

Highlands International School

School Improvement Plan

September 2006

School Improvement Plan Assurances Sheet

Please complete the following assurance items, sign, date, and attach to the School Improvement Plan for your school.

1. The School Improvement Team and the School Improvement Plan for Highlands International School meet all of the requirements set forth in SACS & ACSI Accreditation.
2. This School Improvement Plan is for school year(s) 2006-2007.
3. The members of the School Improvement Team and their position titled are included with this plan.
_____ Yes _____ No
4. All components (High Student Performance, Safe, Orderly, and Caring Schools, Quality Teachers/Staff, Effective and Efficient Operations, and Partner/Parent Involvement) have been addressed in this plan.
_____ Yes _____ No
5. Instructional objectives address growth. _____ Yes _____ No
6. Staff development plans have been included in this plan. ____ Yes _____ No
7. Safe school plans have been included in this plan. _____ Yes _____ No
8. Financial flexibility has been included in this plan. _____ Yes _____ No
9. All eligible staff members were given the opportunity to vote on the School Improvement Plan by means of secret ballot on _____.

The results of the vote was as follows: Date: _____

_____ For _____ Against _____ Abstain

Signature of Principal _____ Date _____

Signature of School
Improvement Team
Chairperson _____ Date _____

Highlands International School School Improvement Plan 2006-2007

Strategic Priority I: High Student Performance

School Objective: **100% of all HIS students will be above the US national average on a standardized test chosen by the staff**
100% of all HIS seniors will be admitted to a University of their choice
100% of all HIS seniors & juniors will obtain a 1500 or higher on the SAT
100% of all ESL students will be identified using a standardized instrument

School Indicator(s): **Stanford Achievement, College admissions, SAT, ESL proficiency test**

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Deploy standardized testing	Oct – study available tests Nov – Adopt a standardized test through faculty vote Dec – purchase/organize testing May – Test students in grades 3 – 8	Financial, former college professors, other NICS schools, other schools.	Jason	100% of students in grades 3 – 8 tested in May 2007 <i>Tests have been ordered and students will take SAT test in May</i>
Staff will develop pacing guides and curriculum resource packets for NCSCOS in Reading and Math	Oct – Dec → Staff will develop curriculum resource packets Jan – May → staff will develop pacing guides	Reading A – Z NCSCOS Abeka Addison Wesley NCpublicschools.org	English & Math Teachers	Curriculum resource packets for grades 3 – 12 are due Dec. 8 Pacing Guides for grades 3 – 12 are due April 27 <i>We have not started Curriculum Guides yet. Current plan is to have ESLRs done by March 30, and Writing Curriculum Guide k – 6 done by May 30.</i>
Develop (or purchase) and deploy “practice” tests for grades 3 – 8 in Reading and Math	Oct – Nov → investigate options Dec. → purchase or create practice tests Jan – April → test students 2 times for practice for the real test in May	Other NICS schools, internet, former college professors, etc.	Jason	100% of students in grades 3 – 8 will take at least 2 practice tests before May <i>Gave first test in November, second will be in April (Benchmark Testing from NC)</i>

Develop and deploy SAT prep course	Begin by October 2006	SAT prep material for English and Math	Jason	100% of Juniors and Seniors will enroll in SAT tutoring <i>Started SAT prep class for Juniors and Seniors in Oct. → ongoing</i>
Develop and deploy ESL testing	Oct – Feb → research options March → purchase May → Test students for following year	Other NICS schools, other professionals.	Jason	Roster of ESL identified students by the end of the year. <i>Postponed till Aug. 2007; we've hired a full-time ESL teacher for Aug. 2007</i>

Strategic Priority II: Safe, Orderly, and Caring Schools

School Objective: 100% of HIS students will demonstrate improvement in Character development.

School Indicator(s): Character Education Program evaluative tool, bi-yearly teacher evaluation rubric, discipline profile

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Research Character Ed. Programs	October – December	NICS schools, colleagues, etc.	Jason	3 proposals for staff by January 16, 2007 <i>Postponed till Aug. 2007; Might be combined with new Bible Curriculum</i>
Develop Teacher evaluation Rubric	January – March	HIS Faculty	Ashlyn & Scott	Proposal for staff by March 1, 2007 <i>Postponed till Aug. 2007</i>
Deployment of Character Ed. Pilot	March – June	NA	HIS staff	End of year plus/delta re: Pilot program <i>Postponed till Aug. 2007</i> <i>Hired a “campus Pastor” for next year. This will fall under his responsibilities.</i>

Strategic Priority III: Quality Teachers, Administrators, and Staff

School Objective: **100% of teachers will feel valued as indicated by the staff survey**
100% of teacher will participate in staff development throughout the school year
100% of teachers will indicate an *Improvement* in resource material as indicated by the staff survey

