



CMCSS SCHOOL IMPROVEMENT PLAN PROCEDURE (INS-P028)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the timeline for completing the school improvement plan process.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principals
- 2.2 Overall School Chairperson

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Middle Schools

4.0 DEFINITIONS:

- 4.1

5.0 PROCEDURE:

- 5.1 Principals submit Annual Action Plans to level directors in July.
- 5.2 Principals select School Improvement Plan (SIP) chairpersons in August. (refer to PRD-P001 section 6.10 for information regarding in-service credit for the following chairpersons)
 - 5.2.1 Overall School Chairperson
 - 5.2.2 Committee Chairperson for Comprehensive Assessment
 - 5.2.3 Committee Chairperson for Communication
- 5.3 Training for chairpersons is completed in September.
- 5.4 Data gathering is conducted during September – December.
- 5.5 During January and February, chairpersons compose and edit CMCSS School Improvement Plan (INS-F109).
- 5.6 CMCSS School Improvement Plan (INS-F109) completed and submitted to Director of Middle Schools by the end of February.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 CMCSS School Improvement Plan (INS-F109)



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7.0 RECORD RETENTION TABLE:

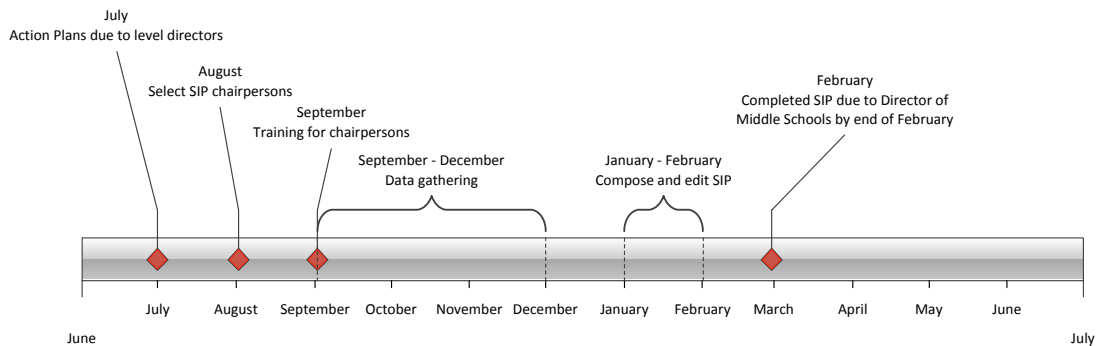
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
CMCSS SIP (INS-F109)	Director of Middle Schools office	Current plus 5 years	Shred	Locked office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/29/13		Initial Release

9.0 TIMELINE:

9.1 A timeline detailing this process can be found below.



*** End of Procedure ***