

**SCHOOL IMPROVEMENT**

**Standard Operating Procedural Manual**

Broward County Public Schools

***Professional Learning Communities****:* Monica Bianchi, Supervisor, Professional Development Support Department, Email or 754-321-5054 X2872

***Title I Plan:*** Paula Canady, Title I Program Specialist, Title I, Migrant and Special Programs Department, Email or 754-321-1407

***Schoolwide Positive Behavior Plan:*** Tyyne Hogan, Prevention Specialist, Prevention Program,

Email or 754-321‐1642

***For Technical/Computer Support with the Broward School Improvement Plan, Title I Plan and the Schoolwide Positive Behavior Plan Templates contact***: Yaco Zaragoza, Senior Programmer,

Office of Service Quality Email or 754-321-3850

***IMPORTANT MESSAGE TO ALL PRINCIPALS:***

SAC Chairs who are SBBC employees or the SAC designee

need to be able to log on to OSPA Central to input school improvement information.

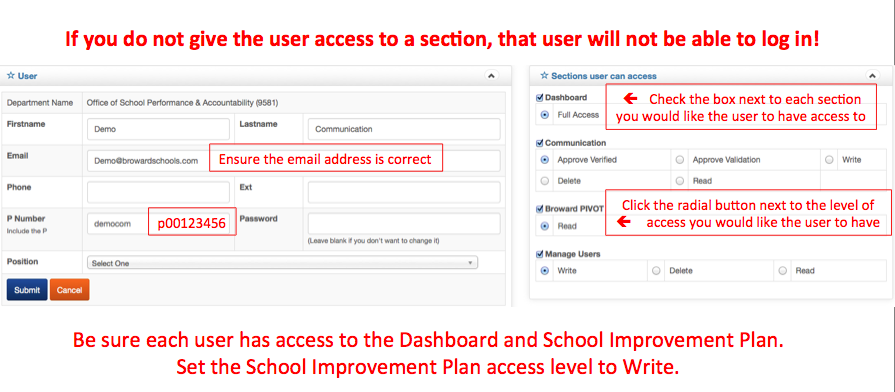
***Steps to Add SAC Chair(s) to OSPA Central 2.0 as designated users:***

**• Log on to OSPA Central V2.0 (**[**http://www.broward.k12.fl.us/ospa/ospa-central2/**](http://www.broward.k12.fl.us/ospa/ospa-central2/)**)**

**• Click on Manage Users**

**• Click on New User**

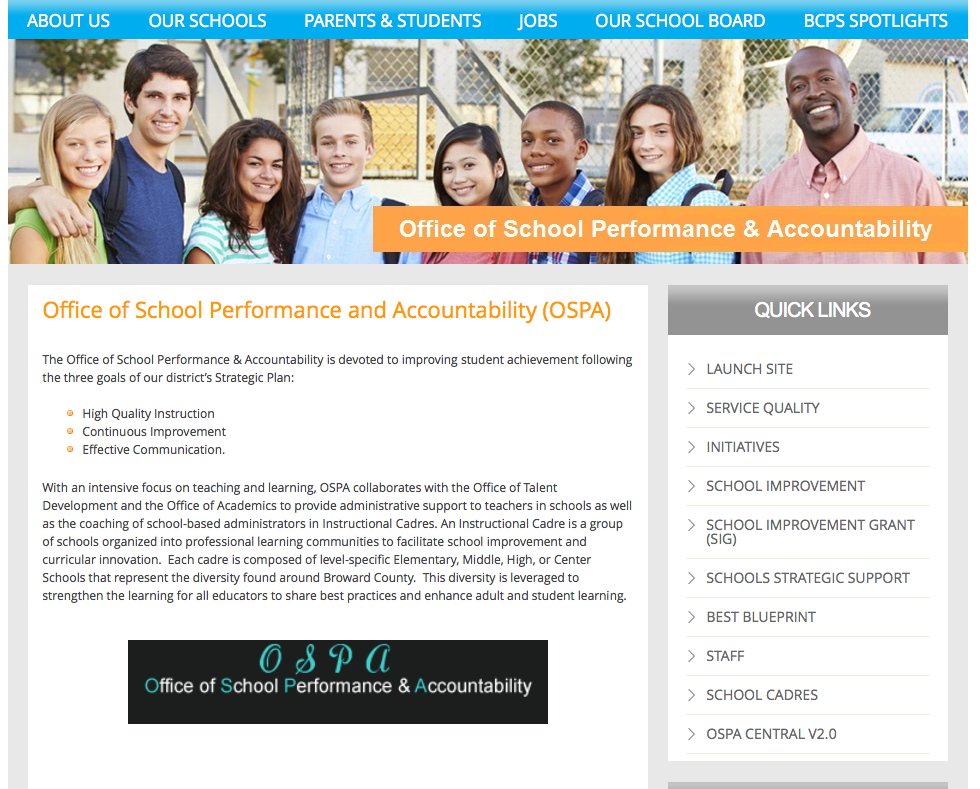
**• Fill Out the User Information Form**

