

# OPTIONS ACADEMY CAMPUS IMPROVEMENT PLAN

2017-2018

**Students First • Innovation • Collaborative Ownership • Diversity • Continuous Learning**

## **Vision Statement**

OPTIONS ACADEMY will prepare and inspire all students to be equipped to excel in the college and career of their choice, dominate 21st century skills in leadership, knowledge, language, and technology to compete in a global economy and serve as successful citizens in their community

## **Collective Commitments**

We believe that we have the duty to foster opportunities for each student to build a legacy of success.

We, therefore, collectively commit to:

- ✓ Putting students first and inspiring innovation
- ✓ Taking ownership of a collaborative, educational partnership through student, parent, and civic engagement
- ✓ Understanding cultural diversity with the ability to relate effectively amidst varied cultures within a global economy
- ✓ Learning professionally for continuous improvement

### Nondiscrimination Notice

OPTIONS ACADEMY does not discriminate on the basis of race, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and section 504 of the rehabilitation Act of 1973; as amended.

**MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**2017-2018**

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## DISTRICT GOALS

- GOAL 1.0**      **Mission CISD Students demonstrate academic success through a curriculum that is well balanced, appropriate, and relevant to the real world in order to be college and career ready.**
- GOAL 2.0**      **All stake holders understand the district's mission and vision and are actively involved in providing service to our family and community to ensure the education of our students.**
- GOAL 3.0**      **Mission CISD has a plan to address the efficient operations of District facilities, safe environment, integration of technology, and fiscal responsibility.**
- GOAL 4.0**      **A process is in place that assures quality and highly effective personnel will be recruited, developed, and retained as part of our Mission CISD team.**

**OPTIONS ACADEMY**  
**Roster by Grouping**  
**2017-2018**

**Campus Based Professional Staff**

Dr. Mary Aleman  
Norma Sanchez

**Non-Teaching**

None

**District Level Professional Staff**

None

**Teachers (Secondary)**

Liz Acosta  
Jaime De La Garza  
David Martinez  
Ramiro Reyes  
Armando Salas  
Claudia G. Soto

**Non Teaching (Secondary)**

None

**Business Representatives**

None

**Parents**

None

**Community Representatives**

None

None

**CAMPUS IMPROVEMENT PLAN****Directory****NAME****TITLE**

Dr. Mary Aleman

Administrator

Armando Salas

Math teacher

Claudia G. Soto

English teacher

Ramiro Reyes

Elective Teacher

Jaime De La Garza

Social Studies teacher

Liz Acosta

Special Education

Norma Sanchez

Counselor

David Martinez

Science Teacher



## COMPREHENSIVE NEEDS ASSESSMENT

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### DEMOGRAPHICS

- 1 Increase the level of academic achievement for both SE and LEP subgroups.
- 2 Provide Special programs to assist students in successfully exiting SP.ED./ LEP.
- 3 Increase the number of denials for the BE/ESL program.
- 4 Increase positive behavior support for Special Education students to decrease discipline issues and removals to ISS/OSS.
- 5 Provide more targeted instruction to support the needs of non-exited secondary SE/LEP student population.

### STUDENT ACHIEVEMENT

- 1 Decrease the dropout rate for LEP and At Risk student groups.
- 2 Provide targeted professional development for teachers in SP.ED./ESL.
- 3 Evaluate the instructional programs with student testing data.
- 4 Restructure the RTI process to meet the needs of SP.ED. students in our program.
- 5 Increase the passing rate for all student groups in all subject areas.
- 6 Decrease the dropout rate for LEP, Migrant and At Risk student groups.

### SCHOOL CULTURE AND CLIMATE

- 1 Promote more student participation in extra-curricular activities to decrease discipline problems and peer conflicts.
- 2 Enclose all campuses and provide more security cameras in order to improve school safety.
- 3 Monitor the Project Wisdom/Character Education curriculum.
- 4 Increase awareness of substance abuse among all our students.
- 5 Improve School safety by implementing Project Wisdom and develop relationships via Mentoring with students.

### STAFF QUALITY, RECRUITMENT AND RETENTION

- 1 Need to ensure that all teachers have content area specific certification.
- 2 Provide special education certification preparation courses.
- 3 Create campus Professional Learning Communities.
- 4 More comprehensive and specific data should be used to drive professional development and instruction.
- 5 Continue the mentoring program throughout the school year.
- 6 Continue teacher support with more specific ( data driven) staff development.
- 7 Develop a comprehensive list of trainings for new teachers to the district.
- 8 Decrease student / teacher ratio comparable to the state rate.
- 9 Provide dual certification classes for SP.Ed. and core classes.
- 10 Continue to support teacher recognition to promote school pride.
- 11 Continue to use the TEXBES mentoring program.

### CURRICULUM, INSTRUCTION AND ASSESSMENT

- 1 Develop a written and uniform Campus Response to Intervention program with continuous training.
- 2 A written and uniform program with embedded professional development continued through all grade levels.
- 3 Refine and increase vertical and horizontal communication from the district level to the campus level and between each grade level.
- 4 Need to prioritize and align professional development of target SE/LEP students; make it into chunks and then build upon them.
- 5 There is a need to evaluate all instructional programs for effectiveness.
- 6 Full implementation of inclusion model.
- 7 Full implementation and fidelity of the district ESL and Bilingual models.



