



## **POLICY 2.09**

**4-A** I recommend that the Board adopt the proposed revised Policy 2.09, entitled “School Advisory Councils.”

[Contact: Dr. Janis Andrews, PX 46888 and Dr. Marc Baron., PX 48851]

### **Adoption**

### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on June 20, 2012. No changes were requested.
- The Department’s name was corrected to Department of School Improvement and District Accreditation throughout.
- During the December 7, 2011 School Board Presentation *CLS1 - 2011-2012 School Improvement Plans*, the Board requested that:
  - Infusion of African and African American Studies be included in School Improvement Plans, and
  - School Improvement Plans be monitored to ensure infusion of African and African American Studies is occurring in all schools.
- Florida Statute (Fla. Stat.) [1003.42\(2\)](#) currently contains twenty (20) requirements for instruction, (a) through (t), including, “(h) The history of African Americans, including the history of African peoples before the political conflicts that led to the development of slavery, the passage to America, the enslavement experience, abolition, and the contributions of African Americans to society. Instructional materials shall include the contributions of African Americans to American society.
- By adding “Fla. Stat. [1003.42\(2\)](#)” to Policy 2.09, the policy now addresses the Board’s request for schools to include “Infusion of African and African American Studies” in each school’s School Improvement Plan, as well as all other areas of instruction required in that statute.
- Communication and Training for Policy 2.09:
  - School Improvement staff will:
    - Develop and post a bulletin, and
    - Provide School Improvement Plan (SIP) training for schools, which will include directions for addressing the new requirements for the SIP.

- Monitoring:
  - Principals' revised form *PBSD 2248* – Principals include required components of the SIP and sign and submit *PBSD 2248* to their Area Superintendents. (Please note that the attachment, *PBSD 2248*, identifies other necessary changes for the SIP in red. The School Improvement staff will finalize the changes shown in red as soon as the information is provided by the Florida Department of Education Bureau of School Improvement.)
  - Area Superintendents' revised form *PBSD 2250* - Area Superintendents verify that required components of the SIP accountability process are addressed by 100% of their area's schools, including instruction identified in Fla. Stat. [1003.42\(2\)](#).
  
- Additional Changes:
  - Delete “performance” – This change in wording requires student standards to be addressed, not only student performance standards.
  - Delete “and the federal No Child Left Behind Act” – This deletion complies with the U.S. Department of Education (Department)'s approval of Florida's Elementary and Secondary Education Act Waiver, which moves Florida to a single accountability system.

**POLICY 2.09**

**SCHOOL ADVISORY COUNCILS**

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1. **Purpose**

This policy is to ensure compliance with Fla. Stat. § 1001.452.

2. **Applicability School Advisory Council**

Each school in this school district shall have a School Advisory Council ("SAC") as set forth in Fla. Stat. § [1001.452\(1\)\(a\)](#).

3. **Composition of Councils**

a. Membership of the SAC shall meet the requirements within Fla. Stat. § [1001.452\(1\)\(a\)](#). These requirements include that the SAC be composed of the school principal/director (who, pursuant to Fla. Stat. § [1001.54\(2\)](#), must provide instructional leadership in the development, revision, and implementation of the school improvement plan) and an appropriately balanced number of teachers, education support employees, students (where appropriate), parents, and business and community representatives.

i. Middle and junior high schools must include student representation on their SACs.

ii. Vocational-Technical centers and high schools must include student representatives on their SACs.

iii. Vocational-Technical centers and adult education centers are not required to have parent participation on the SACs.

iv. In accordance with Fla. Stat. § [1001.452\(1\)\(a\)](#), the term "education support employee" as used herein refers to any person who is employed by a school who is not defined as instructional or administrative personnel pursuant to Fla. Stat. § [1012.01](#) and whose duties require twenty (20) or more hours in each normal working week.

v. For purposes of school advisory council membership, the term "teacher" includes classroom teachers, certified student services personnel, and media specialists pursuant to Fla. Stat. § [1001.452\(1\)\(a\)](#).

b. As required by Fla. Stat. § [1001.452\(1\)\(a\)](#), the majority (fifty percent plus one (50% + 1)) of the members of the SAC shall be persons who are not employed by the school district.

33 c. Membership shall be representative of the ethnic, racial, and economic  
34 community served by the school, as required by Fla. Stat. § [1001.452\(1\)\(a\)](#).

35 **4. Selection of Council Members**

36 a. All council members shall be elected by their respective peer group, except for  
37 business and community representatives and the school principal/director. The  
38 SAC bylaws will establish the term of membership and a process for ensuring  
39 staggered terms to provide continuity on the SAC.

40 b. As required by Fla. Stat. § [1001.452\(1\)\(a\)](#), the following council members shall  
41 be elected by their respective peer group in a fair and equitable manner  
42 through an election as set forth in the bylaws of the SAC. Procedures in the  
43 bylaws should include the means of ensuring wide notice of vacancies and  
44 elections through such means as the school marquee, school newsletter,  
45 Parent Teacher Association/Parent Teacher Organization (PTA/PTO)  
46 meetings, and announcements at open house, etc.

