



FLORIDA DEPARTMENT OF EDUCATION

# Form DA-2

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## Checklist For Focus and Priority Schools

Rule 6A-1.099811  
Effective December 2014

## Differentiated Accountability (DA) – Checklist for Focus and Priority Schools

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**School:**

**School Contact Information:**

**RED:**

### **Purpose**

The purpose of this document is to guide school improvement planning discussions throughout the year and coordinate strategies and resources that will lead to increased student achievement at the school.

### **Instructions**

#### **Instructional Reviews**

Pursuant to Rule 6A-1.099811, Florida Administrative Code, the Instructional Review (IR) is the process used by the DA Regional Team, in collaboration with school and district leadership teams, to review a school’s historical performance data, conduct observations of instructional delivery, and develop a school improvement action plan to address instructional concerns. Prior to the start of the school year, the Regional Executive Director (RED) shall schedule an initial IR with district personnel and the school leadership team to review the DA school improvement process and requirements for the Focus or Priority school, including establishing a calendar for subsequent IRs and site visits by DA Regional Team members for the remainder of the school year.

#### **Requirements and Deliverables**

All deliverables are organized into one of two thematic “packets”—

1. School Improvement Plan (SIP)
2. Instructional Review

The school shall demonstrate compliance with the requirements listed within each packet by providing the stated evidence of completion. This form, and all deliverables required by this form, shall be maintained by the school and provided to the RED upon request. Deadlines and deliverables may be modified upon agreement of the RED and district leadership and documented in this form. If a requirement is not met by the deadline, the school shall identify the strategies it will use to meet the requirement, the expected completion date, and the person responsible.

## Differentiated Accountability (DA) – Checklist for Focus and Priority Schools

### Deliverable: School Improvement Plan

*Deadline: September 5 – Draft to RED; November 3 – Initial Submission; February 16 – Mid-Year Reflection*

#### Requirements Satisfied

- S01. The school shall update its SIP annually, in accordance with section 1001.42(18), Florida Statutes, to align progress-monitoring data to new targets and strategies using the department’s online survey, meeting the requirements of Form SIP-1, pursuant to Rule 6A-1.099811, Florida Administrative Code.
- S02. The school shall create a literacy leadership team, also known as a reading leadership team, pursuant to Rule 6A-6.053(3), Florida Administrative Code.
- S03. The school shall ensure all teachers are certified in-field and are highly qualified, as evidenced by a High, Objective, Uniform State Standard of Evaluation (HOUSSE) for the academic course assigned, pursuant to 20 U.S.C. § 7801(23).
- S04. The school shall complete a mid-year analysis of progress in the online system using the Mid-Year Reflection requirements of Form SIP-1.
- S05. The school shall provide updates to the School Advisory Council (SAC) three times per year (baseline, mid-year and end-of-year) on the implementation of the SIP and make updates to the SIP as needed.

#### Evidence of Completion

#### Current Status

Shall include:

In Progress

Complete

- Draft SIP submitted to the RED
- SIP initial submission completed in the online system located at <https://www.floridaCIMS.org/>
- SIP Mid-Year Reflection completed in the online system

**If not complete, identify:**

**Person(s) Responsible:**

**Expected Date of Completion:**

**Strategies to Attain Completion:**

May include:

- SIP modifications throughout the year

**Deliverable: Instructional Review Packet and Participation**

*Deadline: Throughout the Year*

**Requirements Satisfied**

- S06. The school leadership team shall monitor the implementation of the SIP.
- S07. The school shall implement the district K-12 Comprehensive Researched-Based Reading Plan.
- S08. The school shall implement a Multi-Tiered System of Supports (MTSS).
- S09. The school shall design a master schedule that allows for common planning time as defined in Rule 6A-1.099811(2)(e), Florida Administrative Code. If the master schedule prevents lesson study from occurring during common planning time, the school shall establish weekly lesson study implementation after school for a minimum of one hour a week.
- S10. The school shall develop and implement a comprehensive Florida Continuous Improvement Model (FCIM), or another comprehensive, data-based problem-solving framework to identify the academic needs of individual students and meet the identified needs using a MTSS. The model should include a curriculum pacing guide and a schedule for progress monitoring data collection and analysis.
- S11. The school shall ensure students are properly placed in rigorous coursework.
- S12. The school shall ensure all paraprofessionals are highly qualified.
- S13. The school shall participate in the district-developed, comprehensive instructional monitoring process.
- S14. The school leadership team shall monitor instructional coaches’ daily logs of activities.

**Evidence of Completion**

**Current Status**

Shall include:

In Progress

Complete

- Materials prepared for IRs (e.g., PowerPoint presentations, handouts, benchmark assessment data)
- Master schedule, including weekly lesson study schedule
- Sign-in sheets from the IRs

**If not complete, identify:**

**Person(s) Responsible:**

**Expected Date of Completion:**

**Strategies to Attain Completion:**

May include:

- Classroom observations
- Instructional pacing guides and monitoring schedule