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**SUBJECT: School Improvement Plan Policy**

**NUMBER: ED-09-22**

**APPLICABLE TO: Juvenile Services Education Program (JSEP) staff**

**APPROVED:** \_\_\_\_\_



**Sam Abed, Secretary**

**DATE: 11/16/2022**

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**I. POLICY**

The School Improvement Plan Policy outlines goals, procedures, and timelines for school improvement plans to be written and approved for all Juvenile Services Education Program (JSEP) schools.

**II. AUTHORITY**

A. Md. Code Ann., Human Services, §9-203 and §9-204.

**III. DIRECTIVES/POLICIES RESCINDED**

None

**IV. FAILURE TO COMPLY**

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

**V. STANDARD OPERATING PROCEDURES**

Standard operating procedures have been developed.

**VI. REVISION HISTORY**

SUMMARY OF REVISION	DATE OF REVISION
New policy issued.	11/15/22

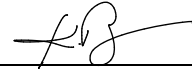
## PROCEDURES

**SUBJECT: School Improvement Plans**

**NUMBER: ED-09-22**

**APPLICABLE TO: Juvenile Services Education Program (JSEP) staff**

**APPROVED:** \_\_\_\_\_



**Kimberly Pogue**  
Superintendent

**DATE:** 11/2/2022

### **I. PURPOSE**

To ensure all JSEP school improvement plans possess the necessary elements to foster best practices that lead to improved outcomes for students from year to year.

### **II. DEFINITIONS**

*School Improvement Plans (SIP)* are data-driven documents produced annually that demonstrate measurable ways in which individual schools plan to improve their programs. These will follow the format designated by the JSEP superintendent and will serve not only as a blueprint for improvement but also as an evaluation tool at the end of each fiscal year.

*SMART Goals* are goals that are Specific, Measurable, Achievable, Relevant and Time-based.

### **III. PROCEDURES**

#### **A. Responsibility:**

1. The JSEP school principal is responsible for assembling their SIP team, whether it be the whole school in small schools or committees in larger schools.
2. The JSEP school principal is responsible for ensuring all members of the education program have input into the SIP.
3. The JSEP school principal is responsible for sending the SIP initial draft to the JSEP superintendent by September 1<sup>st</sup>. Principals also are responsible for sending revisions to headquarters within one week of receiving feedback.
4. The JSEP school principal is responsible for fully implementing the SIP.
5. The JSEP Superintendent or School Performance Manager is responsible for sending the annual data to the school by August 1<sup>st</sup>, one month before the draft of the SIP is due.
6. The SIP school team is responsible for an analysis of the previous year's data with explanations of deviations from the SMART goals for the current year along with strategies to facilitate those goals.

7. The JSEP superintendent is responsible for final approval of each school's SIP by October 1<sup>st</sup> of each year.
  8. The JSEP Field Director for Instructional Programs is responsible for ensuring the school principals are implementing their SIP fully and providing support when needed.
  9. The Field Director of Student Support is responsible for ensuring that the Academic Coordinators, Special Education Coordinator, Guidance and Records Coordinator, Library Media Coordinator and Records Coordinator are providing the necessary professional development and supports to JSEP schools.
  10. The JSEP School Performance Manager is responsible for providing access to timely, accurate data and assisting schools in interpreting the data for the SIP.
- B. School Improvement Plans will address academic gains, post-secondary opportunities, the school culture and climate, as well as any other initiatives proposed by the superintendent of JSEP in each school.
1. Academic goals will consist of parameters required by the superintendent and goals determined to be important by individual school SIP teams.
  2. Post-secondary goals will address the quantity and value of the opportunities at each school as well as the involvement and success of the students taking advantage of those opportunities.
  3. The SIP will address how to improve the culture and climate of each school as well as meaningful and increased parent engagement.
  4. A representative team of school staff for larger schools and the entire school staff for smaller schools shall analyze the data, determine goals, and write the SIP. Where appropriate, data and information shall be gathered from all stakeholders including DJS staff, students, and parents.
  5. Each goal in the SIP will be a SMART goal and the analysis of the goals will be based on valid and reliable data.
  6. Drafts of SIPs will be due to the Superintendent by September 1<sup>st</sup> using data from the fiscal year ending 2 months prior, June 30<sup>th</sup>. Schools shall receive feedback within two weeks and the final SIP is due October 1<sup>st</sup>.
  7. All SIPs should include a cover page, analysis of the previous year's data, a section for academic goals (including goals for Language Arts, Math, GED), post-secondary goals, culture and climate goals (including parent engagement), and other areas deemed important by the school or Superintendent. The SMART goals shall be followed by strategies used to achieve the goals and a description of evidence that attests to goal attainment. Any cost associated with the strategies shall be specified.

#### IV. **RESPONSIBILITY**

The JSEP Field Director is responsible for implementation and compliance with this procedure.

**V. INTERPRETATION**

The JSEP Superintendent is responsible for interpreting and granting any exceptions to the policy and its procedures.

**VI. LOCAL OPERATING PROCEDURES REQUIRED**

No

**VII. DIRECTIVES/POLICIES REFERENCED**

No policies referenced.

**VIII. APPENDICES**

None.



## DJS POLICY AND STANDARD OPERATING PROCEDURES

### Statement of Receipt and Acknowledgment of Review and Understanding

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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORK LOCATION

***SEND THE SIGNED COPY TO YOUR SUPERVISOR FOR PLACEMENT IN YOUR PERSONNEL FILE.***