47 i. Teacher(s) shall be elected by teachers;

48 ii. Education support employee(s) shall be elected by education support  
49 employees;

50 iii. Student(s), when appropriate, shall be elected by students; and

51 iv. Parent(s) members shall be elected by parents in general, with all parents  
52 having an opportunity to participate in voting for any parent as set forth in  
53 the bylaws of the SAC.

54 c. Any SAC member may recommend the appointment of business and  
55 community member(s) to serve on the SAC. The procedures in the SAC  
56 bylaws will include the means of ensuring wide notice of vacancies through  
57 methods such as school marquee, school newsletter, and instructional  
58 television, and of taking input on possible members from local business,  
59 chambers of commerce, community and civic organizations and groups, and  
60 the public at large. Business and community members will be appointed by the  
61 principal following the advice and consent of the SAC.

62 d. The bylaws of the SAC must set forth a process for appointment of additional  
63 SAC members if the election process does not produce representative  
64 membership as provided within Fla. Stat. § [1001.452\(1\)\(a\)](#). If the process set  
65 forth in the SAC bylaws still does not produce representative membership, the  
66 Board will appoint additional SAC members, as set forth in Paragraph 5 below.

67 e. Each school year and prior to or at the beginning of the first SAC meeting,  
68 each SAC member shall register as: a) a volunteer using the Volunteer

69 Tracking System, subject to the provisions within [School Board Policy 2.53 -](#)  
70 [Volunteers in Public Schools](#); and b) a SAC member for that school by  
71 submitting online a completed [PBSD e-form 1710](#).

72 **5. SAC Governance**

73 a. Each SAC shall be governed by the Sunshine Law ( Fla. Stat. §[286.011](#)), the  
74 Public Records Law ( Fla. Stat. Chapter[119](#)), the SAC Statute ( Fla. Stat.  
75 § [1001.452](#)), and other relevant Florida statutes and State Board of Education  
76 Rules relating to SACs.

77 b. Each SAC will adopt bylaws, including membership selection procedures that  
78 meet the requirements of Florida Statutes, State Board of Education Rule, and  
79 this Board Policy. As required by Fla. Stat. § [1001.452\(1\)\(d\)](#), the bylaws must  
80 establish procedures for the following:

81 i. Requiring a quorum to be present before a vote may be taken by the  
82 school advisory council. A majority of the membership of the council  
83 constitutes a quorum.

84 ii. Requiring at least three (3) business days' advance notice in writing to all  
85 members of the advisory council of any matter that is scheduled to come  
86 before the council for a vote. (This notice to members is in addition to the  
87 meeting notice for the general public under the Sunshine Law).

88 iii. Scheduling meetings when parents, students, teachers, businesspersons,  
89 and members of the community can attend.

90 iv. Replacing any member who has two consecutive unexcused absences  
91 (as determined by the SAC Chair) from SAC meetings scheduled  
92 according to the procedures in the bylaws.

93 v. Recording minutes of meetings (and, as required by Fla. Stat.  
94 § [1001.452\(1\)\(d\)5](#), the School Board shall maintain a record of minutes of  
95 council meetings).

96 c. The SAC shall annually review its bylaws to ensure alignment with current  
97 statutes and Board Policy.

98 d. The SAC shall submit the SAC bylaws when submitting the school  
99 improvement plan for Board approval.

100 **6. Validation of SAC Membership Composition**

101 a. The Superintendent/designee will validate each school's membership  
102 composition, including reviewing whether "schools have maximized their

103 efforts to include minority persons and persons of lower socioeconomic  
104 status," pursuant to Fla. Stat. § [1001.452\(1\)\(a\)](#).

105 b. The Superintendent shall annually submit the membership lists of all SACs to  
106 the School Board for review during a regular or special Board meeting in, or  
107 before, December of each school year.

108 i. The School Board shall review the SAC membership composition to  
109 determine if it is representative of the ethnic, racial, and economic  
110 community served by the school, as required by Fla. Stat.  
111 § [1001.452\(1\)\(a\)](#).

112 ii. If necessary to achieve proper representation, the School Board, based  
113 on the recommendation of the Board member in whose district the school  
114 is located, shall vote to appoint additional members to a SAC.

## 115 7. SAC Powers and Duties

116 a. Each SAC has the authority to exercise the functions and duties provided to  
117 SACs by the Florida Statutes and State Board of Education rules, but has no  
118 powers or duties now reserved by law to the Board. Pursuant to Fla. Stat.  
119 § [1001.452\(1\)\(a\)](#), the SAC shall be the sole body responsible for final  
120 decision-making at the school relating to implementation of Fla. Stat.  
121 §§ [1001.42\(18\)](#) and [1008.345](#), regarding school improvement and  
122 accountability. Each SAC has the authority to exercise the functions and  
123 duties provided to SACs by the Florida Statutes and State Board of Education  
124 rules, but has no powers or duties now reserved by law to the Board. Pursuant  
125 to Fla. Stat. § [1001.452\(1\)\(a\)](#), the SAC shall be the sole body responsible for  
126 final decision-making at the school relating to implementation of Fla. Stat.  
127 §§ [1001.42\(18\)](#) and [1008.345](#), regarding school improvement and  
128 accountability.

129 b. Each SAC shall assist in the preparation and evaluation of the school  
130 improvement plan required by Fla. Stat. § [1001.42\(18\)](#). Technical assistance  
131 from the DOE may be requested as needed.

