

# ASSIST: Closing the Achievement Gap

Directions with Screenshots

August 2016

<https://cas.advanc-ed.org/cas/login>

## Portfolio

### Overview

Select the school year to expand the list of all associated documents for that period.

Select a document for additional details and to begin or continue your work.

[2016-2017 School Year](#)

Days Past Due	Due Date	Status	Document
	October 1, 2016	Not started	<a href="#">Closing the Achievement Gap</a>

[2015-2016 School Year](#)

[2014-2015 School Year](#)

**Click here to get started**



## Portfolio



### Closing the Achievement Gap (Not started)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Oct 1, 2016**

#### Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	KDE Closing the Achievement Gap		
Goals and Plans			

**Here are the two items that need to be completed in order to submit**

## Portfolio



### Closing the Achievement Gap (Not started)

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Goals and Plans			

**Click on Diagnostics & Surveys  
Tab to start the diagnostic**

# KDE Closing the Achievement Gap

Diagnostic

# Start the KDE Closing the Achievement Gap

1. Go to “Diagnostics & Surveys” tab (be sure the diagnostic is not already in your list)
2. Click on “Start Diagnostic”
3. In the first box, select “KDE Closing the Achievement Gap” from the drop down menu
4. In the description box, type “2016-2017 [SCHOOL NAME] KDE Closing the Achievement Gap”
5. Click on “Start”

This will begin your diagnostic

## KDE Closing the Achievement Gap

[« Back to Diagnostics](#)

### 2016-2017 [School](#) KDE Closing the Achievement Gap [\(Edit\)](#)

Pursuant to KRS 158.649 reporting requirements for achievement gap shall be October 1 of each year. The principal shall convene a public meeting to present and discuss the plan for closing the achievement gap prior to the submission to the superintendent and local board for review. The local board of education shall review, in a public meeting, the portion of each school's Comprehensive School Improvement Plan (CSIP) addressing the activities and schedule to reduce achievement gaps if a district has more than 20 schools. This can be a consolidated district report in accordance to KRS 160.340 (3)(b).

Achievement gap means a substantive performance difference in each of the tested areas by grade level of the state testing system between the various groups of students including male and female students, students with and without disabilities, students with and without English proficiency, minority and non-minority students, and students who are eligible for free and reduced-price meals and those who are not eligible for free or reduced-price meals.

Addressing achievement gap in schools and districts is a communicative and collaborative effort between district and school leaders, teachers, parents, community members and leaders, students and the Kentucky Department of Education. The use of data from various resources available to schools and districts allows districts and schools to review, monitor and track student performance in each of the achievement gap areas. Not only shall the focus be on the performance of students, but the contributing factors of ensuring that teachers are provided with the professional learning resources and opportunities that foster student success. District and school leaders are aware of working conditions to ensure climate and culture are a positive contribution to fostering student and teacher success.

Resources for the completion of this diagnostic are:

[School Report Card](#)

[CIITS](#)

[TELL Kentucky Survey](#)

**Please Note:** In some cases, all items may not be required.

Principals are expected to convene a public meeting to present and discuss the plan prior to submitting to their Area Superintendent. (see link on last page for further resources)



Resources for the completion of this diagnostic are:

[School Report Card](#)

[CIITS](#)

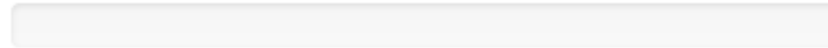
[TELL Kentucky Survey](#)



**Please Note:** In some cases, all items may not be required.

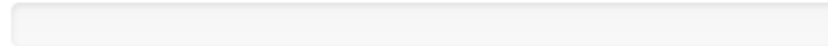
### Achievement Gap Groups Identification

0 of 1 items are answered



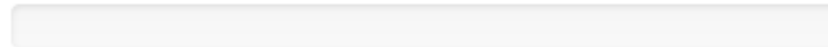
### Achievement Gap Summary

0 of 5 items are answered



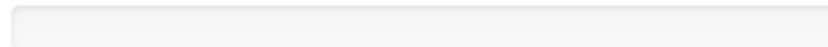
### Achievement Gap Diagnostic

0 of 4 items are answered



### Stakeholder Engagement and Collaboration

0 of 1 items are answered



Here are some data sources that may be useful. Other resources include: Comprehensive School Survey (CSS), CASCADE/MAP, and school level sources

There are 4 components of the Diagnostic:

