



School Strategic Plans Guidelines for Development and Review

A school strategic plan is a document developed by a school strategic planning team and approved by the school staff for implementation during a three-year period. The plan is based upon an analysis of school needs as reflected in disaggregated data from all stakeholders. The principal is responsible for ensuring that the school strategic plan is developed and monitored. Specific strategies are formulated for implementation which support the six-year system strategic plan. At the end of each year school plans are updated with summaries of results and areas for improvement. New action steps are outlined, as needed, to address targeted deficiencies.

A. Components of the School Strategic Plan

Each School Strategic Plan should include and document the following components on the appropriate forms as determined by the Superintendent or his/her designee:

1. Assurances that the plan has been developed in compliance with the N. C. Legislative actions and the N. C. State Board of Education regulations:
 - N.C. G.S. §115C-105.00 – improving student performance
 - N.C. G.S. §115C-105.21 – all school districts in NC are required to participate in the program
 - N.C. G.S. §115C-105.27 – each school shall develop a school improvement plan
2. Strategies/action steps that are aligned and support the Board of Education adopted strategic plan and system goals
3. Documented indicators and results that clearly indicate accomplishments or targeted areas for process improvement (Annually, any area that is designated as growth not met, AYP not met, AYP met with Confidence Interval and/or Safe Harbor must be specifically addressed.)
4. Documented evidences of the integration of all mandated local, state, and federal programs
5. Strategies for input/feedback from the following groups: feeder schools in each district, various departments/divisions/teams within each school, stakeholders, students, parents, businesses, community, etc.
6. Annual summaries to assess progress during the two-year plan implementation
7. Budget and resource allocations congruent with assessed needs
8. Evaluation expressed in terms of the indicators and results



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9. Waivers that are needed to support the implementation of strategies to include:

- Describe what inhibits the school's ability to improve student performance
- Identify the waiver you are requesting
- Specify how the waiver will be used
- Explain how the waiver will permit the school to improve student performance

B. Procedures for Review and Approval of School Strategic Plans

1. Peer review committees will be selected to review plans before submission to the Board of Education.
2. School strategic plans will be submitted to the Department of Instructional Services and Continuous Improvement for coordinating and scheduling with the peer review committees.
3. The committees will review plans and provide written feedback to the individual schools in accordance with established criteria. Technical assistance will be provided upon request.
4. Revisions based upon committee recommendations are at the discretion of the school strategic planning team.
5. Recommendations for approval will be made by the superintendent or designee(s) to the Board of Education.
6. Plans will be reviewed and approved by the Board of Education in accordance with N. C. legislation and N.C. State Board of Education regulations.
7. Technical assistance may be provided (upon request) to any school staff or planning group. The Department of Instructional Services and Continuous Improvement will coordinate and schedule needed services.

C. Development and Submission of Annual Plan Updates

1. Annual updates are required each year as a means of evaluating the implementation process and targeting areas for improvement.
2. Annual plan updates will be presented to the Board of Education.
3. Peer review committees will be convened for review of annual plan updates in accordance with the same guidelines as stated for review of the school strategic plans.



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D. Suggested questions to generate information and discussion needed for development of school strategic plans

The following questions are provided to help generate the information and discussion needed to develop the school strategic plan:

1. What indicators will be used to collect data to consistently monitor the action steps and activities to be implemented? How are you using trend and disaggregated data to help plan for the future?
2. How will you benchmark, inside and outside the county, to identify best practices for continued improvement in the teaching/learning process?
3. For each strategy and related action step, what will be used during the year to:
 - a. determine whether or not each strategy is being implemented appropriately; and
 - b. determine whether or not the strategies are having the desired impact or effect?
4. What resources and materials (human and fiscal) will be used to implement each action step?
5. What components are in place to continuously foster human resource development?
6. How will you know at the end of the year if strategies/action steps have been successful?
7. Do all components of the school strategic plan support the system-wide plan?
8. How was the entire staff involved in developing the school strategic plan?
9. How will the leadership communicate, display, implement, reinforce, and monitor the goal?