132 c. Each SAC shall assist in the preparation of the school's annual budget and  
133 plan as required by Fla. Stat. §§ [1001.452\(2\)](#) and [1008.385\(1\)](#).

134 d. As required by Fla. Stat. § [1008.36\(4\)](#), school recognition funds "must be used  
135 for purposes listed in Fla. Stat. § [1008.36\(5\)](#) as determined jointly by the  
136 school's staff and school advisory council." For purposes of this subsection,  
137 "school staff" means all employees assigned to that school at the time of the  
138 decision.

139 i. Pursuant to Fla. Stat. § [1008.36\(5\)](#), school recognition funds must be

- 140 used for any of the following:
- 141 A. Nonrecurring bonuses to the faculty and staff;
- 142 B. Nonrecurring expenditures for educational equipment or materials to  
143 assist in maintaining and improving student performance; or
- 144 C. Temporary personnel for the school to assist in maintaining and  
145 improving student performance.
- 146 ii. Pursuant to Fla. Stat. § [1008.36\(4\)](#), if school staff and the school advisory  
147 council cannot reach agreement by the date specified in the Statute, "the  
148 awards must be equally distributed to all classroom teachers currently  
149 teaching in the school." The term "classroom teachers" is defined in Fla.  
150 Stat. § [1012.01\(2\)\(a\)](#) as "staff members assigned the professional activity  
151 of instructing students in courses in classroom situations, including basic  
152 instruction, exceptional student education, career education, and adult  
153 education, including substitute teachers" who are assigned to that school  
154 as of the deadline stated above. (The term does not include other  
155 instructional personnel which are separately defined in Fla. Stat.  
156 § [1012.01\(2\)\(b\)-\(e\)](#)).
- 157 e. Each SAC shall have access to the District's web site as a means of providing  
158 information to the public and other SACs consistent with its duties as provided  
159 by law and this policy.

160 **8. School Improvement Plan (SIP)**

- 161 a. Each SAC shall assist in the preparation and evaluation of the school  
162 improvement plan pursuant to Fla. Stat.  
163 §§[1001.42\(18\)](#); [1001.42\(18\)](#), [24.121\(5\)](#), and [1008.33](#). Each school must have  
164 an approved school improvement plan, pursuant to Fla. Stat. § [1001.42\(18\)](#),  
165 after one (1) full school year of planning and development, as required by Fla.  
166 Stat. §[1008.345\(6\)\(c\)](#). Accordingly, new schools must have a school  
167 improvement plan upon completing one full school year of operation.
- 168 b. ~~The school improvement plan shall address single school culture as well as~~  
169 ~~appreciation of multicultural diversity, and shall include all matters required by~~  
170 ~~federal law, Fla. Stat. § [1001.42\(18\)\(a\)](#) and other Florida Statutes, the State~~  
171 ~~Board of Education, or the Florida Department of Education. The student~~  
172 ~~performance standards to be addressed include both Florida state standards~~  
173 ~~and the federal No Child Left Behind Act. Schools are required by the Florida~~  
174 ~~Department of Education to complete their School Improvement Plan (SIP)~~  
175 ~~templates with the assistance of their School Advisory Councils. In addition to~~  
176 ~~the content in the SIP template, schools are required to include single school~~  
177 ~~culture and appreciation of multicultural diversity (applicable to all grade~~



178 levels) and required instruction listed in Fla. Stat. §1003.42(2) (as applicable to  
179 appropriate grade levels).

180 c. Each school's SAC shall vote to approve the SIP at a SAC meeting. The  
181 school Principal with SAC consent shall verify and save the school  
182 improvement plan on the Florida Department of Education (DOE) school  
183 improvement plan template by the last Friday in September (absent  
184 extenuating circumstances) or as required by DOE, whichever is earlier. The  
185 Principal and SAC Chairperson(s) shall verify, sign, and send the school  
186 improvement plan checklist ([PBSD 2248](#)) to the designated Supervisor.

187 d. The Supervisor/designee shall review and verify respective school  
188 improvement plans, as well as the school's SAC bylaws, by submitting [PBSD](#)  
189 [e-form 2250](#) to the School District's Department of School Improvement and  
190 District Accreditation.

191 e. The Superintendent shall submit the school improvement plan for each school  
192 to the Board for approval by December 31st of each year, and the Board must  
193 annually approve and require implementation of a new, amended, or  
194 continuation school improvement plan for each school in the district, as  
195 required by Fla. Stat. § [1001.42\(18\)\(a\)](#).

196 f. The Board shall provide school improvement funds to schools for developing  
197 and implementing school improvement plans pursuant to Fla. Stat.  
198 § [1001.42\(18\)\(c\)](#).

199 i. Such funds shall include those funds appropriated for the purpose of  
200 school improvement pursuant to Fla. Stat. §[24.121\(5\)\(c\)](#).

201 ii. School improvement funds provided under Fla. Stat. § [24.121\(5\)\(c\)](#) may  
202 be expended only on programs or projects selected by the SAC for  
203 enhancing school performance through development and implementation  
204 of a school improvement plan. As stated in Fla. Stat. § [24.121\(5\)\(c\)](#), the  
205 school principal may not override the recommendations of the SAC on  
206 use of these funds.