Status bars





[Portfolio](#)[Profile](#)[Diagnostics & Surveys](#)[Assurances](#)[Goals & Plans](#)[Reviews](#)[Progress](#)

## Achievement Gap Groups Identification

[« Back to KDE Closing the Achievement Gap](#)

✓ Denotes an answered response

DIAGNOSTIC COMPONENT 1:

### Summary of all responses

[Respond](#)

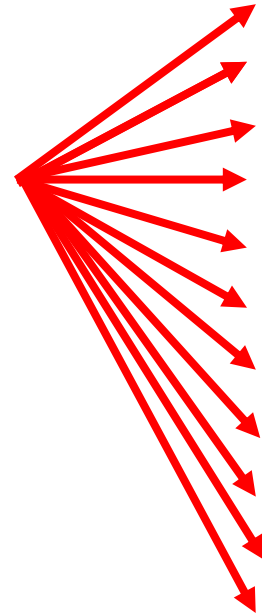
Use the School Report Card to identify your school's gaps groups. Select all that apply

Click here to respond

# DIAGNOSTIC COMPONENT 1:

Identify which gap groups your school targeted with your 15-16 plan (based on your 14-15 school report card data). Place a check in the selected boxes.

Once your “gap” groups are identified, you will want to go to the Delivery Targets to determine which of these groups are meeting their targets and which are not.



Portfolio Profile **Diagnostics & Surveys** Assurances Goals & Plans Reviews Progress

## Respond

[« Back to Achievement Gap Groups Identification](#)

Use the School Report Card to identify your school's gaps groups. Select all that apply.

**Select all that apply.**

<input type="checkbox"/>	African American
<input type="checkbox"/>	Hispanic
<input type="checkbox"/>	Native American
<input type="checkbox"/>	With Disability
<input type="checkbox"/>	Free/Reduced Price Meals
<input type="checkbox"/>	Limited English Proficiency
<input type="checkbox"/>	All Students
<input type="checkbox"/>	Male
<input type="checkbox"/>	Female
<input type="checkbox"/>	White
<input type="checkbox"/>	Asian

Other (please specify)

## DIAGNOSTIC COMPONENT 2:

All of these questions are narrative responses. (It is recommended to type in Word and then cut and paste into the narrative response boxes.)

Click on “Respond” to open the narrative response box.



Portfolio Profile **Diagnostics & Surveys** Assurances Goals & Plans Reviews Progress

### Achievement Gap Summary

[« Back to KDE Closing the Achievement Gap](#)

Review your school's Comprehensive School Improvement Plan (CSIP) to assist with responding to the below diagnostic items. The school's teachers, leaders, and other stakeholders should be communicated with and included in the conversation to respond to the diagnostic questions and the school's progress to close the achievement gap.

✓ Denotes an answered response

Summary of all responses	
<a href="#">Respond</a>	Describe the school's climate and culture.
<a href="#">Respond</a>	Describe the strategies that were implemented that helped to close the achievement gap.
<a href="#">Respond</a>	Describe the barriers that prevented the school from closing the achievement gap.
<a href="#">Respond</a>	Provide specific examples from the CSIP as to how the district and school collaborated to ensure that the achievement gap was addressed.
<a href="#">Respond</a>	Describe the process to involve teachers, leaders, and other stakeholders to review the CSIP and its progress to close the achievement gap.

# DIAGNOSTIC COMPONENT 3:

## Achievement Gap Diagnostic

[« Back to KDE Closing the Achievement Gap](#)

Review the GAP goals in the Comprehensive School Improvement Plan (CSIP) to respond to the below diagnostic items. Update the plan and its progress notes with information as to how the achievement gap is closing. Data for this review shall come from the School Report Card (SRC) and Continuous Instruction Improvement Technology System (CIITS) and any other data sources that may have been used by the school to measure student success.

✓ Denotes an answered response

Summary of all responses	
<a href="#">Respond</a>	Describe how data are used to inform your school's improvement plan to address the achievement gap.
<a href="#">Respond</a>	Describe how the plan will be monitored to ensure that the strategies/activities that address the achievement gap are fully implemented.
<a href="#">Respond</a>	Cite the goals/objectives/strategies in the plan that specifically addresses how the teaching and learning conditions will be positive and foster success for teachers and students.
<a href="#">Respond</a>	Describe the actions that will be taken to remove the barriers that prevented the school from closing the achievement gap.

Questions 1 and 3 on this screen will have you mark portions of your 15-16 CSIP with an optional narrative. Questions 2 and 4 are narrative boxes.



