

APPENDIX II – 16

## IAP/Magnet Plan Guide

All magnet schools are required to develop a Magnet Plan and an Integrated Action Plan (IAP) (Title I). The Magnet Plan and the IAP need to serve the purpose of capturing one school improvement plan for a united focus. Therefore, a template has been adapted from Title I to include magnet plan requirements. You will use the planning template as your guide to develop a plan that can satisfy both school plan requirements. Please read the following information to support your planning:

Your school's **2017-18 Magnet Plan** is now your school's **2017-18 Magnet Budget**.

### Acronyms:

Comprehensive Needs Assessment (**CNA**)

Integrated Action Plan (**IAP**)

### Materials to Support Planning:

- IAP/Magnet Plan Guide
- School Data Analysis
- IAP/Magnet Planning Template
- Arizona Department of Education Comprehensive Needs Assessment (CNA) Rubric
- CNA Data Summary
- 2017-2018 TUSD Focus Areas Checklist
- 2016-17 CIP Plan
- 2017-18 Magnet Budget (2017-18 Magnet Plan)
- Title I Funding Guidance and Review Rubric
- Optional: Magnet Schools Assistance Program: Student Recruitment Toolkit (information regarding marketing and recruitment process to support integration planning)

### Due Dates:

**IAP:** Sunday, July 23, 2017

- Submit your IAP completed plan to your **Title I Director, Magnet Director, and School Director**

**Magnet Plan:** Friday, July 28, 2017

- Submit your completed Magnet Plan to your **Magnet Director**

### Completed Plans:

- Your completed IAP plan will be submitted and then transferred from the planning template to the ADE's online ALEAT system by your Title I Director
- Your completed Magnet Plan will be submitted using the planning template and will be submitted to the Special Master by the Magnet Director.

### School Goals:

- Magnet Goals: These goals are still court ordered. Complete the goals with your school's name and other information where left blank.
- Integration Goal: Some schools will be required to refine their Integration Goal as determined by feedback received from the Special Master. I will notify each school individually.

### SMART Goals:

- Your SMART Goals for **Principal #2: Effective Teachers and Instruction** will include the specific breakdown of your school's data. These SMART Goals will be your site-specific goals that will provide a clear picture of your student performance data. You will need to include a SMART Goal for each of the following areas:
  - **ELA**
  - **Math**
  - **English Language Development**
  - **Lower 25% Sub-Groups:**
  - **Attendance**
  - **Graduation Rate (High Schools)**
- For Magnet Plans –SMART Goals need to be developed for all sub-groups and grade levels.

### Principles:

These are the "Big Rocks" that you will plan to support school improvement. Each required "Principle" is already included in the planning template.

### Magnet/IAP Required Principles:

- **Principle#2:** Effective Teachers and Instruction (p. 16 - CNA Rubric)
  - Magnet Plans must include specific interventions that will support student learning (Tier 2 and Tier 3).
- **Principle #4:** Effective Curriculum (p. 37 - CNA Rubric)
- **Principle # 6:** Family and Community Engagement (p.51- CNA Rubric)

### Additional Magnet Plan Required Principle:

- **Integration:** Providing Diversity, Excellence and Equity

**If you receive funding for the following Title I FTE:** Drop-Out Prevention Specialist, Drop-Out Coordinator, Counselor, and Dean of Students

- **Principal #5:** Conditions, Climate and Culture

### 2017-2018 TUSD Focus Areas

- The following TUSD non-negotiable focus areas need to be included in your IAP and Magnet Plan. Please see the table below to assist with your planning. These focus areas can be “Action Steps” or bulleted in the “Strategy Description” section as appropriated for the IAP Principle.

<b>TUSD Non-Negotiable Focus Area</b>	<b>IAP Principle</b>	<b>✓ Included</b>
<i>Teaching TUSD Curriculum 4.0 with fidelity (Curriculum 4.0 Lead Teacher Initiative/ PLC)</i>	4	
<i>Exposure of bottom 25% students to effective Tier 1 instruction (cessation of placement of bottom quartile students in long-term sub classrooms, maximize placement in highly effective classrooms)</i>	2	
<i>During the day access to Tier 2 and Tier 3 support in ELA &amp; Math (classroom level/ school wide)</i>	2	
<i>Highly functioning MTSS teams focused on academic performance data (schoolwide, grade level, classroom level Tier 1,2 and, 3 recommendations as a response to data at the schoolwide, sub group, or individual student level)</i>	2 and 4	
<i>School PD calendars support ongoing support for district initiatives (district supported with deployment of personnel and resources)</i>	2 and 4	
<i>Principals and school leadership teams have structured systems for monitoring daily instruction (structured systems for class walk-through visits)</i>	2	
<i>Principals and school leadership teams have structured systems for monitoring the efficiency and effectiveness of PLC grade level/ course team work (mutually developed with teachers, structured systems for PLC team support)</i>	2 and 4	
<i>Strategic Class Size (Requirements for IAP – Optional for Magnet Plan)</i>	2, 4, and 6	

### Example of Strategic Class Size

Strategic Class Size is required for the IAP. Below is an example of an example provided by Title I. This was written under **Principle #2: Effective Teachers and Instruction.**

**Action Step Title (50 Characters):** Implement Strategic Class Size

**DESCRIPTION – 1000 Characters**

- Strategic Average Class Size of 27 (2-5) and 24 (K-1) is used to support differentiated instruction and strategic groupings within classrooms.

