



Developing Effective School and District Plans



How to Use This Guide

This discussion guide is intended to assist California educators who wish to use the QSF **Developing Effective School and District Plans** video in meetings or discussions.

The questions and activities can be modified to fit the chosen purpose and audience.

Overview

As schools and districts implement new standards, respond to changing accountability requirements, and work to prepare students for college and careers, good planning is more essential now than ever before. Good planning is an ongoing process in which the school and district community work together to develop a shared vision and action plan to support student learning.

Schools and districts are required to develop a variety of local, state, and federal plans—each with its own set of requirements and templates. This QSF module outlines an effective planning process that can be applied to virtually any plan.

Key Topics

- Involving the school community
- Using a systematic approach to a continuous planning cycle
- Developing a plan with implementation in mind

Reflection Questions

- What are the main factors that make implementing change urgent or necessary in your school or district?
- In your school or district, what are the crucial constituencies that need to be part of the plan development process? The implementation process?
- Consider the following question to establish a structure that is workable and sustainable.
- Who will conduct or facilitate the meetings? How will norms be established?
- Who should be on the planning team? Is there a need for subcommittees?
- How will the participation of the larger school community be supported?
- How will the work be monitored, rewarded, and improved? What is the system to ensure accountability?

Activity for Group Discussion

Transitioning Roles to Effectively Develop School and District Plans

With a representative combination of individuals who will make up the planning team, consider the roles and responsibilities various members will have during the school or district plan development cycle. Prompt participants to consider what they will need to know and feel comfortable doing in order to confidently represent their community.



Transitioning Roles to Effectively Develop School and District Plans

School leaders may use this resource to discuss transitioning the roles of the members of the planning team to support a successful process.

Prompt to Structure Discussion

What does the traditional or current role of each of the Planning Team Members look like in our school? What would we need to focus on to transition this role so that all members can be successful in their enhanced roles?

PLANNING TEAM MEMBERS	Current Role and Responsibilities in Planning Process	Enhanced Role/ Responsibilities in Planning Team	Areas of Development/Focus to be Successful in this Enhanced Role
Students			
Parents			
Teachers			
Administrators			
Other: (COEs, Business, Church, Community- based Organizations, etc.)			