

**A. PRINCIPLES**

Principals, assistant principals, teachers, and other instructional staff at each school are responsible for designing and implementing strategies to reach the educational goals of the Transylvania County Board of Education (the “board”). Input from the school community, including parents, students, and representatives from businesses and other agencies, is critical in developing an educational program that will meet the needs of the students and the community.

The board affirms the General Assembly’s belief that all children can learn and that the mission of public schools is to challenge, with high expectations, each child to learn, achieve, and fulfill his or her potential.

Accordingly, the board has established in its policies its vision, standards, and means of accountability for the educational program. The superintendent shall provide guidance and establish any other standards necessary for effective implementation of the board’s policies. Principals shall lead each school in implementing the policies. The school improvement plan is one tool that school administrators should use to draw upon the creativity and innovation of the staff and the community. This plan, in its two parts, should identify the school’s efforts to improve student performance and reach the educational goals of the board.

**B. PART ONE OF THE SCHOOL IMPROVEMENT PLAN: STATE PROGRAM FOR SCHOOL-BASED MANAGEMENT AND ACCOUNTABILITY**

The board endorses the principles set forth by the State Board of Education that all children need to master basic skills and knowledge and build upon this foundation for lifelong learning. Therefore, in developing their school improvement plans, all schools should ensure, to the extent possible, that sufficient resources and curricula are directed toward meeting the goal of having all students performing at grade level or higher in the basic subject and skill areas identified by the State Board.

**1. School Improvement Team**

Each school must have a school improvement team that develops the school improvement plan. The school improvement team will consist of the principal, representatives of the assistant principals, instructional personnel, instructional support personnel and teacher assistants assigned to the school building, and parents of students attending the school. Each group of school personnel shall elect representatives from their respective group by secret ballot. Parents are to be elected in accordance with G.S. 115C-105.27(a). The school improvement team is encouraged to involve and seek assistance from central office personnel. The school improvement team, especially at the middle and high schools, also is encouraged to seek input from students. The superintendent shall provide

45 guidance to principals to ensure that the principals establish and work together  
46 with school improvement teams to develop, review, and amend school  
47 improvement plans.  
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49 The school improvement team shall follow all legal requirements in developing  
50 and obtaining school approval of the school improvement plan. School  
51 improvement team meetings will be held at a convenient time to facilitate  
52 substantial parent participation. The principal shall ensure that the school  
53 improvement team, as a public body, complies with the Open Meetings Law in  
54 regard to its meetings. Deliberations on the school safety components of the plan  
55 must be in closed session in accordance with G.S. 143-318.11(a)(8).  
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## 57 **2. Mandatory Components of the State Plan**

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59 A school improvement plan must include the following components.

- 60
- 61 a. The plan must specify the effective instructional practices and methods to  
62 be used to improve the academic performance of students identified as at  
63 risk of academic failure or at risk of dropping out of school.  
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  - 65 b. The plan must take into consideration the minimum annual performance  
66 goal established by the State Board and the goals set out in the mission  
67 statement for public schools adopted by the State Board of Education.  
68
  - 69 c. The plan must be, to the greatest extent possible, data driven. The team  
70 shall use the Education Value Added Assessment System (EVAAS) or a  
71 compatible and comparable system approved by the State Board of  
72 Education to analyze student data to identify root causes for problems and  
73 determine actions to address them and to appropriately place students in  
74 courses such as Math I. The plan must contain clear, unambiguous  
75 targets, explicit indicators and actual measures, and expeditious time  
76 frames for meeting measurement standards.  
77
  - 78 d. The plan must identify how staff development funds allocated to the  
79 school will be used.  
80
  - 81 e. The plan must provide a duty-free lunch period for every teacher on a  
82 daily basis or as otherwise approved by the school improvement team.  
83
  - 84 f. The plan must provide duty-free instructional planning time for every full-  
85 time assigned classroom teacher, with the goal of providing an average of  
86 at least five hours of planning time per week.  
87
  - 88 g. The plan must attempt to identify and eliminate unnecessary and

89 redundant reporting requirements for teachers and, to the extent  
90 practicable, streamline the school's reporting system and procedures,  
91 including requiring forms and reports to be in electronic form when  
92 possible and incorporating relevant documents into the student accessible  
93 components of the Instructional Improvement System.

