

Continuous School Improvement Plan



Name of School:
Bible Center School

City: Charleston **State:** West Virginia

Area of Improvement #1

Goal: Develop and implement board-training, which includes conflict resolution, decision-making, supervision and evaluation, and fiscal responsibility (ACSI standard 2.1)

Time Frame: On-going annually

Actions	Who Is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Systematically update Board policy	Head of School Board	NA	Monthly	Board Minutes
The Board will participate in systematic training and planning. Training will include conflict resolution, decision-making, supervision and evaluation, and fiscal responsibility.	Head of School Board/Head of School	Training with Jeff Mattner Regional Director for Mid-America Region-\$400	August 2019 and annually thereafter	Meeting Agenda; Board Minutes
New Board members will participate in an orientation program.	Head of School Board	NA	July of each year-starting July '20	Board Agenda; Board Minutes
Conduct an annual review of the Head of School	Head of School Board and Board Members	Evaluation Tool	Annually-December	Board Minutes; Evaluation Tool

Communication to Constituents: Board Members will be notified of upcoming trainings through Board agendas and in Board meetings. Faculty and Staff will be updated on the Board trainings in monthly faculty meetings.

Expected Schoolwide Learning Outcome Result(s) Addressed: The updated board policies will drive the expected schoolwide learning outcomes. The Board Training will be instrumental in strengthening the role of the Board and the overall program of the school.

Area of Improvement #2

Goal: Continue the collaborative development of curriculum evaluation (ACSI standard 5.1, 5.2)

Time Frame: Annually every Spring

Actions	Who Is Responsible?	Resources Needed	Action Due Date	Evidence of Progress

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Purchase Curriculum Trak	Head of School	Curriculum Trak \$875 plus \$70 for each standard	May-2020	Invoice from Curriculum Trak
Integrate Lesson Plans/Objectives/Goals from Renweb into Curriculum Trak	BCS Faculty	Curriculum Trak	Begin the process May 2020	Lesson Plans, Curriculum Trak
Enhance Curriculum Maps/Guides with Accommodations, Strategies, Biblical Integration, and Standards	BCS Faculty	Curriculum Trak	Begin the process August 2020	Lesson Plans, Curriculum Trak
Use Standardized Test Scores to assess effectiveness of the Curriculum	BCS Faculty and Staff; Head of School	Standardized Test Scores	Annually in May	Standardized Test Score analysis for each content area

Communication to Constituents: Teachers will receive professional development relating to Curriculum Trak. Teachers will receive communication regarding the plan for systematic curriculum evaluation during orientation in the Fall.

Expected Schoolwide Learning Outcome Result(s) Addressed:

- Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- Are proficient in mathematics and science.
- Have a knowledge and an understanding of people, events, and movements in history. (including church history) and the cultures of other peoples and places.
- Appreciate literature and the arts.
- Have an appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality.
- Have the skills to question, solve problems, and make wise decisions.
- Know how to utilize resources – including technology – to find, analyze, and evaluate information.

Area of Improvement #3

Goal: Develop a program to identify and meet the unique learning needs of individual students (ACSI standards 2.6, 3.9)

Time Frame: Completed May 2021

Actions	Who Is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Assistant Principal will develop a process for identifying students with special learning needs	Assistant Principal	Conversations with Outside Specialists and Administrators of Other Christian Schools	May-2020	Well developed process utilized by teachers and parents; Lesson Plans

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Integrate Accommodations and Strategies into Curriculum Trak/Renweb Lesson Plans	BCS Faculty	Renweb	Begin the process January 2020	Lesson Plans and Curriculum Trak
Communicate to constituents the accommodations/resources offered for students with individual learning needs on the school website, social media, and in admissions packet	Head of School and Assistant Principal	Director of Communications to revise marketing tools. No Cost	Begin the process August 2020	School website, social media, printed marketing materials
Professional Development- Differentiated Instruction	Head of School; BCS Faculty and Staff	Colin Campbell Professional Development-No Cost	Aug-2019	Orientation Schedule; Lesson Plans

Communication to Constituents: Board Members will be updated in monthly Board meetings regarding the developing process of identifying students with special learning needs. Teachers will receive professional development on how to identify students with special learning needs as well as differentiate lessons, receive outside resource help, and utilize instructional methods with strategies. Parents will be made aware of BCS's ability to meet all learning needs through the school's website, social media, printed materials, and conversations with BCS faculty and staff.

