



# Inter-American School

## Continuous School Improvement Plan (CSIP) Activity Report

### 2017-2019

#### Goal 1: Evaluate and implement a plan to adjust the board structure as the school grows to allow for stakeholder participation. ACSI standard 2.4. (In Process) - Improvement Priority

- 2.4 – Constituents and stakeholders are provided appropriate input by leadership in the decision-making process, a practice that promotes a culture of participation, responsibility, transparency, and ownership.
- 3.6 – The school systematically seeks input/feedback from current and past students and other constituents in order to adjust its instructional and operational practices. Survey data is regularly gathered and analyzed for feedback regarding program satisfaction.

#### Activities:

Actions	Who is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Stakeholder representatives will be invited to participate in Board Meetings	Board President	NA	May 2018	Board minutes
Surveys will be administered to all stakeholder groups, including alumni	Director	Advanc-Ed surveys	January 2018, 2019	Survey creation
The Board will invite different stakeholder groups, when appropriate to serve on the Board's standing committees	Board President	NA	May 2018	Meeting agendas and minutes
Discuss the criteria to be part of the Cultural Association	Board President	NA	February 2018	General Assembly meeting agenda and minutes

#### Goal 2: Develop and implement a board-training program, which includes conflict resolution, decision-making, supervision and evaluation, and fiscal responsibility. ACSI standard 2.1. (In Process) - Improvement Priority

- 2.1 – A governing body has been established, and it's primary responsibilities include: developing policy, hiring the head of school, providing direction and strategic planning, ensuring financial stability, defining the role of the governing body, defining the role of the head of school, and conducting systematic board self-evaluation.

#### Activities:

Actions	Who is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Systematically update Board Policy Manual	Board President	NA	May 2018, 2019	Board minutes
Board will participate in systematic training and planning every spring. Training should include conflict resolution, decision-making, supervision and evaluation, and fiscal responsibility	Board President, Director	\$500	May 2018, 2019	Meeting agendas and minutes
New Board members will participate in an orientation program	Director	NA	July and August 2017	Board agenda and minutes. Powerpoint



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#### Goal 3: Continue the collaborative development of curriculum documentation. ACSI standards 5.1, 5.2. (In Process) - Improvement Priority

**5.2** – The curriculum plans/maps drive the instructional program. The maps are current and include the following components: 1.) school-wide expected student outcomes, 2.) scope and sequence for each subject area at each grade level, 3.) biblical integration concepts, 4.) school-selected standards, and 5.) assessments. The maps include course goals and objectives, resources, as well as time allotted for each unit. The maps are accessible to all faculty and inform instruction that clearly values the development of the whole child – spiritually, intellectually, physically, emotionally, and socially.

#### Activities:

Actions	Who is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Finish the addition of resources to the curriculum maps	Principal	Curriculum Trak	May 2018	Curriculum Trak
Continue the vertical and horizontal alignment process	Principal	Curriculum Trak	May 2019	Early dismissal days
Add the rewritten school-wide expected student outcomes to the alignment column	Director	Curriculum Trak	May 2018	Curriculum Trak
Communicate the plan for systematic curriculum and resource evaluation	Director	NA	August 2018	Orientation schedule

#### Goal 4: Further develop a program to identify and meet the unique learning needs of individual students. ACSI standards 2.6, 3.9 (In Process) Improvement Priority

**2.6** – Established written policies are in place to see that the educational and developmental needs of each admitted student are being met on the basis of biblical principles, professional ethics, and high standards. Staff members are sensitive to the culture, gender, language, and special needs of students and their families.

**3.9** – The school has a process to identify the unique learning needs of individual students and support is provided in order for them to meet the expected student outcomes.

#### Activities:

Actions	Who is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Establish and implement a three-tier Response to Intervention (RTI) program.	School Counselor	NA	August 2018	Orientation schedule
Seek to hire additional personnel to push in and pull out with identified students	Director	\$1000	August 2018	Budget
Communicate the guidance services offered by the school	School Counselor	NA	August 2017	Newsletter



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#### Goal 5: Broaden constituent involvement to ensure meaningful engagement of all stakeholders. ACSI standards 2.11, 3.4, 3.7 (In process) – Opportunity for Improvement

- 2.11 – The school ensures compliance with applicable local, state, and federal laws, and it is in good standing with all regulatory agencies.
- 3.4 – Regular, established, and effective two-way communication occurs between the school and its stakeholders.
- 3.7 – The non-discrimination statement is published evident in actions, relationships, and programs of the school.
- 6.10 - The nutritional standards for meals and snacks have been established.

