

**ADMINISTRATIVE PROCEDURE****1. District Improvement**

The goals of the improvement process are to:

- a. continually improve student achievement.
- b. focus on the mission of the schools for staff and community based on the district's Strategic Plan and District Improvement Plans.
- c. develop a plan for improvement understood and supported by the school community
- d. provide a systematic change process to anticipate and meet the educational needs of all students.
- e. provide for a system of shared decision-making whereby all stakeholders are empowered to decide how best to fulfill the goals established by the Board of Education, Superintendent and Strategic Plan
- f. support the alignment of curriculum, instruction and assessment.
- g. develop systems to ensure the consistent implementation of the Student Success/Achievement standards
- h. enhance communications among all district personnel, the Board of Education, and community.

**2. Strategic Plan**

- a. The Strategic Planning Committee shall be composed of the Superintendent, Central Office administrators, Board of Education members and a representative group of directors, principals, coordinators, teachers, parents and community members.
- b. The Strategic Planning Committee District Team has responsibility for:
  - 1) clarifying the mission and defining the scope of district improvement
  - 2) facilitating district communications.
  - 3) utilizing data and research to drive decision-making.
  - 4) writing and disseminating a district plan that includes the district mission statement, beliefs, objectives, strategies for improvement and action plans for implementation.

**3. Responsibilities**

- a. Leadership Management Team members and Teacher Leaders have the responsibility to:
  - align initiatives with the District's Strategic Plan and District goals.
  - utilize best practices and data-driven decision-making.
  - prepare written action plans.
  - evaluate progress toward achieving the goals.
  - maintain focus on continuous improvement and increased individual student achievement.

- b. The principal and staff have the responsibility to collaborate to:
- align curriculum, instruction and assessment.
  - establish a school improvement team comprised of all stakeholders.
  - develop a mission statement consistent with the district mission.
  - assess needs and set goals based on the Huron Valley Schools strategic planning and district goals.
  - prepare written action plans that utilize best practices and include evidence of achievement.
  - evaluate progress toward achieving the goals.
  - maintain focus on continuous improvement and individual student achievement growth.
  - Comply with all MDE requirements for school improvement.

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