

# Brevard High School

## *Transylvania County Schools*

### School Improvement Team Handbook

## Mission, Belief Statement, and Vision

Brevard High School mission statement is for all students, faculty, staff, and stakeholders to believe in education, honor all people, and succeed in life.

### As faculty, staff, administrators, parents, and stakeholders, we believe:

- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- Students need to demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- Student learning is the chief priority for the school.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when they have appropriate opportunities for success.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, lifelong learners.

**The vision set forth by the Brevard High School School Improvement Team is to promote continuous positive improvement that ensures all students have the support and access to the knowledge and skills that empower them to be contributing members of society.**

## Composition

The BHS School Improvement Team (SIT) is composed of the high school principal, an executive team, a steering committee, and representatives from faculty/staff, parents, and students.

- **Principal** – The principal will serve as an active ex officio member of the SIT team.
- **Executive Team** – The executive team is composed of a chair, vice-chair, and secretary that are current members of the steering committee. The steering committee will select the executive team. The executive team members serve for one-year terms and may serve consecutive terms.
- **Steering Committee** – The steering committee is composed of 6-8 faculty/staff SIT members who volunteer to serve on the steering committee and are elected by the school faculty. Current steering committee members are structured so that one-third serve for a one-year term, one-third serve for a two-year term, and one-third serve for a three-year term. As of spring 2010, newly elected steering committee members will serve three-year terms. Steering Committee members may serve consecutive terms.
- **Faculty/Staff** – Volunteers will be approved by ballot or acclamation. Faculty/staff are elected for a one-year, two-year, or three-year term according to their stated preference prior to election. Faculty/staff may serve consecutive terms.
- **Parents** – Parent volunteers are considered elected. SIT will strive to create a slate of parent candidates that equitably represent the school community. Parent members are elected for one-year terms and may serve consecutive terms.
- **Students** - Effective with student class and student body elections in the spring of 2010, elected student class and student body officers will serve on the SIT as one of their responsibilities. Students will serve for a one-year term and may serve consecutive terms if re-elected. Any student is welcome to attend SIT.

# Responsibilities

## **School Improvement Team:**

The SIT represents faculty/staff, parents, and students in the decision-making process at the school level and will:

- Attend SIT meetings.
- Vote on actionable items.
- Develop a school improvement plan to address goals established for the school.
- Monitor the implementation of the school improvement plan and assist in making modifications as may be required to meet the changing needs of the school community.
- Evaluate current school policies for effectiveness and propose adjustments as needed.
- Advise the principal on the expenditure of unrestricted instructional funds allocated to the school.
- Propose changes in district policies and procedures to central office.

## **SIT Steering Committee:**

In addition to fulfilling the responsibilities of the SIT, steering committee members will:

- Attend Steering Committee meetings.
- Create and follow an agenda for each SIT and Steering Committee meeting.
- Reflect on School Improvement efforts annually by contributing to the “Section 6” report to the School Board.
- Facilitate annual revisions of the current School Improvement Plan.
- Facilitate the development of a new School Improvement Plan every two years.
- Make revisions to the SIT Handbook when necessary.

## **SIT Executive Team:**

In addition to fulfilling the responsibilities of the SIT and steering committee, executive team members will:

- Lead SIT and Steering Committee meetings.
- Develop a template for each new School Improvement Plan and annual “Section 6” report to facilitate their writing.
- Serve as a spokesperson for recommendations made by the SIT to central office, building administration, and/or faculty/staff.
- Address and/or redirect issues brought forth by individuals to SIT or Steering Committee.
- Provide an update on SIT progress at faculty meetings.
- Record accurate minutes of all SIT meetings.

## Meetings

### **SIT Meeting Guidelines:**

- All scheduled SIT meetings are open to the public.
- The SIT will determine a regular meeting schedule that includes a consistent interval of meeting times during the school year.
- Special meetings may be held as needed and will be called by the SIT chairperson.
- Meetings must be scheduled at the beginning of the school year and allow for active participation by parent and student members.
- Minutes of each meeting will be recorded and made available in a timely manner to the SIT, school staff, and central office. Upon request to the SIT chair person a hard copy will be made available to the public.
- The Steering Committee will meet on a regular basis.
- Meeting dates and times will be posted on the district and school website at the beginning of the school year.

## Procedures

### **Procedures for developing components of the SIT plan:**

- During the year a plan is due, the School Improvement Team and the Steering Committee will utilize scheduled meetings to review, develop and implement the new plan. This will include:
  - Reevaluating the use and relevance of District Priorities.
  - Establishing new School Goals, Indicators, Action Steps, Timeline, Resources, Who?, and Evaluation, relevant to the school's needs at the present time.
  - Evaluating State and District Satisfaction Surveys to determine needed School Goals, Indicators, Action Steps, Timeline, Resources, Who?, and Evaluation.
  - Reviewing changes with the School Improvement Team and Faculty, allowing for input, suggestions, and revisions.

### **Procedures for monitoring the SIT plan:**

- The School Improvement Plan will be reviewed when necessary throughout the year through the use of the SIT meetings.
- The School Improvement Plan will be reviewed when necessary at Bi-weekly Steering Committee meetings.
- The School Improvement Plan will be reviewed when necessary by the School Improvement Team with the faculty at weekly faculty meetings.

### **Procedure for making decisions:**

- Decisions related to the School Improvement Plan will be discussed and reviewed through the Steering Committee, the School Improvement Team, and the faculty.
- All recommendations, revisions, and decisions made by the Steering Committee will be presented to the faculty and the School Improvement Team for discussion.