

SCHOOL IMPROVEMENT: CYCLE OF CONTINUOUS IMPROVEMENT

The chart below describes a *suggested* process in which continuous improvement is the primary organizer for school improvement. Though accreditation related to Chapter 12 occurs within a five-year period with a comprehensive site visit and report in Year 3, elements of continuous improvement, including needs assessment, planning, implementation, and evaluation occur each year. The primary focus is on a plan for cyclical implementation and evaluation of programs and services. The processes and products of the comprehensive site visit review for accreditation are most evident in Year 2: Initial Preparation For Comprehensive Review; Year 3: Comprehensive Review; and, Year 4: Transition To CSIP Revision. Throughout the Cycle Of Continuous Improvement, the themes of improved schools are addressed: vision, mission, and goals; leadership; collaboration; learning environment; curriculum and instruction; professional development; and monitoring and accountability. Local Education Agency (LEA), Area Education Agency (AEA), and Iowa Department of Education (DE) roles and responsibilities are suggested in the chart below.

*Reference to “LEA,” or local education agency, means public school district or accredited non-public school.

Year 1: Continuous Implementation		
LEA	AEA	DE
<p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> • Implement the CSIP with a cycle for review, revision, and appropriate professional development for all staff: curriculum/Iowa Core Curriculum, professional development, Gifted and Talented (G/T), At-Risk, Title I, Special Education, Career and Technical Education, 4-Year Old Voluntary Preschool, Equity, and other programs and initiatives. • Follow the locally determined schedule for formative evaluation of program and initiatives as noted in the LEA CSIP, including outcome and process data. • Follow the locally determined schedule for summative evaluation of programs and initiatives as noted in the LEA CSIP. • Engage the community, SIAC, and other committees and groups in ongoing LEA conversations, data analysis, and problem solving regarding major educational needs. • Update CSIP pages for funding streams and assurances. 	<p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> • Coach and consult LEAs in the review and revision of its programs and initiatives. • Align AEA professional development supports with LEA action plans. • Assist LEA in conducting formative evaluation of programs and initiatives, including outcome and process data. • Assist LEA in conducting scheduled program and initiative summative evaluations. • Assist the LEA in reviewing progress on long term and annual improvement goals. • Assist LEA in engaging its community, SIAC, and other committees and groups in ongoing conversations, data analysis, and problem solving regarding major educational needs. • Communicate with LEAs through administrative team or LEA leadership team meetings. 	<p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> • Provide information and guidance on new requirements (legislation, open enrollment, competent private instruction, specially accredited schools, general accreditation for non-public schools, exempt schools, Senior Year Plus, Charter Schools, Iowa Core Curriculum, and other DE programs and initiatives). • Certify CSIP and APR. • Provide requested technical assistance. • Offer opportunity to LEA, AEA, and DE staff to participate as team members on a comprehensive site visit.