## COMPREHENSIVE NEEDS ASSESSMENT

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### FAMILY & COMMUNITY INVOLVEMENT

- 1 Increase parental involvement at campus level.
- 2 Provide targeted parental meetings for parents of Special Education and ELL students.
- 3 Educate parents on state and federal testing requirements. (i.e. STAAR, EOC, TELPAS, LAS-Links, etc.)
- 4 Provide trainings for parents on district/campus website, technology, and processes needed to communicate with campuses to improve student achievement.
- 5 Include a process to inform district/campus professionals of community services available.
- 6 Increase collaborative partnerships of ensure businesses, schools, and communities work together to accomplish student achievement.

### SCHOOL CONTEXT & ORGANIZATION

- 1 Include teacher input in terms of curriculum and assessment.
- 2 Provide additional training to support students identified as LEP and SPED;
- 3 Promote parent participation to increase parental involvement.
- 4 Targeted staff development to address student populations with special emphasis on special education and ELL students.
- 5 Development of curriculum staff development schedule prior to year beginning.
- 6 Additional staff is needed to support the needs of ELL and SE students.
- 7 Communication throughout programs, schools and central office is needed.

### TECHNOLOGY

- 1 Create a technology committee to periodically review (middle of the year) campus instructional programs to evaluate all the campus software.
- 2 Conduct more campus-based staff development in conjunction with StarChart Survey (system reporting tools e.g. schoolcity based on teacher needs every six weeks) in order to expedite the use of technology by all stakeholders to monitor student progress.
- 3 Provide district training for the utilization of software and reports to assist teachers with data analysis relevant to campus needs.

## School Wide Components

- 1 Comprehensive Needs Assessment
- 2 Reform Strategies
- 3 Instruction by Highly Qualified Teachers
- 4 High Quality Professional Development
- 5 Strategies to Attract HQ Teachers
- 6 Strategies to Increase Parental Involvement
- 7 Transition
- 8 Teacher Decision Making Regarding Assessments
- 9 Effective and Timely Assistance to Students
- 10 Coordination and Integration





**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 1 CURRICULUM & INSTRUCTION**

**OBJ 1 Increase student performance in the core subject areas with additional support and priority for specific areas and targeted populations.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
1.1.1 Fully implement the vertically aligned District curriculum and Edgenuity curriculum.	Options Administrator	175-	Weekly	Department timelines Walkthroughs	8,10
1.1.2 Utilize multiple sources to address accountability requirements.	Options Administrator	175	Every Six Weeks	Coordination Meetings with MHS and VMHS Administrators and Counselors	9,10
1.1.3 Coordinate efforts to increase academic achievement for students participating in multiple programs.	Options Administrator ARD Committee		Every Six Weeks	ARD Minutes and Credits acquired by students	8,9,10
1.1.4 Provide instructional materials aligned to special program requirements and objectives.	Options Administrator ARD Committee	175	Every Six Weeks	Meet Graduation requirements	10,9
1.1.5 Provide structure and support in Edgenuity, Voyager and alignment with TEKS.	Teacher(s) Options Administrator		Every Six Weeks	Monitor Edgenuity reports	9,10
1.1.6 All students will graduate from high school.	Options Administrator Counselor(s) Teacher(s)		Each Semester	Students' graduation	9
1.1.7 The Edgenuity program with the Virtual tutor will help our Special Populations ELL, Sp.Ed. and Migrant students.	Counselor(s) Options Administrator Teacher(s)		Each Semester	Students graduation	9
1.1.8 Utilize research based instructional strategies and resources to increase student performance on state assessments.	Counselor(s) Teacher(s) Options Administrator	175	Daily	Graduation rate	8,10
1.1.9 Ensure teachers attend STAAR training, writing academies, voyager and other professional development to prepare for EOC.	Options Administrator		Each Semester	EOC / TAKS results	10
1.1.10 Utilize the Title I, Part A funds reserved for professional development	Options Administrator	175	Each Semester	Increased attendance, improved academic progress and increased graduation rate	2



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CAMPUS IMPROVEMENT PLAN**

**GOAL 1 CURRICULUM & INSTRUCTION**

**OBJ 1 Increase student performance in the core subject areas with additional support and priority for specific areas and targeted populations.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
1.1.11 Ensure adequate resources to ensure campus meets State Accountability.	Options Administrator		Each Semester	EOC/TAKS mastery	10
1.1.12 Provide teachers with training on State Accountability Requirements and the Texas Accountability Intervention System (TAIS) requirements.	Counselor(s) Options Administrator	175	Each Semester	Improve academic performance	10
1.1.13 Attend trainings and conferences addressing State Accountability and State Assessment Needs.	Options Administrator	175	Yearly	Improved strategies for STAAR/EOC student performance.	10
1.1.14 Implement district wide reading program ( voyager ) To target struggling readers inclusive of Sp.ED. and ELL students.	Teacher(s)	175	Weekly	Improved STAAR/EOC scores	8,10
1.1.15 Work with the special population program directors/coordinators to coordinate efforts to increase academic achievement of all special population students by working as a team in monitoring student progress, and auditing student records.	Options Administrator	175	Quarterly	Increased academic achievement	1
1.1.16 Provide special education students and staff the necessary supplies and equipment to achieve IEP requirements.	Options Administrator	171	Quarterly	Improved Academic Achievement	1,10
1.1.17 Support the implementation of sheltered instruction in grades 9th - 12th to increase the LEP students academic and linguistic achievement through effective teaching strategies and practices.	Options Administrator Teacher(s)	175	Every Six Weeks	Academic Achievement	10,1
1.1.18 Ensure Priority for Service Migrant Student has an Action Plan which indicates academic & supplemental support.	Migrant Strategist Counselor(s)		Quarterly	Improved Academic Achievement	1
1.1.19 Work in partnership with South Texas College and Workforce to promote work training initiatives for At-Risk students such as 1 year certification training program. The certification will enable students to be prepared for employment following graduation.	Counselor(s) Options Administrator Teacher(s)		Each Semester		7,10