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**SBBC SCHOOL IMPROVEMENT TEMPLATE GUIDE**

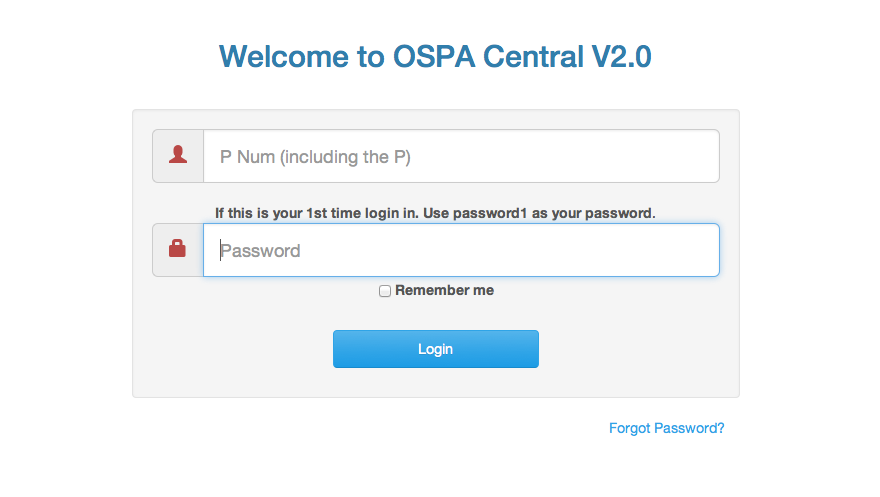
1. **Log on to the OSPA website:**

[http://www.browardschools.com/departments/office-of-school-performance-and accountability](http://www.browardschools.com/departments/office-of-school-performance-and-accountability)



**3. Click on OSPA Central V2.0 **

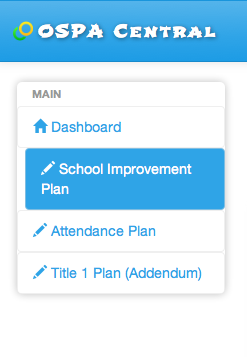
***This is what you will see:***

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**4. Log on to OSPA Central 2.0**

**(Your Principal should have added you as a designated user. See page #2.)**

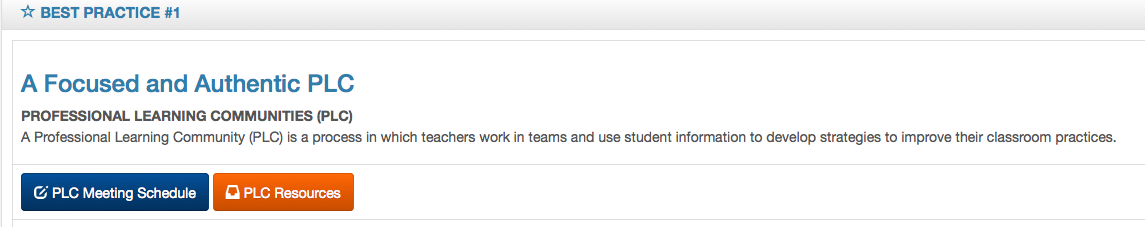
***This is what you will see:***

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**5. Click on School Improvement Plan.**

