



FLORIDA DEPARTMENT OF EDUCATION

Form TOP-1

**Turnaround Option Plan (TOP) – Phase 1 Outline
For Planning in 2014-15**

This is an outline of information requested in the online survey available at <https://www.floridaCIMS.org>.

Turnaround Option Plan (TOP) - Phase 1

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Purpose

The purpose of this document is to guide districts as they plan for turnaround. The resulting plan shall outline the actions the district has taken and plans to take should full implementation of the turnaround option be required in the following year.

Instructions

Turnaround selections shall be made by the district according to the department's prescribed deadlines during the turnaround planning year for each school required to plan for turnaround pursuant to paragraphs (4)(b), (5)(a) and (9)(b) of Rule 6A-1.099811, Florida Administrative Code. Districts shall complete phase one by providing opportunities for stakeholders to engage in the turnaround option selection process, conducting a detailed needs assessment to determine which of the five options will address the school's greatest areas of need, selecting an option, and describing how the selected option directly addresses the school's specific needs using Form TOP-1, which shall be signed by the district superintendent and submitted to the department. *Note: The requirements of TOP-1 are additional to the requirements of Form DA-2.*

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Part I: Schools to Be Supported

Pursuant to section 1008.33, Florida Statutes, and Rule 6A-1.099811, Florida Administrative Code, the district agrees to submit a Turnaround Option Plan for schools required to plan for turnaround for the schools identified on this form.

Part II: Stakeholder Engagement

A. Community Assessment Team

Pursuant to section 1008.345, Florida Statutes, the district shall recruit representatives of the community, including the Regional Executive Director (RED), parents, educators, local government and business representatives, and community activists, to establish a Community Assessment Team (CAT) to review performance data in schools earning a grade of F or three consecutive grades of D.

1. Describe the role of the CAT in reviewing school performance data, determining causes for low performance and making recommendations for school improvement.
2. Upload the CAT membership roster noting position titles and/or which stakeholder group each person represents.

B. Turnaround Option Selection Process

1. Describe efforts to engage and involve stakeholders (including feeder patterns) in the turnaround option selection process, including, but not limited to, evidence of parent meetings held at times and locations convenient for parents or guardians.
2. Upload documentation to support the responses above, including, but not limited to, CAT recruitment letter, marketing materials demonstrating attempts to build interest in the turnaround process and explain the specific interventions, stakeholder surveys regarding turnaround selection and analyses of results, meeting calendars, agendas, sign-in sheets and minutes.

Part III: Turnaround Option Selection

Pursuant to section 1008.33, Florida Statutes, the district shall select a turnaround option to implement in the next full school year should this school be required to implement based on the next school grade.

A. Needs Assessment

The district shall review the school's performance trend data and qualitative information, such as data collected through school visits, surveys and interviews, to determine which turnaround option will address the school's greatest areas of need.

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B. Turnaround Option Selection

The district may select from the following turnaround options based upon the school's needs assessment.

1. *Option 1: District-Managed Turnaround*

The district will manage the implementation of the turnaround plan in the school. A school that earns a grade of "D" for 3 consecutive years must implement the district-managed turnaround option

2. *Option 2: Closure*

The district will reassign students to another school or schools and monitor progress of each reassigned student

3. *Option 3: Charter*

The district will close and reopen the school as one or more charter schools, each with a governing board that has a demonstrated record of effectiveness

4. *Option 4: External Operator*

The district will contract with an outside entity that has a demonstrated record of effectiveness to operate a school

5. *Option 5: Hybrid*

The district will implement a hybrid of turnaround options 1-4 or other reform models that have a demonstrated record of effectiveness.

C. Addressing the Needs of the School

Describe how the selected option directly addresses the specific needs of the school in the following areas.

1. *Supportive Environment*

2. *Family and Community Involvement*

3. *Effective Leadership*

4. *Public and Collaborative Teaching*

5. *Ambitious Instruction and Learning*

Part IV: District Superintendent Approval

The district shall upload to the online system a statement of approval signed by the superintendent prior to submission of the plan.