Distric & School Improvement
2 Steps for districts │ 5 Steps for Schools

2 Steps for Districts that Receive Title I, Part A Allocations

Districts exit step 1 or 2 of school improvement once they meet AYP goals for 2 years in a row.

**Step 1** │ District action items — improvement plan, tech support from OSPI, notification

Develop or revise your district improvement plan within 3 months of identification.

- **Cover a 2-year period** that commences with the following school year.
  - Include families, the community and staff in its creation and revision.
- If your district needs extra assistance, **request technical support** from OSPI

**Components of Your District Improvement Plan**

- Identify the teaching and learning needs of the district's school(s). Focus on the needs of low-achieving students.
- Develop measurable achievement goals and targets for each student subgroup.
- Build strategies grounded in scientifically-based research that will strengthen instruction in core academic subjects.
- Program student learning activities before school, after school, during the summer and during any extension of the school year.
- Identify high-quality professional development (PD) for instructional staff designed to improve instruction — set aside 10% of your allocation toward PD designed to improve instruction at the school level as a way to address why the district is now in improvement.
- Build strategies to promote effective parental involvement in the district's schools.
- Explain why the existing plan did not raise student achievement.

**Notify All Parents/Guardians**

- District has not met adequate yearly progress (AYP) goals and has entered step 1.
- Notification communications must include written communication that explains why the district has entered step 2 and how parents can help to improve student achievement.
District & School Improvement
2 Steps for districts │ 5 Steps for Schools

Step 1 | Checklist for OSPI with districts in step 1 — technical support
Provide technical assistance with the development of the district’s improvement plan, IF the district makes the request.
- Due within 3 months of identification.
- Cover a 2-year period that commences with the upcoming school year.
- Families, the community and staff should be engaged during the creation or revision of the district improvement plan.

Step 2 | District action items — improvement plan, professional development, notification
Districts exit step 1 or 2 of school improvement once they meet AYP goals for 2 years in a row.

District Improvement Plan
Implement your district improvement plan with the beginning of the school year that follows identification.
- If your district is working with OSPI, make sure your implementation aligns with the specific strategies and activities that arose from this technical assistance.

Set Asides
Mandatory for Title I, Part A schools and districts in a step of improvement.

Notify All Parents/Guardians
- District has not met adequate yearly progress goals this year and has entered step 2 of a district improvement program.
- Notification must include written communication — paper, email or both — that explains why the district has entered step 2 and what actions the district will take to implement the improvement plan.
- Tell parents/guardians how they can help to improve student achievement.
- Let families, the community and staff know they have a right to participate in the development of the school improvement plan and any changes that follow. Distribute the plan and open a channel for public comment.
District & School Improvement
2 Steps for districts | 5 Steps for Schools

**Step 2** | Checklist for OSPI with districts in step 2 — technical support, corrective action
Continue to provide technical support, **IF** the district requests assistance.

Take at least one of the these corrective actions — consistent with state law. The state could also authorize public school choice.

- **Defer program funds** or reduce the district’s allocation for administration.
- **Provide new curricula.** Base this new curricula on state and local content and the state’s academic standards. Make sure district implementation is effective and comprehensive. Deliver scientifically research-based professional development for all relevant staff.
5 Steps for Schools that Operate Title I, Part A Programs

Schools exit any step of school improvement once they meet AYP goals for 2 years in a row.

**Step 1** | Checklist for districts with schools in step 1 — tech support, set-aside, professional development, public school choice (PSC)
- Provide technical support to schools in improvement.
- Provide a program of professional development for school staff.

**Set Asides**
Mandatory for Title I, Part A schools and districts in a step of improvement.

**Step 1** | School action items — improvement plan, set-aside, professional development, notification

Develop or revise your school improvement plan within 3 months of identification. Cover a 2-year period that commences with the following school year. Include families, the community and staff in its creation and revision process.

**Notify Parents/Guardians**
- School has entered step 1 in a program of school improvement.
- Let families, the community and staff know they have a right to participate in the development of the school improvement plan and any changes that follow. Distribute the plan and open a channel for public comment.
- Offer public school choice (PSC). Let parents/guardians know that they can send their student to a public school within the district that is making AYP. If all district schools are in a step of improvement, let parents/guardians know that — within their district — there are no public schools making adequate yearly progress.

**Set Asides**
Mandatory for Title I, Part A schools and districts in a step of improvement.
2 Steps for districts | 5 Steps for Schools

**Step 2** | Checklist for districts with schools in step 2 — tech support, set-aside, notification, PSC, supplemental education services (SES)

- Continue **technical support** to schools.
- Continue program of **professional development** for school staff.
- Continue **public school choice**. Continue to pay for transportation. Give priority to the children whose families qualify as low income and who rank as lowest-achieving.