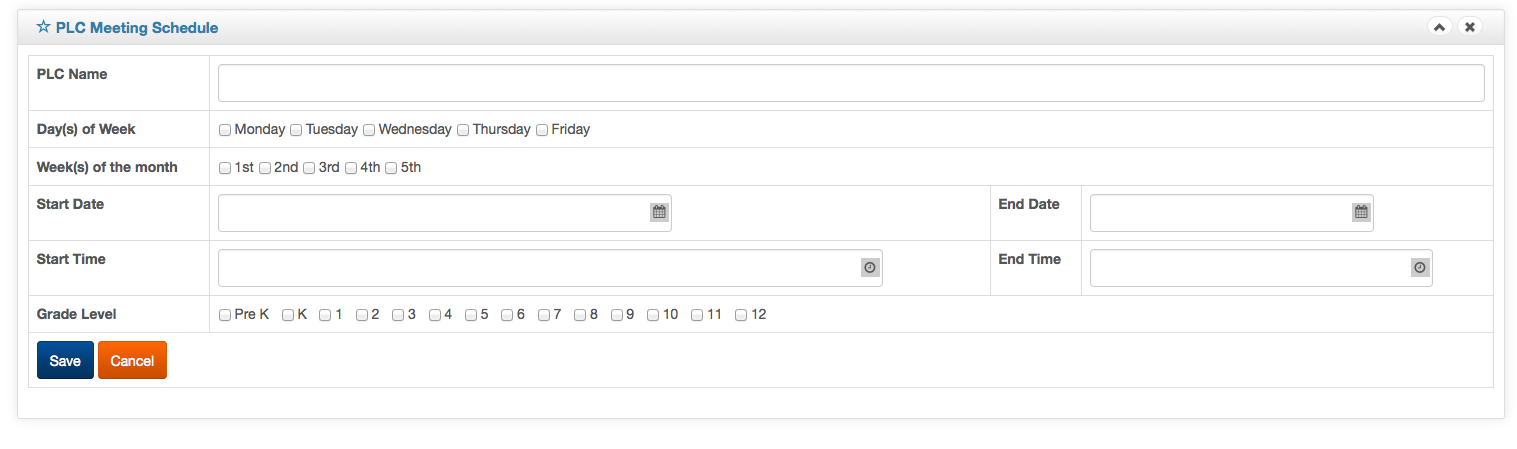
**6. The name of your school will appear. Click on ViewMac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-19 at 3.37.34 PM.png.**

***This is what you will see.***

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**7. BEST Practice #1: Click on PLC Meeting ScheduleMac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-21 at 11.40.53 AM.png.**

