



SCHOOL IMPROVEMENT GUIDELINES

Statutory Reference	Statutory Provision	NCSd SIT Requirement
<p>115C-105.27 (a)</p> <p>Composition of School Leadership Team</p>	<p>Principal, representatives of APs, instructional personnel, instructional support personnel & TAs, and parents of children enrolled in the school constitute a school improvement team</p>	<p>Ensure membership composed of:</p> <ul style="list-style-type: none"> - Principal - Teacher - Parent - Instructional support - TA - SHAC representative* <p><i>*NCSd does not have APs and will have a member of the SHAC to support school safety planning.</i></p>
	<p>Representatives of school-based members must be elected by their respective groups by secret ballot.</p>	<p>Electronic forms will be distributed by group for voting.</p>
	<p>Parents are elected by the parents of children enrolled in the school. The election is conducted by the PTO; if none exist, then by the largest organization of parents formed for that purpose.</p>	<p>NCSd does not have a PTO. Parent representatives will be elected by secret ballot at family ASL class.</p>
	<p>SLT members in the “parent” seats must not be members of the building-level staff.</p>	<p>Ensure no parents are building level staff.</p>
	<p>SLT meetings must be held at times convenient to parents, so as to “assure substantial parent participation.”</p>	<p>Meetings will be scheduled in conjunction with the school calendar and dismissal times.</p>
<p>115C-105.27 (a1)</p> <p>Open Meeting Requirements</p>	<p>SLT meetings must be open to the public, with the exception of deliberations on school safety plans.</p>	<p>Post SIT meeting schedule and location on school website, in parent communication, and in main office area.</p> <p>The team is not required to allow for public comment at these meetings, but can allow time for public feedback as agreed upon by the team.</p>

<p>115C-105.27 (a1)</p> <p>Safety Plan Requirements</p>	<p>Deliberations on school safety plans must be done in closed meetings.</p>	<p>Schedule closed meeting for discussions on school safety.</p>
<p>115C-105.27 (a2)</p> <p>Public Records Requirements</p>	<p>A SIP is public record, except for the school safety component.</p>	<p>Post SIT meeting schedule date, time, and location on the school website, in parent communication, and in main office area.</p>
	<p>The SIP must be posted on the school's website.</p>	<p>Post SIT meeting minutes on the school website within 7 days.</p>
	<p>Names of SIT members, their positions, and date of election must be posted on the school website</p>	<p>Post SIT membership information on the school's website.</p>
<p>115C-105.27 (b)</p> <p>Data Driven School Improvement Plan Requirements</p>	<p>This section describes in detail what must be included in the SIP. In general:</p> <p>The SIP must take into account the annual performance goal for the school set by the NC State Board of Ed, and the goals set out in the mission statement for the public schools adopted by the SBE</p>	<p>NCSD, as a DPI school with unique special education enrollment, does not have an annual performance goal.</p> <p>SIT will develop an alternative accountability model, based on DPI Accountability guidance.</p>
	<p>To the greatest extent possible, be data driven.</p>	
	<p>SLTs must use EVAAS (or a comparable, compatible system approved by the SBE) to:</p> <ul style="list-style-type: none"> • analyze student data and ID root causes for problems; • determine actions to address such problems; and • appropriately place students in courses such as Algebra I. <p>SIPs must contain clear, unambiguous targets, explicit indicators and actual measures, and expeditious time frames for meeting the measurement standards</p>	<p>Class sizes at NCSD and testing groups are such that EVAAS data is not populated.</p> <p>The SIT will use NWEA MAPS data, standardized test scores, formative achievement data, and other data sources to produce SMART goals.</p>
<p>115C-105.27 (b)(1)–(8)</p> <p>Strategy Requirements</p>	<p>The statute sets forth 8 strategies for improving student</p>	

	performance that must be in the SIP.	
115C-105.27 (b) (1) Staff Development Fund Requirements	Must include a plan for the use of staff development funds made available to the school by the local BOE to implement the SIP. May provide that part of these funds are to be used for mentor trainings, release time and substitute teachers while mentors and teacher-mentees are meeting together.	NCS D is funded through appropriations and does not have access to local funds. School leadership with the SIT will apply for Title II federal funds annually. The SIT will develop a plan for the use of Title II funds.
115C-105.27 (b) (2) Safety & Discipline Plan Requirements	Must include a plan to address school safety and discipline concerns.	The SIT and the SHAC will work collaboratively to develop a comprehensive school safety plan. The SIT and BHT will work collaboratively to develop a comprehensive school discipline plan. <i>*As a residential school with 3 shifts of staff, collaboration in school safety across departments is critical.</i>
115C-105.27 (b) (3) State Fund Requirements	May include a decision to use state funds in accordance with the statute that permits budget flexibility.	Appropriations will be budgeted in accordance with the SIP
115C-105.27 (b) (4) Instructional Practice Requirements	Must include a plan that specifies the effective instructional practices and methods to be used to improve the academic performance of students identified as at risk of academic failure or at risk of dropping out	The SIP will recognize the unique needs of Deaf learners, developing a language rich instructional plan that focuses on catch up growth.
115C-105.27 (b) (5) Waiver Requirements	May include requests for waivers of laws or SBE policies. Waivers must meet statutory requirements.	Work with leadership to complete any necessary waivers.
115C-105.27 (b) (6) Duty Free Lunch Requirements	Must include a plan to provide a duty-free lunch period for every teacher on a daily basis or as otherwise approved by the SIP.	Collaborate with leadership to provide a duty free lunch
115C-105.27 (b) (7)	Must include a plan to provide duty-free instructional planning	Work with leadership to develop a plan to provide duty-

