

Highlands International School

School Improvement Plan

October 2007

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 _____

**Highlands International School
School Improvement Plan
2007-2008**

Strategic Priority I: High Student Performance

School Objective:

100% of all HIS students will be above the 50th percentile on the Stanford Achievement Test
100% of all HIS students will show an improvement of at least 10% in areas below the 50th percentile on the Stanford Achievement test
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 go up in language proficiency on the IPT
100% of all HIS high school students will pass 100% of their classes

School Indicator(s):

Stanford Achievement Test, College admissions, SAT, ESL proficiency test

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Develop a Comprehensive Curriculum for K-12 in LA, Math, Science, Social Studies, & Bible	LA & Bible = Aug – December Math & Science = Jan – May Social Studies = Aug 2008 – Dec 2008	ASCI, SACS, other NICS schools, Unit Plan Template	Jason, Anne	Complete Curriculum Guides for all five subjects by December 2008 <i>Made significant progress this year. Philosophy statement was written for each core subject.</i> <i>HS Course guide was created</i>
Revise and deploy quarterly benchmarks in elementary Reading and Math	Quarterly	Iredell County, Rowan County, NC	Anne & elementary Teachers	Cumulative Data collected throughout the year <i>This was done twice throughout the year. Recommendation for next year would be to find benchmarks that align with Stanford tests AND NCSCOS</i>
Develop comprehensive Guidance manual and timeline for seniors	December 2007	SAT, College Board, NICS schools	John	Completed document <i>This was completed by John Swaney</i>

Deploy SAT prep course	Ongoing	SAT prep materials, Math and English teachers	Scott & James	Schedule It was determined by December 2007 that this was not necessary and/or that we did not have the adequate resources to accomplish this objective well. Recommended that students take this course through North Star Academy if they want.
Develop and deploy mandatory after school tutoring program for any student who is failing 2 or more classes	October 2007	NA	HS teachers	Attendance roster This was done and proved to be effective for a short period of time. A better strategy was recommended that students simply “reap what they sow.” Initial assessment in Aug 2008 is that our HS students have “got the message.”
Develop and deploy an “agenda” system for HS students – to teach organizational skills	October 2007	Sample planners and agendas	John & Scott	Student survey, teacher observations This was done and proved effective. This idea will be implemented 1 -12 in 2008

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, Quarterly teacher evaluation rubric on report card, discipline profile, self-evaluation rubric

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Research Character Ed. Programs	October – December	NICS schools, colleagues, etc.	Tom & Scott	3 proposals for staff by January 16, 2008 Got Started with this and lost momentum.
Develop Teacher evaluation Rubric	January – March	HIS Faculty	Tom & Scott	Proposal for staff by March 1, 2008 Got Started with this and lost momentum.
Deployment of Character Ed. Pilot	March – June	NA	HIS staff	End of year plus/delta re: Pilot program Got Started with this and lost momentum.

Strategic Priority III: Quality Teachers, Administrators, and Staff

School Objective:

- 100% of teachers will feel valued as indicated by the staff survey
- 100% of teachers will receive feedback from observations
- 100% of teacher will participate in staff development during the school year
- 100% of teachers will indicate an *improvement* in resource material as indicated by the staff survey
- 100% of teachers will develop and implement at least one “intentional,” Biblically integrated lesson each quarter

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

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Review, Revise and Deploy new Survey for Parents, Teachers and Students	January – March	NICS Schools Previous Survey	Jason	Survey Results This was done and was used in April 2008
Develop “peer review” schedule for teachers to observe each other and give feedback	October – December	NA	Jason	Peer Review checklist This was done sporadically, however, I think this should continue next year with a schedule.
Deliver staff development in Biblical integration through current staff knowledge	All year	Biblical Integration planner	Deborah	Sample lesson plans from teachers This was done through staff meetings. Teachers continue to share ideas at staff meetings. This is a standing agenda item.
Admin will perform all scheduled observations including all post conferences	All year	NA	Jason & Anne	Observation check list This was done as scheduled and evaluations are in personnel files. Recommend an alternative assessment for teachers with greater than 2 years experience.
Purchase <i>The Universe Next Door</i> , and execute a book study	All Year	Budget	Deborah	ACSI credit for teacher certification, roster This was completed and all teachers received 3 CEUs from ACSI.

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
100% of parents will indicate an agree or strongly agree with questions related to “sense of community” in the parent survey

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

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Develop PTA organization	October – December	NA	Anne	PTA minutes for November & December meetings
Put at least 2 parents on the “event planning” committee	Ongoing	NA	Anne	Attendance roster
Develop and Deploy a Parent/Student game day	May 2008	NA	James	Survey
Develop and Deploy a “college night”	November 2007	NA	Jason & John	Attendance
Develop and Deploy a Parent/Student camping trip	May 2008	NA	Jason	NA
Develop and Deploy a connection with a local ministry for school community to be involved in	January – May	NA	John	Activity log

Strategic Priority V: Effective and Efficient Operations

School Objective: **100% of all work orders will be given feedback within a week**
100% of HS classes will begin on time

School Indicator(s): **Work order log, staff survey**

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Develop a system for work orders	October – December	NA	Jorge	Survey of Teachers
Buy a clock for the bell system	October – December	Budget	Jorge	NA

School Name

Reviewer

Date

Highlands International School
School Improvement Plan Review Criteria

Part I:

Table with 3 columns: Description, Met, Status, Not Met. Rows include sections A. Goals/Objectives, B. Action Steps, and C. Evaluation/Assessment Indicators with various criteria and checkboxes.

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