***This is what you will see.***

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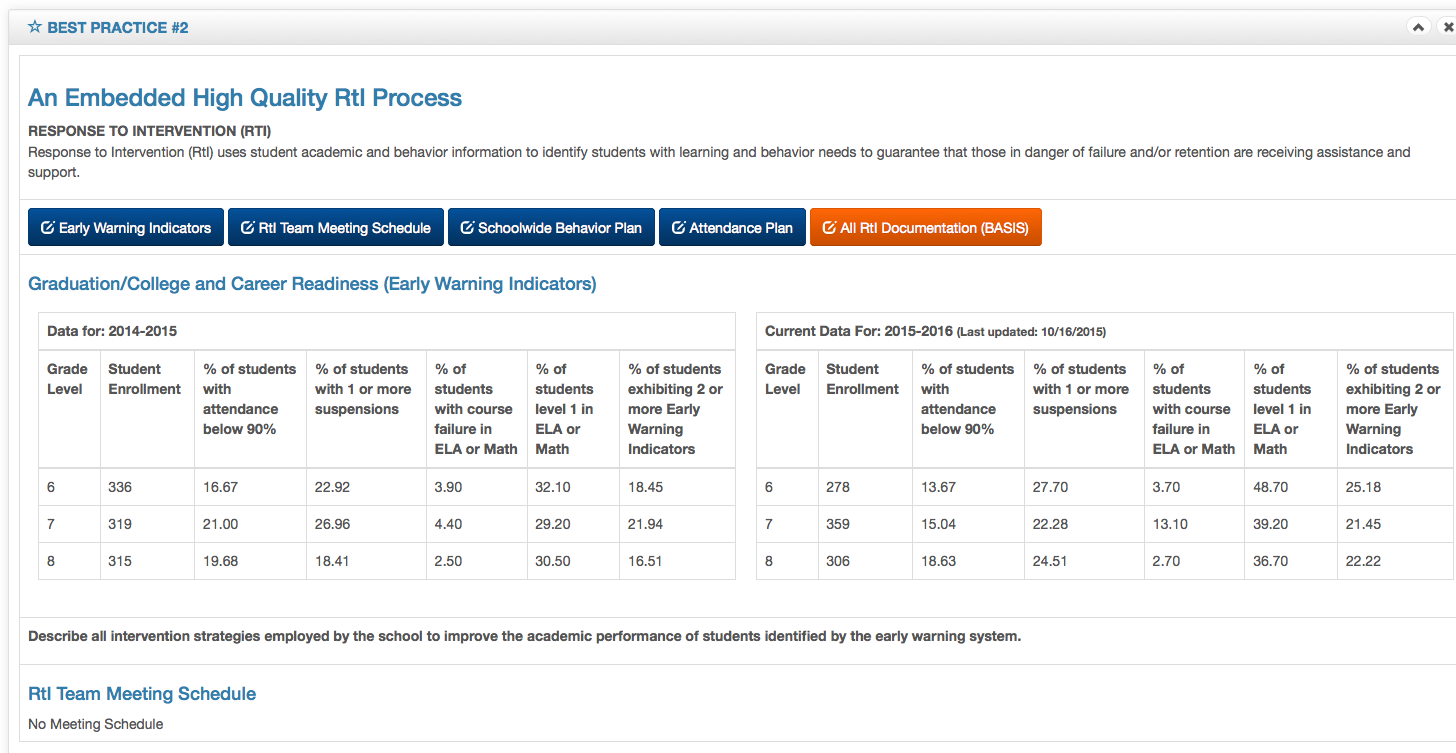
**Complete the form and click on SaveMac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.21.29 PM.png.**

***Special Note: This form will need to be completed and saved for each PLC at a school.***

***The PLC Meeting Schedule can be updated as needed throughout the school year.***

**8. Scroll down to BEST Practice #2.**

***This is what you will see. Early Warning indicators will be updated periodically.***

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* Click on **Early Warning Indicators** respond to the question, and click **Submit**Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.21.10 PM.png.
* Click on the **RtI schedule**, input the requested information and click **Save**Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.21.29 PM.png.
* Click on **Schoolwide Behavior Plan**, input requested information, and click **Save**Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.21.29 PM.png.

- Click on the Attendance Plan, input requested information, and click **SaveMac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.21.29 PM.png.**