Click on "Respond" to select the applicable portions of your plan or to open the narrative response box.

Place a check in the boxes for all of the “Goals”, “Objectives”, “Strategies”, and/or “Activities” which apply. (Note: if you check on a higher level, than all items under it will be checked – you can leave or remove check if not applicable”.)

Portfolio Profile **Diagnostics & Surveys** Assurances Goals & Plans Reviews Progress

## Respond

[« Back to Achievement Gap Diagnostic](#)

**2a.** Describe how data are used to inform your school's improvement plan to address the achievement gap.

Select the Strategie(s) and Activitie(s) that address this question (required). You may also create an optional narrative to accompany your response.

[Optional Narrative](#) ← **Click here if you want to add a narrative**

Show/Hide Excluded

<input type="checkbox"/>	<b>Goal</b>	Writing Goal - By 2017, 66% of Middle Schools students and 67% of the High School students will be Proficient or Distingui...
<input type="checkbox"/>	<b>Objective</b>	43% of Sixth, Seventh and Eighth grade students...
<input type="checkbox"/>	<b>Strategy</b>	Graphic Organizers
<input type="checkbox"/>	<b>Activity</b>	Graphic Organizers (Type: Academic Support Program, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Strategy</b>	Professional Development
<input type="checkbox"/>	<b>Activity</b>	Professional Development (Type: Professional Learning, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Strategy</b>	ECE Collaboration
<input type="checkbox"/>	<b>Activity</b>	ECE Collaboration with PLC (Type: Academic Support Program, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Objective</b>	42% of Sixth, Seventh and Eighth grade Black or...
<input type="checkbox"/>	<b>Strategy</b>	Writing Interventions
<input type="checkbox"/>	<b>Activity</b>	Writing Interventions (Type: Academic Support Program, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Objective</b>	47% of Tenth and Eleventh grade students will ...

Place a check in the boxes for all of the “Goals”, “Objectives”, “Strategies”, and/or “Activities” which apply. (Note: if you check on a higher level, than all items under it will be checked – you can leave or remove check if not applicable”.)


Portfolio Profile **Diagnostics & Surveys** Assurances Goals & Plans Reviews Progress

## Respond

[« Back to Achievement Gap Diagnostic](#)

**2c.** Cite the goals/objectives/strategies in the plan that specifically addresses how the teaching and learning conditions will be positive and foster success for teachers and students.

Select the Strategie(s) and Activitie(s) that address this question (required). You may also create an optional narrative to accompany your response.

[Optional Narrative](#)  **Click here if you want to add a narrative**

Show/Hide Excluded

<input type="checkbox"/>	<b>Goal</b>	Writing Goal - By 2017, 66% of Middle Schools students and 67% of the High School students will be Proficient or Distingui...
<input type="checkbox"/>	<b>Objective</b>	43% of Sixth, Seventh and Eighth grade students...
<input type="checkbox"/>	<b>Strategy</b>	Graphic Organizers
<input type="checkbox"/>	<b>Activity</b>	Graphic Organizers (Type: Academic Support Program, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Strategy</b>	Professional Development
<input type="checkbox"/>	<b>Activity</b>	Professional Development (Type: Professional Learning, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Strategy</b>	ECE Collaboration
<input type="checkbox"/>	<b>Activity</b>	ECE Collaboration with PLC (Type: Academic Support Program, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Objective</b>	42% of Sixth, Seventh and Eighth grade Black or...
<input type="checkbox"/>	<b>Strategy</b>	Writing Interventions
<input type="checkbox"/>	<b>Activity</b>	Writing Interventions (Type: Academic Support Program, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Objective</b>	47% of Tenth and Eleventh grade students will ...

## DIAGNOSTIC COMPONENT 4:

[Portfolio](#)[Profile](#)[Diagnostics & Surveys](#)[Assurances](#)[Goals & Plans](#)[Reviews](#)[Progress](#)

### Stakeholder Engagement and Collaboration

[« Back to KDE Closing the Achievement Gap](#)

✓ Denotes an answered response

#### Summary of all responses

[Respond](#)

Select all of the ways in which the school will engage and collaborate with stakeholders to develop the strategies that address the achievement gap.



**Click here to respond**

## Respond

[« Back to Stakeholder Engagement and Collaboration](#)

Select all of the ways in which the school will engage and collaborate with stakeholders to develop the strategies that address the achievement gap.

