ACSI Continuous School Improvement Plan Samples

Sample 1

**School Improvement #1:** The board is currently only trained in the founding philosophy documents on an ad hoc basis without any scheduled process in place. A new process will be developed, and more comprehensive training documents developed.

**Goal:** To insure board familiarity with the school’s key philosophical principles over time

**Total Time:** 5 years  
**Date Begun:** ______________  
**Date Finished:** ______________

<table>
<thead>
<tr>
<th>Actions</th>
<th>Who is Responsible?</th>
<th>Resources Needed</th>
<th>Timeline</th>
<th>Action Completion Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gather samples of approaches used by other, similar, accredited schools</td>
<td>Board Chairman</td>
<td>- List of key accredited schools from ACSI</td>
<td>6 months</td>
<td>A sample questionnaire will be generated and sent out.</td>
</tr>
<tr>
<td>2. Review the approaches used by others and generate an applicable approach for use at CCCS</td>
<td>Board members and school CEO</td>
<td>- Time scheduled in the board schedule</td>
<td>6 months</td>
<td>A recommendation will be made by the board for a model (or the development of a model)</td>
</tr>
</tbody>
</table>
| 3. Implement the pilot approach / schedule for several cycles of new board members | Board Chairman | - Special scheduled board training sessions  
- training resources for board members | 3 years | Personal discussion with board members 1 year after coming on the board to assess familiarity with philosophical documents |
| 4. Revise the process and solidify the protocol in the board policies | School CEO | - Dedicated day for revision of the process  
- Secretarial time for updating the process & inclusion in the board policy manual | 1 year | Updated board manual that reflects training component and schedule. |
| 5. Implement the new process | Board Chairman  
School CEO  
Board members | - new policy document  
- training protocol | 3 months | Training time during summer board retreat |
| 6. Poll the board members on the training process – awareness of school mission and philosophy | Board Chairman | - evaluation rubric | 1 month | Completion of training evaluation  
Review of the training time during the board retreat |
| 7. Evaluate the effectiveness of the training | Board Chairman  
School CEO | - Completed evaluations | 1 month | Adjust training program to reflect data gathered from the board evaluations |
Sample 2

**School Improvement Goal #2:** Creation of a student mentoring program that connects high school students with key faculty in a relationally based, supportive environment while providing strong biblical accountability and life-choices goals.

**Outcome:** A program that connects all students with a mentor teacher

**Student Benefit:** Connection with a staff adult that knows their needs and is available for input, encouragement, and guidance.

<table>
<thead>
<tr>
<th>Project duration: 6 Years</th>
<th>Begin Date: June 2002</th>
<th>Completion Date: June 2008</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Person(s) Responsible</th>
<th>Strategy</th>
<th>Resources Needed</th>
<th>Staff Development</th>
<th>Completion Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>- Superintendent</td>
<td>- Poll the students for identified needs and issues facing HS students today</td>
<td>- Survey for students</td>
<td>none</td>
<td>Data on student issues</td>
</tr>
<tr>
<td></td>
<td>- Mentoring committee</td>
<td>- Discussion with developmental professionals on approaches to mentoring</td>
<td>- Funding for survey assessment</td>
<td>Input from the professional community</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>- Mentoring committee</td>
<td>- Research programs and/or schools with mentoring programs in place.</td>
<td>- Travel funds for visiting programs and/or schools</td>
<td>none</td>
<td>Synthesized report on current program application</td>
</tr>
<tr>
<td>Year 3</td>
<td>- Mentoring Committee</td>
<td>- Create a proposal for a mentoring program</td>
<td>- Flex time for mentoring team meeting</td>
<td>none</td>
<td>Draft proposal</td>
</tr>
<tr>
<td>Year 4</td>
<td>- Board / admin</td>
<td>- Review the proposal by the board and administrative team</td>
<td></td>
<td></td>
<td>Edited version of proposal</td>
</tr>
<tr>
<td></td>
<td>- Mentoring committee</td>
<td>- Recommendation for implementation of the proposed program</td>
<td>- Final copy of proposal</td>
<td>Orientation on mentoring programs and goals</td>
<td></td>
</tr>
<tr>
<td>Year 5</td>
<td>- Admin and Mentoring committee</td>
<td>- Finalize the mentoring program details for implementation in the fall</td>
<td>- Stipend for summer work</td>
<td></td>
<td>Finalized program guide</td>
</tr>
<tr>
<td>Year 6</td>
<td>- Mentoring committee</td>
<td>- Generate a student mentoring handbook</td>
<td>- stipend for summer work</td>
<td></td>
<td>Handbooks</td>
</tr>
</tbody>
</table>
Ongoing School Improvement #2: **Creation of a student mentoring program that connects high school students with key faculty in a relationally based, supportive environment while providing strong biblical accountability and life-choices goals.**

**Begin:** June 2002  
**Projected Completion:** June 2005  
**Research:** Student mentoring; school programs

**Student or Learning Benefit:** Connection of students with a staff adult on campus that knows their needs and is available for input, encouragement, and guidance

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Projected Costs</th>
<th>Action Items</th>
<th>Accountability</th>
<th>Resources Needed</th>
<th>School Outcomes</th>
</tr>
</thead>
</table>
| **Year 1**  
**Fall** | $2000.00 | - Poll the students for identified needs and issues facing HS students today  
- Discussion with developmental professionals on approaches to mentoring | - Superintendent  
- Mentoring committee | - Survey for students  
- Funding for survey assessment | Data on student issues |
| **Spring** | $3500.00 | - Research programs and/or schools with mentoring programs in place.  
- Create a proposal for a mentoring program | - Mentoring committee  
- Mentoring Committee | - Travel funds for visiting programs and/or schools  
- Flex time for mentoring team meeting | Synthesized report on current program application |
| **Year 2 - Fall** | $500.00 | - Review the proposal by the board and administrative team | - Board / admin  
- Mentoring committee | - Final copy of proposal  
- In-service day for presentation | Edited version of proposal |
| **Spring** | $750.00 | - Finalize the mentoring program details for implementation in the fall | - Admin and Mentoring committee | - Stipend for summer work | Finalized program guide |
| **Year 3 Summer** | $5.00 / student | - Generate a student mentoring handbook  
- Generate a mentor’s handbook  
- Generate a mentoring schedule | - Mentoring committee | - stipend for summer work | Handbooks  
Mentoring guide matrix  
Students assigned to mentors |