<p>Duty Free Instructional Planning Time Requirements</p>	<p>time for every teacher under G.S. §115C-301.1, with the goal of providing an average of at least 5 hours of planning time a week.</p> <p>[Note that the statute referenced provides that all classroom teachers are to be provided duty-free instructional planning time during regular student contact hours, to the extent that the safety and proper supervision of student may allow.]</p>	<p>free instructional planning time for every teacher, with the goal of providing an average of at least 5 hours of planning time a week.</p> <p>Ensure that duty-free instructional planning time for every teacher takes place during regular student contact hours, to the extent that the safety and proper supervision of student may allow</p>
<p>115C-105.27 (b) (8)</p> <p>Redundant Reporting Requirements</p>	<p>Shall include a plan to identify and eliminate unnecessary and redundant reporting requirements for teachers and, to the extent practicable, streamline the school's reporting system and procedures, including requiring forms and reports to be in electronic form when possible and incorporating relevant documents into the student accessible components of the Instructional Improvement System.</p>	<p>Review reporting for efficiency and revise procedures as necessary.</p>
<p>115C-105.27 (c)</p> <p>School Improvement Plan Approval</p>	<p>Approval at the school level</p> <p>Principal presents the plan to all principals, APs, instructional personnel, instructional support personnel and TAs for review and vote.</p>	<p>Principal presents School Improvement Plan to staff for review and vote.</p>
	<p>Vote is by secret ballot.</p>	<p>Principal to hold a secret ballot voting for approval of SIP by academic staff.</p>
	<p>SIP goes to BOE only if approved by a majority of the staff who voted on the plan.</p>	<p>The Advisory Council* will vote to pass the SIP once a majority staff vote is obtained.</p> <p><i>*NCSD has an Advisory Council, by statute, in lieu of a BOE</i></p>
<p>115C-105.27 (c1)</p>	<p>The superintendent reviews the safety components of the SIP</p>	<p>The Principal presents the safety plan to the School</p>

Safety & Discipline Plan Requirements	and makes written recommendations to the BOE.	Director, who makes recommendations to the Advisory Council.
	The BOE reviews the safety components in closed session	
	The BOE must make findings on the safety components.	
	Safety components and the BOE's findings are not to be included in BOE minutes	
115C-105.27 (d) School Improvement Plan Adoption Requirements	Adoption of the Plan by the BOE <ul style="list-style-type: none"> ● BOE accepts or rejects the SIP. ● If the BOE accepts an SIP, it may not make any substantive changes in it. ● If the BOE rejects an SIP, it must give the specific reasons for doing so. ● If an SIP is rejected, the SLT prepares another one and goes through the same approval process. ● If no SIP is approved by the BOE within 60 days after being submitted for the first time, the school or BOE may request to use the dispute resolution process adopted by the SBE. ● If a request is made, both school and BOE must participate in the process. ● If no such request is made, the BOE may develop a SIP for the school. 	Policy will be shared with the Advisory Council.
115C-105.27 (e) School Improvement Plan Duration Requirements	SIPs remain in effect for two years, but a SIT may amend an SIP as often as necessary or appropriate.	Post amendments to the School Improvement Plan on school website, within 7 days.
	If any part of an SIP becomes unlawful or if the BOE finds it is impeding student performance, the BOE may vacate the relevant portion of the plan and direct the school to revise it	
115C-105.27 (f) Duplicative Plan	If the BOE finds that an SIP adequately covers another plan that the district is required to prepare, the district is not	

	required to prepare an additional plan	
115C-105.27 (g) Notification of Violations or Concerns Requirements	Any employee, parent, or other interested party or organization, is encouraged to notify the principal of concerns about whether the school has complied with these requirements. The same parties may also submit in writing to the superintendent concerns about whether the school has complied with these requirements. The superintendent shall make a good-faith effort to investigate the concern. If requested, the superintendent shall provide a written response to the concern	The Director shall respond in writing within 48 hours of receipt.
115C-105.37A (a1-2) School Improvement Plan	The school improvement team at the school shall review its school improvement plan to ensure consistency with the district plan. They must be reviewed and approved by the State Board of Education.	Principal submits approved (by staff and SIT vote) School Improvement Plan to School Director. The Director submits plan to Advisory Council for approval and submission to State Board for review.