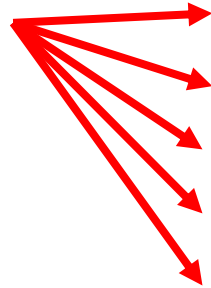
**Select all that apply.**

- Home Visits
- Parent information resources (PTA/PTO/SBDM, other)
- Partnership with community groups and businesses
- Communication (local newspapers, parent newsletters, school website, school activities, surveys)
- Parent engagement with students in the classroom or during school activities

Other (please specify)

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Place a check in  
all boxes that  
apply





# Goals and Plans

Gap Plan

## Goals & Plans

**Before creating your “Gap Plan”, be sure all “Progress Notes” have been updated.**

Streamline the process of developing and managing goals.

[Goals](#)[Plans](#)[Reports](#)

**Click on the “Plans” tab to create a “Gap Plan”**

[Create a Goal](#)

Goal Name	Objectives	Strategies	Activities
Reading Goal - By 2017, 64.7% of Middle School students and 61.9% of High School students will be either Proficient or Distinguished	6	12	12
Mathematics Goal - By 2017, 63% of the Middle School students and 71% of the High School students will be Proficient or Distinguished.	4	10	10

## Goals & Plans

Streamline the process of developing and managing goals.

[Goals](#)[Plans](#)[Reports](#)

**Click on “Create a Plan” to select items that will form your “Gap Plan”**

[Create a Plan](#)

Plan Name	Number of Goals
CSIP 2012-13 Revised	10

## Create or Edit Plan

Name

Description

**Optional: Add a  
"Description"**

Select Goal thread(s) to include in Plan

Show/Hide Excluded

<input type="checkbox"/>	<b>Goal</b>	Writing Goal - By 2017, 66% of Middle Schools students and 67% of the High School students will be Proficient or Distingui...
<input type="checkbox"/>	<b>Objective</b>	43% of Sixth, Seventh and Eighth grade students...
<input type="checkbox"/>	<b>Strategy</b>	Graphic Organizers
<input type="checkbox"/>	<b>Activity</b>	Graphic Organizers (Type: Academic Support Program, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Strategy</b>	Professional Development
<input type="checkbox"/>	<b>Activity</b>	Professional Development (Type: Professional Learning, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Strategy</b>	ECE Collaboration
<input type="checkbox"/>	<b>Activity</b>	ECE Collaboration with PLC (Type: Academic Support Program, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Objective</b>	42% of Sixth, Seventh and Eighth grade Black or...
<input type="checkbox"/>	<b>Strategy</b>	Writing Interventions
<input type="checkbox"/>	<b>Activity</b>	Writing Interventions (Type: Academic Support Program, Dates: 8/1/13-12/31/14)
<input type="checkbox"/>	<b>Objective</b>	47% of Tenth and Eleventh grade students will ...

Include progress notes for the goals selected.

Give an identifiable name  
(such as, "2016-2017  
[School Name]'s Closing  
the Achievement Gap  
Plan")

Select all "Goals",  
"Objectives", "Strategies",  
and "Activities" that you  
want included in your  
school's "Closing the  
Achievement Gap Plan"

Be sure to place a check  
in the box next to  
"Include progress notes  
for goals selected"

## Sample KDE Elementary School

### Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	KDE Closing the Achievement Gap	KDE Closing the Achievement Gap 	
Goals and Plans		Closing the Achievement Gap 2014 	

### Additional

In some cases you must select at least one component from this list before the document should be submitted.

