planners	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	<b>OCTOBER 1 STATUS</b> (If not implemented according to projected time frame, provide explanation.)
Action Step #2: School-wide letters and team newsletters, school newspaper		Throughout school year	Administration Faculty & Staff Students	General Supply Funds		Newsletters/newspapers – archive collection	In progress – will continue throughout school year
Action Step #3: School & faculty websites Superintendent's blog		Throughout school year	Administration Faculty & Staff	General Supply Funds		Websites Superintendent's blog	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 Southwest Times Education Page	In progress
Action Step #6: Student postcards		Beginning of school year	Administration Faculty & Staff	General Supply Funds		Postcards purchased and mailed	Completed
Action Step #7: School Reach messaging system		Periodically throughout school year	Administration	None	Central Office support	Call logs	In progress
Action Step #8: 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 #9: Parent – Teacher Conferences		Two times throughout school year	Administration Faculty & Staff	None	None	Conference schedule	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	<b>OCTOBER 1 STATUS</b> (If not implemented according to projected time frame, provide explanation.)
Action Step #10: School marquee/current information		Throughout school year	Administration Faculty & Staff	General Supply Funds		Marquee installed Posted displays are timely and current	In progress
Action Step #11: Promote use of Parent Portal		2011 – 2014	Administration Faculty & Staff	None	None	User report	In progress
Action Step #12: Informational magnets		2011 – 2014	Administration Office Staff	General Supply Funds	None	Magnets produced	Completed for 2011
Action Step #13: Positive Referral Program		2011 – 2014	Administration Faculty & Staff	General Supply Funds	None	Number of referrals	In progress
<b>STRATEGY:</b> Improve building communication		2011 – 2014	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: PLC Leadership Team		Monthly or as needed throughout school year	Administration Faculty & Staff	General Supply Funds		Agenda & minutes	In progress
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 <b>x</b> 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	<b>OCTOBER 1 STATUS</b> (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
Action Step #5: Weekly PLC meetings		Weekly throughout school year	Administration Faculty & Staff	General Supply Funds		Agenda & minutes	In progress
Action Step #6: Social Committee		Throughout school year	Administration Faculty & Staff	Faculty Dues		Scheduled events	In progress