Expected Schoolwide Learning Outcome Result(s) Addressed:
 • Respect and relate appropriately with all people with whom they work, play, and live.

Area of Improvement #4

Goal: Broaden constituent involvement to ensure meaningful engagement of all stakeholders. (ACSI standards 2.11, 3.1, 3.4, 3.7) **Time Frame: Completed May 2021**

Actions	Who Is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Student-led conferences in the fall	Head of School/BCS faculty and staff	NA	Oct-2019	School Calendar
Annual Surveys to include Alumni	Head of School/BCS Alumni, Teachers, Students, and Parents	Surveys	October annually	Survey Results; Alumni Facebook page

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Update School Website, Printed Marketing Materials, Social Media, Business Partners Materials	Communication Director	Printed Materials \$1000	Aug-2020	Admissions Packet; School Website; Facebook; Instagram
Develop a 5 year Enrollment Projection	Head of School, BCS Faculty and Staff	New marketing strategies	Aug-2019	Enrollment Numbers for each year (August 2019-August 2024)

Communication to Constituents: Parents will be informed about student-led conferences through the weekly class newsletters. Middle School teachers will receive training for leading advisory groups. All stakeholders will receive updated communication through the BCS website, social media, and printed materials.

Expected Schoolwide Learning Outcome Result(s) Addressed:

- Respect and relate appropriately with all people with whom they work, play, and live.

Area of Improvement #5

Goal: Establish an academic culture that prepares students for future studies and vocations. (ACSI standards 5.2, 5.4, 5.6, 5.7, 5.12)

Time Frame: Completed May 2021

Actions	Who Is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Develop a 5 year Professional Development Plan that aligns with BCS's mission and vision.	Head of School	Professional Development	Aug-2024	Teacher Orientation, BCS Professional Development Plan
Development of Academic Committee to evaluate the current academic program.	Head of School	Selected Teachers, Board Member, Selected Parents	May-2020	Academic Committee Meeting Minutes
Evaluation and analysis of standardized test scores to drive academic initiatives	Head of School, BCS Faculty and Staff	Professional Development- Jon Duffy- No Cost	Aug-2019	Evaluation Tool; Academic emphasis/focus in lesson plans (Example: Writing in every Subject)
Invest in technology infrastructure and support services to provide teachers and students with technology suited for best practices.	BCS Faculty and Staff	See Technology Plan	Aug-2022	zSpace Lab, Makerbot Lab, Smart Displays in every classroom

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Communication to Constituents: The five year professional development plan will be communicated to all BCS faculty, staff, and Board Members. The Academic Committee will meet in May of each year and report its findings to the School Board. The BCS faculty will receive professional development in assessing standardized test scores and then developing strategies to increase test scores. Teachers will evaluate their curriculum annually and the findings will be reported to the Board in May of each year (beginning May 2020).

Expected Schoolwide Learning Outcome Result(s) Addressed:

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Area of Improvement #6

Goal: Develop a financial plan that provides full funding for the school with no operating deficits. (ACSI standards 2.7, 2.8, 8.4, 8.5)			Time Frame: Completed May 2021	
Actions	Who Is Responsible?	Resources Needed	Action Due Date	Evidence of Progress
Expand and Promote the Business Partners Program	Head of School	Business Partners	Aug-2021	Annual Fund Donations
Develop a plan for tuition increase over the next 5 years that is cost sensitive to families while still adequately funding the level of services needed to fulfill the school's mission	Head of School, Executive Pastor, School Board	Surveys, Budget Analysis	May-2020	2020-2021 Budget; Projected Tuition and Fees Schedule for the next 5 years
Hire a Development Director/Advancement Director to better meet the objectives of Business Partners, Donor Relations, Alumni Engagement, and School Marketing	Head of School, Executive Pastor, School Board	\$45,000 Salary	Aug-2020	New Position Created and Filled
School Budget that aligns with the current CSIP	BCS Head of School; School Board	School Budget 2020-2021	Aug-2020	School Budget 2020-2021

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