## OPTIONS ACADEMY CAMPUS IMPROVEMENT PLAN

School Year: 2017-2018

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MISSION CISD

**GOAL 1 CURRICULUM & INSTRUCTION**

**OBJ 2 Evaluate and improve instructional support programs to meet the diverse needs of all students.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
1.2.1 Provide appropriate Extended School Year services to students with disabilities who meet the criteria.	Director for Special Education Options Administrator	171	Yearly	Academic Achievement	1,7
1.2.2 Develop district inclusion guidelines and best practice model for district-wide initiative.	Options Administrator	171	Weekly	Academic Achievement	1,10
1.2.3 Provide Academic Support Programs to promote career and college awareness/readiness via career assessments, field visits, college presentations and student workshops/trainings.	Counselor(s) Options Administrator	175	Every Six Weeks	Increase graduation	1,10
1.2.4 Implement an Advisory/Mentoring period for all students and monitor the following: Mentoring Logs, Attendance Call logs and Student Portfolios.	Teacher(s) Counselor(s) Options Administrator		Every Six Weeks	Graduation with cohort	1,8,10
1.2.5 Schedule professional development for all stakeholders to service Sp.Ed. ELL, GT and At Risk students.	Counselor(s) Teacher(s) Special Ed Teacher(s) Options Administrator	175	Each Semester	Improved academic performance	1,10
1.2.6 Monitor special population (ELL & Special Ed.) student placement and assessment decisions over the course of the year by implementing the District's Bilingual and ESL program models.	Options Administrator Teacher(s)		Each Semester	Increase special populations graduation rate	1,9
1.2.7 Implement the district RTI process by utilizing the flowchart designating the specific Tier I, II, and III intervention programs. Participate in district-wide training sessions to appropriately rollout the RTI process.	Counselor(s) Options Administrator	175	Every Six Weeks	Academic Progress	1,8,10
1.2.8 Provide assistance to student's suffering from an acute or chronic condition that impedes the student from achieving academic success through the district 504 program.	Counselor(s) Teacher(s) Options Administrator	175	Every Six Weeks	Student graduation	1,10
1.2.9 Documentation for accelerated /intensive plan for instruction for students with disabilities and progress monitoring will be maintained by the special education teacher.	Special Ed Teacher(s)	171	Every Three Weeks	Student high school requirement completion	1,7,8



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MISSION CISD

**GOAL 1 CURRICULUM & INSTRUCTION**

**OBJ 3 Sustain and improve a targeted, high quality coordinated professional development system.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
1.3.1 Provide professional development activities to support district initiatives and priorities.	Options Administrator	175	Quarterly	EOC/TAKS results	10,1
1.3.2 Participate in professional development for administrators.	Options Administrator	175	Each Semester	TPESS	1,10
1.3.3 Math *Provide Staff development sessions to secondary Math teachers to review the revised State TEKS to be implemented 2014-2015 for grades 9-12. *Provide update staff development sessions as needed, to increase the participation and the implementation of the Understanding Math program to support instructional delivery and student understanding of math concepts.	Teacher(s)	175	Each Semester	Improved Math TAKS/EOC scores	1
1.3.4 Bilingual/ESL Program Conduct instructional staff development activities as per state and federal requirements to increase ELL achievement through effective research-based teaching practices, approaches, and strategies. Provide professional development for paraprofessional staff working with program ELLs.	Teacher(s)	175	Each Semester	Improved TAKS/ EOC scores	1
1.3.5 Special Education Program *Research-Based Instructional Methodologies, Strategies, & Supports *Positive Behavior Supports, Interventions, & Alternatives to Discipline *Special Education Program Compliance with State & Federal Regulatory Mandates/Requirements & Best Practice Guidance	Special Ed Teacher(s)	175	Each Semester	Improved Academic performance for Sp. Ed. students	1
1.3.6 Instructional Technology *Provide training and support for district initiatives	Teacher(s)	175	Yearly	Improved Instructional Delivery	1



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 1 CURRICULUM & INSTRUCTION**

**OBJ 4 Use multiple sources of data to assess, guide, and strengthen instruction.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
1.4.1 Implement a monitoring systems to evaluate local and state assessment results for all student groups and create a curriculum plan to be implemented throughout the school day.	Counselor(s) Options Administrator Teacher(s) Special Ed Teacher(s)	175	Quarterly	EOC/TAKS scores for all student groups/Graduation completion with cohort	1,9,10
1.4.2 Monitor the academic progress of ELL students via the LPAC process to ensure implementation of state and federal guidelines.	Options Administrator Counselor(s) Teacher(s)	175	Quarterly	TAKS/EOC results/Graduation completion with cohort	1,10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 1 CURRICULUM & INSTRUCTION**

