

# Veterans Park Elementary School IMPROVEMENT PLANNING POLICY

## **I. PLAN DEVELOPMENT AND REVISION**

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A. Each school year the Council will use the planning process recommended by the Kentucky Department of Education to revise the School Improvement Plan using the following five steps:

### **1. STEP 1**

- a. The Council (or designated committee) will make plans for the analysis of our testing results and any needs assessment activities that need to be scheduled. Work groups will be designated and a timetable for completion and reporting to the Council will be developed.
- b. Designated work groups will conduct needs assessments as necessary on school function and operation using Kentucky's Standards and Indicators for School Improvement (SISI) document and the program review findings and report the findings to the Council.

### **2. STEP 2**

- a. Designated work groups will analyze testing and program review results, including but not limited to information on performance levels of all students tested and students disaggregated by race, gender, disability, and participation in the federal free and reduced price lunch program, and report findings to the Council.
- b. With input from stakeholders, the Council will use findings from the various work groups to support continuation of work on existing priority needs (if necessary) and to identify new priority needs (if any).
- c. The Council will identify component team leaders and members.

### **3. STEP 3**

- a. Component teams will identify the causes that created the needs using the new data, the Indicators from the SISI, and staff knowledge of school function and operation.
- b. Component teams will set goals for removing the needs, and measurable objectives that will show that the strategies are being implemented and progress is being made in student performance.
- c. Component teams will develop strategies for reaching each objective including identifying responsible groups or individuals, developing timetables and identifying needed funding to implement the strategies.

- d. Component teams will develop a clear and concise written plan to communicate their work using the format designated in board policy (or if the board has not chosen a format, one selected by the Council).

#### **4. STEP 4**

- a. The Council will obtain widespread input and feedback on the entire School Improvement Plan from stakeholders (including but not limited to a public meeting) and suggest revisions to the component teams if necessary.
- b. The Council will make funding adjustments to the plan if necessary and communicate those adjustments to the component teams.

#### **5. STEP 5**

- a. The Council will adopt the final plan and submit it to the district.

### **II. ADDRESSING ACHIEVEMENT GAPS**

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- A. Each year our planning will include revising the School Improvement Plan to address substantive achievement gaps, using these steps:
  - 1. The Council will identify substantive gaps (if any) and work with the superintendent to set targets for reducing each substantive gap including revising (if necessary) our long-term time schedule for eliminating all the substantive gaps.
  - 2. Following the steps in the first section of this policy, the Council will revise the School Improvement Plan, including any revisions to our gap time schedule, to fully support reducing identified substantive gaps.

### **III. IMPLEMENTATION AND IMPACT OF THE IMPROVEMENT PLAN**

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- A. To make sure the School Improvement Plan is on track and making a difference, the Council will:
  - 1. Review the data from the Implementation and Impact Checks in March, June and September each year during regularly scheduled Council meetings. Any needed adjustments to keep the School Improvement Plan on track will be identified and those adjustments will be related to the appropriate component managers by the principal.
  - 2. Stay informed about the School Improvement Plan progress by receiving information at each regularly scheduled meeting by one of the following means:
    - a. Full Implementation and Impact Check.
    - b. Report from one component team on progress.
    - c. Information on last month, this month, next month's activities for all components.