

# **Argyle High School 2009-2010 Campus Improvement Plan**

## **Vision Statement**

Argyle High School empowers and inspires responsible world-class leaders, while embracing small community values.

## **Mission Statement**

Argyle High School will produce intrinsically motivated, socially responsible leaders who demonstrate excellence in achievement; exhibit integrity and respect; and embrace diversity and innovation within a safe, dynamic, world-class learning environment.

## **Value Statement**

At Argyle High School, we value: Integrity, Innovation, Diversity, Excellence, Respect, Compassion, and Social Responsibility.

# Argyle High School 2009-2010 Campus Improvement Plan

## Strategic Goals, Strategic Targets, and Strategic Measures

- I. With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle High School will:
  - A. Utilize a quality process to identify, hire, and retain exceptional employees by:
    1. Following the AISD uniform recruiting and selection process.
    2. Retaining staff at a rate that is higher than area districts.
  - B. provide comprehensive, data-driven staff development program which targets the needs of all members by:
    1. Offering a program of differentiated staff development which meets the specific needs and job descriptions of all campus employees.
    2. Ensuring that ninety percent of campus employees respond positively to a survey regarding the staff development program.
  - C. Maintain a culture of appreciation and support for all employees by:
    1. Ensuring that ninety percent of employees respond positively to a survey regarding campus culture and job satisfaction.
- II. With the focus on student achievement in the areas of academics, athletics, and fine arts, Argyle High School will:
  - A. Earn annually the state exemplary rating by:
    1. Achieving AEIS data standards that confirm the exemplary rating.
  - B. Meet annually the federal accountability measure for Adequate Yearly Progress (AYP) by:
    1. Achieving AYP accountability measures that confirm meeting the AYP standard.
  - C. Exceed the performance of like districts on state and national standardized tests by:
    1. Achieving standardized test scores for: AP, SAT, PSAT, ACT, TAKS (Commended), EOC (Commended) etc. that confirm the desired performance levels.
  - D. Provide comprehensive and highly competitive athletic and fine arts programs by:
    1. Offering programs that meet the needs of most Argyle High School students.
    2. Achieving highly competitive team/group records of performance.
    3. Increasing student participation.

# Argyle High School

## 2009-2010 Campus Improvement Plan

- III. With our focus on parental involvement and community awareness and support, Argyle High School will:
  - A. Build partnerships to promote, support and establish opportunities for parental and community involvement by:
    - 1. Continuing and expanding upon partnerships and volunteerism.
  - B. Communicate with all stakeholders using multiple avenues while:
    - 1. Continuing and expanding avenues of communication.
    - 2. Analyzing survey data.
- IV. With our focus on operational excellence through well defined procedures and policies, Argyle High School will:
  - A. Maintain policies and procedures to ensure operational excellence by:
    - 1. Implementing AISD policies and procedures.
    - 2. Constantly evaluating how to best implement established policies and procedures.
- V. With our focus on fiscal accountability, Argyle High School will:
  - A. Be fiscally responsible by:
    - 1. Establishing a budget that reflects campus needs.
    - 2. Practicing energy conservation

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle High School will:**

**Target A: Utilize a quality process to identify, hire, and retain exceptional employees as measured by:**

**Measure 1: A uniform recruiting and selection process.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Utilize new personnel flow chart.	Flow chart, Staff time	Principal	Sept. 2009-August 2014
Use standardized job specific interview questions.	Set of job specific questions, Staff Time	Principal	Sept. 2009-August 2014
Attend teacher job fairs as needed.	Staff Time	Principal, Assistant Principals	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle High School will:**

**Target A: Utilize a quality process to identify, hire, and retain exceptional employees as measured by:**

**Measure 2: A competition package that exceeds those of area school districts.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Provide the resources necessary for the teachers to be effective in the classroom	Staff Time, Local Salary Schedules	Principal	Sept. 2009-August 2014
Strive to reduce the number of class preparations for our teachers.	District Staffing Pattern, Master Schedule	Principal	Sept. 2009-August 2014
Continue to allow for teacher self-improvement by providing teachers with opportunities to go to workshops, visit area High Schools and other professional growth avenues.	Staff Time	Principal	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle High School will:**

