



**Shelton School District**  
INSPIRE | CHALLENGE | EMPOWER

## **ADMINISTRATIVE PROCEDURES**

No. 2005P  
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### **INSTRUCTION**

#### **School Improvement Plan Common Format**

##### **Table of Contents**

##### **1. Cover Sheet**

- School Name
- Plan Years (e.g. 2011 through 2014)
- School Improvement Planning Team Names (update annually)
- District and Building Mission Statements

##### **2. Analysis of Data**

- Describe Washington State Assessment data over time
- Describe other significant data points and progress (e.g. easyCBM, SRI, Math Benchmark Assessments, Attendance, Discipline)
- Describe clearly how these data drive goals below

##### **3. School Improvement Goals**

- Based upon student achievement and other data (including equity factors such as gender, race, ethnicity, culture, language, and physical and mental ability)
- Goals in Reading, Math, and other indicators as required by No Child Left Behind (NCLB)
- Other goals based upon building initiatives, including safe and supportive learning environments
- Goals to be SMART
  - S**pecific
  - M**easurable
  - A**ttainable
  - R**elated to Student Achievement
  - T**ime Bound

##### **4. Targeted Action Plans**

Aligned to School Board Goals and updated annually based on evidence of impact.

- *GOAL 1 Reading Achievement*  
All students who have attended the Shelton School District for at least two years will read at grade level by the end of the third grade.
- *GOAL 2 Math Achievement*

Shelton School District math scores will improve every year at every grade level.

- **GOAL 3 *Graduation Rate***  
The graduation rate will improve every year, overall and for all groups of students identifiable by ethnicity or economic status.

## **5. Professional Development Calendar**

- Include copy of Title II PD calendar and other training plans (e.g. staff meetings, early release days)

## **6. Appendix**

- Building Technology Plan
- Family/Community Involvement Plan

## **References**

- ❖ Shelton School District Policy No. 2005 “School Improvement Plans”
- ❖ Shelton School District Strategic Plan
- ❖ OSPI School Improvement Process Guide
- ❖ Nine Characteristics of High Performing Schools
- ❖ Title I Schoolwide Requirements (if applicable)