**OBJ 5 Ensure availability of resources to implement changing systems of accountability.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
1.5.1 Foster campus and district understandings of new state and federal accountability systems and realignment of courses to transition to new state assessments.	Options Administrator  Counselor(s)  Teacher(s)	175	Each Semester	Coordination and planning to improve instructional delivery to improve TAKS/EOC mastery.	1,8



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 1 CURRICULUM & INSTRUCTION**

**OBJ 6 Improve communication between all district stakeholders.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
1.6.1 Conduct collaborative curriculum and instruction meetings for content area teacher to attend to increase vertical and horizontal communication which will refine and increase communication between stakeholders.	Coordinator for Language Arts Coordinator for Math Coordinator for Science Coordinator for Social Studies	175	Monthly	Improved TAKS/EOC scores and graduation completion with cohort.	1,10,9



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 2 PARENT, FAMILY AND COMMUNITY INVOLVEMENT**

**OBJ 1 Continue to strengthen the community network that supports our mission statement.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
2.1.1 Improve community networking by implementing new methods and strategies.	Options Administrator		Monthly	Increased parental involvement	10
2.1.2 Expand community education opportunities through educational partnerships and participation in community activities.	Coordinator for Parental Involvement Options Administrator		Yearly	Enhanced parent participation	10
2.1.3 Recognize parent volunteers, community and business leaders who support a variety of district/campus activities.	Coordinator for Parental Involvement Options Administrator		Yearly	Enhanced community partners participation	10
2.1.4 Promote attendance of parental conferences addressing state and federal academic requirements to improve student achievement and parent accountability.	Coordinator for Parental Involvement Options Administrator		Yearly	Increased parental involvement	
2.1.5 Hold a student orientation at the beginning of each semester to inform parents of the Options program.	Options Administrator		Each Semester	Increase parent participation in school events.	10
2.1.6 Continue identification and recruitment efforts to identify migrant students.	Coordinator for Migrant Counselor(s) Options Administrator		Each Semester	Identify Migrant population	10
2.1.7 Invite community based speakers to present on various topics during meetings.	Counselor(s) Options Administrator		Every Six Weeks	Increased community interest and participation	10
2.1.8 Participate in Health Fairs and Career Fairs.	Counselor(s) Teacher(s) Options Administrator		Each Semester	Increase parent participation	10
2.1.9 Participate in a District Parent Conference.	Counselor(s) Options Administrator		Each Semester	Increase parent participation	10
2.1.10 Help community agency partners notify parents of community events.	Counselor(s) Options Administrator		Each Semester	Increase parent participation	10





**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 2 PARENT, FAMILY AND COMMUNITY INVOLVEMENT**

**OBJ 1 Continue to strengthen the community network that supports our mission statement.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
2.1.11 Recruit parental participation in local/state/federal conferences funded by district.	Counselor(s) Teacher(s) Options Administrator		Each Semester	Increase participation	10
2.1.12 Recruit parents to participate in campus committees such as LPAC, SBDM, and PTO.	Counselor(s) Options Administrator Teacher(s)		Each Semester	Increase community involvement	10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 2 PARENT, FAMILY AND COMMUNITY INVOLVEMENT**

**OBJ 2 Expand plan to encourage more active participation at all campuses.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
2.2.1 Disseminate a Parental Involvement Policy that addresses how parents can be actively involved at the district/campus level.	Counselor(s) Options Administrator		Every Six Weeks	Parent participation	10
2.2.2 Ensure participation in parent trainings on successful practices needed to assist students in meeting state and federal accountability standards.	Coordinator for Parental Involvement Options Administrator		Every Six Weeks	Participation / sign in	10
2.2.3 Participate in literacy initiatives for parents and community members to foster and promote a united partnership in education.	Coordinator for Parental Involvement Options Administrator		Every Six Weeks	Increased parent participation	10
2.2.4 Ensure representation of community members and parent involvement in the educational decision-making process as mandated by the state and federal guidelines.	Coordinator for Parental Involvement Options Administrator		Each Semester	Increase community and parental involvement	10
2.2.5 Develop targeted initiatives to increase parental involvement at all campuses.	Coordinator for Parental Involvement Options Administrator		Each Semester	Increased parental involvement	10
2.2.6 Encourage parental participation in monthly parent meeting to ensure that parents are well informed about migrant updates, academic issues, and other concerns	Coordinator for Migrant Options Administrator Counselor(s) Teacher(s)		Monthly	Increase parental participation	10
2.2.7 Dissiminate Policy at Registration.	Counselor(s) Options Administrator		Weekly	Compliance	10
2.2.8 Disseminate Parent/Campus Compact Form during registration.	Counselor(s) Options Administrator Teacher(s)		Weekly	Compliance	10
2.2.9 Provide opportunities for parental participation in adult literacy classes provided by the district through Rosetta Stone.	Counselor(s) Options Administrator Teacher(s)		Weekly	Increased parental involvement	10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 2 PARENT, FAMILY AND COMMUNITY INVOLVEMENT**

