

# SPIRIT CHRISTIAN ACADEMY

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## SCHOOL-WIDE ACTION PLAN

WASC Accreditation Visit  
April 12, 13, & 14 2011

## Action Plan Spring 2011: Spirit Christian Academy

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**Area of Improvement # 1:** Improve student learning as reflected in increased PSAT, PLAN, SAT and ACT participation and scores

**Rationale:** Student participation is in the medium to low range  
 Student scores are above the national and state average but could be higher so as to be more competitive with other NAUMS and private school scores

**ESLRS addressed:** ESLRS B, C, D, E

| Actions Steps  | Persons Responsible | Resources                        | Assessment                 | Timeline               |
|--|---------------------|----------------------------------|----------------------------|------------------------|
| <b>Educate</b> parents on the benefits of each of the tests  | Academic Advisor    | Booklet/Research                 | Participation #'s increase | 2011-2012              |
| Investigate <b>administering</b> the PSAT and PLAN test  | Academic Advisor    | College Board                    | Administer test            | Fall 2011 or Fall 2012 |
| Increase <b>awareness</b> of test dates and preparation for tests  | Academic Advisor    | Handouts<br>Email communications | Student/Parent Knowledge   | Fall 2011              |
| <b>Disaggregate</b> test scores to determine areas that need improvement   | Academic Advisor    |                                  | Weak areas are addressed   | 2011-2012 on going     |
| <b>Discuss</b> areas needing improvement with appropriate departments and teachers- <b>create</b> solutions to address weak areas                                | Academic Advisor    |                                  | Weak areas are addressed   | 2011-2012<br>2012-2013 |
| <b>Set</b> incremental improvement goals for test <b>participation</b>   | Academic Advisor    | Research                         | Goal set                   | 2011-2012              |
| <b>Set</b> incremental improvement goals for <b>test scores</b> based upon results of disaggregated scores and comparisons with other similarly situated schools | Academic Advisor    | Research                         | Goals set                  | 2011-2012              |

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**Area of Improvement # 2:** Improve student learning, instruction and assessment through students' exposure and engagement in higher level learning

**Rationale:** Parent and student perception surveys indicate the desire to “move away from textbook learning”  
 Visiting Committee recommended more higher level learning and a greater variety of instructional strategies  
 Capitalizes on unique schooling structure and involves parents and teachers in collaboration - gives parents input and involvement in significant learning opportunities not just reinforcement activities  
 Better utilization of technology

**ESLRS addressed:** ALL ESLRS

| Actions Steps   | Persons Responsible   | Resources  | Assessment                               | Timeline   |
|---|---|--|--|--|
| <b>Explain and model</b> to teachers higher level learning at each of the grade levels.   | Academic Advisor<br>Outside speakers                                  | 1-in service day<br>materials either procured through TUSD or OCDE or if not available other sources     | Change in instruction & student learning | 2011-2012<br>on-going                            |
| <b>Development of HiLL (Higher Level Learning) Projects</b> <ul style="list-style-type: none"> <li>• elementary level (pilot program)</li> <li>• year long experience</li> <li>• projects touch on all subjects and is inquiry based</li> <li>• Academic Advisor, Elementary Teacher Liaison, and Elementary Teachers meet to create projects based upon project rubric created by Hill project team</li> <li>• 1 or 2 class days a month and 1 or 2 class days at home devoted to project</li> <li>• HILL Project to substitute for designated assignments; not in addition to current student work load</li> <li>• ESLR reflection after each HILL Project assignment</li> <li>• require parents to sign up for jobs on projects</li> </ul> | Academic Advisor<br>Elementary Teacher Liaison<br>Elementary Teachers | 2-in service days plus elementary teachers will meet one day a month at lunch for planning HiLL projects | Stakeholder Feedback<br>Student Work     | Fall 2011<br>Implement:<br>2012-2013<br>on-going |

|   |  |          |  |                                    |
|---|--|----------|--|------------------------------------|
| <ul style="list-style-type: none"> <li>parents would be involved in the development and implementation of these projects</li> </ul> |  |          |  |                                    |
| <b>Exploration</b> of HiLL Projects for secondary   | Academic Advisor   |          |  | 2014-2015                          |
| <b>Development</b> of ESLRs Exhibition Project<br>12 <sup>th</sup> grade<br><br>8 <sup>th</sup> grade                               | Academic Advisor<br>Administration<br>Secondary Teachers | Research |  | Phase in<br>2011-2012<br>2012-2013 |
| <b>Survey</b> teachers, parents and students regarding ESLRS integration  | Academic Advisor   |          |  | 2011-2012                          |

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**Area of Improvement # 3:** Improve student safety, facilities, marketing, and resources

**Rationale:** Parents, teachers and students need to be able to recognize who is not an authorized visitor  
 Facilities seem at capacity- desire to plan for the future  
 Require increased income to cover staffing and additional supplemental resources such as technology needs, enrichment needs  
 Website to be updated to be more user friendly and useful for all stakeholders

