

Continuous Improvement Requirements (2016-2017)

Title I schools with Multiple Measurement Ratings (MMR) in the bottom 25 percent are designated as Continuous Improvement schools. A Title I school identified as a Continuous Improvement school (that is not already designated as a Priority or a Focus school) and the Local Education Agency (LEA) must collaborate to:

- Conduct a needs assessment
- Complete a comprehensive school improvement plan
- Notify and collaborate with parents regarding the school's Continuous Improvement designation
- Provide support for the Continuous Improvement school by including a 20% Title I building set aside for improvement plan activities

It is the responsibility of the LEA to provide oversight, monitoring, support and resources to ensure that Continuous Improvement school plans are implemented with fidelity.

Frequently Asked Questions

Q: What do Continuous Improvement schools have to do?

A: Continuous Improvement schools are required to work collaboratively with their parents, communities and districts to conduct a needs assessment and develop and implement a school improvement plan. In addition, a Continuous Improvement school must set aside 20 percent of the building Title I allocation for school plan activities and services. Also, Continuous Improvement schools must notify parents of their designation.

Q: Is there a required format or template for the school improvement plan?

A: Use of the MDE template is not mandatory for Continuous Improvement schools and can vary in terms of format to correspond with district processes. Minimally, the plan should include a summary of goals and anticipated outcomes based on a comprehensive needs assessment, incorporate research-based interventions and should include targeted professional development to address prioritized needs to increase student achievement. The MDE template for Priority, Focus and Title I School-wide programs is available for use or reference at the [Continuous Improvement in Districts and Schools page](http://www.education.state.mn.us/MDE/dse/cimp/Sch/056544).

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Q. Are school improvement plans for Continuous Improvement schools submitted to MDE?

A: No. School improvement plans are not submitted to or approved by MDE. Instead, LEAs are charged with ensuring that a needs assessment is conducted and that plans are developed and implemented.

Q: Will MDE audit the improvement process for Continuous Improvement schools?

A: MDE will not audit in the 2016-17 school year.

Q: When is the school improvement plan due?

A: Although there is not a requirement to submit school improvement plans to MDE for review, Continuous Improvement schools are encouraged to develop and begin implementing their improvement plans as soon as possible to fully realize the impact on student achievement. MDE will begin the auditing process in December to ensure school improvement plans are being effectively implemented during the school year.

Q: Are we required to notify parents of the Continuous Improvement designation?

A: Yes. Because regular communication is the foundation of effective parental involvement, districts and schools must continue to provide information about district, school, and student progress to parents. Continuous Improvement schools must promptly notify parents of each student enrolled in the school.

Q: What must be included in the parent notification letter?

A: The notification letters must inform parents of the school's designation and how they can be engaged in their child's education. The notification letters must be in an understandable, uniform format, including alternative formats available upon request and to the extent practicable, in a language that parents can understand. The information must be provided directly to parents on school or district letterhead through regular mail or email and posted on their website. Additionally, the information must be disseminated through a broader means such as the media, public agencies serving the student population and their families or sending it home in backpacks. Also, LEAs are required to attach the dated parent notification letter to the Title I, Part A application in SERVS.

Q: What is the deadline for parent notification?

A: Schools are to notify parents within 30 days of the release of MMR results and being informed of their designation/status as a Continuous Improvement school.

Q: Is a parent notification letter template available?

A: Parent notification letter templates in English, Hmong, Karen, Somali and Spanish are available on the [Federal Accountability page](http://education.state.mn.us/MDE/SchSup/ESEAFlex/FedAccount/index.html) (<http://education.state.mn.us/MDE/SchSup/ESEAFlex/FedAccount/index.html>). LEAs may use the templates but must customize letters using relevant school information as well as the school or district letterhead.