<ul style="list-style-type: none"> Review progress on long term and annual improvement goals. On a locally determined schedule, or 20% each year, review school board policies. 		
Year 2: Initial Preparation For Comprehensive Review And Continuous Implementation		
<p style="text-align: center;">LEA</p> <p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> Implement the CSIP with a cycle for review, revision, and appropriate professional development for all staff: curriculum/Iowa Core Curriculum, professional development, Gifted and Talented (G/T), At-Risk, Title I, Special Education, Career and Technical Education, 4-Year Old Voluntary Preschool, Equity, and other programs and initiatives. Follow the locally determined schedule for formative evaluation of program and initiatives as noted in the LEA CSIP, including outcome and process data. Follow the locally determined schedule for summative evaluation of programs and initiatives as noted in the LEA CSIP. Engage the community, SIAC, and other committees and groups in ongoing LEA conversations, data analysis, and problem solving regarding major educational needs. Update CSIP pages for funding streams and assurances. Review progress on long term and annual improvement goals. On a locally determined schedule, or 20% each year, review school board policies. <p>Tasks Specific To Year 2 Of The Five-Year Cycle:</p> <ul style="list-style-type: none"> Site visit scheduled. Preparation for site visit during Comprehensive Review And Continuous Implementation: participate as a team 	<p style="text-align: center;">AEA</p> <p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> Coach and consult LEAs in the review and revision of its programs and initiatives. Align AEA professional development supports with LEA action plans. Assist LEA in conducting formative evaluation of programs and initiatives, including outcome and process data. Assist LEA in conducting scheduled program and initiative summative evaluations. Assist the LEA in reviewing progress on long term and annual improvement goals. Assist LEA in engaging its community, SIAC, and other committees and groups in ongoing conversations, data analysis, and problem solving regarding major educational needs. Communicate with LEAs through administrative team or LEA leadership team meetings. <p>Tasks Specific To Year 2 Of The Five-Year Cycle:</p> <ul style="list-style-type: none"> Assist LEA in preparing for its comprehensive site visit review (i.e. scheduled to occur in Year III). Assist the LEA in conducting its 	<p style="text-align: center;">DE</p> <p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> Provide information and guidance on new requirements (legislation, open enrollment, competent private instruction, specially accredited schools, general accreditation for non-public schools, exempt schools, Senior Year Plus, Charter Schools, Iowa Core Curriculum, and other DE programs and initiatives). Certify CSIP and APR. Provide requested technical assistance. Offer opportunity to LEA, AEA, and DE staff to participate as team members on a comprehensive site visit. <p>Tasks Specific To Year 2 Of The Five-Year Cycle:</p> <ul style="list-style-type: none"> Provide supports and technical assistance tools to support the Special Education Self-Assessment process. DE offers opportunities to LEA staff to participate as team members on a comprehensive site visit.

<ul style="list-style-type: none"> member on a site visit. Conduct comprehensive needs assessment. Engage the community, SIAC, and other committees and groups in LEA comprehensive needs assessment and improvement planning, including a review of the vision, mission, and goals. Collaborate with AEA in preparing for and conducting the Special Education Self-Assessment. Optional: Conduct system-wide self-assessment (e.g., voluntary Schools In Need of Assistance/District In Need of Assistance (SINA/DINA) audit; AdvancEd (North Central Association) Self Assessment; or another self assessment option selected by the LEA). 	<p>comprehensive needs assessment (e.g., guidance in developing survey questions, electronic survey dissemination and data collection, training staff to conduct voluntary system-wide self-audit, etc.).</p> <ul style="list-style-type: none"> Assist the LEA in engaging its community, SIAC, and other committees and groups in LEA comprehensive needs assessment and improvement planning, including a review of the vision, mission, and goals. Collaborate with the LEA in conducting the Special Education Self-Assessment. Collaborate with the LEA in conducting a system-wide self-assessment (LEA optional choice). Assist the LEA in developing plans to correct compliance issues identified through the Special Education Self-Assessment. 	<ul style="list-style-type: none"> Schedule site visits.
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Year 3: Comprehensive Review And Continuous Implementation

Continuous Implementation Tasks:	AEA	DE
<p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> Implement the CSIP with a cycle for review, revision, and appropriate professional development for all staff: curriculum/Iowa Core Curriculum, professional development, Gifted and Talented (G/T), At-Risk, Title I, Special Education, Career and Technical Education, 4-Year Old Voluntary Preschool, Equity, and other programs and initiatives. Follow the locally determined schedule for formative evaluation of program and initiatives as noted in the LEA CSIP, including outcome and process data. Follow the locally determined schedule for summative evaluation of programs and initiatives as noted in the LEA CSIP. Engage the community, SIAC, and other committees and groups in ongoing LEA conversations, data analysis, and problem solving regarding major educational needs. 	<p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> Coach and consult LEAs in the review and revision of its programs and initiatives. Align AEA professional development supports with LEA action plans. Assist LEA in conducting formative evaluation of programs and initiatives, including outcome and process data. Assist LEA in conducting scheduled program and initiative summative evaluations. Assist the LEA in reviewing progress on long term and annual improvement goals. Assist LEA in engaging its community, SIAC, and other committees and groups in ongoing conversations, data analysis, and problem solving regarding major educational needs. Communicate with LEAs through administrative team or LEA leadership team meetings. 	<p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> Provide information and guidance on new requirements (legislation, open enrollment, competent private instruction, specially accredited schools, general accreditation for non-public schools, exempt schools, Senior Year Plus, Charter Schools, Iowa Core Curriculum, and other DE programs and initiatives). Certify CSIP and APR. Provide requested technical assistance. Offer opportunity to LEA, AEA, and DE staff to participate as team members on a comprehensive site visit.