**OBJ 2 Expand plan to encourage more active participation at all campuses.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
2.2.10 Provide opportunities for parental participatoin in PD session provided by the district to parents of LEP students ot become partners in education.	Counselor(s) Options Administrator Teacher(s)		Each Semester	Increased parental involvement	10
2.2.11 Recruit parents to participate in campus and district committees such as SHAC, PAC, SBDM, PTO, etc.			Monthly	Increase parental involvement	10
2.2.12 Encourage parental participation in district meetings covering topics mandated by state and federal guidelines.	Counselor(s) Options Administrator		Each Semester	Increased parental involvement	10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 2 PARENT, FAMILY AND COMMUNITY INVOLVEMENT**

**OBJ 3 Expand the communication effort with the community.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
<b>2.3.1</b> Ensure all parent communication and meetings are in a format and language parents will understand (English/Spanish).	Coordinator for Parental Involvement Counselor(s) Options Administrator		Each Semester	Increased parental involvement	10
<b>2.3.2</b> Implement emerging technologies for expanding and improving communication with the community.	Director for Public Relations Options Administrator		Each Semester	Enhanced community involvement	10
<b>2.3.3</b> Utilize parental involvement personnel to advocate positive communications between the community and district.	Coordinator for Parental Involvement Options Administrator Counselor(s)		Weekly	Increased communication with community	10
<b>2.3.4</b> Ensure that parents sign up for TEMS Parent Portal to have access to their child's academic data.	Counselor(s) Teacher(s) Options Administrator		Weekly	Increase TEMS use by parents	10
<b>2.3.5</b> Utilize the automated calling system to make mass announcements of upcoming campus events.	Counselor(s) Teacher(s) Options Administrator		Daily	Improved attendance and academic success	10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 1 Develop an action plan that addresses district growth and facilities needs.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
3.1.1 Conduct security audit.	Coordinator for Risk Management		Each Semester	Minimize security issues and accidents.	1
3.1.2 Establish a committee to inspect the facilities and report the areas of need to administration.	Options Administrator		Monthly	Minimize security concerns and accidents.	1
3.1.3 Establish a committee of maintenance personnel to inspect the facilities and school grounds to report the findings to administration. (Twice a semester)	Options Administrator		Each Semester	Minimal accidents and security concerns	1
3.1.4 Continue to conduct a needs assessment to determine the facilities and equipment needs of all the campuses.	Options Administrator		Each Semester	Minimize security concerns and accidents.	1
3.1.5 Ensure that electronic record system is implemented, utilized and available for specific tasks (ie. Student Data Entry- TEMS; Textbook Inventory, Equipment Inventory, etc.)	Technology Committee		Quarterly		1
3.1.6 Report action plan findings to Risk Management and SBDM Committee.	Options Administrator		Quarterly		10
3.1.7 Address security and safety audit findings with the assistance of Risk Management, Maintenance Department, & Assistant Superintendent of Finance and Operations.	Options Administrator		Quarterly		10
3.1.8 Ensure that work orders are based on the findings of audits.	Options Administrator		Weekly	Improve school appearance and minimize accidents.	10
3.1.9 Conduct a maintenance audit of classroom/work area to make needed repairs.	Options Administrator		Weekly		10
3.1.10 Ensure that SBDM conducts a needs assessment of the facility and establishes plans and procedures to address findings.	Options Administrator		Monthly		10
3.1.11 Ensure that maintenance and beautification of the facilities and grounds is taking place on a consistent basis. Address campus concerns with appropriate personnel in designated departments.	Options Administrator		Quarterly	Improve school appearance and minimize accidents.	10
3.1.12 Ensure that CNA addresses needs to update, purchase, or fix equipment, facilities, etc.	Options Administrator		Each Semester	Improve school appearance, enhance performance and minimize accidents.	1



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 2 Establish plans for replacing facilities, equipment, furniture, and technology.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
<b>3.2.1</b> Continue with a needs assessment to determine obsolete equipment, furniture, facilities, and technology.	Options Administrator	175	Each Semester	Improve school appearance, provide functional equipment and technology.	1
<b>3.2.2</b> Establish a five year plan that outlines the furniture replacement schedule for campuses in need of replacing large quantities of student desks, teacher desks, cafeteria furniture, filing cabinets, storage cabinets, etc.	Options Administrator	175	Each Semester	Improve school appearance, provide functional equipment and technology.	1
<b>3.2.3</b> Utilize an on-line auction system to discard obsolete furniture/equipment.	Options Administrator		Monthly	Improve school appearance, provide functional equipment and technology.	1
<b>3.2.4</b> Surplus campus furniture will first be redirected to campuses with need before declaring it District surplus.	Options Administrator				
<b>3.2.5</b> Conduct classroom audits to recommend equipment updates and replacement.	Options Administrator	175	Quarterly	Improve school appearance, provide functional equipment and technology.	10
<b>3.2.6</b> Promote the District's on-line auction system and make employees, parents, and community members aware of availability.	Options Administrator		Quarterly		