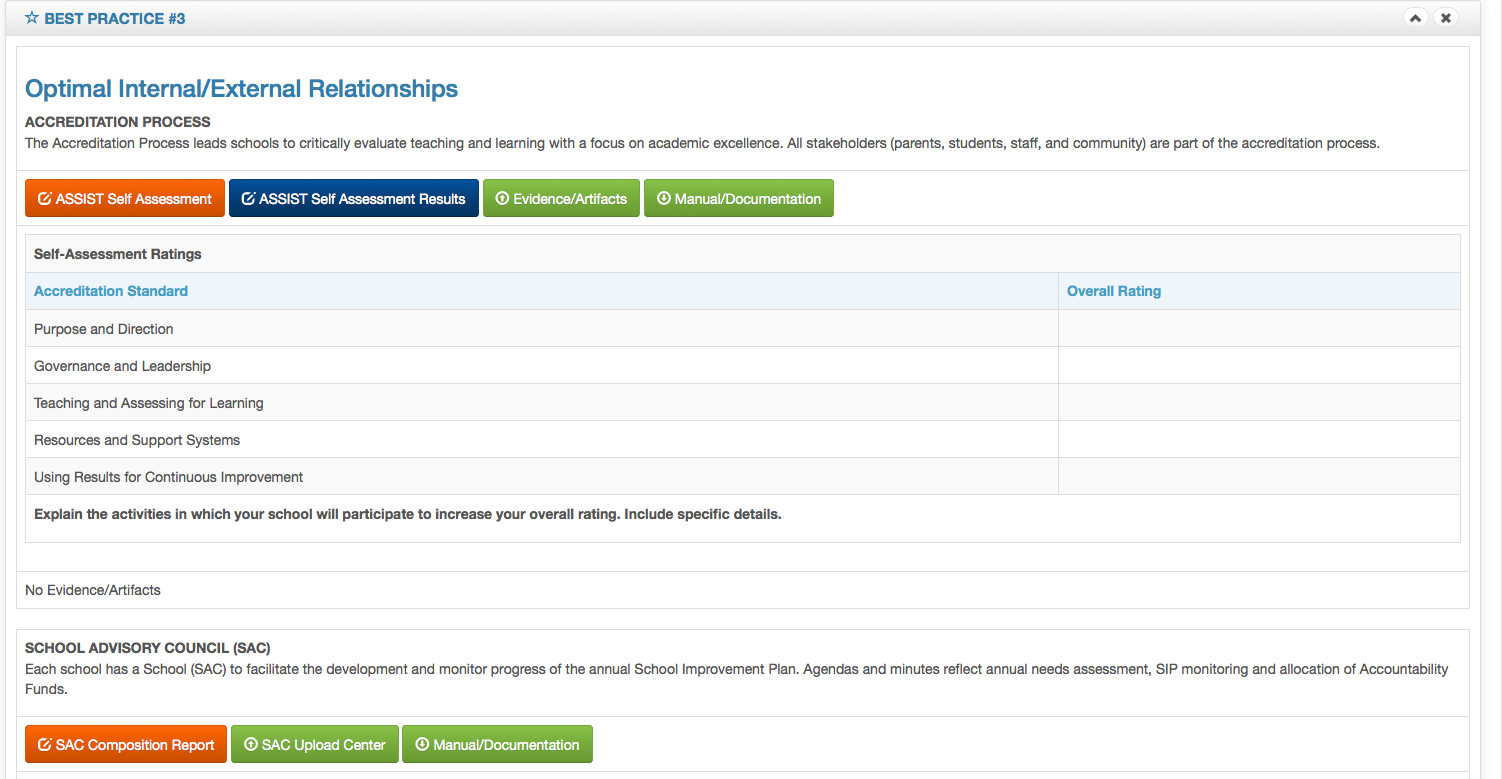
***Special Note: Refer questions about the Behavior Plan or Attendance Plan to:***

