



FLORIDA DEPARTMENT OF EDUCATION

# Form SI-1 Checklist (District Form)

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*This form, to be used by districts for implementation, satisfies the requirements of Form SI-1, which is incorporated by reference in Rule 6A-1.099811, F.A.C., effective December 2024.*

## SI-1 Checklist (District Form)

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**District:**

**District Contact Information:**

**RED:**

### **Purpose**

This document will guide the district's school improvement planning discussions throughout the year and coordinate intervention and support strategies to assist the SI schools. This checklist applies to each SI school in the district, except for a school implementing the turnaround option of Reassignment and Closure.

### **Instructions**

The district leadership team shall complete this form to demonstrate compliance with the requirements. The team shall monitor each requirement and track progress on this form. The district shall maintain this form, and updates and documentation shall be provided to the Regional Executive Director (RED) or designee at the initial, mid-year and final-year Instructional Review (IR) meeting. The form shall be signed by the superintendent or authorized representative following each IR meeting.

### **Initial Instructional Review Meeting**

After the release of school grades, the district leadership team shall schedule an initial planning meeting with the RED to review the SI school improvement process and requirements for the identified SI schools. At the initial planning meeting, the district leadership team and the RED shall schedule the mid-year and final-year Instructional Review meetings.

### **Instructional Review Meetings**

The district leadership team shall communicate with the RED prior to each Instructional Review meeting and identify key topics for discussion which may include the following:

1. Progress monitoring and annual review of the District Strategic Plan, Turnaround Option Plans (TOP) and School Improvement Plans (SIP) within the district, including tiered support and services to SI schools and
2. Improvement of leadership and educator quality.

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### District Requirements: Progress Monitoring

**The support and improvement strategies that must be considered by a district that has any SI school to improve student performance:**

- DR01. Provide a literacy and mathematics coach with a proven record of effectiveness as an English Language Arts or mathematics teacher or coach with a VAM rating of Highly Effective or Effective to build capacity through modeling of effective lessons, analysis of data, providing professional learning and ongoing feedback.
- DR02. Conduct data discussions between district and school administration, school administration and instructional personnel, and instructional personnel and students following assessments (formative and summative).

**The support and improvement strategies that must be implemented by a district that has any SI school to improve student performance are:**

- DR03. Monitor the District Strategic Plan, which includes strategies for improving school grades by increasing student achievement. The district shall ensure schools demonstrating the greatest need receive the highest percentage of aligned resources. The district shall review the district strategic plan annually to allow for any changes needed to support SI schools.
- DR04. The district shall submit evidence that its assessments (formative and summative) are predictive of statewide assessment outcomes and provide valid data to be used by schools to support intervention and acceleration for students.
- DR05. The district shall ensure resources are allocated to ensure the master schedule will allow for common planning time.
- DR06. The district shall monitor the SIP and TOP, if applicable, of each SI school.
- DR07. The district shall submit Quarterly Data Review (QDR) quarterly for all SI schools and submit quarterly data for reassigned students due to closure of Tier 2 and 3 schools for three years pursuant to Rule 6A-1.099811, F.A.C. These are the deadlines:  
Quarter 1-November 1, Quarter 2-January 15, Quarter 3-April 1 and Quarter 4-June 15.
- DR08. The district shall support and monitor the distribution of all grant funds to ensure schools with the greatest need receive the highest percentage of resources.
- DR09. The district shall monitor the performance indicators and growth metrics as established in the Charter School TOP and EO/Outside Entity contract and determine any necessary corrective actions if the EO/Outside Entity fails to show the school is on track to earn at least a “C” grade within two (2) years.

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### District Requirements: Improvement of Leadership and Educator Quality

**The support and improvement strategies that must be considered by a district that has any SI school to improve student performance are:**

- DR10. The district, in collaboration with the department, shall: 1) ensure the principal in a DMT and EO/Outside Entity school has a successful record in leading a turnaround school and the qualifications to support the student population being served; and 2) Ensure the principal or leader in a charter school has a successful record and the qualifications to support the student population being served.
- DR11. The district shall ensure that K-12 intensive reading instruction is provided by teachers the instructional and intervention programs for reading are consistent with section 1001.215(8), F.S., and remedial and supplemental resources are prioritized for K-3 students with a substantial deficiency in reading in accordance with the district's K-12 Comprehensive Evidence-based Reading Plan and for K-4 students with a substantial mathematics deficiency.

**The support and improvement strategies that must be implemented by a district that has any SI school to improve student performance are:**

- DR12. The district shall dedicate a position to lead school improvement at the district level. The selected employee shall report directly to the Superintendent and support principals at SI schools.
- DR13. For any Tier 1, DMT and EO/Outside Entity schools, the district shall submit a Memorandum of Understanding (MOU) no later than September 1, pursuant to section 1001.42(21), F.S.
- DR14. The district shall ensure that the principal will be replaced upon entry into DMT, Charter School TOP and EO/Outside Entity school unless recommended for retention in collaboration with the Department based upon the individual's turnaround record and degree of success, the length of time since turnaround success, the degree of similarity in the student populations and any other factor that would indicate the principal will have turnaround success with this school.
- DR15. The district shall notify and receive approval from the Department prior to the replacement of a principal at a DMT, Charter School TOP and EO/Outside Entity school. The district shall submit a Principal Change Verification Form due no later than ten days prior to the proposed change in leadership to the Bureau of School Improvement.
- DR16. The district shall, in collaboration with the school, develop an annual professional learning plan that provides ongoing tiered support to increase leadership and educator quality. The annual professional learning plan must be modified throughout the year when deficits are identified.
- DR17. The district must ensure that for Tier 1 schools and schools implementing a DMT or EO option, the percentage of inexperienced teachers, instructional personnel with a VAM rating below Effective and out-of-field teachers assigned to the school is at least or at a minimum, not higher than the district average. This does not apply to schools identified with a graduation rate of sixty-seven percent (67%) or less.

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**RED/District Progress Tracking of District Requirements**

**Continuous Progress Monitoring**

<b>District Requirements</b>	<b>Person Responsible</b>	<b>Not Initiated</b>	<b>In Progress</b>	<b>Complete</b>	<b>Follow-Up Date/Notes</b>
DR01.					
DR02.					
DR03.					
DR04.					
DR05.					
DR06.					
DR07.					
DR08.					
DR09.					

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**Improvement of Leadership and Educator Quality**

<b>District Requirements</b>	<b>Person Responsible</b>	<b>Not Initiated</b>	<b>In Progress</b>	<b>Complete</b>	<b>Follow-Up Date/Notes</b>
DR10.					
DR11.					
DR12.					
DR13.					
DR14.					
DR15.					
DR16.					
DR17.					

Additional Notes:

<b>Superintendent Signature (or authorized representative)</b>	<b>Review Dates</b>
	Initial Review Date:
	Mid-year Review Date:
	Final-year Review Date: