

FLORIDA DEPARTMENT OF EDUCATION

Differentiated Accountability



Form TOP-2: Turnaround Option Plan - Phases 2 & 3

District:
School:
Contact Information:
Date Submitted:

Turnaround Option Plan (TOP) - Phases 2 & 3

This is a paper version of the online template.

Purpose and Instructions

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.

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 (7)(d) of Rule 6A-1.099811, F.A.C. Districts shall complete phase two by developing and submitting a plan for implementing the selected option using Form TOP-2, which shall be approved or denied by the state board. Phase three is required only for schools that do not improve the school grade and must implement the turnaround plan. Districts shall complete phase three by incorporating any revisions into Form TOP-2, which shall become the official turnaround plan on record. The district shall submit all forms to the Regional Executive Director (RED). *Note: The requirements of the TOP-2 are additional to the requirements of Form DA-2.*

Common Requirements

Districts that choose to implement the district-managed turnaround, charter, external operation, or hybrid models shall address the common requirements listed in the table titled "Options 1, 3, 4, and 5: Common Requirements." Options 1-5 referred to on this form are the same as those found on Form TOP-1.

Option-Specific Requirements

In addition to the common requirements, districts shall also address the requirements in the applicable option-specific table(s).

Modification of the Common and Option-Specific Requirements of this form may be approved based upon the following:

1. The request is made on this form.
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.

Action Statements

For each requirement of the plan, the district shall include a brief statement to describe the action the district has taken or plans to take to fulfill the requirement, and the rationale for the action, including data sources used to make decisions and monitor progress, where needed. The RED will complete the column to approve, approve with reservation, or disapprove, and provide comment for each action statement.

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.

- Evidence of stakeholder engagement and community involvement during the turnaround option selection process (all options)
- Timeline for transition (all options)
- Research on selected programs (options 1, 3, 4, and 5)
- List of possible external partners and research on selected external partners (options 3 and 4)
- Copies of correspondence with external partners (options 3 and 4)

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Options 1, 3, 4, and 5: Common Requirements			This column is for use of the DA Regional Executive Director
Requirement	Action Statement and Rationale	Alignment of Resources	
T1. The district shall create a district-based leadership team that includes the superintendent, associate superintendent(s) of curriculum, general and special education leaders, curriculum specialists, behavior specialists, student services personnel, human resources and professional development leaders, and specialists in other areas relevant to the school's circumstances, such as assessment, English Language Learners, and gifted learners. (s. 1008.345, F.S.)		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
T2. The district shall recruit representatives of the community, including the RED, parents, educators, local government and business representatives, and community activists, to establish a Community Assessment Team (s. 1008.345, F.S.) to review school performance data, determine the cause for low performance, and advise the district on its District Improvement and Assistance Plan (DIAP).		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:

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Options 1, 3, 4, and 5: Common Requirements			This column is for use of the DA Regional Executive Director
Requirement	Action Statement and Rationale	Alignment of Resources	
T3. The district shall demonstrate its efforts to improve engagement by offering a number of parent meetings, held at times convenient for the parents or guardians.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
T4. The district leadership team shall develop, support, and facilitate the implementation of policies and procedures that guide school-based teams with direct support systems.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
T5. 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.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
T6. 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.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:

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Options 1, 3, 4, and 5: Common Requirements			This column is for use of the DA Regional Executive Director
Requirement	Action Statement and Rationale	Alignment of Resources	
T7. 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.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
T8. The district shall ensure teachers are not rehired at the school, unless they are effective or highly effective instructors, as defined in Section 1012.34, F.S.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
T9. 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.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
T10. The district shall provide the decision-making process for selecting the new or revised instructional programs.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
T11. The district shall provide the rationale for selecting new or revised instructional programs. If a district decides to revise a current program, the rationale shall include data that supports this decision.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:

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Options 1, 3, 4, and 5: Common Requirements			This column is for use of the DA Regional Executive Director
Requirement	Action Statement and Rationale	Alignment of Resources	
T12. The district shall describe how instruction will be differentiated to meet the individual needs of students and how it will be monitored and supported. Strategies for push-in, pull-out, or individual instruction shall be included.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
T13. The district shall describe the progress monitoring and summative assessments that will be used, the administration frequency of each, how the data will be analyzed, and how changes in instruction will be implemented and monitored.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
T14. 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).		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:

