**2015-2016 Student and School Success Action Plan
 Pacing Guide and Timelines**

The School Leadership Team should continually update their Student and School Success Action Plan as part of the school’s comprehensive, continuous school improvement process. Coaching comments and guidance will be provided throughout the year by the Leadership School coach. The primary goals of the Leadership Team should be to create quality, workable implementation plans, and to facilitate collaboration to ensure meaningful input from the school Leadership Team and staff.

**Requirements**: At all times, schools must have a minimum of one active indicator within each Turnaround Principle, with priority given to the Expected Indicators. Once an Expected Indicator has been fully implemented and evidence has been provided, the team selects another Expected Indicator within the Turnaround Principle so that there is an active Expected Indicator in each Student and School Success Principle at all times. Once all of the Expected Indicators within a Turnaround Principle have been fully-implemented, schools are to select an indicator from the general pool of indicators associated to that Turnaround Principle.
*-For a table of Expected Indicators by Turnaround Principle:* [CLICK HERE](http://www.k12.wa.us/StudentAndSchoolSuccess/ActionPlanMaterials/IndistarExpectedIndicatorsSchoolsandDistricts.pdf)
-All *Newly Identified Schools & Continuing Schools: refer to our Action Planning Handbook*: [START HERE](http://www.k12.wa.us/StudentAndSchoolSuccess/ActionPlanHandbook.aspx)

**Active Indicators**: indicators that are assessed, addressed with S.M.A.R.T. goals and assigned tasks, and are moving through the implementation stages.
*-For a rubric to develop/assess the quality of S.M.A.R.T. goals/objectives:* [CLICK HERE](http://www.k12.wa.us/StudentAndSchoolSuccess/ActionPlanMaterials/SMARTGoalRubric.pdf)

