



School Improvement Plan Checklist

North Lawrence Community Schools

Name of School _____

The purpose of this checklist is to assist each School Improvement Team (SIT) with the minimal components of the school improvement plan and to provide a timeline for completion.

Each section of the PL221 document is listed below in bold numbers. Additionally, the subheading categories are listed by capital letters. Once a section is completed, indicate the date of revision and completion. Also, next to each item, please indicate the page number(s) where that section appears in your P.L.221 document. This process will assist your team in determining that all components are included in the plan and have been revised.

Carefully read each section of the P.L.221 document. Assess each section of the document to determine where changes need to be made. Some sections will have minor changes while others will have more significant modifications. You might consider making the **heading in bold font** and the *subheadings italicized*.

All PL221 documents are now posted on the NLCS web site located at:
<http://www.nlcs.k12.in.us/pl221docs/index.htm>

If you need assistance or have questions regarding data analysis, CAPE grant expectations, or general formatting issues, please calls 277-2777.

___ (1) Introduction

Date revised: _____ **Date completed:** _____

___ (A) *Narrative description of the school, the community, and the educational programs.*

___ (B) *Description and location of the curriculum*

___ (C) *Titles and descriptions of assessment instruments to be used in addition to Indiana statewide testing for educational progress plus (ISTEP+)*

___ (2) Mission, Vision, and Beliefs

Date revised: _____ **Date completed:** _____

Take a look at your mission, vision, and beliefs and determine if they are *all in alignment with your current school reform initiative*, i.e. C.L.A.S.S., Middle School Concept, NCA or Teachers as Leaders Model.

___ **Mission**

___ **Vision**

___ **Beliefs**

___ (3) Summary of Data

Date revised: _____ **Date completed:** _____

Collect and analyze a variety of data sources once ISTEP+ scores are received in March. Of course, you may want to include any data sources prior to receiving ISTEP+ scores. Use the following address to copy data from IDEANet:

<http://ideanet.doe.state.in.us/htmls/education.html>

Click [Data for one School or one School Corporation in Indiana](#) and this link will take you to your school data.

___ (A) *Data, including graphs, from the annual performance report. Delete old charts and graphs and make room for new charts and graphs.*

___ (B) *Data related to performance indicators other than those included in the annual performance report.*

___ (C) *Other information about educational programming and the learning environment.*

___ (D) *Summarizing the data – once data has been collected and analyzed, summarize your findings in layman’s terms.*

___ (4) Conclusions about the Current Educational Program

Date revised: _____ **Date completed:** _____

Once the data is collected, make conclusions (summaries) about the data. The weighted and unweighted data analysis section would be included in this section. This section also describes the current educational programming that was derived from an assessment of the current status of educational programming, including the following:

___ (A) *Information about how the school’s curriculum supports the achievement of Indiana academic standards.*

___ (B) *Information about how the school’s instructional strategies support the achievement of Indiana academic standards. Include information about how new reform initiative assists with this task.*

___ (C) *Analysis of student achievement based on ISTEP+ and other assessment strategies*

___ (D) *Parental participation in the school*

___ (E) *Technology as a learning tool – (Insert related components of the three-year technology plan here)*

___ (F) *Safe and disciplined learning environment*

___ (G) *Professional development – list past professional development activities here*

___ (5) Student Achievement Objectives

Date revised: _____ **Date completed:** _____

___ (A) *Attendance Rates Objectives*

___ (B) *Percentage of students meeting academic standards under the ISTEP+ program*
Assess last year’s student Achievement Objectives and determine progress made toward achieving these objectives. Revise the objectives based on this past performance and modify based on future expectations. This section is derived from an assessment of the current status of educational programming and should include the following:

___ (C) *High school only, Graduation Rate Objectives*

For both items (B) and (C) above, please use data from the 2001-2002 school year since the P.L.221 document is due May 1, 2003 and current data will not be available.

___ **(6) Specific areas where improvement is needed immediately**

Date revised: _____ **Date completed:** _____

Based on the current data and progress made toward accomplishing your objectives from last year, identify the target areas where improvement is needed right away.

___ **(7) Benchmarks**

Date revised: _____ **Date completed:** _____

A benchmark determines the progress that specifies how and to what extent the school expects to make continuous improvement in all areas of the education system.

___ **(8) Academic honors diploma and Core 40**

Date revised: _____ **Date completed:** _____

___ (A) Provisions to offer courses that allow all students to become eligible to earn the academic honors diploma.

___ (B) Provisions to encourage all students to earn an academic honors diploma or complete the Core 40 curriculum

___ **(9) Proposed interventions based on school improvement goals.**

Date revised: _____ **Date completed:** _____

List the "Best Practice" strategies that will accomplish the stated objectives in section 5 above.

___ **(10) Professional development**

Date revised: _____ **Date completed:** _____

This section is coordinated with proposed interventions and supports sustainable school improvement efforts. Please insert State Professional Development Plan here. You may find a copy at <http://ideanet.doe.state.in.us/pl221/welcome.html>
Download the Word file located under: [Professional Development Grant Application and Template](#). You might consider including this entire application in the PL221 document. At this point, it is the same form as last year.

___ **(11) Statutes and rules to be waived (optional)**

Date revised: _____ **Date completed:** _____

___ **(12) Three-Year Timeline for Implementation - Action Plan**

Date revised: _____ **Date completed:** _____

___ Three (3) year time line for implementation, review, and revision. Essentially, this section is a brief summary of the target objectives, benchmarks that will measure progress toward achieving the established achievement, attendance rate and graduation rate objectives, and the means to evaluate progress, including the professional development plans and proposed interventions.