<ul style="list-style-type: none"> • Update CSIP pages for funding streams and assurances. • Review progress on long term and annual improvement goals. • On a locally determined schedule, or 20% each year, review school board policies. <p>Tasks Specific To Year 3 Of The Five-Year Cycle:</p> <ul style="list-style-type: none"> • Finalize documentation of requirements/gather materials for the comprehensive site visit to correspond with the On-Site Document Review Checklist. • Synthesize the results of the summative evaluation of programs and initiatives in preparation for the site visit. • Host site visit. • Complete the Special Education Corrective Action Plan, if needed. • Synthesize the results of the LEA's comprehensive needs assessment and prioritize needs. • Study the results of the site visit noted in the site visit report and prioritize needs. 	<p>Tasks Specific To Year 3 Of The Five-Year Cycle:</p> <ul style="list-style-type: none"> • Assist the LEA in identifying and gathering materials for the comprehensive site visit to correspond with the On-Site Document Review Checklist. • Assist the LEA in synthesizing the results of the summative evaluation of programs and initiatives in preparation for the site visit. • Assist the LEA in synthesizing the results of the LEA's comprehensive needs assessment and prioritize needs. • Assist the LEA in studying the results of the site visit noted in the site visit report and prioritizing needs. 	<p>Tasks Specific To Year 3 Of The Five-Year Cycle:</p> <ul style="list-style-type: none"> • Provide training to help LEAs prepare for comprehensive site visit expectations. • Establish site visit team membership. • Collaborate with the LEA to develop the comprehensive accreditation site visit schedule. • Conduct comprehensive accreditation site visit. • Provide comprehensive accreditation site visit report. • Provide technical assistance and guidance to meet recommendations and correct non-compliances through follow-up.
Year 4: Transition To CSIP Revision And Continuous Implementation		
<p style="text-align: center;">LEA</p> <p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> • Implement the CSIP with a cycle for review, revision, and appropriate professional development for all staff: curriculum/Iowa Core Curriculum, professional development, Gifted and Talented (G/T), At-Risk, Title I, Special Education, Career and Technical Education, 4-Year Old Voluntary Preschool, Equity, and other programs and initiatives. • Follow the locally determined schedule for formative evaluation of program and initiatives as noted in the LEA CSIP, including outcome and process data. • Follow the locally determined schedule for 	<p style="text-align: center;">AEA</p> <p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> • Coach and consult LEAs in the review and revision of its programs and initiatives. • Align AEA professional development supports with LEA action plans. • Assist LEA in conducting formative evaluation of programs and initiatives, including outcome and process data. • Assist LEA in conducting scheduled program and initiative summative evaluations. • Assist the LEA in reviewing progress on long term and annual improvement goals. • Assist LEA in engaging its community, SIAC, and other committees and groups in ongoing 	<p style="text-align: center;">DE</p> <p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> • Provide information and guidance on new requirements (legislation, open enrollment, competent private instruction, specially accredited schools, general accreditation for non-public schools, exempt schools, Senior Year Plus, Charter Schools, Iowa Core Curriculum, and other DE programs and initiatives). • Certify CSIP and APR. • Provide requested technical assistance. • Offer opportunity to LEA, AEA, and DE staff to participate as team members on a comprehensive site visit.

<p>summative evaluation of programs and initiatives as noted in the LEA CSIP.</p> <ul style="list-style-type: none"> Engage the community, SIAC, and other committees and groups in ongoing LEA conversations, data analysis, and problem solving regarding major educational needs. Update CSIP pages for funding streams and assurances. Review progress on long term and annual improvement goals. On a locally determined schedule, or 20% each year, review school board policies. <p>Tasks Specific To Year 4 Of The Five-Year Cycle:</p> <ul style="list-style-type: none"> Finalize the prioritization of site visit report findings and design an action plan. Comprehensive review of needs assessment data to inform revision of the CSIP: collecting additional data as needed, analyzing data to identify priorities, creating a plan for implementation and evaluation. Comprehensive review and revision, if needed, of the CSIP regarding the plan to implement and collect annual formative outcome and process data. 	<p>conversations, data analysis, and problem solving regarding major educational needs.</p> <ul style="list-style-type: none"> Communicate with LEAs through administrative team or LEA leadership team meetings. <p>Tasks Specific To Year 4 Of The Five-Year Cycle:</p> <ul style="list-style-type: none"> Assist LEAs in finalizing the prioritization of site visit report findings and designing an action plan. Complete corrective action plan resulting from site visit report non-compliances, if needed. Guide LEAs in reviewing, analyzing, and using data (e.g., site visit report findings, comprehensive needs assessment data, student achievement and student behavior data, etc.) to develop action plans. Consult and coach LEA in revising its CSIP. Assist in the comprehensive review and revision, if needed, of the CSIP regarding the plan to implement and collect annual formative outcome and process data. 	<p>Tasks Specific To Year 4 Of The Five-Year Cycle:</p> <ul style="list-style-type: none"> Provide technical assistance and guidance to meet recommendations and correct non-compliances through follow-up.
Year 5: Continuous Implementation		
<p style="text-align: center;">LEA</p> <p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> Implement the CSIP with a cycle for review, revision, and appropriate professional development for all staff: curriculum/Iowa Core Curriculum, professional development, Gifted and Talented (G/T), At-Risk, Title I, Special Education, Career 	<p style="text-align: center;">AEA</p> <p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> Coach and consult LEAs in the review and revision of its programs and initiatives. Align AEA professional development supports with LEA action plans. Assist LEA in conducting formative evaluation of programs and initiatives, including outcome 	<p style="text-align: center;">DE</p> <p>Continuous Implementation Tasks:</p> <ul style="list-style-type: none"> Provide information and guidance on new requirements (legislation, open enrollment, competent private instruction, specially accredited schools, general accreditation for non-public schools, exempt schools, Senior Year Plus, Charter Schools, Iowa Core Curriculum,

<p>and Technical Education, 4-Year Old Voluntary Preschool, Equity, and other programs and initiatives.</p> <ul style="list-style-type: none"> • Follow the locally determined schedule for formative evaluation of program and initiatives as noted in the LEA CSIP, including outcome and process data. • Follow the locally determined schedule for summative evaluation of programs and initiatives as noted in the LEA CSIP. • Engage the community, SIAC, and other committees and groups in ongoing LEA conversations, data analysis, and problem solving regarding major educational needs. • Update CSIP pages for funding streams and assurances. • Review progress on long term and annual improvement goals. • On a locally determined schedule, or 20% each year, review school board policies. 	<p>and process data.</p> <ul style="list-style-type: none"> • Assist LEA in conducting scheduled program and initiative summative evaluations. • Assist the LEA in reviewing progress on long term and annual improvement goals. • Assist LEA in engaging its community, SIAC, and other committees and groups in ongoing conversations, data analysis, and problem solving regarding major educational needs. • Communicate with LEAs through administrative team or LEA leadership team meetings. 	<p>and other DE programs and initiatives).</p> <ul style="list-style-type: none"> • Certify CSIP and APR. • Provide requested technical assistance. • Offer opportunity to LEA, AEA, and DE staff to participate as team members on a comprehensive site visit.
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