**ESLRS addressed:** ALL ESLRS (this area of improvement is foundational for school purpose, hence ESLRs)

| Actions Steps   | Persons Responsible | Resources | Assessment          | Timeline              |
|---|---------------------|-----------|---------------------|-----------------------|
|   |                     |           |                     |                       |
| <b>Make</b> teacher and staff identification cards  | Administrator       | \$70      | Completion          | Fall 2011<br>on-going |
| <b>Continue to educate</b> all stakeholders on safety procedures (especially gate procedures) | Administrator       | -         | Following procedure | Fall 2011             |

|  |                     |  |                            |                    |
|--|---------------------|--|----------------------------|--------------------|
| <b>Establish</b> Site Search Committee   | Administrator Board | Research available church sites  | Report                     | Fall 2011 on-going |
| <b>Commit</b> to one fundraising event beyond SCRIP this year                                      | Administrator Board | Research events  | Report                     | 2011-2012 on-going |
| <b>Investigate</b> how to better market the school- advertise at preschools/mops/Vine/Heart/Others | Administrator Board | Research NAUMS marketing strategies; Research advertising in school directories: OC Parenting etc. | Report                     | 2011-2012 on-going |
| <b>Investigate</b> ways to increase income stream  | Administrator Board | Research   | Goal set                   | 2011-2012 on-going |
| Website currently being <b>updated</b>   | Administrator       | -  | Feedback from stakeholders | NOW                |
| Singapore Math manipulatives needed; technology needs assessed                                     | Administrator       | \$400  | Purchased                  | 2011-2012 on-going |

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**Area of Improvement # 4:** Improve student support for academic growth by 1) improving academic and college counseling services  
2) investigating AP Classes (on-line) and additional Foreign Language classes (on-line)  
3) investigating mandatory placement testing

**Rationale:** Parent, teacher and student perception surveys indicate that students needed more academic and counseling services, changes within the Foreign Language Department, a more rigorous course selection and placement testing

**ESLRS addressed:** ESLRS B, C, D, E

| Actions Steps  | Persons Responsible | Resources | Assessment              | Timeline  |
|--|---------------------|-----------|-------------------------|-----------|
| <b>Implementation</b> of 6 <sup>th</sup> grade orientation | Academic Advisor    | Handouts  | Parent/student feedback | 2011-2012 |

|   |                                   |  |                         |   |
|---|-----------------------------------|--|-------------------------|---|
| <b>Implementation</b> of 8 <sup>th</sup> grade orientation  | Academic Advisor                  | Handouts   | Parent/student feedback | 2011-2012                                   |
| <b>Increase education of</b> parents and students on different college and vocational tracks  | Academic Advisor                  | Handouts   | Annual survey           | Fall 2011                                   |
| <b>Survey</b> parents and students on the academic and college counseling services to determine specific areas of improvement   | Academic Advisor                  |  | Survey results          | 2011-2012                                   |
| <b>Investigate</b> ways to assess students strengths and areas of interest  | Academic Advisor                  | Research/will require some money   | Report to Adm/Board     | 2011-2012<br>2012-2013                      |
| <b>Implementation</b> of senior level class which exposes students to vocational counseling, job and life skills, mentoring to complete the 12 <sup>th</sup> grade ESLR Exhibition project, college counseling and college applications, etc. | Academic Advisor                  | Class curriculum-teacher generated<br>Teacher<br>Outside speakers<br>ESLR Project rubric | Class enrollment        | 2012-2013<br>(possibly phased in 2011-2012) |
| <b>Investigate</b> possibility of offering AP and additional foreign language classes (online)  | Administrator<br>Academic Advisor | Seven Star Academy   | Report to Adm and Board | 2011-2012<br>on going                       |
| <b>Investigate</b> types of mandatory placement; establish policy for use of results  | Administration<br>Board           |  | Report to Adm and Board | 2011-2012                                   |

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**Area of Improvement # 5:** Improve school governance by investigating board training, educating community regarding role of the Board and creating accessibility between Board and teachers, parents and students

**Rationale:** Parent, teacher and student perception surveys indicate need for the above

**ESLRS addressed:** ALL ESLRS (this area of improvement is foundational for school purpose, hence ESLRs)

| Actions Steps | Persons Responsible | Resources/Costs | Assessment | Timeline |
|---------------|---------------------|-----------------|------------|----------|
|               |                     |                 |            |          |

|   |                     |  |                      |                            |
|---|---------------------|--|----------------------|----------------------------|
| Increase Board accessibility to parents/teachers <ul style="list-style-type: none"> <li>monthly address from Board in newsletter</li> <li>introduction at first parent meeting</li> <li>policy on when and how to communicate with the Board</li> <li>monthly coffee with the President of the Board</li> </ul> | Board Administrator | Newsletter/website<br>Policy<br>Place for coffee meeting | Stakeholder feedback | 2011-2012                  |
| Develop reporting mechanisms to increase communications to the Board  | Board Administrator |  | Report               | Fall 2011                  |
| Commit to scheduling on-site Board Training by NAUMS staff  | Board Administrator | NAUMS  | Feedback             | Within accreditation cycle |

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**Area of Improvement # 6:** Improve student learning through increased parent training, new teacher training and increased parental involvement

