

May 31, 2011

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Title I Campuses That May Be Identified in School Improvement Status
In the Preliminary August 2011 AYP Release

The purpose of this letter is to notify you of the **possibility** that one or more **campuses** in your local education agency (LEA) **may** be subject to the attached Title I School Improvement Requirements during the 2011-2012 school year **if** the campus receives a 2011 AYP Status of "Missed AYP" for the same indicator as in 2010.

Under the No Child Left Behind (NCLB) Act of 2001, a Title I, Part A campus that has not met AYP for two consecutive years in the same indicator (reading, mathematics, attendance rate, or graduation rate) is subject to Title I School Improvement requirements.

The following documents are attached to assist you in preparing for the Title I School Improvement Requirements.

- Campus List (Attachment 1)
- Title I School Improvement Guide to Implementation (Attachment 2)
- Title I School Improvement Requirements, Stage 1 (Attachment 3)
- School Choice Q & A Document (Attachment 4)
- Instructions for Required Parent Notification Letters (Attachment 5.1-5.2)
- Required Parent Notification Letter - For Campuses Who Are Able to Provide School Choice (Attachment 6)
- Required Parent Notification Letter - For Campuses Who Are Not Able to Provide School Choice (Attachment 7)
- Fiscal Requirements for Title I Campuses in School Improvement (Attachment 8)
- Technical Assistance to School Improvement Program (SIP) campuses provided by the School Improvement Resource Center (SIRC) (Attachment 9)
- Website Reporting Requirements (Attachment 10)

Campuses identified in August 2011 as first year Stage 1 school improvement campuses must begin to implement the parent notification and school choice requirements as soon as the notification is received and prior to **August 8, 2011**.

Campus Improvement Plan Requirements

NCLB statute requires a Title I, Part A campus that is identified in Stage 1 of School Improvement to revise, in consultation with parents, school staff, the local education agency (LEA), and outside experts, its Campus Improvement Plan (CIP) within three months to cover a two-year period. The LEA must then review and approve the revised CIP within 45 days of receipt.

The revised CIP must include the following strategies or activities. The requirements in italics are specific to the campus' School Improvement designation and may be incorporated after the release of the School Improvement status. The remaining requirements would likely already be included in the most recent revision of the CIP.

- a) incorporate strategies based on scientifically based research that will strengthen the core academic subjects in the campus.
- b) *address the specific academic issues that caused the campus to not meet AYP.*
- c) adopt policies and practices concerning the school's core academic subjects that have the greatest likelihood of ensuring that all groups of students (all public school students, economically disadvantaged students, students from major racial and ethnic groups, students with disabilities, and students with limited English proficiency) enrolled in the school will meet the state's proficient level of achievement on the state academic assessment not later than 12 years after the end of the 2001-2002 school year.
- d) *specify how the campus will spend not less than 10 percent of the Title I, Part A campus allocation for each fiscal year that the campus is identified in improvement status for providing to the campuses' teachers and principal high-quality professional development that:*
 - *directly addresses the academic achievement problem that caused the school to not meet AYP;*
 - *meets the requirements for professional development activities specified under section 1119; and*
 - *is provided in a manner that affords increased opportunity for participating in that professional development.*
- e) establish specific annual, measurable objectives for continuous and substantial progress by each group of students—all public school students, economically disadvantaged students, students from major racial and ethnic groups, students with disabilities, and students with limited English proficiency—to meet the state's proficient level of achievement on the state academic assessment not later than 12 years after the end of the 2001-2002 school year.
- f) *describe how the school will provide written notice about the identification to parents of each student enrolled in a school identified for improvement status, in a format and, to the extent practicable, in a language that the parents can understand.*
- g) *specify the responsibilities of the school and the LEA, including the technical assistance that the LEA will provide and the LEA's responsibilities regarding maintenance of effort, supplement, not supplant, and comparability of services.*
- h) include strategies to promote effective parental involvement in the school.
- i) incorporate, as appropriate, activities before school, after school, during the summer, and during any extension of the school year.
- j) incorporate a teacher mentoring program.

It is acceptable for the campus to have revised their campus improvement plan during the late spring and summer campus planning process (based on the assessment results already available to the LEA) and to begin the school year implementing that revised plan. When the campus enters Stage 1 of school improvement, the campus must review the plan and include only revisions to address school improvement requirements that were not already addressed in the prior process.

Parent Notification Letters

Please note the following requirements for the parent notification letters:

- Campuses will be required to use the parent notification letters provided by TEA and available on the TEA web site at http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798 in both English and Spanish. The letter provided will only allow the LEA to insert information that is specific to the campus identified for improvement. Please note that the LEA must ensure that the information entered into the letter is accurate.