**Measures, Success Criteria, Evidence:**

Student/Teacher Ratio Records by school/classes.

**Using your CNA Data Summary to Identifying Strategy Indicators:**

- In the Data Summary area of your CNA, review your average score for each indicator to identify the indicator(s) that you may want to include in your plan for school improvement.

**Using your CNA Rubric Booklet:**

- You will need to identify the “Strategy Indicator” number from the CNA Rubric booklet.  
**Example: Strategy Indicator 2.4: Out teachers implement evidence-based, rigorous and relevant instruction.** (p. 20- CNA Rubric booklet.)
- **IMPORTANT:** You will need to include the “Strategy Indicator” number in the column provided on your 2017-18 Magnet Budget (2017-18 Magnet Plan) for each budget item as it aligns.

**Planning backwards using your CNA Rubric Booklet:**

- At the end of each “Principle” section in your CNA Rubric booklet you will find a list of data/evidence for each indicator. The data/evidence listed may be helpful to determine the action steps needed for successful planning of each indicator as aligned to the outcomes according to your school improvement needs.
  - Principle #2: Effective Teacher and Instruction (p. 28)
  - Principle #4: Effective Curriculum (p. 37)
  - Principle #6: Family and Community Engagement (p.51)
- The data/evidence listed for each “Strategy Indicator” can be included, if they apply, in the IAP and Magnet Plan planning template.

**Planning and Writing Action Steps:**

- The planning template can be adjusted to meet your planning needs by cutting and pasting the sections starting with Strategy Indicator # and including the Strategy Description, Action Step Title, Description, and Measures, Success Criteria, Evidence. If you need additional space on your template, you can cut and past the section below to add to your planning template.

<b>STRATEGY INDICATOR # :</b>
<b>STRATEGY DESCRIPTION:</b>
<b>4. Action Step Title</b>
<b>DESCRIPTION</b>
<b>Measures, Success Criteria, Evidence:</b>

- Your IAP has limited characters for action steps and descriptions when uploaded to the ALEAT system. This is noted on the planning template.
- The Magnet Plan does not have limited characters for action steps and descriptions.
- **IAP:** Write a minimum two actions steps for each “Strategy Indicator” under each principle. Each action step through ALEAT will generate a timeline for your review. Keep it simple while meeting requirements.
- **Magnet:** Write as many “Actions Steps” that are needed for each “Strategy Title” under each “Principle.” **Please remember that the audience that reviews your magnet plan has a more specific and detailed-minded lens. They especially review your school’s interventions that provide opportunities for all students to learn. If you are not specific and include details your Magnet Plan will need to be refined before it is submitted to the Special Master.**

**Integrating the 2017-18 Magnet Budget (2017-18 Magnet Plan) and Title I Budget**

- **IAP:** Title I FTE , **Drop-Out Prevention Specialist, Drop-Out Coordinator, Counselor, Dean of Students** will need to be justified in your IAP. Principle #5: Conditions, Climate and Culture support these positions and will need to be included in your IAP.
- **Magnet:** Within your actions steps you will need to include your magnet budget FTE (certified and classified), additional PD funding, added duty, capital, technology, conferences, etc.
- **Magnet:** The Magnet Plan needs specific action steps and descriptions to justify your magnet budget.

**Example: You have a 1.0 FTE CSP who is budgeted with magnet monies:**

**Principle #2: Effective Teachers and Instruction**

**Action Step:** All instructional leaders will participate in weekly walkthroughs using the Danielson Framework as a guide to identify teacher strengths and refinements. Walkthrough information will be shared by each instructional leader at weekly meetings. Unsatisfactory and basic teachers will be identified to work directly with the **CSP**.

**Action Step:** The CSP will work directly with teachers who are identified by the principal as needing additional support with Tier 1 instruction. Areas for refinement will be identified by the CSP and teacher and an action plan will be developed that includes products (evidence) and specific dates for implementation. The CSP will monitor the plan with the teacher and collect evidence that supports implementation.

**Suggestions:**

1. Plan your IAP to meet the requirements for Title I using the Magnet/IAP planning template.
2. Use your 2016-17 CIP as a reference for strategies that you will continue to implement in the 2017-18 IAP.
3. Determine where the 2016-17 CIP strategies that you will continue for 2017-18 align with the required “Principles” (2, 4, and 6) and “Strategy Indicator.”
4. When completed, save as your IAP plan. This is the plan that you will submit to your Title I Director who will transfer your plan to the ALEAT system. Please copy your sent plan to your School and Magnet Director.
5. Work from your completed IAP plan, if needed, to expand strategies, action, and descriptions to ensure that they are detailed and specific.
6. Develop actions steps or strategies that are align to your 2017-18 Magnet Budget (2017-18 Magnet Plan) where needed.
7. Save as your IAP/Magnet Plan. This is the plan that you will submit to the Magnet Department. Your Magnet Plan will also be uploaded to the ALEAT system as a word document. It will be noted in your IAP plan that more details and specifics of the school plan have been uploaded in a word document – your Magnet Plan.

In summary, write your IAP as a guide for your Magnet Plan. The Magnet Plan will guide your school improvement because it satisfies all requirements of both plans and will provide staff members with their responsibility to specific actions steps and the evidence that is required for implementation.