94  
95 h. As part of the school system's efforts to maintain safe and orderly schools,  
96 the plan must address safety and discipline concerns. These concerns  
97 include any special conditions at the school. The plan should include the  
98 components of any positive behavior management or positive behavior  
99 support programs that have been adopted at the school and should comply  
100 with the requirements of policy 1510/4200/7270, School Safety, and all  
101 protocols established by the superintendent or designee under that policy.

102  
103 ~~i. For schools identified by the Department of Public Instruction as Focus or~~  
104 ~~Priority schools, the plan must identify the interventions the school will~~  
105 ~~implement to address students' academic needs. Such interventions must~~  
106 ~~include strategies to address the needs of all children, particularly the~~  
107 ~~lowest achieving, and how those needs will be met in a timely and~~  
108 ~~effective manner. If the school is identified as a Focus school as a result~~  
109 ~~of not meeting participation rates in the state assessment program, the plan~~  
110 ~~must include interventions to improve participation.~~

111  
112 i. In accordance with policy 1310/4002, Parental Involvement, the plan must  
113 identify the goals and strategies for parents to be involved in their child's  
114 education and in the educational program of the school.

115  
116 j. The plan must include a process by which the school improvement team  
117 will review the school improvement plan at least once a year. The annual  
118 review process must include (1) a review of student scores on all state-  
119 and board-mandated tests and (2) a means for the school improvement  
120 team to modify the plan, if necessary, when the school has not met the  
121 expected growth score established by the state.

122  
123 k. The plan must require the principal to notify the superintendent if the  
124 school improvement team modifies a board-accepted school improvement  
125 plan.

### 126 127 3. Optional Components of the State Plan

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129 Part One of the school improvement plan may include any or all of the following  
130 components.

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132 a. The plan may include a request to transfer state funds from one allotment

133 category to another, as permitted by state law. The request must identify  
134 the funding allotment categories involved in the transfer and identify how  
135 the transfer will facilitate improving student performance.  
136

- 137 b. The plan may include a comprehensive conflict resolution plan, as  
138 provided in G.S. 115C-81.15, in order to help create a safe school.  
139
- 140 c. The plan may provide for the use of textbooks that have not been adopted  
141 by the State Board.  
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#### 143 **4. Development and Review of the Plan**

144  
145 School improvement teams should review student performance data from the  
146 preceding school year in developing the school improvement plan. Based on the  
147 availability of data and when specific school standards are established by the State  
148 Board, the superintendent shall establish the date by which school improvement  
149 plans must be submitted.  
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151 The principal first shall present the proposed school improvement plan to all of  
152 the assistant principals, instructional personnel, instructional support personnel,  
153 and teacher assistants assigned to the school building for their review and vote by  
154 secret ballot. The principal then shall submit the school improvement plan to the  
155 superintendent only if the proposed school improvement plan has the approval of  
156 a majority of the staff who voted on the plan.  
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158 The superintendent or designee shall review the plans and seek legal review as  
159 necessary prior to presenting the plans with written recommendations to the  
160 board. If the superintendent intends to recommend that a plan be rejected, the  
161 superintendent shall notify the principal of the school and explain the reasons for  
162 the decision. The school improvement team may then submit a modified plan,  
163 approved by staff vote, to the superintendent. The superintendent should submit  
164 all school improvement plans to the board at the earliest possible date.  
165

166 The board will review the school improvement plans. The review of the school  
167 safety components of the plans must be in closed session. The board shall make  
168 findings on the safety components of the plan. Neither the safety components of  
169 the plans nor the board's findings on the safety components of the plans may be  
170 set out in the minutes of the board.  
171

172 After review of the school improvement plans, the board will accept or reject each  
173 school improvement plan. If a plan is rejected, the board will explain the specific  
174 reason(s) for the rejection.  
175

176 Any plan modified by the school improvement team after being rejected by the  
177 board must be resubmitted to the school personnel for vote and, upon majority  
178 approval, resubmitted to the superintendent for review. The superintendent shall  
179 resubmit the modified plan to the board with his or her recommendations as soon  
180 as is practical. The board will review the modifications along with any  
181 recommendations from the superintendent and accept or reject the plan.  
182

