

Continuous Improvement Webinar Series

How to Use the School Improvement Plan Template

To make the School Improvement Plan (SIP) work, follow these steps:

1. Build a Team

- Involve Everyone:** Include teachers, staff, parents, students, and community members.
- Assign Tasks:** Give each person a clear job, like collecting data or sharing updates.

2. Communicate Clearly

- Hold Meetings:** Talk about goals, progress, and problems at parent or community meetings.
- Share Updates:** Use newsletters, websites, or posters. Write in simple words.
- Ask for Ideas:** Use surveys or suggestion boxes to hear what others think.

3. Find Needs

- Look at Data:** Check student grades, attendance, and other records.
- Spot Gaps:** Find where help is needed most, for certain groups of students.

4. Set Simple Goals

- Make SMARTIE Goals:** Goals should be clear, fair, focused, and measure the hoped for improvements.

5. Plan Actions

- Choose Proven Methods:** Pick steps that are known to work. Focus on helping students who need it most.

6. Show the Plan

- Post Goals:** Put the plan on boards or screens where people can see it.
- Focus on Equity:** Show how the plan helps all students.

7. Work Together

- Involve Everyone:** Let families, staff, and students help make decisions.
- Celebrate Wins:** Thank people for their work with events or posts online.

8. Check Progress

- Track Results:** Review how the plan is working.
- Make Changes:** Fix what does not work as you go.