207 iii. These moneys may not be used for capital improvements, nor may they  
208 be used for any project or program that has a duration of more than one  
209 (1) year; however, as allowed by Fla. Stat. § [24.121\(5\)\(c\)](#), a SAC may  
210 independently determine that a program or project formerly funded under  
211 this paragraph should receive funds in a subsequent year.

212 **9. Waiver of Local or State Regulation**

213 Should a school identify a local or state regulation that presents a barrier to  
214 improved student achievement and implementation of the school improvement



215 plan, the SAC may submit a request to the District's School Waiver Committee  
216 (SWC), a committee that is subject to Florida's Sunshine Law.

217 a. The SWC may recommend a waiver of School Board Policy to the Board  
218 pursuant to Fla. Stat. § [1001.42\(19\)\(b\)](#), as long as the waiver would not be  
219 inconsistent with the underlying state statutes or State Board of Education  
220 rules.

221 i. Following a vote of the SAC, the principal submits the waiver request for  
222 review to the area superintendent/designee and  
223 Superintendent/designee.

224 ii. The Superintendent/designee forwards the waiver to the SWC  
225 Committee. The Committee consists of:

226 A. One elementary, middle, and high school principal selected by their  
227 respective Principals Associations;

228 B. One department representative as appointed by the Superintendent  
229 and when the waiver is applicable to that department;

230 C. The Classroom Teacher's Association (CTA), with one  
231 representative on the District's School Waiver Committee, shall  
232 review each waiver pursuant to the standards set forth in the CTA  
233 Bargaining Agreement, to determine if the waiver constitutes a  
234 change in employee hours, terms or conditions of employment (the  
235 CTA Board of Directors is the governing body authorized to accept  
236 waivers, reject waivers, or accept waivers with conditions if they  
237 require a waiver of contract standards);

238 D. One representative from The Association of Educational Secretaries  
239 and Office Personnel (AESOP) when the waiver is applicable to their  
240 constituency; and

241 E. One representative from the Florida Public Services Union-Service  
242 Employees International Union, Local 1227 (FPSU-SEIU) when the  
243 waiver is applicable to their constituency.

244 b. The SWC will review and make recommendations to the  
245 Superintendent/designee on each waiver, considering the following factors:

246 i. Whether the waiver of School Board Policy under Fla. Stat.  
247 § [1001.42\(19\)\(b\)](#) is possible without incurring inconsistency with the  
248 underlying state statutes or State Board of Education rules;

249 ii. Whether the waiver is focused on maximizing student outcomes;

- 250           iii. Whether the waiver is based on research and best practices.
- 251           c. If the waiver is not recommended, the principal and SAC will be notified by the  
252 Superintendent/designee of any issues or questions the SWC has regarding  
253 the waiver and will have an opportunity to amend the waiver for further  
254 consideration.
- 255           d. If the waiver of Board Policy is recommended by the SWC, the Superintendent  
256 may submit the waiver request(s) to the Board for approval.
- 257           e. If the requested waiver of Board Policy would be inconsistent with the  
258 underlying state statutes or State Board of Education rules, the SWC may  
259 transmit the request to the Charter District Advisory Committee as a possibility  
260 for the School Board to pursue as an exemption under charter district status.

261 **10. Training and Support**

- 262           a. Training, support, and written materials shall be available for SAC members  
263 that include state and local requirements for SACs, roles and responsibilities  
264 of SAC members, use of data for decision-making, the budget process, and  
265 timelines for developing the school improvement plan. All SAC members are  
266 encouraged to review the SAC materials posted on the web site of the  
267 District's [Department of School Improvement and District Accreditation](#).
- 268           b. If a SAC member or other member of the school community has a concern  
269 about the SAC's operation or compliance with this Policy, such person may  
270 contact the District's [Department of School Improvement and District](#)  
271 [Accreditation](#). The Department of School Improvement [and District](#)  
272 [Accreditation](#) will coordinate resolution of the issue, with the advice and  
273 assistance of appropriate sources as needed, such as the principal, area  
274 superintendent, Chief Academic Officer, or Department of Legal Services.

275 **11. School Budget**

- 276           a. Each SAC shall assist in the preparation of the school's annual budget, which  
277 is prepared by Budget Services, as required by Fla. Stat.  
278 §§ [1001.452\(2\)](#) and [1008.385\(1\)](#).
- 279           b. To facilitate this budgeting process, the SAC will have the school's previous  
280 year's June 30th Budget Status Summary with supporting documentation, the  
281 current fiscal year's Budget Status Summary with supporting documentation,  
282 and the proposed fiscal year's budget, as provided by Budget Services.
- 283           c. The school's current fiscal year's Budget Status Summary, prepared by  
284 Budget Services, will be provided to the SAC on an annual basis in  
285 accordance with Fla. Stat. §§ [1001.452\(2\)](#) and [1008.385\(1\)](#).

- 286 d. Information regarding other resources of the school, such as internal accounts,  
287 will be shared with the SAC on an annual basis for information purposes only.
- 288 e. If requested by a majority vote of the SAC, quarterly reports of the current  
289 year's budget by project, function and object, including a percentage  
290 comparison of amended budgets spent to date, will be provided by Budget  
291 Services. These reports can be used to compare the current year's budget  
292 with the previous year's budget.