Begin supplemental education services (SES). Give priority to the children whose families qualify as low income and who rank as lowest-achieving.

**Set Asides**
Mandatory for Title I, Part A schools and districts in a step of improvement.

**Notify Parents/Guardians**
- School has entered step 2 in a program of school improvement.
- Let families, the community and staff know they have a right to participate should the need arise to make changes to the school improvement plan. Distribute the plan and open a channel for public comment.
- Continue to offer PSC
- Offer SES to parents/guardians. Let parents/guardians know that they are allowed to choose one of these options. If the parent/guardian chooses SES, let them know they are the one who selects the SES provider.

**Step 2** | School action items — improvement plan in operation, professional development

Implement your school improvement plan.

**Set Asides**
Mandatory for Title I, Part A schools and districts in a step of improvement.
**Step 3** | Checklist for districts with schools in step 3 — corrective action, internal restructure, notification + public comment, tech support, PD, PSC, SES

**Select corrective action** for schools in step 3 — replace specific school staff, change curricula and provide professional development, decrease management authority, consult with an outside expert on your school improvement plan, and extend the school day or year

**Provide technical support** to school boards/councils that must implement a plan for corrective action. Continue program of professional development for school staff.

**Notify Parents/Guardians**
- School has moved to step 3 in a program of school improvement.
- Let families, the community and staff know that the school improvement plan now includes corrective action. Distribute the plan and **open a channel for public comment**. Make sure families, the community and staff understand they have a right to participate in the development of this plan and any changes that follow.
- Continue to offer PSC and SES to parents/guardians. They are allowed to **choose one of these options**. If the parent/guardian chooses SES, let them know they are the one who selects the SES provider. Watch this page — we’ll post the list of **OSPI-approved providers** early August.

**Set Asides**
Mandatory for Title I, Part A schools and districts in a step of improvement.

**Step 3** | School action items — corrective action, professional development

Begin corrective action.
- Revise school improvement plan to include corrective action — within 90 days of entering step 3. Make sure you explain how corrective action will lead to student success on the state assessments

**Set Asides**
Mandatory for Title I, Part A schools and districts in a step of improvement.
District & School Improvement
2 Steps for districts │ 5 Steps for Schools

Step 4 | Checklist for districts with schools in step 4 — plan for restructuring + public comment, PD, notification, PSC, SES

Develop a plan for restructuring schools in step 4. Restructuring must begin in the following school year — even for schools entering step 5.

- Select one — reopen school as a charter, replace all or most staff including principal, other major restructuring.

Continue technical support to schools.

- Tech support must emphasize 1) pedagogy grounded in scientifically-based research, and 2) the importance of data as teachers integrate instructional strategies proven to improve student performance.

Continue program of professional development for school staff.

Notify Parents/Guardians

- School has moved to step 4 in a program of school improvement.
- Let families, the community and staff know that a plan for restructuring the school is now in development. Distribute the plan and open a channel for public comment. Make sure families, the community and staff understand they have a right to participate in the development of this plan, and any changes that follow.
- Continue to offer PSC and SES to parents/guardians. They are allowed to choose one of these options. If the parent/guardian chooses SES, let them know that they are the one who selects the SES provider. Watch this page — we’ll post the list of OSPI-approved providers early August.

Set Asides
Mandatory for Title I, Part A schools and districts in a step of improvement.

Step 4 | School action items — restructure plan, professional development, work with district Prepare for restructured school operation. Continue to apply 10% of the Title I, Part A funds your school receives toward professional development.

Work with district on student achievement — 1) pedagogy grounded in scientifically-based research, and 2) the importance of data as teachers integrate instructional strategies proven to improve student performance.
District & School Improvement

2 Steps for districts | 5 Steps for Schools

Set Asides
Mandatory for Title I, Part A schools and districts in a step of improvement.

Step 5 | Checklist for districts with schools in step 5 — restructuring

Restructuring
A school in step 5 operates as a restructured organization.

Notify Parents/Guardians
- School has moved to step 5 in a program of school improvement.
- School has been restructured according to the plan developed in step 4.
- Let families, the community and staff know that if the need for changes to the plan arise, they have a right to participate.
- Continue to offer PSC and SES to parents/guardians. They are allowed to choose one of these options. If the parent/guardian chooses SES, let them know that they are the one who selects the SES provider. Watch this page — we’ll post the list of OSPI-approved providers early August.

Set Asides
Mandatory for Title I, Part A schools and districts in a step of improvement.

Step 5 | School action items — restructured operation

Restructuring
Schools in step 5 operate as restructured organizations.

Set Asides
Mandatory for Title I, Part A schools and districts in a step of improvement.