



# Official Policy of Ogden Preparatory Academy

## 2. Administration

### 2.07.POL Framework for School Improvement Plan

Effective/Revision Date: 06/12/2019

Page 1 of 2

It is the policy of the Ogden Preparatory Academy Board of Directors (OPA Board) that the OPA Administration shall create, review, and make adjustments to an OPA School Improvement Plan (SIP) according to the following framework at least annually.

#### 1. Needs Assessment.

- a. Administration shall gather and analyze data to determine school improvement needs. The following methods may be used.
  - i. Staff surveys
  - ii. Parent surveys
  - iii. Student surveys
  - iv. Assessment results
  - v. Administrative structures of observation and evaluation
- b. Data shall be gathered in key areas including:
  - i. Collaborative Leadership and Staff Development
  - ii. Curriculum, Instruction, and Assessment
  - iii. School Environment

#### 2. Goal Setting.

- a. OPA Administration shall prioritize school improvement needs and identify SMART goals to address needs.
- b. OPA Administration shall present and discuss goals with the OPA Board annually.

#### 3. Implementation.

- a. The OPA SIP shall be reviewed with OPA employees.
- b. All employees shall be given responsibilities for progress on OPA SIP goals.

#### 4. Monitor and Review.

- a. OPA Administration and staff shall review the school improvement goals at least annually to determine progress and make adjustments as necessary.
- b. OPA Administration shall report progress to the OPA Board annually.

### Document History

Approved: 06/12/2019

### Legal References