293 **12. District-Wide Meetings**

- 294 a. The Superintendent shall schedule at least two (2) district-wide meetings  
295 regarding school improvement and SACs each school year. One meeting in  
296 the summer/fall will provide school improvement training, and one meeting in  
297 the spring will provide school advisory council training and also provide an  
298 opportunity for SAC members to give input on school improvement to the  
299 Superintendent/designee.
- 300 b. These meetings are intended for SAC members, Reform Panel members as  
301 established by the CTA Collective Bargaining Agreement, and School Board  
302 members to exchange programs, ideas, and other information on school  
303 improvement.

304 **13. Sample SAC Bylaws**

305 [Sample bylaws](#) that are consistent with Florida Statutes and Board policy are  
306 provided on the Web site of the [Department of School Improvement and District](#)  
307 [Accreditation](#) to assist SACs in the development of their bylaws. These bylaws  
308 serve only as an example, although some content is required by the cited statutes.

309 14. All forms referenced within this Policy are incorporated herein by reference as part  
310 of this Policy and can be found on the [District Forms website](#).

311 STATUTORY AUTHORITY: Fla. Stat. §§ [1001.41\(2\)](#); [1001.42\(17\)](#) & [\(25\)](#)  
312 LAWS IMPLEMENTED: Fla. Stat. §§  
313 [24.121\(5\)\(c\)](#); [1000.03\(5\)](#); [1001.54\(2\)](#); [1008.33](#); [1008.345\(6\)](#); [1008.36\(4\)](#) &  
314 [\(5\)](#); [1008.385\(1\)](#); [1001.42\(18\)](#); [1001.42\(19\)\(b\)](#); [1001.452](#)  
315 HISTORY: 7/21/1982; 02/25/2002; 12/8/2003; 7/13/2005; 9/13/2006; 8/22/2007; 3/3/10;  
316 \_\_/\_\_/2012

Legal Signoff:

The Legal Department has reviewed proposed Policy 2.09 and finds it legally sufficient for adoption by the Board.

Bruce A. Harris  
Attorney

7/2/12  
Date

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**School Improvement Plan  
Confirmation Receipt**

The Area/Assistant Superintendent or Office designee is to verify School Improvement Plan (SIP) accountability process by electronically confirming that 100% of their respective area's School Improvement Plans, School Advisory Council Bylaws, and Peer Reviews have been reviewed and approved.

**CERTIFICATION STATEMENT**

All of the following have been reviewed and approved in the

Select One  
Area Office

1. School Improvement Plans
2. School Advisory Council Bylaws
3. Peer Reviews
4. **New EDW** *School Advisory Membership Report – RXOOA0521*

Click signature box to sign document.  
Press the question mark next to the box to view a video on electronic signing.

**Administrator's Electronic Signature**

To print press the print button. (Optional)

Print

To submit to School Improvement press "Go"

Select One

Go

Fla. Stat. 1001.42(18)

(18) IMPLEMENT SCHOOL IMPROVEMENT AND ACCOUNTABILITY.—Maintain a state system of school improvement and education accountability as provided by statute and State Board of Education rule. This system of school improvement and education accountability shall be consistent with, and implemented through, the district's continuing system of planning and budgeting required by this section and ss. [1008.385](#), [1010.01](#), and [1011.01](#). This system of school improvement and education accountability shall comply with the provisions of ss. [1008.33](#), [1008.34](#), [1008.345](#), and [1008.385](#) and include the following:

- (a) School improvement plans.—The district school board shall annually approve and require implementation of a new, amended, or continuation school improvement plan for each school in the district.
- (b) Public disclosure.—The district school board shall provide information regarding the performance of students and educational programs as required pursuant to ss. [1008.22](#) and [1008.385](#) and implement a system of school reports as required by statute and State Board of Education rule which shall include schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, and for those schools, report on the elements specified in s. [1003.52](#)(19). Annual public disclosure reports shall be in an easy-to-read report card format and shall include the school's grade, high school graduation rate calculated without GED tests, disaggregated by student ethnicity, and performance data as specified in state board rule.
- (c) School improvement funds.—The district school board shall provide funds to schools for developing and implementing school improvement plans. Such funds shall include those funds appropriated for the purpose of school improvement pursuant to s. [24.121](#)(5)(c).

## **PBSD 2248 School Improvement Plan (SIP) Checklist**

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Directions: School Advisory Council (SAC) chairs, principals, and area superintendents review the SIP **and SAC** using this checklist. Check YES if the SIP **or SAC** has adequately addressed the questions in each category. If NO, provide an explanation in the field provided after each category.

Principals submit the following school documentation to Area Superintendents:

Print and pony:

- Completed, signed and dated PBSD 2248 *School Improvement Plan (SIP) Checklist*.

Email:

- School Improvement Plan
- SAC Bylaws
- Peer Review, and
- [New EDW Compliance of School Advisory Membership Report – RXOOA0521](#)

Keep a copy for your records.

Area Superintendents review, sign, and date completed PBSD 2248 *School Improvement Plan (SIP) Checklist*. Then complete the web-based form PBSD 2250 *School Improvement Plans Confirmation Receipt Area Checklist*.

