

**Guidance for Implementation of Innovation Schools Act  
Appendix A: Required Components of an Innovation Plan**

**When submitting your plan please attach the following documents separately:**

- i. **The entire version of the school’s innovation plan (Word)**
- ii. **The plan’s signed board resolution (PDF)**
- iii. **The plan’s state waiver request section (PDF)**
- iv. **The plan’s budget section (Excel OR PDF)**

The innovation plan for a school seeking designation as an Innovation School must include the following components:

<b>Requirement</b>	<b>Comments</b>
A statement of the school’s mission and why designation as an Innovation School would enhance the school’s ability to achieve its mission. (Note that this requires the school to create a mission statement, if it does not already have one.)	
A description of the innovation/s the school would implement.	
A description of the improvements in academic achievement that the school expects to achieve as a result of the innovations. For example, a school may expect to see a narrowing in achievement gaps, or a decreased dropout rate, or increased scores on state or local assessments.	

Requirement	Comments
<p>A list of the programs, policies, and/or operational documents at the school that would be affected by the innovations, and how these would be affected. For example, if a school proposes to extend the school year, that would affect the school's calendar. Other examples of programs/policies/documents that may be affected include the following:</p> <ul style="list-style-type: none"> <li>• the research-based educational program the school would implement;</li> <li>• the length of the school day and year at the school;</li> <li>• student promotion and graduation policies;</li> <li>• assessment plans; and/or</li> <li>• staffing and/or compensation plans</li> </ul>	
<p>The school's prior year budget and a proposed budget, including funding required for all innovations to be implemented. This budget should include all costs associated with innovations, including staffing costs, and information about any local, state, federal or private funds the school anticipates receiving.</p>	

Requirement	Comments
<p>An estimate of the cost savings and increased efficiencies that the school expects to see as a result of the innovations, if any.</p>	
<p>Evidence that a majority of the following groups consent to designation as an Innovation School and the waivers being sought (this may be shown through individual signatures, through the signature of a person authorized to act on behalf of the group, or a vote):</p> <ul style="list-style-type: none"> <li>• majority of administrators employed at the school;</li> <li>• majority of teachers employed at the school;</li> <li>• majority of the School Advisory Committee.</li> </ul> <p><i>Note:</i> If this is a new school and a vote cannot be taken prior to submission of the plan, please indicate in the plan when the vote to determine majority (60%) consent will be held.</p>	
<p>A statement of the level of support for designation as an Innovation School demonstrated by other persons employed at the school, students and parents of students enrolled in the school, and the community surrounding the school. (Note that this does not require evidence of majority support.)</p>	

Requirement	Comments
<p>A description of state and district policies that need to be waived before the innovations can be implemented, which may include:</p> <ul style="list-style-type: none"> <li>• provisions of state statutes contained in Article 22 of the Colorado Revised Statutes (except those that cannot be waived);</li> <li>• provisions of state regulations adopted by the State Board of Education; and/or</li> <li>• district policies, such as rules adopted by the local board of education or requirements established by district administration</li> </ul>	
<p>A description of the manner in which the innovation school/s shall comply with the intent of the waived statutes or rules and shall be accountable to the state for such compliance.</p>	
<p>If innovations are related to employment practices and/or staffing plans, a description of how the school(s) will continue to comply with NCLB Title II-A requirements (in those districts receiving Title II-A funding).</p>	

Requirement	Comments
A statement as to whether the district will seek a waiver by an innovation school of any of the provisions of the collective bargaining agreement, and a description of any such waiver(s).	
Any additional information required by the local school board of the school district in which the innovation plan would be implemented	
Meet IDEA requirements?	
Signed Board Resolution	

**ADDITIONAL REQUIREMENTS FOR INNOVATION ZONES ONLY:**

For schools that are jointly seeking designation as an Innovation School Zone, the innovation plan must include all of the information described above, for each school in the Zone. In addition, the innovation plan for an Innovation School Zone must include:

- A description of how the schools will work together to achieve results that would be less likely if each school worked alone;
- An estimate of any economies of scale that may result from schools implementing innovations jointly; and
- A showing of how each school in the Innovation School Zone solicited input from students, parents, and community members concerning the selection of the schools in the zone and the strategies and procedures that would be used to implement and integrate innovations in schools within the zone.
- Strategies for implementing innovations and integrating them into the zone.