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 3 Provide a well-defined plan to promote a safe and secure environment for students and staff.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
<b>3.3.1</b> Assess the needs and utilize personnel and resources to increase the effectiveness of security and safety personnel. Conduct regular inspections of overall campus facility.	Options Administrator	175	Monthly	Secured campus with no incidents.	1
<b>3.3.2</b> Implement a Multi-Hazard Emergency Operations Plan that address mitigation, preparedness, response, and recovery.	Options Administrator	175	Monthly	Secure safety for all students and campus personnel.	1
<b>3.3.3</b> Implement a plan to provide a clean, safe and healthy physical school environment.	Options Administrator	175	Monthly	Accident free campus.	1
<b>3.3.4</b> Continue to implement a Discipline Plan and review/analyze discipline referral data to provide teachers and staff with necessary support.	Options Administrator	175	Monthly	Discipline and incident free campus.	1
<b>3.3.5</b> Evaluate Emergency Operation Plans for effectiveness and ensure participation in training.	Options Administrator	175	Monthly	Incident free campus.	10
<b>3.3.6</b> Plan and coordinate mandatory school drills to prepare students and employees for responding to an emergency.	Options Administrator	175	Monthly	Incident free school.	10
<b>3.3.7</b> Implement the REM4ed Incident Management System, a web-based system and participate in training for campus administration and community partners'.	Options Administrator	175	Quarterly	Incident free school.	10
<b>3.3.8</b> Utilize safety available *ensure campus is enclosed and visitors are using the Raptor System. * ensure security cameras are functional.	Options Administrator	175	Weekly	Safety for school and personnel will be provided.	10
<b>3.3.9</b> Create a team and ensure participation in training on the Texas Behavior Support Initiative (TBSI), Crisis Prevention Intervention (CPI), Satori Alternatives to Managing Aggression (SANA components to school employees in order to address the provisions of the law for students under (IDEA).	Options Administrator	175	Quarterly	Manage student behavior and needs with fidelity as per MCISD training.	10
<b>3.3.10</b> Implement SAT (Student Assistance Team) and RTI (Response to Intervention) before students are assigned to the Alternative School except for mandatory placements to DAEP/ JJAEP.	Options Administrator Counselor(s) Teacher(s)	175	Monthly	Minimal referrals to DAEP.	9



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 4 Implement the comprehensive counseling and guidance program to directly impact the achievement and well-being of all students.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
3.4.1 Deliver a comprehensive guidance program which includes classroom presentations and Individual/Group Sessions to meet students academic and emotional needs.	Counselor(s)	175	Every Six Weeks	Graduation completion with cohort and post secondary planning and preparation for the workforce.	10,9
3.4.2 Ensure counselor participates in regularly scheduled district counselors' meetings to acquire training to manage student needs via guidance and counseling services.	Counselor(s)	175	Monthly	Graduation completion with cohort, postsecondary planning and training for work training.	10,9
3.4.3 Assist student in monitoring and understanding their own career pathway through pre-registration, transition, career awareness and career orientation.	Counselor(s)	175	Monthly	Graduation completion with cohort, post secondary placement and/or work placement.	9,10
3.4.4 Expand counseling and guidance services for all students to include higher education requirements and/or expectations of students entering in the workforce or post/secondary university education.	Counselor(s)	175	Each Semester	Graduation completion with cohort, postsecondary education and/or work training placement.	9,10
3.4.5 Utilize the required one meeting a year data for each student and their assigned counselor for PGP (Personal Graduation Plan) (9th – 12th grade).	Counselor(s)		Weekly	Correct course placement and graduation completion with cohort.	7,9





**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 5 Provide intervention strategies that support the safety and wellness of the students.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
3.5.1 Participate in professional development training for teachers and staff to support the safety and wellness of the students.	Options Administrator		Quarterly	Agendas and sign ins.	10
3.5.2 Coordinate services to better serve our students, families, and district through Community Partners.	Counselor(s)		Each Semester	Enhance post secondary preparation and high school graduation.	10
3.5.3 Review, revise, and implement the Drop Out Recovery Program.	Options Administrator Counselor(s)		Monthly	Increased graduation rate.	10
3.5.4 Utilize Texas Tropical Behavioral Health (TTBH) to provide mental health services to at-risk students and their parents.	Counselor(s) Options Administrator		Weekly	Improved attendance	10
3.5.5 Use the district attendance officers to provide truancy reduction and dropout prevention services.	Counselor(s) Options Administrator Community Liaison		Yearly	Improve attendance	10
3.5.6 Attend monthly Leaver meetings to ensure compliance with the state Leaver requirements.	Options Administrator		Monthly	Decrease drop out rate	10
3.5.7 Monitor At-Risk student's grades, attendance, and discipline every three weeks.	Counselor(s) Teacher(s) Options Administrator		Every Three Weeks	Increase graduation rate	10
3.5.8 Ensure that the migrant strategist is meeting the needs of the migrant students so that they can continue their education.	Counselor(s) Options Administrator Migrant Strategist		Every Three Weeks	Increased graduation rate	10
3.5.9 Revisit the Options Program to ensure new state assessment guidelines are being met.	Options Administrator		Quarterly	EOC/TAKS Mastery	10
3.5.10 Provide Pregnancy Related Services (PRS) to pregnant students to assist during the pregnancy and postpartum periods.	Options Administrator Special Program Coordinators / Directors from C.O.		Every Six Weeks	Decrease dropout rate	10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 6 Create a technology committee to periodically review district instructional programs to evaluate all the district software.**

