

Highlands International School

School Improvement Plan

October 2008

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) 2008-2009.
3. The members of the School Improvement Team and their position titles 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 were as follows: Date: _____

_____ For _____ Against _____ Abstain

Signature of Principal _____ Date _____

Highlands International School School Improvement Plan 2008-2009

Strategic Priority I: High Student Performance

School Objective:

100% of all HIS students will be above the 50th percentile in standardized testing in Reading, Math, and high school specific courses
100% of all HIS students will show an improvement of at least 10% in areas below the 50th percentile on standardized testing
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 one 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
Continue to develop a Comprehensive Curriculum for K-12 in LA, Math, Science, Social Studies, & Bible	June 2009	ASCI, SACS, other NICS schools, Unit Plan Template	Jason, Anne, staff	Complete Curriculum Guides for all five subjects by June 2009
Investigate new benchmarks in reading and math for elementary that align with the Stanford and NC objectives	June 2009	NICS schools, internet searching	Anne & Ashlyn	Cumulative Data collected throughout the year
IQ testing for all 2 nd graders	February 2009	Local psychologist	Anne	Roster
IEP development for EC students	December 2008	NC guidelines, professional literature	Anne	Roster, cumulative files
Develop Promotion Policies for K-8	June 2009	Other NICS Schools, staff	Anne & Jason	Document & Testing data
Deploy Stanford testing for grades 9 & 10	April 2009	Budget	Anne, Jason, & John	Testing results
Deploy Latin & Greek roots program in grades 5 – 7	August 2008	NA	Whitney, Deborah	Gradebook
Investigate and deploy a grammar/vocabulary program for HS English	January 2009	Other NICS Schools, internet research	Scott	Gradebook
Investigate and develop <i>Student Led Conferences</i> to begin in 2009-2010	June – Aug 2009	Professional Development	Ashlyn	Purchase of resources
Investigate and Develop <i>National Honors Society</i> to begin 2009-2010	June – August 2009	NHS Organization	Ashlyn	Membership

Strategic Priority II: Safe, Orderly, Caring, and Spiritually Nurturing Environment

School Objective: **100% of teachers will indicate an improvement in student character**
100% of teachers, students and parents understand and effectively
implement all aspects of the emergency plan
100% of teachers will indicate a satisfactory rating with how the office
handles student health issues
100% of parents will indicate that they are satisfied with the safety of their
children at HIS

School Indicator(s): **Staff, Student, Parent survey**

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Deploy Character Word of the month	January 2009	Character ed programs	Heather James & Ashlyn Shivers	Director observation
Practice all EPP actions once per quarter	Immediately	NA	Anne & Jason	Check list
Develop policy regarding a student sickness at school	January 2009	NA	Jason	Policy placed in THB
Apply for security grant from US embassy – Wall, Intercom, safe room, etc.	March 2009	Budget	Jason	Grant Application

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 month

School Indicator(s): **NICS staff Survey, staff development log, observation schedule, HIS climate survey**

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Develop “encouragement board” in staff room	November 2008	NA	Tim	NA
PD in Reading/Writing Workshop (PK – 7)	April 2009	DVDs and resource book	Anne, Ashlyn	Roster
PD in Block schedule best practices (8-12)	April 2009	Resource book study	Jason	Roster
Develop new teacher mentoring program	April 2009	NCDPI, PD books, Ed Research	Anne	Teacher HB
Give teachers \$35 toward a professional journal	April 2009	Budget	Jason	List of professional journals
5% base salary raise for foreign staff 3% raise for 3 rd year for foreign staff 3% raise for 4 th year for foreign staff	August 2009	Budget	Jason	2009-2010 Salary scale
Investigate possibility of a HIS membership at a local club for teachers	May 2009	Budget, parent contacts	Jason	Budget

Strategic Priority IV: Strong Family and Community

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**
- 100% of parents will participate in a parent workshop**
- 100% of school divisions will participate in service projects in the community**
- 100% of parents would be an active participant in a school activity or school committee**

School Indicator(s): Parent/Teacher conference log, event surveys, PTA minutes, climate survey

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
A parent volunteer policy will be made requiring parent participation in at least one committee and/or event participation per year	January 2009	NA	Jason	Admin HB
Develop and Deploy a Parent/Student camping trip	May 2009	NA	Tim	Student Roster
Develop and Deploy a connection with a local ministry for school community to be involved in	January – May 2009	NA	Elementary – Ashlyn MS – Jason HS – John	Activity log
Develop Student Council for 2009-2010 school year	August 2009	National Student Council Resources	Marcos and Future HS SS teacher	Membership

Strategic Priority V: Effective and Efficient Operations

School Objective: **100% of reports to NICS Home will be delivered on time**
100% of staff, students and parents will indicate an acceptable rating in cleanliness of campus
100% of staff, students, and parents will indicate an improvement in facilities
100% of teachers will be satisfied with the increased efficiency through technology

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

Action Steps	Timeline	Resources	Persons Responsible	Evaluation
Hire a “runner” to buy things for the school	November 2008	Budget	Jason	Payroll plan
Hire a Development Coordinator to plan new construction	January 2009	Budget	Jason	Payroll plan
Hire a daily maintenance worker/gardener	November 2009	Budget	Jason	Payroll plan
Develop school-wide computer network	November 2009	Budget, personnel	John	Budget
Perform an international audit through Price-Waterhouse	May 2009	Budget	Jason	Evaluation report
Develop 4 year tech plan	November 2008	Template	John, Jason, Scott, Ashlyn	SIP
Develop 4 year hiring plan	November 2008	Budget, enrollment projections	Jason, Anne	SIP

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