



## **SECTION 6**

### **SCHOOL IMPROVEMENT PLAN (SIP)**

**2013-2018**



**School-wide Improvement Plan (SIP)**  
Philosophical Foundation

<b>Objective:</b> The Osceola Adventist Christian School board will evaluate the mission/vision statement and philosophy and purpose yearly and review and update the school constitution every five years.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
B.	Principal School Board Chair	Board time, NAD/SUC Policy manuals, current vision/mission statement and philosophy statement, other educational organization mission/vision and philosophy statements.	\$0.00	Guidelines for Writing and Effective Mission Statement & Checklist for Reviewing a Mission Statement from the University of Florida Reviewing and updating constitution	Annually beginning August 2013	



**School-wide Improvement Plan (SIP)**  
Community and Constituency

<b>Objective:</b> The Osceola Adventist Christian School administration and school board will develop and maintain a formalized marketing/recruitment program that is a set, described policy.					
<b>Action Step No.</b>	<b>Person(s) Responsible</b>	<b>Required Resources</b>	<b>Projected Costs</b>	<b>Evaluation Goals</b>	<b>Timeline</b>
D.--MAJOR	Administration School Board Faculty/Staff Treasurer	<ul style="list-style-type: none"> <li>• Policy plan funding for brochures and principal travel in summer</li> <li>• Brochures</li> <li>• Faculty/Staff time</li> </ul>	\$1000.00	<b>2013</b> -75 students <b>2014</b> -100 students and add grade 9 <b>2015</b> -120 students and add grade 10 <b>2016</b> -130 students and add grade 11 <b>2017</b> —140 student and add grade 12	



**School-wide Improvement Plan (SIP)**  
Administration

<b>Objective 1:</b> The Osceola Adventist Christian School principal will provide written job descriptions to current faculty/staff and all new faculty/staff.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
T.-- MAJOR	Principal School Board School Secretary	Job descriptions	\$0.00	All employees will sign a statement each year stating they have received their written job descriptions	On-going beginning 2013-2014 school year	

<b>Objective 2:</b> The Osceola Adventist Christian School administration will ensure that annual training in blood-borne pathogens, health and safety, and CPR occurs for faculty/staff members.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
U.-- MAJOR	Principal Treasurer	Red Cross or YMCA trainer	\$300.00	Teachers will sign a statement each year stating they have received training.	On-going beginning 2013- 2014	



**School-wide Improvement Plan (SIP)**  
Staff Development

<b>Objective 1:</b> The principal of Osceola Adventist Christian School will continue to lead the faculty/staff in on-going professional development in the best practices of Response to Intervention once a month, over a three year implementation period.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
A.-- MAJOR	Principal School Board	Bender, W.N., & Shores, C.F. (2007). <i>Response to Intervention: A Practical Guide for Every Teacher.</i> Corwin Press, Thousand Oaks, CA.	\$32.00/staff member	Teachers will complete a professional development reflection sheet at the end of each training session. These sheets will be collected by the principal to use as follow- up with teachers as they begin to fully implement RTI.	Monthly September 2013 to May 2016	



## School-wide Improvement Plan (SIP) Curriculum and Instruction

<p><b>Objective 1:</b> The principal will lead the staff in on-going professional development in the best practices of Response to Intervention to help differentiate the learning process through a Constructivist lens once a month, over a three year implementation period.</p> <p><b>Objective 2:</b> The principal and school board will help teacher acquire manipulatives for mathematics that will be used to differentiate the learning process in a Constructivist manner for all children and support the increase of ITBS scores, and adopt the new NAD curriculum resources, Stepping Stones (grades K reading), Big Idea Math (grades K-5), Go Math (grades 6-8), and Science by Design (grades 1-8).</p>						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
D.	Principal Faculty/Staff	see “Staff Development” section, Action Step A, page 125	see “Staff Development” section, Action Step A, page 125	See page 125	Monthly August 2013 to May 2016	



**School-wide Improvement Plan (SIP)**  
Curriculum and Instruction, continued

Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Date Completed
E.-- <b>MAJOR</b>	Principal School Board Treasurer	SuperSource manipulative kits from ETA/Cuisenaire	\$3,720.00 with free shipping and handling	Increased scores in mathematics as observed on the building-wide Curriculum-based Measurement assessment, and ITBS scores in grades 3-8.  Materials Purchased	May 2014 to May 2015	
		<b>INP75388</b> The Super Source Learning Center for Grades 1-2				
		<b>INP75389</b> The Super Source Learning Center for Grades 3-4				
		<b>INP75390</b> The Super Source Learning Center for Grades 5-6				
		<b>INP75391</b> The Super Source Learning Center for Grades 7-8				