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| A**ction DATE:** | **PRIORITY & FOCUS SCHOOL LEADERSHIP TEAMS** | **DISTRICT LEADERSHIP TEAMS** | **SCHOOLS COORDINATING TITLE I SCHOOLWIDE PLAN IN CONJUNCTION WITH ACTION PLAN** |
| **7/1/15 forward** | * i-Grants for Priority and Focus Schools are available.
* Communicate with Success Coach. Plan instructional services for 15-16 S.Y.
 | ***DISTRICTS ADDRESSING INDICATORS FOR THE FIRST TIME:*** *For those indicators that are not yet fully-implemented (and are therefore assessed as either “no” or “limited” development/implementation), districts are asked to indicate the current level of development/implementation of the Indicator as prompted by the tool when assessing an Indicator as such. The expectation is that in the 2015-2016 school year, the district will develop an objective and task(s) sufficient to achieve full implementation of the Indicator by May 2016.* * Continuing Districts log into Indistar using district WAD login and WA password
* Review district feedback/action plan review (continuing districts) (Review Progress Tab)
 | * Become familiar with existing content or expected content in Indistar upload folders.
* Use the *Title I, Part A Schoolwide Component and Corresponding Indistar® Indicators* Guide to Assess Title I Expected Indicators first.
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| **Aug.-Sept. 2015** | * Convene leadership teams.
* Log in to Indistar using school login and password
* Edit/update team members in Indistar.
* Review current data
* Access (Docs and Links) and administer the Current Level of Development (CLD) tool
* Plan roles and responsibilities.
* Continuing schools: decide if Indistar Action Plan Indicators need to be “spotlighted” (using the Spotlight Tool) or Archived (contact OSSS/Indistar Steward). Begin Assessing or editing goals and tasks. Use the SMART GOAL rubric to envision the end in mind.
* Newly Identified Schools: Use the CLD tool and the SMART GOAL rubric to Assess indicators, draft SMART GOALs and tasks.
 | * Convene leadership teams.
* Log in to Indistar using district WAD login and WA password
* Edit/update team members in Indistar.
* Review current data
* Access (Docs and Links) and administer the Current Level of Development (CLD) tool
* Plan roles and responsibilities.
* Continuing districts: Begin Assessing Indicators, and/or editing goals and tasks.
* Newly Identified Districts: Use the CLD tool to Assess indicators, create SMART GOALs and tasks. Contact OSSS regarding assistance in merging current DIP in Indistar
* Plan for regular monitoring of Indistar DIP
 | * Plan for regular monitoring of Indistar SIP.
* Use the *Title I, Part A Schoolwide Component and Corresponding Indistar® Indicators* Guide to Assess Title I Expected Indicators first.
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| **Sept. –Oct. 2015** | * Teams attend Fall ESD Outreaches
* Begin Assessing 17 Expected Indicators
* Begin Creating SMART Goals and tasks (use the SMART Goal rubric)
 | * Teams attend Fall ESD Outreaches
* Begin Assessing 14 Expected Indicators
* Begin Creating SMART Goals and tasks (use the SMART Goal rubric)
 | * Use the *Title I, Part A Schoolwide Component and Corresponding Indistar® Indicators* Guide to Assess Title I Expected Indicators first.
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| **Oct. 30 Submission** | **A. ALL: Ensure at least one active Expected Indicator within each of the 7 Turnaround Principles is present at all times. Continue implementation of indicators currently in plan. B. ALL: Click the “SUBMIT” button for the “10/30/15 Plan Submission” on the “Forms/ Reports” tab on the Indistar Dashboard.** | **District Evidence of Principle 1 (*(Provide Strong Leadership)* uploaded into “Document Upload folder” in Indistar.****Strongly Suggested: Assess Current Level of Development for 14 district indicators****Click the “SUBMIT” button for the P1 letter in Submit Forms tab** | Plan for Monitoring integrated action plan components in Indistar. See Student and School Success Action Planning Handbook |
| **Nov. 19** | **School Leadership Coaches issue first “Coaches’ Critique” of School Indistar Action plan** |  |  |
| **02/28/15 Submission** | **A. ALL: Continue implementation of indicators currently in plan through the Monitor Phase of Indistar. Ensure at least one active Expected Indicator within each of the 7 Turnaround Principles is present at all times. B. ALL: Click the “SUBMIT” button for the “2/28/16 Plan Submission” on the “Required Reports” tab on the Indistar Dashboard.****C. ALL: Review/reflect upon the monthly Coaching Comments provided by your school coach** | **-Action Planning**-Districts should be working on assessing, planning, and fully implementing, as well as uploading supplemental evidence for each the District-Level Indicators into the appropriate folder into the “Document Upload” feature on their Indistar dashboard.For districts in a step of AYP improvement please see the Central Office Handbook at the link:<http://www.indistar.org/app/DashboardDocs/Integrating%20ESEA-AYP%20Plans.docx> | **B. ALL: Ensure that all Components on the “*Title I Schoolwide and/or Targeted Assistance Plan Required Checklist of Evidence/Actions*” webform have been addressed, supplemental evidence has been uploaded, and the form has been submitted by clicking the “Save and Send for Review” button at the bottom of the webform.****For schools in a step of AYP improvement please** *refer to the “Integrating Title I Schoolwide Plan” section of the Action Planning Handbook:* [CLICK HERE](http://www.k12.wa.us/StudentAndSchoolSuccess/pubdocs/OSPIAction-PlanningHandbook.pdf#TitleI)*-For instructions explaining how to upload materials to Indistar:*[CLICK HERE](http://www.k12.wa.us/StudentAndSchoolSuccess/ActionPlanMaterials/HowToCreatefolders.pdf) |
| **March 20** | **School Leadership Coaches issue 2nd “Coaches’ Critique” of School Indistar Action plan** |  |  |
| **05/30/16****Submission** | **A. ALL: Continue implementation of indicators currently in plan through the Monitor Phase of Indistar. Ensure at least one active Expected Indicator within each of the 7 Turnaround Principles is present at all times. Continue implementation of indicators currently in plan.** Once all of the Expected Indicators within a Turnaround Principle have been fully-implemented, schools are to select an indicator from the general pool of indicators associated to that Turnaround Principle.**B. ALL: Click the “SUBMIT” button for the “5/30/16 Plan Submission” on the “Required Reports” tab on the Indistar Dashboard.C. Review/reflect upon the monthly Coaching Comments provided by your school coach.** | **A. Ensure all 14 District Indicators have been Monitored and/or are fully implemented.**Those Indicators assessed as “fully implemented” are to have supplemental evidence supporting the Indicator uploaded to the corresponding folder in the district’s “Document Upload” (filing cabinet) feature on the dashboard of their Indistar® account. *-For suggested research-based practices for each Indicator, as well as examples of sample evidence, refer to the “*[Current Level of Development (CLD) Guidance for District-Level Expected Indicators”.](http://www.k12.wa.us/StudentAndSchoolSuccess/pubdocs/CLDDistrict.pdf) *- For instructions conveying how to access the District-level Indicators and upload supplemental evidence,* [click here](http://www.k12.wa.us/StudentAndSchoolSuccess/ActionPlanMaterials/HowtoAccessDistrictLevelExpectedIndicators.pdf)*.* **B. Click the “SUBMIT” button for the “5/30/16 Plan Submission” on the “Required Reports” tab on the Indistar Dashboard***-For instructions explaining how to submit your plan on Indistar:* [CLICK HERE](http://www.k12.wa.us/StudentAndSchoolSuccess/ActionPlanMaterials/HowtosubmityourPlan.pdf) | **A. ALL: Schools must annually evaluate the implementation of, and results achieved by, the schoolwide program and determine program effectiveness in increasing student achievement.**Schools are to upload their evaluation of the effectiveness of their schoolwide program in the “Title I Schoolwide Plan – Ongoing Evaluation” folder on the Indistar dashboard.*-For instructions explaining how to upload materials to Indistar:*[CLICK HERE](http://www.k12.wa.us/StudentAndSchoolSuccess/ActionPlanMaterials/HowToCreatefolders.pdf) |
| **June 10** | **School Leadership Coaches issue third “Coaches’ Critique” of School Indistar Action plan** |  |  |

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| **May 30, 2015** | -School End-of-Year Plan submitted in Indistar-District Plan submitted in Indistar |
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