**Rationale:** Parent and teacher perception surveys indicate that parents need to receive more training on their roles and responsibilities (including RenWeb)  
Parent involvement needs to be high and sustained as required by the mission and purpose of the school

**ESLRS addressed:** ALL ESLRS (this area of improvement is foundational for work that is done on ALL ESLRs)

| Actions Steps                | Persons Responsible | Resources/Costs | Assessment     | Timeline  |
|------------------------------|---------------------|-----------------|----------------|-----------|
| Increase new parent training | Academic Advisor    | Handouts        | Parent/student | 2011-2012 |

|   |   |          |                         |                       |
|---|---|----------|-------------------------|-----------------------|
| <ul style="list-style-type: none"> <li>• roles at each level</li> <li>• responsibilities - specifically at home</li> <li>• ways to enrich off campus hrs</li> <li>• connection with other grade level parents</li> <li>• renweb responsibilities</li> <li>• how to integrate ESLRs</li> </ul>                     | Administration                                |          | feedback                |                       |
| <b>Increase</b> new teacher training  | Academic Advisor                              | Handouts | Parent/student feedback | Fall 2011             |
| <b>Increase</b> parental involvement in <ul style="list-style-type: none"> <li>• classroom</li> <li>• outside classroom activities during on-campus days</li> <li>• enrichment activities on off campus days</li> </ul> Require mandatory monthly activity done by class on off campus days (at Elementary Level) | Administration<br>Grade MOMs/Dads<br>Teachers |          | Annual survey           | Phase in<br>2011-2012 |
| <b>Increase</b> teacher training for Singapore Math   | Carol Lowry                                   |          | Teacher feedback        | 2011-2012             |
| <b>Increase</b> parent training for Singapore Math  | Carol Lowry                                   |          | Parent feedback         | 2011-2012             |

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**Area of Improvement # 7:** Improve student learning and improve student personal and spiritual growth through increased recognition of achievement

**Rationale:** Through responses to the self study, SCA realized that this is an action that needs to be taken so students feel motivated, uplifted and connected to their school experience. It also is foundational to attainment of the standards set forth by the mission statement

**ESLRS addressed:** ALL ESLRS

| Actions Steps  | Persons Responsible | Resources/Costs | Assessment | Timeline  |
|--|---------------------|-----------------|------------|-----------|
| <b>Implementation</b> of honor roll for junior high and high | Administrator       |                 | Completion | 2011-2012 |

|   |   |  |  |           |
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| school  | Academic Advisor                                    |  |  |           |
| <b>Investigation and implementation</b> of recognition at graduation for gpa above 3.5 and 3.8 for those on college prep diploma track                                | Administrator<br>Academic Advisor<br>Board approval |  | Completion   | 2011-2012 |
| <b>Investigation</b> of formalized ways to honor student achievement in personal and spiritual growth throughout the year   | Academic Advisor                                    |  | Report to Administrator                                | Fall 2011 |
| <b>Investigation of</b> student competitions, academic and co-curricular that students could participate in <b>and investigation of</b> how to generate participation | Academic Advisor                                    |  | Report to Administrator<br><br>Parent/student feedback | 2011-2012 |

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**Area of Improvement # 8:** Commit to on-going self-study process by assigning oversight responsibilities, streamlining data needed for continual assessment of program and institute procedure and timeline for reviewing student work

**Rationale:** Through responses to the self-study, SCA realizes that these actions need to be taken so the work of accreditation continues in such a way that is not overwhelming to staff, parents and students

**ESLRS addressed:** ALL ESLRS

| Actions Steps                      | Persons Responsible | Resources/Costs | Assessment | Timeline |
|------------------------------------|---------------------|-----------------|------------|----------|
| <b>Assign</b> self study oversight | Board               |                 | Completion | 2011     |

|   |                  |  |                            |   |
|---|------------------|--|----------------------------|---|
|   | Administrator    |  |                            |   |
| <b>Streamline</b> survey data so stakeholders are not overwhelmed with # of surveys; <b>set</b> timeline for annual surveys; utilize electronic surveys   | Academic Advisor | Handouts<br>RenWeb<br>Survey Monkey  | Report to Administrator    | Fall 2011                                   |
| <b>Increase</b> stakeholder participation in surveys  | Academic Advisor |  | # of respondents increases | 2011-2012                                   |
| <b>Institute</b> timeline and procedure for reviewing student work (according to WASC forms) during the time between accreditation cycles   | Academic Advisor |  | Work surveyed              | 2011-2012                                   |
| <b>Establish</b> way to allow teachers to share insight gained from review of student work  | Academic Advisor | Time set aside at teacher in-service; explanation of how to review work and what we learn; model | Report to Adm/Board        | 2011-2012<br>2012-2013                      |
| <b>Implementation</b> senior level class which exposes students to vocational counseling, job and life skills, mentoring to complete the 12 <sup>th</sup> grade ESLR Exhibition project, college counseling and college applications etc. | Academic Advisor | Class curriculum- teacher generated<br>Teacher<br>Outside speakers<br>ESLR Project rubric        | Class enrollment           | 2012-2011<br>(possibly phased in 2011-2012) |