School Indicator(s): **NICS staff Survey, staff development log**

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
HIS admin will seek to provide financial incentives to staff for their service	Oct. – June 2007	Budget, increased enrollment	Jason & David	<p>Staff survey questions indicate that staff feels “valued” by admin.</p> <p>Budget indicates appropriate allocation of resources toward staff incentives</p> <p><i>HIS began paying for VISAs in October 2006</i></p> <p><i>3rd year incentives include paying for 2 year VISA and 1 round-trip plane ticket</i></p>
Development and planning of a staff retreat for 2007	August 2007	Budget	Jason, James, Ashlyn	<p>Orientation agenda</p> <p><i>This will be developed in May. Current plan is for a Staff Spiritual Retreat in October with Grace Life International</i></p>
Purchase of resource material for all disciplines	Oct. – June 2007	Budget	Jason	<p>Invoices, Staff survey</p> <p><i>Purchased Writing resources for K – 6, Biology & Chemistry books, several class-sets of Novels, 20 new computers.</i></p>
Research of possible staff development opportunities for teachers	Oct. – June 2007	Other NICS schools, websites, etc.	All staf	<p>Staff development log</p> <p><i>Purchased staff development DVD and book for Biblical Integration. To begin Aug. 2007</i></p>

Strategic Priority IV: Strong Family, Community, and Business Support

School Objective: 100% of parents will attend at least 2 conferences per year
100% of parents will attend at least 1 of 3 parent events

School Indicator(s): Parent/Teacher conference log, Event surveys, PTA minutes

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Develop PTA organization	October – December	NA	Jason	PTA minutes for November & December meetings <i>Had first PTA meeting in November. Still in-progress.</i>
Deploy parent/teacher conference log	October – December	NA	Jason	mid-year SIP report <i>Parent log has yet to be deployed, however, we've had 98% participation in both parent-conference events. Therefore, we will remove this action step.</i>
Develop Event Survey	October – December	NA	Jason	mid-year SIP report

Strategic Priority V: Effective and Efficient Operations

School Objective: 100% of monthly reports to NICS will be filed on-time
100% of tax debt will be paid on-time
100% of salaries will be paid on-time

School Indicator(s): Monthly NICS reports, Monthly salary reports, monthly tax report, budget

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Weekly meetings between Director & Business Manager	All year	NONE	Jason & David	Report Filings <i>Monthly reports are on-time as of February 2007.</i> <i>Teachers have been paid "on-time" every month as well as Taxes.</i>

School Name

Reviewer

Date

Highlands International School
School Improvement Plan Review Criteria

Part I:

	<u>Met</u>	<u>Status</u>	<u>Not Met</u>
<u>A. Goals/Objectives</u>			
SIP goals are aligned to HIS strategic priorities. High Student Performance Safe, Orderly, and Caring Schools Quality Teachers/Staff Effective and Efficient Operations	_____		_____
Objectives are specific, clearly stated <u>and</u> related to plan goals.	_____		_____
Objectives are based on relevant data/information.	_____		_____
Objectives are measurable <u>and</u> focused on <i>what</i> is to be accomplished.	_____		_____
Objectives represent a “stretch” beyond current performance.	_____		_____
<u>B. Action Steps</u>			
Methods/processes indicated sufficiently describe <i>how</i> intended objectives will be met.	_____		_____
Strategies reflect “best practices” (i.e., are based on practices that have a strong research base <u>and/or</u> a likelihood of success).	_____		_____
Actions are innovative and reach beyond “business as usual.”	_____		_____
Strategies/methods are realistic for the school staff to implement within the time <u>and</u> resources indicated.	_____		_____
<u>C. Evaluation/Assessment Indicators</u>			
Evaluation indicators/assessment methods are realistic for <u>and</u> aligned to the objectives.	_____		_____
Evaluation measures/indicators use existing documentation sources to describe progress/results in meeting objectives.	_____		_____
Performance standards (levels) are clearly indicated <u>or</u> implied.	_____		_____
Results assessed in the plan can be effectively reported to various stakeholder groups.	_____		_____
Results can be used to guide improvement efforts for next year.	_____		_____

D. Other Aspects

Uses of quality management tools and principles are evident in the plan (e.g., PDSA)	_____	_____
Projected staff development is aligned to plan objectives.	_____	_____
Required resources (human, fiscal, etc.) are addressed realistically.	_____	_____
Parents have been involved in plan development.	_____	_____
Faculty/Staff approval of plan achieved.	_____	_____

Part II:

A. Briefly describe the major *strengths* of this plan.

B. Briefly describe the major *areas for improvement* that need to be addressed in a revised/updated plan.

Recommend Approval: _____ YES _____ NOT AT THIS TIME