None

 PDF

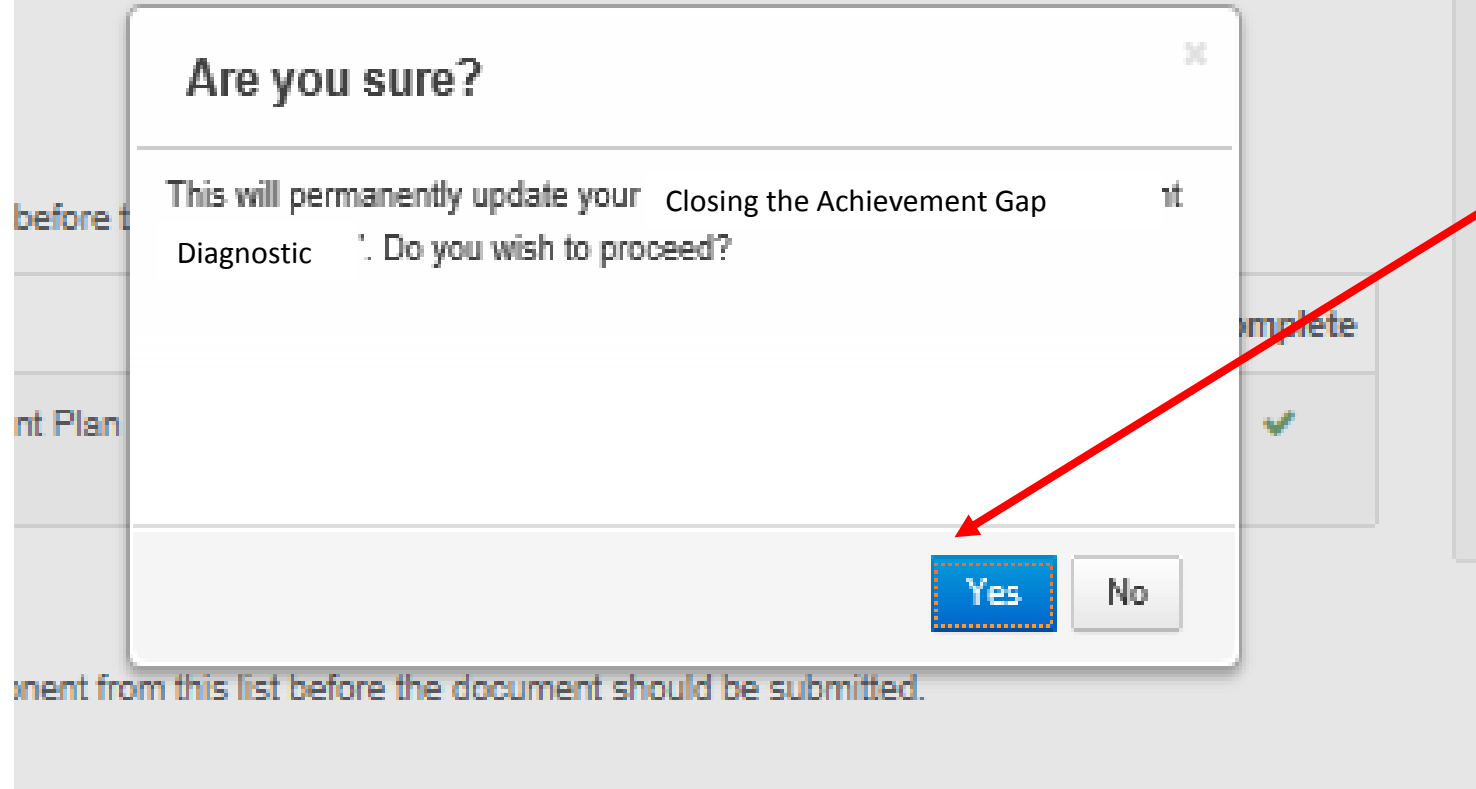
 Attachments

 Log

Submit 

**Once components are completed, click on blue pencil to select them. There should be a check mark in the complete column. Then click submit.**

ssary components are complete, select the Submit button at the bottom of the screen.



**Click Yes to permanently update the report**

The Asst. Sups will review the school's report and click "approve" or "re-open" if changes need to be made. If edits are needed, the Asst. Sups will work with the principals.

# Summary Steps and Timelines

**September**- Schools hold public meeting to discuss gap goals and activities from 15-16 CSIP (see guidance on next slide)

**September 23** – Schools must submit gap report in ASSIST. The district will be notified to review it via email.

- The Asst. Sups will review the school's report and click "approve" or "re-open" if changes need to be made.
- If edits are needed, the Asst. Sups will work with the principals.

**October 1** – Asst. Sups will click "approved" on all reports.

# Contact and Other Helpful Information

## KDE Videos:

- [Guidelines for Closing the Achievement Gap Report \(3:22 minutes\)](#)
- [Completing the Diagnostic in ASSIST \(9:05 minutes\)](#)
- [Creating the Gap Plan \(3:11 minutes\)](#)
- [Submitting and Approving the Gap Report \(2:50 minutes\)](#)

## KDE Documents:

- <http://education.ky.gov/school/csip/pages/assist-tech.aspx>

## Public Meeting Blueprint for Closing the Achievement Gap:

<https://www.jefferson.kyschools.us/sites/default/files/PublicMeeting.pdf>

## JCPS Contacts:

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Joe Prather, [joseph.prather@Jefferson.kyschools.us](mailto:joseph.prather@Jefferson.kyschools.us) #7073