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- Parent notification letters may either be mailed, sent via electronic mail (campus must have a viable email address), sent home with the student, or other verifiable means of distribution **by August 8, 2011**. If the LEA selects any method other than mailing the letters to parents, the LEA must receive a signature of receipt which must be maintained locally for documentation purposes. TEA may conduct a validation of the signatures of receipt.
- A copy of the parent notification letter(s) is required to be mailed to TEA at the time the letters are disseminated from the LEA to the parents. Failure to meet this parent notification deadline or failure to disseminate information in the letter may cause the LEA's 2012 Initial Compliance Review (ICR) score in the NCLB desk audit process and subsequent 2011-2012 interventions to be elevated. Please mail a copy of the parent notification letter at the time it is disseminated to parents to:
Anita Villarreal, Director of Title I School Improvement
Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701

Appeals of School Improvement Designation

Preliminary 2011 AYP data will be reported to the LEA in August 2011. Even if the LEA submits an appeal to the AYP data to the Texas Education Agency by the required appeals deadline, the attached requirements must be implemented in a timely manner after receipt of the preliminary 2011 AYP results and the parent notification requirement must be implemented by August 8, 2011.

If a campus successfully appeals the AYP designation, the campus must allow all requests for school choice to continue through the end of the school year, but is not required to continue providing transportation. However, since the school year will already be underway, the LEA should give parents reasonable time to make other transportation arrangements rather than immediately terminating the transportation provision. For example, the LEA might continue to provide transportation until the semester break.

If an eligible student has exercised the option to transfer to another public school campus, and the original campus exits School Improvement, the LEA must permit the student to remain in that campus until he or she has completed the highest grade in the campus. However, the LEA is no longer obligated to provide transportation for the student after the student's campus of origin is no longer identified for school improvement, corrective action, or restructuring.

Supplemental School Improvement Program (SIP) Funding

Title I campuses identified in School Improvement status are eligible for additional funding available under the Title I School Improvement Program (SIP) after being identified in August 2011. Provisions for this grant program must be met by campus and LEA personnel. Funding information will be disseminated at a later date. A revised funding formula and campus-level allocations will be determined after the August 2011 AYP Preliminary release.

The application for funding for the School Improvement Program as well as campus allocations will be posted to the NCLB website on or about September 6, 2011. The application is available only in eGrants and must be completed and submitted through the eGrants system. The application is due to TEA no later than October 21, 2011.

In order to receive the SIP funding, the following requirements must be met (see Attachment 9 for more detailed descriptions):

- The campus principal must participate in the School Improvement Introductory meeting. While these meetings provide the campuses the opportunity to prepare for Stage 1 School Improvement, attendance is required. LEA administrators are strongly encouraged to participate with the campus principal.

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- The campus principal and campus personnel, as well as LEA personnel, must participate in the Texas School Improvement (TSI) Conference provided by SIRC.
- The campus principal must participate in TEA's required external Campus Administrator Mentor (CAM) Program. CAM services are pre-paid by TEA through the School Improvement Resource Center (SIRC) at Region XIII Education Service Center. By completing the electronic signature and submitting the Title I School Improvement Grant application for funding in eGrants, the superintendent or designee is agreeing to the principal's participation in the CAM program and understands that the CAM services will be pre-paid.
- Campuses in Stage 1, that have less than 100% of core academic subject area classes taught by highly qualified teachers, are required to review the campus' Highly Qualified Continuous Improvement Plan with the CAM, who will provide any necessary technical assistance in revising the plan as needed.

TEA will approve pre-award costs for any SIP-related costs not requiring any specific approval incurred by the campus as of the August 2011 AYP Preliminary release date. Campuses accepting School Improvement Program funds must expend at least 75% of the current year SIP campus allocation. Failure to meet this requirement may cause the LEA's 2012 Initial Compliance Review (ICR) score in the NCLB desk audit process and subsequent 2012-2013 Performance-Based Monitoring (PBM) interventions to be elevated.

Campuses planning to appeal their August 2011 AYP designation should complete and submit the SIP application for funding by the October 21, 2011, due date regardless of the status of the appeal.

Assistance

The School Improvement Resource Center (SIRC), housed at Region XIII Education Service Center (ESC), provides schools with information, clarification, resources, and technical assistance regarding the school improvement process on behalf of TEA. SIRC will be hosting School Improvement Introduction Meetings during September 2011 at locations around the state. SIRC staff may be contacting the LEA or campus to offer further assistance.

For information on the SIRC Introductory Meetings, Texas School Improvement (TSI) Conference or technical assistance, contact SIRC through <http://www.sirctexas.net/>.

Guidance on the Title I School Improvement Program is available on the TEA NCLB web site at http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798.

If you have questions regarding the possibility of the attached campuses being required to implement the Title I School Improvement requirements, please contact Becca Marsh in the Division of NCLB Program Coordination at becca.marsh@tea.state.tx.us or via telephone at (512) 936-2256.

Sincerely

Cory Green, Senior Director
Division of NCLB Program Coordination

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Attachments