***Schoolwide Positive Behavior Plan:*** Tyyne Hogan, Prevention Specialist, Prevention Program, Email or 754-321‐1642

***Attendance Plan:*** Laurel Thompson, Director, Student Services Department, Program, Email or 754-321‐1550

**9. Scroll down to BEST Practice #3.**

***This is what you will see:***

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* Click on **Assist Self-Assessment** Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.54.01 PM.png which will connect to the AdvancED website for the completion and viewing of the school’s annual Self-Assessment.
* Click on **Assist Self Assessment Results** Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.54.09 PM.png, input the information requested and click **Submit** Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.21.10 PM.png.
* Click on **Evidence/Artifacts** Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 4.10.15 PM.png, click Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.55.35 PM.png, then click on **Upload FileMac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.55.43 PM.png** to upload all Accreditation artifacts and documents. Refer to the *Accreditation Standard Operating Procedure Manual* for naming protocols.
* **Manual/Documentation**Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.56.27 PM.png is the *Accreditation Standard Operating Procedure Manual* with specific directions needed for formatting and completion of all Accreditation documents.
* Click on Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 4.29.37 PM.png and input the information requested. Be sure to click update button after enrolling each SAC Team member.
* Click on **Evidence/Artifacts** Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 4.10.15 PM.png, click Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.55.35 PM.png, then click on **Upload File**

Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.55.43 PM.png to upload all SAC documents: SAC Composition, SAC Bylaws, SAC Agendas,

Minutes, Sign-In Sheets, etc. Follow naming protocols for all documents: *School*

*Location#\_Name of Document \_Date.doc*

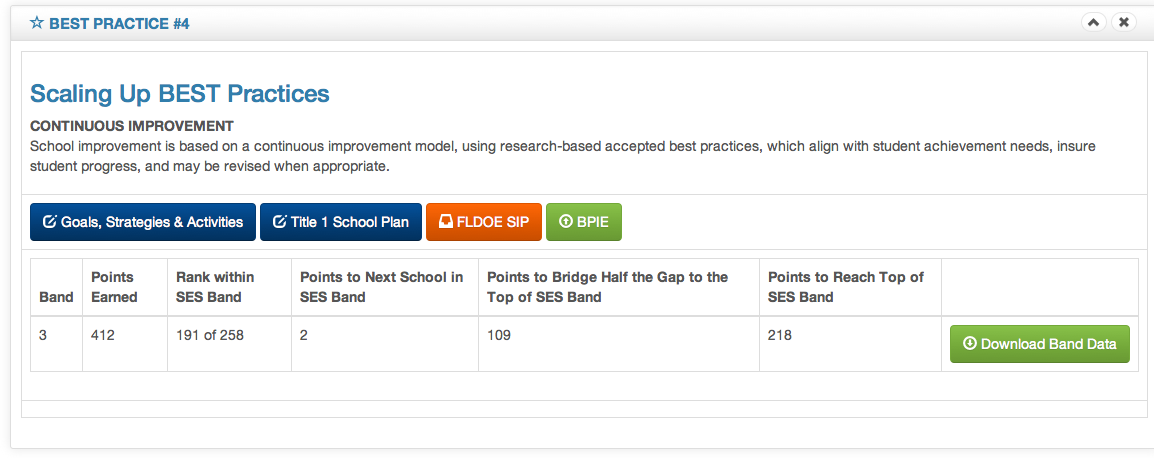
*-* **Manual/Documentation** Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.56.27 PM.png is the *School Improvement*

*Standard Operating Procedure Manual* with specific directions needed for completion

of all School Improvement documents.

**10. Scroll down to BEST Practice #4**

***You will see the sections that apply to your school.***



* Click on **Goals, Strategies and Activities**Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-21 at 10.00.01 AM.png if the school is an FLDOE A, B, or C rated school. Input all requested information and click on the **Submit** button**Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.21.10 PM.png**.

Be very specific and include clear, concise details. Use of Accountability Funds must be outlined in the Budget section.

* **Title I School Plan button**Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-21 at 10.00.10 AM.png will appear for all designated Title I schools with a FLDOE A, B, or C rating. Input all required information and click on **Save Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-20 at 3.21.29 PM.png**
* **FLDOE SIP** button Mac OS 10.7:Users:admin:Desktop:Screen Shot 2015-10-21 at 10.00.18 AM.png will appear for all DA designated schools. Click on this button to link to FL CIMS for completion and viewing of the FLDOE SIP.
* Click on **BPIE** button and upload the PDF version of the school BPIE (Best Practices for Inclusive Education).

**Resources that may be used to provide information and/or guidelines for completion any section of the SBBC School Improvement Plan are available by just clicking on the title:**