183 If the board and the school improvement team cannot reach agreement on the plan  
184 within 60 days after its initial submission, the board or school may request to use  
185 the dispute resolution process developed by the State Board under G.S. 115C-  
186 105.20(b)(5). Alternatively, if use of the dispute resolution process is not  
187 requested, the board may develop a school improvement plan for the school.  
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189 A school improvement plan may be in effect for no more than two years. The  
190 plan must be reviewed at least annually by the school improvement team in  
191 accordance with the review process established in the school's plan. If a school  
192 does not meet its expected growth standard as established by the State Board or if  
193 more than 25% of the students performed below grade level, the principal must  
194 submit to the superintendent and the board a report of the school improvement  
195 team. The report must explain the reasons for the standard(s) not being met and  
196 describe any modifications that will be made in the school improvement plan.  
197 After considering any recommendations of the superintendent, if the board is not  
198 satisfied with the response of the school improvement team, the board may  
199 suggest modifications to the plan or may vacate those portions of the plan that  
200 impede student performance and require the school improvement team to revise  
201 the plan.  
202

#### 203 **5. Elimination of Redundant or Unnecessary Reporting Requirements**

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205 If, at any time before or after the board approves the school improvement plan,  
206 the school improvement team identifies a more expeditious manner of providing  
207 information to the board that will eliminate a redundant or unnecessary reporting  
208 requirement for teachers at its school, the team may make a written request to the  
209 superintendent to eliminate the redundant or unnecessary report. The  
210 superintendent shall recommend to the board whether the reporting requirement  
211 should be eliminated for that school. If the superintendent does not recommend  
212 elimination of the reporting requirement, the school improvement team may  
213 request a hearing by the board as provided in policy 2500, Hearings Before the  
214 Board.  
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#### 216 **6. Compliance with Requirements**

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218 Any employee, parent, or other interested party is encouraged to notify the  
219 principal of any concerns regarding compliance with this policy or G.S. 115C-

220 105.27. In addition, any employee, parent, or other interested party may submit in  
221 writing to the superintendent concerns regarding compliance with this policy or  
222 G.S. 115C-105.27. The superintendent shall make a good faith effort to  
223 investigate the concern and shall provide a written response upon request.  
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225 **C. POSTING THE SCHOOL IMPROVEMENT PLAN ONLINE**  
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227 The school improvement plan, except for its school safety components which are not  
228 public record, must be posted on the school's website. The names and positions of the  
229 members of the school improvement team, along with the date of each member's election  
230 to the team, must also be posted on the website.  
231

232 **D. STAFF DEVELOPMENT**  
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234 The superintendent shall develop a process by which schools can learn from other  
235 schools' improvement plans. The superintendent and the schools are encouraged to use  
236 staff development resources to provide training to staff on the development,  
237 implementation, and evaluation of school improvement plans.  
238

239 School administrators must be evaluated by their supervisors on the school-based  
240 management process as required by board policy and state law and on the effectiveness of  
241 the school improvement plan.  
242

243 Legal References: ~~U.S. Department of Education approval of Elementary and Secondary~~  
244 ~~Education Act (ESEA) Flexibility Request (May 29, 2012);~~ G.S. 115C-47(38), -81.15, -84.2, -  
245 98, -105.20, -105.21, -105.25, -105.26, -105.27, -105.32, -105.35, -105.37, -105.41(b), -301.1, -  
246 307(g); 143 art. 33C  
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248 Cross References: Parental Involvement (policy 1310/4002), School Safety (policy  
249 1510/4200/7270), Compliance with the Open Meetings Law (policy 2320), Hearings Before the  
250 Board (policy 2500), Goals and Objectives of the Educational Program (policy 3000),  
251 Curriculum Development (policy 3100), Innovation in Curriculum and Instruction (policy 3110),  
252 Lesson Planning (policy 3120), Evaluation of Instructional Programs (policy 3140), School  
253 Calendar and Time for Learning (policy 3300), Students at Risk of Academic Failure (policy  
254 3405), Student Promotion and Accountability (policy 3420)  
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256 Adopted: January 19, 2016  
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258 Revised: February 19, 2018 (legal references only); [DATE]