



FLORIDA DEPARTMENT OF EDUCATION

# Form SI-2 Checklist (School Form)

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*This form, to be used by schools for implementation, satisfies the requirements of Form SI-2, which is incorporated by reference in Rule 6A-1.099811, F.A.C. (August 2023).*

## SI-2 Checklist (School Form)

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**School:**

**School Contact Information:**

**RED:**

### **Purpose**

This document will guide school leadership teams with school improvement planning discussions throughout the year and coordinate intervention and support strategies that will lead to increased student achievement. This checklist applies to each SI school in the district except for a school implementing the turnaround option of Reassignment and Closure.

### **Instructions**

The school leadership team shall complete this form to demonstrate compliance with the requirements. The school leadership team shall monitor each requirement and track progress on this form. This form shall be maintained by the school and requirements, updates and documentation shall be provided to the Regional Executive Director (RED) or designee at the initial, mid-year and final-year Instructional Review (IR) meeting. The form must be signed by the superintendent or authorized representative following each IR meeting.

All requirements of this form are organized into two areas:

1. Plans – School Improvement Plan (SIP) and Turnaround Option Plan (TOP), if applicable; and
2. Instructional Reviews

### **Instructional Review Meetings**

Prior to the start of the school year, the school leadership team shall collaborate with the RED or designee to schedule an initial IR meeting to review the requirements for the School Improvement (SI) school. The school leadership shall establish a calendar for subsequent IR meetings with the RED or designee to monitor the SIP, the TOP, if applicable, and other school improvement activities.

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### School Requirements: Plans-School Improvement Plan and Turnaround Option Plan, if applicable

- SR01. The school shall develop, implement and monitor a SIP annually and the Unified School Improvement Grant (UniSIG) funding shall be aligned to the SIP.
- SR02. The school shall align the SIP to the TOP, if applicable.
- SR03. The school shall complete the SIP mid-year reflection and as necessary, update the SIP.
- SR04. Prior to initial hiring of instructional staff, the school shall collaborate with the district to review the Value-Added Model (VAM) provided by the department. For districts with more than five schools, the district shall ensure that the percentage of instructional personnel assigned to a SI school with a VAM rating that is below effective is less than the district average. For districts with five or fewer schools, the district shall ensure that the percentage of instructional personnel assigned to a SI school with a VAM rating that is below effective is less than the state average. If the school is in Tier 2 or 3, under the direction of a Charter or External Operator/Outside Entity, the district shall ensure that there are no instructional personnel with VAM ratings or district evaluations that are below effective staffed at the school.
- SR05. The school shall provide updates to the School Advisory Council (SAC) to assist in preparation and evaluation of the SIP.
- SR06. The school shall review the Quarterly Data Review (QDR) quarterly.
- SR07. If classified as a SI school by graduation rate only, the SIP shall focus on increasing the graduation rate.

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### School Requirements: Instructional Reviews

- SR08. The school leadership team shall monitor the implementation of the SIP including UniSIG funding and the TOP including the education enrichment allocation, if applicable.
- SR09. The school shall collaborate with the district leadership team and implement a Multi-Tiered System of Supports to ensure the individual needs of each student are being met.
- SR10. The school shall collaborate with the district leadership team and design a master schedule that allows for common planning time.
- SR11. The school shall collaborate with the district leadership team to develop and implement pacing, curriculum and assessments (formative and summative) in mathematics, English Language Arts (ELA), science and social studies for all students that are aligned to Florida's state academic standards. This shall be reviewed during the IRs and when deficits are identified, adjustments shall be made to the pacing, curriculum and assessments (formative and summative).
- SR12. The school shall utilize the ELA and mathematics coach, with a proven record of effectiveness as a teacher or coach, to build capacity through modeling of effective lessons, analysis of data, providing professional learning and ongoing feedback.

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Additional Notes:

<b>Superintendent Signature (or authorized representative)</b>	<b>Review Dates</b>
	Initial Review Date:
	Mid-year Review Date:
	Final-year Review Date: