**Colorado’s Unified Improvement Plan for Alternative Education Campuses for 2012-13**

Organization Code: [xxxx] District Name: [Name] School Code: [xxxx] School Name: [Name] SPF Year: [xxxx]

**Section I: Summary Information about the School**

**Directions:** This section summarizes your school’s performance on the federal and state accountability measures in 2011-12. For federal accountability, Alternative Education Campuses (AECs) may be accountable to certain requirements for programs (e.g., Title I, TIG grant). For state accountability, AECs have a modified state AEC SPF report that uses AEC norms to focus on the key performance indicators of Achievement, Growth, Student Engagement and Postsecondary and Workforce Readiness. Where there are required state measures, these are noted below, but AECs may also have optional supplemental measures. AECs will need to complete the table to reflect their results on both required federal and state measures and any optional supplemental measures. This summary should accompany your improvement plan.

**Student Performance Measures for State and Federal Accountability**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance Indicators | Measures/ Metrics | 2011-12 Federal and State Expectations | 2011-12 School Results | Meets Expectations? |
| **Academic Achievement (Status)** | State Required Measure: TCAP/CSAP, CoAlt,/CSAPA, Lectura, Escritura **Description:** % P+A in reading, writing, math and science.**Expectation:** %P+A is at/above the 60th percentile for AECs. | R | % Proficient/Advanced at the 60th percentile for AECs | School’s % Proficient/Advanced | Overall AEC Rating for Academic Achievement: [AEC SPF Rating]\* Consult your AEC School Performance Framework for the ratings for each content area at each level. |
| Elem | MS | HS | Elem | MS | HS |
| [%] | [%] | [%] | [%] | [%] | [%] |
| M | [%] | [%] | [%] | [%] | [%] | [%] |
| W | [%] | [%] | [%] | [%] | [%] | [%] |
| S | [%] | [%] | [%] | [%] | [%] | [%] |
| Optional Supplemental Measures | [Enter approved measures and metrics] | [Enter results] |
| **Academic Growth** | State Required Measure: Median Student Growth Percentile (MGP)**Description:** Growth in TCAP/TCAP for reading, writing and math.**Expectation:** Median Student Growth Percentile (MGP) at/above the 60th percentile for AECs. | R | MGP at the 60th percentile for AECs | School’s MGP | Overall AEC Rating for Academic Growth: [AEC SPF Rating]\* Consult your AEC School Performance Framework for the ratings for each content area at each level. |
| Elem | MS | HS | Elem | MS | HS |
| [#] | [#] | [#] | [#] | [#] | [#] |
| M | [#] | [#] | [#] | [#] | [#] | [#] |
| W | [#] | [#] | [#] | [#] | [#] | [#] |
| Optional Supplemental Measures | [Enter approved measures and metrics] | [Enter results] |

**Student Performance Measures for State and Federal Accountability (cont.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance Indicators | Measures/ Metrics | 2011-12 Federal and State Expectations | 2011-12 School Results | Meets Expectations? |
| **Student Engagement** | State Required Measure: Average Daily Attendance**Description**: Total days attended out of total days possible to attend.**Expectation**: At/above the 60th percentile of all AECs. | [%] | [%] | Overall AEC Rating for Growth Gaps: [AEC SPF Rating]\* Consult your AEC School Performance Framework for the ratings for each measure. |
| State Required Measure: Truancy Rate**Description**: Total days unexcused absent out of total days possible to attend.**Expectation**: At/above the 60th percentile of all AECs. | [%] | [%] |
| Optional Supplemental Measures | [Enter approved measures and metrics] | [Enter results] |
| **Post Secondary/ Workforce Readiness** | State Required Measure: Completion Rate**Description:** % of students completing.**Expectation:** At/above the 60th percentile of all AECs using 4-year, 5-year, 6-year or 7-year completion rate.  | Completion Rate at/above 60th percentile for AECs | School’s Completion Rate | [AEC SPF Rating] | Overall AEC Rating for Post Secondary Readiness: [AEC SPF Rating]\* Consult your AEC School Performance Framework for the ratings for each measure. |
| [%] | [%] |
| State Required Measure: Dropout Rate**Description:** % of students dropping out.**Expectation:** At/below the 60th percentile of all AECs. | Dropout Rate at/above 60th percentile for AECs | School’s Dropout Rate | [AEC SPF Rating] |
| [%] | [%] |
| State Required Measure: ACT Composite Score **Description:** Mean ACT composite score.**Expectation:** At/above the 60th percentile of all AECs.  | Mean ACT Comp. Score at/above 60th percentile for AECs | School’s Dropout Rate | [AEC SPF Rating] |
| [%] | [%] |

**Accountability Status and Requirements for Improvement Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Program | Identification Process | Identification for School | Directions for Completing Improvement Plan |
| **State Accountability** |
| Preliminary Recommended Plan Type  | Plan assigned based on school’s overall school performance framework score (achievement, growth, growth gaps, postsecondary and workforce readiness) | [Plan Type] [Year] | [Customized Directions] Once the plan type for the school has been finalized, this report will be re-populated in November 2012. For required elements in the improvement plans, go to the Quality Criteria at: http://www.cde.state.co.us/uip/UIP\_TrainingAndSupport\_Resources.asp |
| **ESEA and Grant Accountability** |
| Title I Formula Grant | Program's resources are allocated based upon the poverty rates of students enrolled in schools and districts and are designed to help ensure that all children meet challenging state academic standards. | [Title I Schoolwide/ Targeted Assistance Program/ Does not received Title I funds] | In addition to the general requirements, all schools operating a Title I [Schoolwide/Targeted Assistance] program must complete the [Schoolwide/Targeted Assistance] addendum. Schools identified under another program (e.g., state accountability, Title I Focus School) will need to submit a plan for review by CDE by January 15, 2013. All other Title I schools will submit their plan to CDE for posting on SchoolView.org by April 15, 2013. CDE may require a review of the school’s UIP during a monitoring site visit or during a desk review. |
| Title I Focus School | Title I school with a (1) low graduation rate (regardless of plan type), and/or (2) Turnaround or Priority Improvement plan type with either (or both) a) low-achieving disaggregated student groups (i.e., minority, ELL, IEP and FRL) or b) low disaggregated graduation rate. This is a three-year designation. | [Identified/Not Identified as a Title I Focus School] | In addition to the general requirements, Focus Schools must identify the performance challenges for the lowest achieving disaggregated student group(s). The plan must include a root cause(s) and associated action steps that address the performance challenge(s) for the disaggregated student group(s). The UIP must be approved before CDE will release 2013-14 Title IA funds to the LEA.  For required elements in the improvement plans, go to the Quality Criteria at: http://www.cde.state.co.us/uip/UIP\_TrainingAndSupport\_Resources.asp |
| Tiered Intervention Grant (TIG) | Competitive grant (1003g) for schools identified as 5% of lowest performing Title I or Title I eligible schools, eligible to implement one of four reform models as defined by the USDE. | [Not a] TIG Awardee | In addition to the general requirements, TIG schools are expected to align activities funded through the grant with overall school improvement efforts in the UIP. All TIG activities must be included in the action steps of the action plan (e.g., activity, resources).  All grantees will be expected to submit the school plan for CDE review by January 15, 2013.  For required elements in the improvement plans, go to the Quality Criteria: [http://www.cde.state.co.us/uip/UIP\_TrainingAndSupport\_Resources.asp](https://webmail.cde.state.co.us/owa/redir.aspx?C=54ae8df0dda043a88e040b1a662d2fff&URL=http%3a%2f%2fwww.cde.state.co.us%2fuip%2fUIP_TrainingAndSupport_Resources.asp) |
| Improvement Support Partnership (ISP) or TDIP | Competitive Title I grant to support district improvement through a diagnostic review (i.e., facilitated data analysis, SST) or an implementation focus (i.e., Best First Instruction, Leadership, Climate and Culture). | [Not a] Title I School Improvement Grant Awardee | [If NOT a grantee] n/a[If a grantee] In addition to the general requirements, the school is expected to align activities funded through the grant with overall school improvement efforts in the UIP.  All grant activities must be included in the action steps of the action plan (e.g., activity, resources). All grantees will be expected to submit the school plan for CDE review by January 15, 2013.  For required elements in the improvement plans, go to the Quality Criteria: [http://www.cde.state.co.us/uip/UIP\_TrainingAndSupport\_Resources.asp](https://webmail.cde.state.co.us/owa/redir.aspx?C=54ae8df0dda043a88e040b1a662d2fff&URL=http%3a%2f%2fwww.cde.state.co.us%2fuip%2fUIP_TrainingAndSupport_Resources.asp) |

**Section II: Improvement Plan Information**

**Directions:** This section should be completed by the school or district.

**Additional Information about the School**

|  |
| --- |
| Comprehensive Review and Selected Grant History |
| Related Grant Awards | Has the school received a grant that supports the school’s improvement efforts? When was the grant awarded?  |  |
| School Support Team or Expedited Review | Has (or will) the school participated in an SST review or Expedited Review? When? |  |
| External Evaluator | Has the school partnered with an external evaluator to provide comprehensive evaluation? Indicate the year and the name of the provider/tool used. |  |

**Improvement Plan Information**

The school is submitting this improvement plan to satisfy requirements for (check all that apply):

🞎 State Accountability 🞎 Title IA (Targeted Assistance or Schoolwide) 🞎 Title I Focus School 🞎 Tiered Intervention Grant (TIG)
🞎 Implementation Support Partnership Grant (ISP) or Title I School Improvement Grant 🞎 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | School Contact Information (Additional contacts may be added, if needed) |
| 1 | Name and Title |  |
| Email |  |
| Phone  |  |
| Mailing Address |  |
|  |
| 2 | Name and Title |  |
| Email |  |
| Phone  |  |
| Mailing Address |  |

**Section III: Narrative on Data Analysis and Root Cause Identification**

This section corresponds with the “evaluate” portion of the continuous improvement cycle. The main outcome is to construct a narrative that describes the process and results of the analysis of the data for your school. The analysis should justify the performance targets and actions proposed in section IV. Two worksheets have been provided to help organize your data analysis for your narrative. This analysis section includes: identifying where the school did not at least meet minimum state and federal accountability expectations, describing progress toward targets for the prior school year, describing what performance data were used in the analysis of trends, identifying trends and priority performance challenges (negative trends), describing how performance challenges were prioritized, identifying the root causes of performance challenges, describing how the root causes were identified and verified and what data were used, and describing stakeholder involvement in the analysis. Additional guidance on how to engage in the data analysis process is provided in Unified Improvement Planning Handbook.

**Worksheet #1: Progress Monitoring of Prior Year’s Performance Targets**

**Directions:** This chart supports analysis of progress made towards performance targets set for the 2011-12 school year (last year’s plan). While this worksheet should be included in your UIP, ***the main intent is to record your school’s reflections to help build your data narrative.***

| Performance Indicators | Targets for 2011-12 school year (Targets set in last year’s plan) | Performance in 2011-12? Was the target met? How close was school in meeting the target? | Brief reflection on why previous targets were met or not met. |
| --- | --- | --- | --- |
| Academic Achievement (Status) |  |  |  |
|  |  |
| Academic Growth |  |  |
|  |  |
| Student Engagement |  |  |
|  |  |
| Post Secondary Readiness |  |  |
|  |  |

**Worksheet #2: Data Analysis**

**Directions:** This chart supports planning teams in recording and organizing observations about school-level data in preparation for writing the required data narrative. Planning teams should describe positive and negative trends for all of the four performance indicators using at least three years of data and then prioritize the performance challenges (based on notable trends) that the school will focus its efforts on improving. The root cause analysis and improvement planning efforts in the remainder of the plan should be aimed at addressing the identified priority performance challenge(s). A limited number of priority performance challenges is recommended (no more than 3-5); a performance challenge may apply to multiple performance indicators. At a minimum, priority performance challenges must be identified in any of the four performance indicator areas where minimum state and federal expectations were not met for accountability purposes. Furthermore, schools are encouraged to consider observations recorded in the “last year’s targets” worksheet. Finally, provide a brief description of the root cause analysis for any priority performance challenges. Root causes may apply to multiple priority performance challenges. You may add rows, as needed.

| Performance Indicators | Description of Notable Trends (3 years of past state and local data) | Priority Performance Challenges  | Root Causes |
| --- | --- | --- | --- |
| Academic Achievement (Status) |  |  |  |
|  |  |  |
| Academic Growth |  |  |  |
|  |  |  |
| Student Engagement |  |  |  |
|  |  |  |
| Post Secondary & Workforce Readiness |  |  |  |
|  |  |  |

**Data Narrative for School**

**Directions:** Building on the data organized in Worksheet #1 and Worksheet #2, describe the process and results of the data analysis for the school, including review of prior years’ targets, trends, priority performance challenges and root cause analysis. The narrative should address each aspect of the descriptions below. The narrative should not take more than five pages.

**Data Narrative for School**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of School Setting and Process for Data Analysis:** Provide a very brief description of the school to set the context for readers (e.g., demographics). Include the general process for developing the UIP and participants (e.g., SAC). |  | **Review Current Performance:** Review the SPF and documentany areas where the school did not meet state/ federal expectations. Consider the previous year’s progress toward the school’s targets. Identify the overall magnitude of the school’s performance challenges. |  | **Trend Analysis:** Provide a description of the trend analysis that includes at least three years of data (state and local data). Trend statements should be provided in the four indicator areas and by disaggregated groups. Trend statements should include the direction of the trend and a comparison (e.g., state expectations, district average) to indicate why the trend is notable.  |  | **Priority Performance Challenges:** Identify notable trends (or a combination of trends) that are the highest priority to address (priority performance challenges). No more than 3-4 are recommended. Provide a rationale for why these challenges have been selected and takes into consideration the magnitude of the school’s over-all performance challenges. |  | **Root Cause Analysis** Identify at least one root cause for every priority performance challenge. Root causes should address adult actions, be under the control of the school, and address the priority performance challenge(s). Provide evidence that the root cause was verified through the use of additional data.  |
| ***Narrative:*** |

**Section IV: Action Plan(s)**

This section addresses the “plan” portion of the continuous improvement cycle. First, you will identify your annual performance targets and the interim measures. This will be documented in the required School Target Setting Form below. Then you will move into action planning, which should be captured in the Action Planning Form.

**School Target Setting Form**

**Directions:** Complete the worksheet below. While schools may set targets for all performance indicators, at a minimum, they must set targets for those priority performance challenges identified in Section III (e.g., by disaggregated student groups, grade levels, subject areas).

Schools are expected to set their own annual targets for academic achievement, academic growth, academic growth gaps and postsecondary and workforce readiness. At a minimum, schools should set targets for each of the performance indicators where state expectations are not met – in each area where a priority performance challenge was identified; targets should also be connected to prioritized performance challenges. Consider last year’s targets (see Worksheet #1) and whether adjustments need to be made. For each annual performance target, identify interim measures that will be used to monitor progress toward the annual targets at least quarterly during the school year.

**School Target Setting Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicators | Measures/ Metrics | Priority Performance Challenges | Annual Performance Targets  | Interim Measures for 2012-13 | Major Improvement Strategy |
| 2012-13 | 2013-14 |
| Academic Achievement (Status) | TCAP, CoAlt, Lectura, Escritura | R |  |  |  |  |  |
| M |  |  |  |  |  |
| W |  |  |  |  |  |
| S |  |  |  |  |  |
| Optional Supplemental Measure(s) |  |  |  |  |  |
| Academic Growth | Median Student Growth Percentile (TCAP) | R |  |  |  |  |  |
| M |  |  |  |  |  |
| W |  |  |  |  |  |
| Optional Supplemental Measure(s) |  |  |  |  |  |
| Student Engagement | Attendance Rate |  |  |  |  |  |
| Truancy Rate |  |  |  |  |  |
| Optional Supplemental Measure(s) |  |  |  |  |  |
| Post Secondary & Workforce Readiness | Completion Rate |  |  |  |  |  |
| Dropout Rate |  |  |  |  |  |
| Mean ACT Composite Score |  |  |  |  |  |
| Optional Supplemental Measure(s) |  |  |  |  |  |