**School-wide Improvement Plan (SIP)**  
Curriculum and Instruction, continued

Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
E.-- MAJOR	Principal School Board Treasurer	<ul style="list-style-type: none"> <li>• Stepping Stones</li> <li>• Big Idea Math</li> <li>• Go Math</li> <li>• Science by Design</li> <li>• 20-Grades 1 &amp; 2 Social Studies Textbook, <i>People and Places</i></li> <li>• 20-Grades 3-4 Social Studies textbook, <i>Regions</i></li> </ul>	\$17,000 first phase  \$13,000 second phase	Increased scores in mathematics as observed on the building-wide Curriculum-based Measurement assessment, and ITBS scores in grades 3-8.  Materials Purchased	July 2013- July 2015	



**School-wide Improvement Plan (SIP)**  
Curriculum and Instruction, continued

<b>Objective 3:</b> That the board provide means for acquiring physical education equipment for the physical education instructor.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
p. 90	Principal School Board	Softballs, bats, gloves, bases, goalie masks, helmets, basketballs	TBD	Purchase of materials	July 2014- July 2015	
<b>Objective 4:</b> That the Osceola Adventist School administration, school board and Kissimmee Seventh-day Adventist Church board actively work with the conference to acquire the 2.5 acres of land directly adjacent to the school.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
p. 90 MAJOR	Principal School Board Head Elder Pastor	Conference Support and funding resources	\$300,000	Purchased land	On-going	



**School-wide Improvement Plan (SIP)**  
Curriculum and Instruction, continued

<b>Objective 5:</b> That the board provide means for budgeting, acquiring, and maintaining consumable art supplies.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
p. 90	Principal School Board Treasurer	Paints Paintbrushes Construction Paper Sponges Wax Paper	TBD	Purchase of materials	July 2014-July 2015	
<b>Objective 6:</b> That the school board provide means for acquiring materials needed for science exploration						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
p. 79	Principal School Board Treasurer	Microscopes Age-appropriate models	TBD	Purchase of materials	On-going	



**School-wide Improvement Plan (SIP)**  
Media Center

<p><b>Objective 1:</b> Osceola Adventist Christian School will purchase a subscription to Surpass to ensure that books received through the ANGEL program may be electronically scanned in and out of the elementary library.</p> <p><b>Objective 2:</b> Osceola Adventist Christian School will access and download to the computers in each classroom and the lab the free Encyclopedia Britannica offered by the NAD.</p> <p><b>Objective 3:</b> Osceola Adventist Christian school will continue to purchase ANGEL materials to balance library needs and teachers will actively use the library during their instructional day.</p>						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
A.	Principal School Board Treasurer	purchase a subscription to SurpassWeb SL	<ul style="list-style-type: none"> <li>\$575 initial Tier IV set up</li> <li>\$375 annually beginning second year</li> </ul>	none	July 2014	
A.	Principal School Board Treasurer	<ul style="list-style-type: none"> <li>ANGEL funds</li> <li>Download Encyclopedia Britannica</li> </ul>	<ul style="list-style-type: none"> <li>varies</li> <li>FREE</li> </ul>	none	<ul style="list-style-type: none"> <li>July 2014</li> <li>Summer 2014</li> </ul>	



## School-wide Improvement Plan (SIP)

### Media Center, continued

<b>Objective 4:</b> The school board will work to acquire 20 new computers for the IMC, and develop and implement an adequate fund and schedule for capital improvement for the school's computers and other information technology.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
Interview	Principal School Board	<ul style="list-style-type: none"> <li>• 20 new Dell - Inspiron One 20" All-In-One Computer - 4GB Memory - 1TB Hard Drive</li> <li>• Funding and schedule with timeline</li> </ul>	<ul style="list-style-type: none"> <li>• \$499/ea (\$10,000)</li> <li>• Varied</li> </ul>	monitoring schedule	July 2014	
<b>Objective 5:</b> The school board will provide funding for a variety of periodical subscriptions in the library that include a range of interest from PreK-8.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
Observation	Principal School Board	Funding and subscription schedule	<ul style="list-style-type: none"> <li>• varied</li> </ul>	monitoring schedule	July 2014	



**School-wide Improvement Plan (SIP)**  
Media Center, continued

<b>Objective 5:</b> The school board will provide funding for a six student listening center in the library.						
<b>Action Step No.</b>	<b>Person(s) Responsible</b>	<b>Required Resources</b>	<b>Projected Costs</b>	<b>Evaluation Strategies</b>	<b>Timeline</b>	<b>Dates Completed</b>
Observation	Principal School Board	Listening center with headphones for six students	<ul style="list-style-type: none"> <li>• \$229.00</li> </ul>	Purchase of materials	July 2014	



**School-wide Improvement Plan (SIP)**  
Student Activities

<b>Objective:</b> The upper grades teachers will focus instructional activities that meet the needs and interest each student.					
<b>Action Step No.</b>	<b>Person(s) Responsible</b>	<b>Required Resources</b>	<b>Projected Costs</b>	<b>Evaluation Strategies</b>	<b>Timeline</b>
C.	Teachers Principal	SUC planning guide and teacher creativity to promote Constructivist methods of learning	varied by activity chosen and limited to annual classroom budgets	Teachers are informally evaluated twice a year. The principal will mentor and coach teachers based on the outcomes of each teacher's formative evaluation.	on-going



**School-wide Improvement Plan (SIP)**  
Student Services

<p><b>Objective 1:</b> Osceola Adventist Christian School will implement programs and procedures that met the needs of students with special needs.</p> <p><b>Objective 2:</b> Osceola Adventist Christian School will implement medical training procedures on a yearly basis for staff in the areas of CPR, blood-borne pathogens, and EpiPens.</p>						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
A & I MAJOR	Principal Faculty/Staff	see “Staff Development” section, Action Step A, page 125	see “Staff Development” section, Action Step A, page 125	see page 125	Monthly August 2013 to May 2016	
F & K MAJOR	Principal	<ul style="list-style-type: none"> <li>CPR training</li> </ul>	\$300	certificates obtained by all faculty/staff	August 2013	
p. 125	Principal Staff/Faculty	<ul style="list-style-type: none"> <li>RTI forms and REACH manual</li> </ul>	None	Data meetings and implementing RTI PD	August 2013 to June 2016	
C--MAJOR	Principal Secretary	<ul style="list-style-type: none"> <li>Annual Health Screenings by Osceola County Health Department</li> </ul>	None	SUFS annual compliance form	Each September beginning 2013	





**School-wide Improvement Plan (SIP)**  
School Facilities

<b>Objective 1:</b> Osceola Adventist Christian School, through the board and administration, will provide better signage for the school at the street.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Date Completed
A-- MAJOR	Principal School Board Treasurer	<ul style="list-style-type: none"> <li>• Marque needed</li> <li>• County Building Permit</li> </ul>	proposal needed  TBD	<ul style="list-style-type: none"> <li>• Principal and board approval of signage</li> <li>• Installation</li> </ul>	July 2013 to May 2015	
<b>Objective 2:</b> Osceola Adventist Christian School, through the board and administration, will purchase a flag pole to be located at the main entrance of the school property.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Date Completed
A	Principal School Board Treasurer Building Committee	<ul style="list-style-type: none"> <li>• Flag pole</li> </ul>	TBD	Purchase and installation	May 2015	•



## School-wide Improvement Plan (SIP)

### School Facilities, continued

<b>Objective 3:</b> The board and administration will repair the exit doors to the south end of the elementary building hallway so that it locks when it closes.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Date Completed
Observation	Principal School Board Building Committee	<ul style="list-style-type: none"> <li>TBD by building committee</li> </ul>	TBD	NA	<ul style="list-style-type: none"> <li>July 2013</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Objective 4:</b> The board and administration will provide an outside drinking fountain.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Date Completed
Observation	Principal, school board, maintenance	<ul style="list-style-type: none"> <li>Water line</li> <li>Fountain</li> </ul>	TBD	NA	<ul style="list-style-type: none"> <li>August 2013</li> </ul>	



**School-wide Improvement Plan (SIP)**  
Information Technology

<b>Objective 1:</b> The school will upgrade and become a 21 <sup>st</sup> Century school through purchasing an Elmo or Lumens-type projector for each classroom in grades 1-8, a technology stand for each classroom in grades 1-8, and a SmartBoard for each classroom in grades 1-8.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
A MAJOR	principal, home and school association, school board	<ul style="list-style-type: none"> <li>• four HoverCam™ cameras</li> <li>• four ECART-221 all-in-one classroom carts</li> <li>• four Smart Board X885 87" Low-Gloss Surface Interactive Whiteboard</li> </ul>	<ul style="list-style-type: none"> <li>• 219/ea (\$876)</li> <li>• \$3,034/ea (\$12,136)</li> <li>• \$3,495/ea (\$13,980)</li> </ul>	<ul style="list-style-type: none"> <li>• Monitored by dates completed</li> <li>• Evaluate usage by principal during classroom observations</li> </ul>	July 2014 to June 2016	



**School-wide Improvement Plan (SIP)**  
Information Technology, continued

<b>Objective 2:</b> The board and administration will update the computers in the classrooms and add as the needed software.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
A	Principal School Board	<ul style="list-style-type: none"> <li>TBD by administration and staff</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>	Annual upgrades and culling of obsolete materials	July 2013 to June 2016	
<b>Objective 3:</b> The board and administration will provide internet filtering software for the school computers.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
A MAJOR	Principal School Board	<ul style="list-style-type: none"> <li>filtering protection through NAD</li> </ul>	<ul style="list-style-type: none"> <li>Free</li> </ul>	<ul style="list-style-type: none"> <li>Monitored by dates completed</li> </ul>	August 2013	
<b>Objective 4:</b> Osceola Adventist Christian School board will work with the principal to provide funding to increase educational software.						
Action Step No.	Person(s) Responsible	Required Resources	Projected Costs	Evaluation Strategies	Timeline	Dates Completed
A. & B. MAJOR	School Board Principal	<ul style="list-style-type: none"> <li>TBD</li> </ul>	<ul style="list-style-type: none"> <li>proposal needed</li> </ul>	Administration and staff interviews annually	July 2016	