Instructions for Developing Continuous School Improvement Plans

Continuous School Improvement (CSI) Plans are a vital outcome of the accreditation process. A CSI Plan answers the question: "How are we going to get to where we want to be?" in the continuous school improvement cycle. The CSI Plan is necessary to implement the shared vision of the school's stakeholders. The development of a CSI Plan provides the school an opportunity to transform its vision of excellence into strategic action steps that introduce change and create a higher level of internal accountability.

The CSI Plan is comprised of multiple goals that align with one or more of the Standards for Accreditation of Seventh-day Adventist Schools and the school-wide learning outcomes. Each goal is further delineated to include specific objectives, measurements, tasks or action steps, person(s) responsible, resources, and timeline. In addition, the template allows for space to document progress on the objectives. A CSI template follows.

The board and administration are responsible for creating and implementing the CSI Plan in response to the data analysis and the identified needs of the school program. During the year of the Accreditation Visit, the needs as described in the Self-study Report should also be taken into consideration when creating or revising the Plan. Administration, in collaboration with the school board, will annually review and update the CSI Plan.

Procedures for Developing CSI Plans

1. **Set Goals.** Goals are the intended outcomes of the vision. They are stated in broad, general, and largely measurable terms. Align goals with the identified needs in the Self-study Report, referencing them in terms of the nine Standards for Accreditation and the school-wide learning outcomes. Develop a reasonable number of achievable goals. *(Example: All students will be proficient in all subject areas.)*

2. **Develop Rationale.** Write a rationale statement for each goal based on the needs identified through data analysis.

3. **Identify Objectives.** Objectives are goals that are re-drafted into clearly tangible terms. Objective statements are narrow, specific, and measurable. They must be grounded in the data. When writing objectives, it is important to describe the intended results rather than the process or means to accomplish them. *(Example: The percentage of grade 4 students achieving the reading comprehension standard will increase from 80 to 90 percent by Spring 20___.)*

4. **Determine measurement.** Determine what assessment tools and strategies will be used to know if the objectives are being met or have been met. *(Example: …as measured by the state reading assessment exam.)*

5. **Identify tasks.** List the actions that need to be accomplished to achieve the objectives.

6. **Identify person(s).** Identify the individual(s) or group(s) responsible for completing the tasks.

7. **Determine resources.** Determine the resources required of each task. Resources could include: funding, time, stakeholders, etc.

8. **Establish timeline.** Consider a reasonable timeline for the tasks.

9. **Vote approval.** Obtain approval for the CSI Plan from the school board.

10. **Continue Cycle.** The CSI Plan is embedded in a Continuous School Improvement Cycle of plan-implement-evaluate-improve.