**Action Planning Form for 2012-13 and 2013-14**

**Directions:** Identify the major improvement strategy(s) for 2012-13 and 2013-14 that will address the root causes determined in Section III. For each major improvement strategy, identify the root cause(s) that the action steps will help to dissolve. Then, indicate which accountability provision or grant opportunity it will address. In the chart below, provide details about key action steps necessary to implement the major improvement strategy. Details should include the action steps that will be taken to implement the major improvement strategy, a general timeline, resources that will be used to implement the actions, and implementation benchmarks. Add rows in the chart, as needed. While space has been provided for three major improvement strategies, the school may add other major strategies, as needed.

**Major Improvement Strategy #1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Root Cause(s) Addressed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accountability Provisions or Grant Opportunities Addressed by this Major Improvement Strategy** (check all that apply):

🞎 School Plan under State Accountability 🞎 Title I Schoolwide or Targeted Assistance plan requirements 🞎 Title I Focus School Plan requirements

 🞎 Application for a Tiered Intervention Grant (TIG) 🞎 Improvement Support Partnership (ISP) or School Improvement Grant

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Action Steps to Implement the Major Improvement Strategy** | **Timeline**(2012-13 and 2013-2014) | **Key Personnel\*** | **Resources** (Amount and Source: federal, state, and/or local) | **Implementation Benchmarks** | **Status of Action Step\*** (e.g., completed, in progress, not begun) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* Note: These two columns are not required to meet state or federal accountability requirements, although completion is recommended. “Status of Action Step” may be required for certain grants (e.g., Tiered Intervention Grant).

**Major Improvement Strategy #2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Root Cause(s) Addressed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accountability Provisions or Grant Opportunities Addressed by this Major Improvement Strategy** (check all that apply):

🞎 School Plan under State Accountability 🞎 Title I Schoolwide or Targeted Assistance Plan requirements 🞎 Title I Focus School Plan requirements

 🞎 Application for a Tiered Intervention Grant (TIG) 🞎 Improvement Support Partnership (ISP) or School Improvement Grant

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Action Steps to Implement the Major Improvement Strategy** | **Timeline**(2012-13 and 2013-2014) | **Key Personnel\*** | **Resources** (Amount and Source: federal, state, and/or local) | **Implementation Benchmarks** | **Status of Action Step\*** (e.g., completed, in progress, not begun) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Major Improvement Strategy #3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Root Cause(s) Addressed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accountability Provisions or Grant Opportunities Addressed by this Major Improvement Strategy** (check all that apply):

🞎 School Plan under State Accountability 🞎 Title I Schoolwide or Targeted Assistance plan requirements 🞎 Title I Focus School Plan requirements

 🞎 Application for a Tiered Intervention Grant (TIG) 🞎 Improvement Support Partnership (ISP) or School Improvement Grant

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Action Steps to Implement the Major Improvement Strategy** | **Timeline**(2012-13 and 2013-2014) | **Key Personnel\*** | **Resources** (Amount and Source: federal, state, and/or local) | **Implementation Benchmarks** | **Status of Action Step\*** (e.g., completed, in progress, not begun) |
|  |  |  |  |  |  |
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**Section V: Appendices**

Some districts/consortia will need to provide additional forms to document accountability or grant requirements:

* Title I Schoolwide Program (Required)
* Title I Targeted Assistance Program (Required)
* Additional Requirements for Turnaround Status Under State Accountability (Required)