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### **PART I: SCHOOL INFORMATION**

The school name, principal, school advisory council chairperson, district name, superintendent, and date of School Board approval are identified.

#### **HIGHLY QUALIFIED ADMINISTRATORS**

The position, name, degree(s)/certification(s), number of years at current school, number of years as an administrator, and prior performance record are addressed.

#### **HIGHLY QUALIFIED INSTRUCTIONAL COACHES**

The subject area, name, degree(s)/certification(s), number of years at current school, number of years as an instructional coach, and prior performance record are addressed.

#### **HIGHLY QUALIFIED TEACHERS**

The school described the school-based strategies that will be used to recruit and retain high quality, highly qualified teachers to the school.

#### **Non-Highly Qualified Instructors**



The school listed all instructional staff and paraprofessionals who are teaching out-of-field and/or are NOT highly qualified.

## Staff Demographics

The demographic information about the instructional staff members who are teaching at least one academic course is completed.

## Teacher Mentoring Program

The school described the teacher mentoring program by including the names of mentors, the name(s) of mentees, rationale for the pairing, and the planned mentoring activities.

## ADDITIONAL REQUIREMENTS

### Coordination and Integration (for Title I schools only)

The Title School described how federal, state, and local services and programs will be coordinated and integrated in the school and included all areas of coordination and integration appropriate to the site.

### Coordination and Integration (for all schools per S.B. Policy 2.09(7)(b))

The school addressed their single school culture as well as an appreciation of multicultural diversity. (Schools may state this under *Violence Prevention Program*, listed under *Coordination and Integration*.)

Instructional staff teaches all addressed components of F.S. 1003.42(2), as applicable to appropriate grade levels. (Schools may state this under *Other*, listed under *Coordination and Integration*.)

Explanation if necessary.

### Response to Instruction/Intervention (Rtl)

The school described the school-based Rtl team and the Rtl training and implementation. All subsections of Rtl have been addressed.

Explanation if necessary.

### Literacy Leadership Team (LLT)

The school identified the school-based LLT (by name and position), described how the LLT functions and what their major initiatives will be? All subsections of the LLT have been addressed.

Explanation if necessary.

### **NCLB Public School Choice (for Title I schools only)**

**Title I Schools identified as SINI attached the three notification letters.** \*

### **Elementary Title I Schools Only: Pre-School Transition**

The elementary school described plans for assisting preschool children in transition from early childhood programs to the site.

### **Grades 6-12 Only (Sec. 1003.413(b) F.S.)**

The secondary school described the plan to ensure that teaching reading is the responsibility of every teacher.

### **High School Only**

The high school described how applied and integrated courses are incorporated to help students see the relationship between school and the real world.

The high school describes how students' academic and career planning, including course selection, are incorporated so that school is personally meaningful.

### **Postsecondary Transition**

The high school described strategies for improving student readiness for the public postsecondary level based on annual analysis of the High School Feedback Report.

## **PART II: EXPECTED IMPROVEMENTS**

### **Goals**

Do reading, math, science, writing, parent involvement, and other goals (e.g., attendance, suspension, drop-out prevention, etc.) in the plan address the rigorous requirements, required by Florida Law?

Are the goals aligned with the school's vision and mission, as well as District, State, and Federal requirements?

Do the objectives (Goals #1-5) within each goal area include measurable expectations for all students?

Are objectives (Goal #1-5) aligned with the school, district, state, and federal goals?

Is there an objective (Goal #1-5) for each NCLB subgroup not meeting AYP proficiency targets?\*

Are anticipated barriers to achieving the goal listed for each goal area?

Are strategies clearly targeted to meet the objective?

Is the person responsible for monitoring the strategy noted?

Is the process used to determine the effectiveness of the strategy described?

The evaluation tool is listed.

Professional development is aligned with strategies through Professional Learning Communities or Professional Development activities and all parts are complete.

The budget is aligned to the strategies of each goal in plan.

Explain if necessary.

### Differentiated Accountability

Differentiated schools identified the accountability status: Intervene, Correct II, Prevent II, Correct I, or Correct I and attached the school's Differentiated Accountability Checklist of Compliance.\*

\*Note: Revisions pending Florida Department of Education Bureau of School Improvement's finalization of Elementary and Secondary Education Act (ESEA) Waiver changes to the School Improvement Plan template.

### School Advisory Council

The school noted membership compliance, projected use of funds, and activities for the upcoming year.

### PART III: Quality Controls

#### DISTRICT ACCREDITATION

The *AdvancED's Standards for Quality Schools* has been reviewed with the School Advisory Council.

YES

NO

The school advisory council reviews the school's adherence to *AdvancED's Standards for Quality Schools* annually.

#### VISION AND MISSION STATEMENT REVIEW

SAC Members reviewed and approved current Vision and Mission Statements.

YES

NO

The school advisory council **annually** reviews the current Vision and Mission Statements **to ensure alignment and a focus on student success. The statements are publicized through various other communication vehicles to meet District Accreditation expectations.**  
Date Completed: \_\_\_\_\_

#### PREPARATION OF SCHOOL IMPROVEMENT PLAN (F.S. 1001.452(2))

The school advisory council assisted in the preparation of the School Improvement Plan.