<b>Action</b>	<b>Person Responsible</b>	<b>Resources</b>	<b>Timeline</b>	<b>Evaluation</b>	<b>swc</b>
<b>3.6.1</b> Continue to assess and analyze technology needs to support implementation of instructional technology by campus/departments.	Administrator for Technology Systems Options Administrator	175	Quarterly	Improved academic performance via utilization of technology	10,1
<b>3.6.2</b> Apply for and/or renew site based licenses for the approved list of instructional software applications.	Options Administrator	175	Yearly	Maintain technology software and hardware to maximize the use of technology to improve academic performance.	1,9
<b>3.6.3</b> Begin research End-of Course programs for meeting the needs of students testing on STAAR.	Counselor(s) Options Administrator	175	Yearly	Maximize the use of technology to improve academic performance.	10,1



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 7 Conduct more campus-based staff development in order to expedite the use of technology by all stakeholders.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
<b>3.7.1</b> Continue to implement, train and support on instructional technology applications.	Administrator for Information Systems Options Administrator		Each Semester	Enhance use of technology throughout classrooms in the deliver of lessons.	10
<b>3.7.2</b> Continue to implement, train and support teachers and staff on TEMS Student Information Systems hardware and applications such as grade book and attendance.	Options Administrator Teacher(s) Counselor(s)		Weekly	Utilization of TEMS tools to monitor student performance, attendance and enrollment.	10
<b>3.7.3</b> Participate in monthly meetings for attendance, PEIMS, discipline.	Counselor(s) Options Administrator		Monthly	Data accuracy.	10
<b>3.7.4</b> Work with parental involvement coordinator to develop training for parents on the student SIS parent portal.	Counselor(s) Options Administrator		Every Six Weeks	Increased communication with community and parents.	10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 8 Continue to implement district technology initiatives through local, bond, state technology, e-rate and other funding sources.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
3.8.1 Review fixed assets comprehensive inventory for all technology hardware: (EPLAN Goal 3.6) and implement a plan for reposition/ replacement of technology equipment.	Administrator for Technology Systems Options Administrator		Yearly	Technology used to enhance instructional delivery.	10
3.8.2 Upgrade and maintain infrastructure to support the massive communication and usage by the district.	Options Administrator		Yearly	Enhance utilization of technology.	10
3.8.3 Support and explore curriculum integration activities by providing technology to promote student achievement.	Coordinator for Instructional Technology Options Administrator		Every Six Weeks	Enhance instructional delivery to increase academic performance.	10
3.8.4 Conduct an annual inventory of technology equipment available at the campus and update as changes are made.	Options Administrator	175	Quarterly	Adequate infrastructure to support campus instructional needs.	10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 9 Develop a district training curriculum on the utilization of software and reports to assist teachers with data analysis as relevant to campus needs.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
3.9.1 Support curriculum integration activities by providing technology peripherals and software.	Coordinator for Instructional Technology Options Administrator		Every Six Weeks		10
3.9.2 Provide technology staff development training to teachers, administrators and support staff.	Coordinator for Instructional Technology Options Administrator		Each Semester		10
3.9.3 Ensure personnel attend ongoing training at the beginning of year and summer staff development to acquire CPE credits.	Options Administrator		Each Semester		10
3.9.4 Conduct a needs assessment to determine areas of priority for staff development in the area of technology.	Options Administrator		Each Semester		10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 10 Educate all stakeholders regarding the financial system of public education and the fiscal responsibility and stability of the District.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
<b>3.10.1</b> Increase understanding of financial aspects with campus administrators	Asst. Superintendent for Finance & Operations				
<b>3.10.2</b> Provide business office procedures training to all administrators, secretaries/clerks, and sponsors	Asst. Superintendent for Finance & Operations				
<b>3.10.3</b> Participate in trainings offered to campus administrators by Finance and Operations Department.	Options Administrator		Quarterly		10
<b>3.10.4</b> Participate in trainings offered by Finance and Operations department in purchasing, travel, etc. procedures.	Options Administrator		Each Semester		10
<b>3.10.5</b> Ensure attendance at semi-annual trainings of business office procedures to secretaries/clerks and activity sponsors.	Options Administrator		Each Semester		10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 11 Develop and implement a yearly budget plan.**

<b>Action</b>	<b>Person Responsible</b>	<b>Resources</b>	<b>Timeline</b>	<b>Evaluation</b>	<b>swc</b>
<b>3.11.1</b> Review and adjust the overall budget planning process to maximize available resources.	Asst. Superintendent for Finance & Operations				
<b>3.11.2</b> Attend an overview for campus administrators on budget allocations and balances.	Options Administrator		Each Semester		10
<b>3.11.3</b> Conducts and use comprehensive needs assessment to determine areas of priority for funding allocation,	Options Administrator		Each Semester		10
<b>3.11.4</b> Review monthly income statement reports.	Options Administrator		Every Six Weeks		10
<b>3.11.5</b> Sustain and expand two way communication between campus and central office administration through finance and operations.	Options Administrator		Quarterly		10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 12 Determine alternative sources of funding for priority needs.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
3.12.1 To continue implementation of purchasing card program to generate new revenue.	Asst. Superintendent for Finance & Operations				
3.12.2 Identify corporate sponsors for capital needs through the Educational Foundation.					