#### Activities:

Actions	Who is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Publish and communicate the school's non-discrimination policy	Director	NA	August 2018	Handbooks
Contract and consult with legal team concerning all legal matters	Director, Business Office	\$5,000	August 2018	Handbooks
Continue student-led conferences in the spring and evaluate the expansion of these conferences to the fall as well	Principal	NA	August 2017	School calendar
Create a formal homeroom/advisory period for all secondary students. Program will include restorative justice components, student-led conference components, and counseling lessons.	Principal	NA	August 2017	Master schedule
Translate handbooks and report cards into Spanish for improved communication with stakeholders	Secretary	\$500	August 2017	Translated handbooks
Update the admissions and re-enrollment procedures with a new admissions packet available to families upon signing the contract for the new school year.	Business Office	\$2,500	August 2017	Admissions packet
Work with the PTA to create and post nutritional standards for snacks and meals	PTA	\$200	May 2018	Newsletter

#### Goal 6: Continue to invest creativity and resources into the procurement and retention of skilled faculty that are both certified and committed to the values of the school. ACSI standard 4.5 (In Process) – Opportunity for Improvement

- 4.5 – All K-12 teachers hold, at minimum, a bachelor's degree from an accredited college/university or an institution recognized by ACSI

#### Activities:

Actions	Who is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Send ambassadors to job fairs in the United States	Director	\$1,500	Novmeber 2017	Budget
Increase teacher benefits to help them stay longer	Director, Business Office, School Board	\$5,000	August 2017	Budget



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#### Goal 7: Create a formal discipleship program and develop an assessment of the spiritual development of the students to provide an ongoing evaluation of the school's effectiveness. ACSI standard 7.3, 7.8 (In Process) – Opportunity for Improvement

7.3 – Mentoring and discipleship experiences focus on the spiritual formation, character development, and the instilling of Christian values.

7.8 – Assessment if the spiritual development of students is intentionally included in the ongoing evaluation of the school's effectiveness in formally measuring its school-wide expected student outcomes.

#### Activities:

Actions	Who is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Hire a Chaplain	Chaplain	\$4,000	July 2017	Budget
Form a spiritual emphasis committee to work with the Chaplain on Spiritual Emphasis Week, chapel, service projects, and overall spiritual development and health of the school community	Principal	NA	August 2017	Orientation schedule
Revamp secondary chapel after the Cornerstone model	Chaplain	NA	August 2017	Schedule
Incorporate a formal discipleship program into the homeroom/advisory period	Chaplain, Principal	NA	August 2017	Schedule
Seek age-appropriate missions opportunities to incorporate into the chapel program	Chaplain	\$1000	January 2018	Schedule
Develop an assessment of the spiritual development of the students, including the Christian character components of the school-wide expected student outcomes	Chaplain	NA	May 2017	Orientation schedule

#### Goal 8: Create and communicate a school wide child safety policy and update the crisis management plan. ACSI standard 6.1, 6.7, 3.11 (In Process) – Opportunity for Improvement

6.1, 6.7 – A comprehensive written security and crisis management plan has been developed, regularly reviewed, and implemented, and it is supported by appropriate training for all staff and students. The school maintains facilities, services, and equipment to provide a safe, clean, and healthy environment for all students and staff.

3.11 – Confidential records of students are complete, organized, current, accessible only to appropriate personnel, compliant with applicable legal requirements, and kept in a safe location.

#### Activities:

Actions	Who is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Update crisis management plan to include child safety policies and volcano eruptions	Counselor	\$500	August 2017	Budget
Create and communicate a school-wide child safety policy	Counselor	NA	August 2017	Orientation
Purchase and implement child safety training	Counselor	\$350	July 2017	Training certificates
Contract a medical professional to give CPR training during orientation	Director	\$50	August 2017	Orientation schedule
Ensure monthly drills are communicated and practiced	Director	NA	May 2018	Staff meeting agendas
Update and secure all records through a process of digitalization	Secretary	NA	May 2018	Digital files



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#### Goal 9: Continue to emphasize literacy at all age levels. ACSI standard 5.8 (In Process) – Opportunity for Improvement

5.8 – The school uses the analysis of data in making educationally sound decisions regarding students, instructional strategies, and programs to better attain the expected student outcomes.

##### Activities:

Actions	Who is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Purchase Raz Kids to reinforce reading strategies at the elementary level	Director	\$1,000	July 2017	Budget
Implement a mandatory summer reading program at all age levels	Principal	NA	August 2017	Newsletter
Create a writing committee to evaluate the 6+1 writing assessment and implement their new programs and resources	Principal	\$3,500	May 2018	Committee meeting agendas and minutes
Hire a local expert to give an English Language Learner (ELL) workshop during an early dismissal day	Principal	\$100	November 2017	Early dismissal schedule

#### Goal 10: Evaluate the possibility of having the school's program recognized by the Guatemalan Ministry of Education. ACSI standard 2.11 (In Process) – Opportunity for Improvement

2.11 – The school ensures compliance with applicable local, state, and federal laws, and it is in good standing with all regulatory agencies.

##### Activities:

Actions	Who is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Evaluate the feasibility of a partnership with a local school that offers an online, correspondence, distance education program	Director	NA	January 2018	PTA meeting agenda
Create an on-line program through the RenWeb LMS that would fulfill the requirements set forth by the Guatemalan Ministry of Education	Secretary	\$1,500	January 2021	RenWeb LMS