YES

NO

Each school advisory council shall assist in the preparation and evaluation of the School Improvement Plan required pursuant to F.S. 1001.42(18).

## UNDERSTANDING OF SUNSHINE LAW

SAC Members were briefed on and understand Florida's Sunshine Law. Date: \_\_\_\_\_

YES

NO

The school advisory council is subject to Sunshine Law. Any member who violates any provision of Sunshine Law is guilty of a noncriminal infraction, punishable by fine not exceeding \$500.

## PEER REVIEW

The school has completed a School Improvement Plan Peer Review on the assigned peer school.

YES

NO

The Peer School's name is: \_\_\_\_\_  
Please email a copy of the Peer Review to Area Superintendent and Peer School. Date Complete: \_\_\_\_\_.

## MEMBERSHIP SIGNATURES AND RECORDS MANAGEMENT

An official SAC Signatures Page was completed and retained at the school. Date: \_\_\_\_\_

YES

NO

The School maintains an official signatures page of all voting members of SAC. Each voting member has submitted demographic information electronically via Form PBSB 1710.

SAC Agendas and Minutes are completed and retained at the school.

YES

NO

The school maintains the official agenda and minutes of all SAC meetings.

SAC bylaws have been reviewed annually to ensure alignment with current statutes and School Board Policy. School Board Policy 2.09(4)(c).

YES

NO

School Advisory Council shall submit the SAC bylaws when submitting the School Improvement Plan for Board approval. (S.B. Policy 2.09(4)(d)).  
**Please email a copy of the SAC bylaws to Area Superintendent and send a copy to School Improvement.** Date Completed:-  
\_\_\_\_\_.

### MEMBERSHIP COMPLIANCE CHECKS (Sec. 1001.452 F.S.)

**Compliance Check #1  
Non-District Majority**

YES

NO

The SAC Voting Body contains a majority of persons who are not employed by the school district.

**Compliance Check #2  
Balanced Categories**

YES

NO

The SAC Voting Body includes the principal/director and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens. Students are not mandated for elementary schools.

**Compliance Check #3  
Appropriate Representation**

YES

NO

The SAC Voting Body is representative of the ethnic, racial, and economic community served by the school.

Membership Compliance has been verified by **emailing a copy of New EDW Compliance of School Advisory Membership Report – RXOOA0521 to Area Superintendent.**

YES

NO

If No, Explain.

For additional information, go to [www.flbsi.org](http://www.flbsi.org)

**Required Signatures:** The signatures below confirm completion of PBDS 2248 School Improvement Plan (SIP) Checklist. **The school is in compliance with all District and State requirements therewithin. Schools pony this completed document and email all attachments\* to the area superintendent's office. Area superintendents confirm completion by all area schools through Liquid Office with submission of web-based form PBSD 2250 School Improvement Plans Confirmation Receipt Area Checklist.**



Signature of SAC Chair	Print Name	Date
Signature of SAC Co-Chair	Print Name	Date
Signature of Principal	Print Name	Date
Signature of Area Superintendent/ Assistant Superintendent	Print Name	Date

Principals submit the following school documentation to Area Superintendents:

Print and pony:

- Completed, signed and dated *PBSD 2248 School Improvement Plan (SIP) Checklist*.

Email:

- School Improvement Plan
- SAC Bylaws
- Peer Review, and
- **New EDW Compliance of School Advisory Membership Report – RXOOA0521.**

Keep a copy for your records.

Email to Peer School

- Peer Review

Email to School Improvement:

- SAC Bylaws

DRAFT

## Required Instruction 1003.42

(1) Each district school board shall provide all courses required for middle school promotion and high school graduation, and appropriate instruction designed to ensure that students meet State Board of Education adopted standards in the following subject areas: reading and other language arts, mathematics, science, social studies, foreign languages, health and physical education and the arts.

(2) Florida Statutes dictates that members of the instructional staff of the public schools, subject to the rules of the State Board of Education and the district school board, shall teach efficiently and faithfully, using the books and materials required that meet the highest standards for professionalism and historic accuracy, following the prescribed courses of study, and employing approved methods of instruction, the following:

		Topic	Legislation																							
		<i>Declaration of Independence</i>	<i>U. S. Constitution</i>	<i>Federalist Papers</i>	Flag education	Elements of civil government	History of the United States	History of Holocaust	History of African Americans	Principles of Agriculture	Effects of Alcohol	Kindness to Animals	History of the state	Conservation of resources	Health education (Human Growth & Development)	Health education (Injury Prevention & Safety)	Health education (Nutrition)	Health education (Mental & Emotional Health)	Health education (Teen Dating Violence)	*State Board of Education mandates	Study of Hispanic contributions	Study of Women's contributions	Free enterprise US economy	Character Development	Veterans/Memorial Day	
		§1003.42 (a)	§1003.42 (b)	§1003.42 (c)	§1003.42 (d)	§1003.42 (e)	§1003.42 (f)	§1003.42 (g)	§1003.42 (h)	§1003.42 (i)	§1003.42 (j)	§1003.42 (k)	§1003.42 (l)	§1003.42 (m)	§1003.42 (n)	§1003.42 (n)	§1003.42 (n)	§1003.42 (n)	§1003.42 (n)	§1003.42 (o)	§1003.42 (p)	§1003.42 (q)	§1003.42 (r)	§1003.42 (s)	§1003.42 (t)	
Grade Level	Grade																									
	K	X	X		X	X		X	X					X	X	X					X	X	X	X	X	X
	1	X	X		X	X		X	X					X	X	X					X	X	X	X	X	X
	2	X	X		X	X		X	X					X	X	X					X	X	X	X	X	X
	3	X	X	X	X	X	X	X	X	X	X			X	X	X					X	X	X	X	X	X
	4	X	X		X	X	X	X	X	X	X			X	X	X					X	X	X	X	X	X
	5	X	X	X	X	X	X	X	X	X				X	X	X					X	X	X	X	X	X
	6	X	X			X		X	X	X	X				X	X					X	X	X			X
	7	X	X			X		X	X	X	X			X	X	X				X	X	X	X	X	X	X
	8	X	X	X		X	X	X	X	X		X		X	X	X				X	X	X	X	X		X
	9										X		X		X	X	X			X						
	10		X	X			X		X	X	X		X		X		X				X	X	X	X		X
	11		X	X	X		X	X	X	X	X			X	X		X				X	X	X	X		X
12		X	X	X		X		X	X				X	X		X				X	X	X	X	X	X	

1003.42(2)(a)	(a) The history and content of the <i>Declaration of Independence</i> , including national sovereignty, natural law, self-evident truth, equality of all persons, limited government, popular sovereignty, and inalienable rights of life, liberty, and property, and how they form the philosophical foundation of our government.
1003.42(2)(b)	(b) The history, meaning, significance, and effect of the provisions of the <i>Constitution</i> of the United States and amendments thereto, with emphasis on each of the 10 amendments that make up the Bill of Rights and how the constitution provides the structure of our government.
1003.42(2)(c)	(c) The arguments in support of adopting our republican form of government, as they are embodied in the most important of the <i>Federalist Papers</i> .
1003.42(2)(d)	(d) Flag education, including proper flag display and flag salute.
1003.42(2)(e)	(e) The elements of civil government, including the primary functions of and interrelationships between the Federal Government, the state, and its counties, municipalities, school districts, and special districts.
1003.42(2)(f)	(f) The history of the United States, including the period of discovery, early colonies, the War for Independence, the Civil War, the expansion of the United States to its present boundaries, the world wars, and the civil rights movement to the present. American history shall be viewed as factual, not as constructed, shall be viewed as knowable, teachable, and testable, and shall be defined as the creation of a new nation based largely on the universal principles stated in the <i>Declaration of Independence</i> .
1003.42(2)(g)	(g) The history of the Holocaust (1933-1945), the systematic, planned annihilation of European Jews and other groups by Nazi Germany, a watershed event in the history of humanity, to be taught in a manner that leads to an investigation of human behavior, an understanding of the ramifications of prejudice, racism, and stereotyping, and an examination of what it means to be a responsible and respectful person, for the purposes of encouraging tolerance of diversity in a pluralistic society and for nurturing and protecting democratic values and institutions.
1003.42(2)(h)	(h) The history of African Americans, including the history of African peoples before the political conflicts that led to the development of slavery, the passage to America, the enslavement experience, abolition, and the contributions of African Americans to society. Instructional materials shall include the contributions of African Americans to American society.
1003.42(2)(i)	(i) The elementary principles of agriculture.
1003.42(2)(j)	(j) The true effects of all alcoholic and intoxicating liquors and beverages and narcotics upon the human body and mind.
1003.42(2)(k)	(k) Kindness to animals.
1003.42(2)(l)	(l) The history of the state.
1003.42(2)(m)	(m) The conservation of natural resources.
1003.42(2)(n)	(n) Comprehensive health education that addresses concepts of community health; consumer health; environmental health; family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy; mental and emotional health; injury prevention and safety; Internet safety; nutrition; personal health; prevention and control of disease; and substance use and abuse. The health education curriculum for students in grades 7 through 12 shall include a teen dating violence and abuse component that includes, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.
1003.42(2)(o)	(o) Such additional materials, subjects, courses, or fields in such grades as are prescribed by law or by rules of the State Board of Education and the district school board in fulfilling the requirements of law.
1003.42(2)(p)	(p) The study of Hispanic contributions to the United States.

1003.42(2)(q)	(q) The study of women's contributions to the United States.
1003.42(2)(r)	(r) The nature and importance of free enterprise to the United States economy.
1003.42(2)(s)	(s) A character-development program in the elementary schools, similar to Character First or Character Counts, which is secular in nature. Beginning in school year 2004-2005, the character-development program shall be required in kindergarten through grade 12. Each district school board shall develop or adopt a curriculum for the character-development program that shall be submitted to the department for approval. The character-development curriculum shall stress the qualities of patriotism; responsibility; citizenship; kindness; respect for authority, life, liberty, and personal property; honesty; charity; self-control; racial, ethnic, and religious tolerance; and cooperation.
1003.42(2)(t)	(t) In order to encourage patriotism, the sacrifices that veterans have made in serving our country and protecting democratic values worldwide. Such instruction must occur on or before Veterans' Day and Memorial Day. Members of the instructional staff are encouraged to use the assistance of local veterans when practicable.