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Option 1: District-Managed Turnaround (DMT)			This column is for use of the DA Regional Executive Director
Requirement	Action Statement and Rationale	Alignment of Resources	
TD1. The district shall conduct a comprehensive search to replace the principal, assistant principal(s), and instructional coaches, unless assigned to the school for less than one year before the conversion.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
TD2. The district shall increase learning time in the school, as defined in Rule 6A-1.099811(1), F.A.C., by a total of 300 hours annually; at least 60% of time shall support all students (extended day, week, or year) and up to 40% of time may be provided through targeted services (before school, after school, weekend and summer).		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
RED Recommendation for Approval of TOP: <input type="checkbox"/> Recommend for Approval <input type="checkbox"/> Recommend for Approval with Reservation <input type="checkbox"/> Do Not Recommend for Approval	Comments:		

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Option 2: Closure			This column is for use of the DA Regional Executive Director
Requirement	Action Statement and Rationale	Alignment of Resources	
TR1. The district shall close the school and reassign students to higher-performing schools in the district.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
TR2. The district shall monitor the reassigned students and report their progress to the Department for three years.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
RED Recommendation for Approval of TOP: <input type="checkbox"/> Recommend for Approval <input type="checkbox"/> Recommend for Approval with Reservation <input type="checkbox"/> Do Not Recommend for Approval	Comments:		

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Option 3: Charter			This column is for use of the DA Regional Executive Director
Requirement	Action Statement and Rationale	Alignment of Resources	
TC1. The district shall close the school and reopen as a charter or multiple charters, in accordance with Section 1002.33, F.S.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
TC2. The district shall enter into a contract with the charter organization following established district policies and procedures for contracting with external providers.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
TC3. 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.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
TC4. The principal, assistant principals, and instructional coaches from the closed school may not be hired at the charter school, unless assigned to the closing school for less than one year and the school's failure to improve cannot be attributed, in whole or in part, to the individual.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
RED Recommendation for Approval of TOP: <input type="checkbox"/> Recommend for Approval <input type="checkbox"/> Recommend for Approval with Reservation <input type="checkbox"/> Do Not Recommend for Approval		Comments:	

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Option 4: External Operator			This column is for use of the DA Regional Executive Director
Requirement	Action Statement and Rationale	Alignment of Resources	
TE1. 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.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
TE2. The district shall select an organization with a successful record of providing support to high-poverty, low-performing schools, and provide evidence of its qualifications.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
TE3. The principal, assistant principal(s), and instructional coaches from the school may not be retained, unless assigned to the school for less than one year, and the school's failure to improve cannot be attributed to the individual.		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
RED Recommendation for Approval of TOP: <input type="checkbox"/> Recommend for Approval <input type="checkbox"/> Recommend for Approval with Reservation <input type="checkbox"/> Do Not Recommend for Approval		Comments:	

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Option 5: Hybrid			This column is for use of the DA Regional Executive Director
Requirement	Action Statement and Rationale	Alignment of Resources	
<p>TH1. The district will implement a hybrid of turnaround options 1-4 or other turnaround models that have demonstrated effectiveness in increasing student achievement in similar populations and circumstances. <i>A hybrid model that includes components of options 1-4 shall comply with all applicable requirements of the respective options. The district shall copy all applicable requirements from the relevant plan templates into this plan.</i></p>		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
<p>TH2. In the case where multiple providers may be engaged, the district and organization(s) will submit a plan that clearly delineates the roles and responsibilities of each organization and how each works to support or enhance the function of others.</p>		Person Responsible: Start and End Date: Funding Source and Amount:	<input type="checkbox"/> Agree <input type="checkbox"/> Agree with Reservation <input type="checkbox"/> Disagree Comments:
RED Recommendation for Approval of TOP: <input type="checkbox"/> Recommend for Approval <input type="checkbox"/> Recommend for Approval with Reservation <input type="checkbox"/> Do Not Recommend for Approval		Comments:	