FLORIDA DEPARTMENT OF EDUCATION

Form TOP-2

Turnaround Option Plan (TOP) – Phase 2 Outline

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

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.

Instructions

Turnaround plans shall be developed 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 two by developing a plan for implementing the selected option using Form TOP-2 and submitting to the Regional Executive Director (RED) for review and feedback. The final plan shall be signed by the district superintendent and approved or denied by the state board. *Note: The requirements of the TOP-2 are additional to the requirements of Form DA-2.*

Flexibility

Modification of the requirements of this form may be approved based upon the following:

1. The request is made on the TOP-2.
2. The request includes evidence that the modification will not impede school improvement.
3. The request includes evidence that the modification is not contrary to statutory requirement.

RED Review and Recommendation

The RED will review the district's final TOP-1 and draft TOP-2 and provide feedback and support to the district in the summer prior to implementation. On the final version of TOP-2, the RED will check one of the following recommendations: "Recommend for Approval," "Recommend for Approval with Reservation" or "Do Not Recommend for Approval." Additionally, the RED will indicate agreement, agreement with reservation or disagreement, and provide the rationale for any reservations separately for each Area of Focus on Options 1 and 5.

Additional Deliverables

The following deliverables, if applicable to the selected option, shall be prepared by the district during the turnaround planning year and made available upon request.

- Timeline for transition
- Research on selected programs
- List of possible external partners and research on selected external partners
- Copies of correspondence with external partners

Option 1: District-Managed Turnaround

Areas of Assurance

The district shall use the District Improvement and Assistance Plan (DIAP) to document compliance with the following assurances.

Assurance 1

The district shall ensure the district-based leadership team includes the superintendent; associate superintendent(s) of curriculum; general and special education leaders; curriculum specialists; behavior specialists; student services personnel; human resources directors; professional development leaders; and specialists in other areas relevant to the school's circumstances, such as assessment, English language learners and gifted learners.

Assurance 2

The district leadership team shall develop, support and facilitate the implementation of policies and procedures that guide the school-based leadership team and provide direct support systems.

Assurance 3

The district shall adopt a new governance structure for the school, which may include, but is not limited to, requiring the school to report to a new “turnaround office” in the district or appointing a “turnaround lead” at the district level who reports directly to the superintendent and directly supervises the principal.

Assurance 4

The district shall give the school sufficient operating flexibility in areas such as staffing, scheduling and budgeting, to fully implement a comprehensive approach to substantially improve student achievement outcomes and increase graduation rates in high schools.

Assurance 5

The district shall employ a reliable system to reassign or replace the majority of the instructional staff whose students’ failure to improve can be attributed to the faculty.

Assurance 6

The district shall ensure teachers are not rehired at the school, unless they are effective or highly effective instructors, as defined in the district’s approved evaluation system, pursuant to section 1012.34, Florida Statutes.

Areas of Focus

The district shall use the 8-step planning and problem-solving process to demonstrate how it used the Needs Assessment conducted as part of Phase 1 to inform its strategic goals for the school, identify barriers to implementing those goals, and build a plan to implement and monitor one or more of the following Areas of Focus in the school in order to reduce or eliminate the identified barriers to the goal. The plan will contain the rationale for the selection of each strategy being implemented.

Area of Focus 1

The district shall identify progress monitoring and summative assessments that will be used in the school, the administration frequency of each, how the data will be analyzed, and how changes in instruction will be implemented and monitored. The district shall describe the specific training and follow-up that will be provided to support the implementation of Florida's Continuous Improvement Model (FCIM), or another comprehensive, data-based, problem-solving framework.

Area of Focus 2

The district shall identify the new or revised instructional programs for reading, writing, mathematics and science; the research base that shows it to be effective with high-poverty, at-risk students; and how they are different from the previous programs.

Area of Focus 3

The district shall ensure instruction is differentiated to meet the individual needs of students. Strategies for push-in, pull-out or individual instruction shall be included in the plan.

Area of Focus 4

The district shall conduct a comprehensive search to replace the principal, assistant principals and instructional coaches.

Area of Focus 5

The district shall increase learning time in the school, as defined in Rule 6A-1.099811(2)(m), Florida Administrative Code, by a total of 300 hours annually; at least 60 percent of time shall support all students (e.g., extended day, week, or year) and up to 40 percent of time may be provided through targeted services (e.g., before school, after school, weekend and summer).

Option 2: Closure

Areas of Assurance

Assurance 1

The district shall close the school and reassign students to higher-performing schools in the district.

Assurance 2

The district shall monitor the reassigned students and report their progress to the department for three years.

Option 3: Charter

Areas of Assurance

Assurance 1

The district shall close the school and reopen as a charter or multiple charters, in accordance with section 1002.33, Florida Statutes.

Assurance 2

The district shall enter into a contract with the charter organization following established district policies and procedures for contracting with external providers.

Assurance 3

The district shall select a charter organization that has a successful record of providing support to high-poverty, low-performing schools, and provide evidence of its success.

Assurance 4

The district shall ensure teachers are not rehired at the school, unless they are effective or highly effective instructors, as defined in the district's approved evaluation system, pursuant to section 1012.34, Florida Statutes.

Option 4: External Operator

Areas of Assurance

Assurance 1

The district shall enter into a contract with a school turnaround organization or Education Management Organization (EMO) to operate the school, following established district policies and procedures for contracting with external providers.

Assurance 2

The district shall select an organization with a successful record of providing support to high-poverty, low-performing schools, and shall provide evidence of its qualifications to the department, upon request.

Assurance 3

The district shall ensure teachers are not rehired at the school, unless they are effective or highly effective instructors, as defined in the district's approved evaluation system, pursuant to section 1012.34, Florida Statutes.

Option 5: Hybrid

By selecting this option, the district shall develop a hybrid of turnaround options 1-4 or other turnaround models that have demonstrated effectiveness in increasing student achievement in similar populations and circumstances. *A hybrid model that includes components of options 1-4 shall comply with all applicable requirements of the respective options.*

Areas of Assurance

In the case where multiple providers may be engaged, the district and organizations shall provide documentation that clearly delineates the roles and responsibilities of each organization and how each works to support or enhance the function of others.

Areas of Focus

The district shall use the 8-step planning and problem-solving process to demonstrate how it used the needs assessment conducted as part of Phase 1 to inform its strategic goals for the school, identify barriers to implementing those goals, and build a plan to implement and monitor a customized set of strategies in the school in order to reduce or eliminate the identified barriers to the goal. The plan will contain the rationale for the selection of each strategy being implemented.

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.