**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 3 FACILITIES**

**OBJ 14 Continue pursuit of innovative investment options and debt management opportunities**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
3.14.1 Evaluate investment practices and recommend changes to achieve effective return on District's investments.	Asst. Superintendent for Finance & Operations				
3.14.2 Review campus needs and base recommendations on findings.	Options Administrator		Quarterly		10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 4 PERSONNEL RECRUITMENT, SELECTION AND RETENTION**

**OBJ 1 Continue the implementation of a systematic plan for the recruitment, selection, and retention of high quality personnel.**

<b>Action</b>	<b>Person Responsible</b>	<b>Resources</b>	<b>Timeline</b>	<b>Evaluation</b>	<b>swc</b>
<b>4.1.1</b> Study and review pupil/teacher ratios and instructional models relative to the existing needs for State Accountability.	Options Administrator	175	Monthly	Improved academic performance.	5
<b>4.1.2</b> Continue to recruit and retain "highly qualified" teachers and instructional aides. Use qualified substitute teachers.	Options Administrator	175	Weekly	Improve academic performance and student attendance.	5,10
<b>4.1.3</b> Employ ESL certified English Language Arts secondary teachers. Ensure that teachers meet requirements for stipends available for Bilingual Instruction.	Options Administrator	175	Each Semester	Improved academic performance (TAKS/EOC/Credits) and graduation completion with cohorts.	1,4
<b>4.1.4</b> Utilize Applitrack and Personnel Specialist Checklist to review qualifications for vacancies. Review applications and pertinent documents in order to identify highest qualified individuals for interview consideration.	Options Administrator	175	Quarterly	Quality deliver and program fidelity to meet instructional demands.	5
<b>4.1.5</b> Provide new teachers with ongoing support through TX-BESS mentoring and other sources	Options Administrator	175	Each Semester	Continue to hire and recruit Highly Qualified teachers.	10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 4 PERSONNEL RECRUITMENT, SELECTION AND RETENTION**

**OBJ 2 Re-evaluate the organizational chart and campus positions to meet program needs and to evaluate staff duties and responsibilities.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
<b>4.2.1</b> Study the need for and acquire campus positions to address the needs of students through local, state or federal funds. Continue to evaluate and update job descriptions to reflect position requirements and to ensure appraisal instruments measure job responsibilities.	Executive Director for Secondary Education  Options Administrator	175	Each Semester	Enhance the delivery of curriculum and fidelity of special programs.	3
<b>4.2.2</b> Continue the use of automated substitute calling program and absences reporting system.	Options Administrator		Weekly		10



**OPTIONS ACADEMY  
CAMPUS IMPROVEMENT PLAN**

**GOAL 4 PERSONNEL RECRUITMENT, SELECTION AND RETENTION**

**OBJ 3 Continue staff development efforts to support the Professional Development of Professional and Paraprofessional staff.**

Action	Person Responsible	Resources	Timeline	Evaluation	swc
4.3.1 Continue to provide a staff development plan that supports Teacher Quality Annual Measurable Objectives (TQAMO) under NCLB.	Asst. Superintendent for HR/Student Services  Options Administrator	175	Each Semester	Improve instructional delivery and implementation of program with fidelity.	1,10
4.3.2 Provide professional development to teachers and administrators aligned to diverse student groups in the district e.g. ELL, Special Education, technology standards ,at-risk, LEP, SPED, campus improvement, classroom management, technology training aligned to campus mission/vision.	Options Administrator  Coordinator for Advanced Academic Ser/UII  Coordinator for Instructional Technology  Coordinator for Language Arts  Coordinator for Math  Coordinator for Risk Management  Coordinator for Science  Coordinator for Section 504/Dyslexia  Coordinator for Social Studies  Coordinator for Student Serv/Guidance/Counsel	175	Each Semester	Enhance delivery of instruction for all student groups thus increasing graduation rate with cohort.	10
4.3.3 Provide financial support to teachers in order to obtain certification in areas of high need.	Asst. Superintendent for HR/Student Services	175	Yearly	Highly qualified teachers will be recruited and retained.	1,10

**Mission Options Academy**  
**2017-2018**  
**CAMPUS BUDGET SUMMARY**

<b>FUNDING SOURCE</b>	<b>FUNDING TYPE</b>	<b>AMOUNT</b>
<b>199</b>	<b>GENERAL FUND</b>	\$19,200.00
<b>FUNDING SOURCE</b>	<b>STATE</b>	<b>AMOUNT</b>
<b>195</b>	<b>STATE GIFTED &amp; TALENTED</b>	
<b>161</b>	<b>STATE VOCATIONAL</b>	
<b>171</b>	<b>STATE SPECIAL EDUCATION</b>	
<b>175</b>	<b>STATE COMPENSATORY</b>	\$30,048.00
<b>165</b>	<b>STATE BILINGUAL</b>	
<b>173</b>	<b>HIGH SCHOOL ALLOTMENT</b>	
<b>FUNDING SOURCE</b>	<b>FEDERAL</b>	<b>AMOUNT</b>
<b>211</b>	<b>TITLE I REGULAR</b>	
<b>212</b>	<b>TITLE I MIGRANT</b>	
<b>224</b>	<b>IDEA-B FORMULA</b>	
<b>244</b>	<b>CARL PERKINS (CTE)</b>	
<b>255</b>	<b>TITLE II- PART A Classroom Size Red/Eisenhower</b>	
<b>263</b>	<b>TITLE III- BILINGUAL</b>	