**Target A: Utilize a quality process to identify, hire, and retain exceptional employees as measured by:**

**Measure 3: Staff retention at a rate higher than area school districts.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Provide the resources necessary for the teachers to be effective in the classroom	District Funds, Staff Time	Principal	Sept. 2009-August 2014
Teachers pay to continue to be competitive with surrounding districts.	District Funds	Principal	Sept. 2009-August 2014
Strive to reduce the number of class preparations for our teachers.	District Funds, Staff Time	Principal	Sept. 2009-August 2014
Continue to be supportive of our teachers in their daily responsibilities.	Staff Time	Principal, Assistant Principal	Sept. 2009-August 2014
Continue to allow opportunities for teachers to express their ideas and concerns.	Staff Time	Principal	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

Continue: **Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle High School will:**

**Target A: Utilize a quality process to identify, hire, and retain exceptional employees as measured by:**

**Measure 3: Staff retention at a rate higher than area school districts.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Continue to allow for teacher self-improvement by providing teachers with opportunities to go to workshops, visit area High Schools and other professional growth avenues.	Staff Time	Principal	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle High School will:**

**Target B: Provide comprehensive, data-driven staff development which targets the needs of all staff members as measured by:**

**Measure 1: A program of differentiated staff development which meets specific needs and job descriptions of employees.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Construct a campus staff development plan	Staff Time	Principal	Sept. 2009-August 2014
Provide training sessions for staff regarding all special programs	Staff Time, District Funds	Principal, Assistant Principal	Sept. 2009-August 2014
Utilize department heads for content area	Staff Time, District Funds	Principal	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle High School will:**

**Target B: Provide comprehensive, data-driven staff development which targets the needs of all staff members as measured by:**

**Measure 2: Positive response to a staff development survey from ninety-percent of employees.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Provide opportunity for staff input as to the staff development needed for improvement	Staff Time	Principal	Sept. 2009-August 2014
Conduct planning meetings with department heads using the data taken from the District annual staff development satisfaction survey.	Staff Time	Principal	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 1: With our focus on recruiting, retaining, and training highly qualified teachers and staff, Argyle High School will:**

**Target C: Provide comprehensive, data-driven staff development which targets the needs of all staff members as measured by:**

**Measure 1: A positive response to a survey regarding campus culture and job satisfaction from ninety percent of employees.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Conduct annual employee job satisfaction survey that allows staff members to give their input on how to improve staff development at Argyle High School	Staff Time	Principal	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 2: With our focus on student achievement in the areas of academics, athletics, and fine arts, Argyle High School will:**

**Target A: Annually earn the state exemplary accountability rating as measured by:**

**Measure 1: AEIS data**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Utilize benchmarks	Staff Time, Released Exams	Principal, Assistant Principal	Sept. 2009-August 2014
Bench mark any student who does not have a previous TAKS score	Staff Time, Released Exams	Principal, Assistant Principal	Sept. 2009-August 2014
Provide TAKS remediation classes	District Funds, Teaching Staff, TAKS Results, A+ System,	Principal, Assistant Principal	Sept. 2009-August 2014
Provide TAKS tutoring/accelerated instruction	District Funds, Teaching Staff, TAKS Results, A+ System, TAKS Study Guide	Principal, Assistant Principal	Sept. 2009-August 2014
Monitoring instruction in the classroom to insure adequate instruction and learning is occurring	Staff Time	Principal, Assistant Principal, Department Heads	Sept. 2009-August 2014
Council and guides students to prevent dropouts	Staff Time	Principal, Assistant Principal, Counselor	Sept. 2009-August 2014
Monitor Leaver Codes	Staff Time	Principal, Counselor	Sept. 2009-August 2014
Maintain incentive program for attendance	Staff Time	Principal, Assistant Principal	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

*Continue:* **Goal 2: With our focus on student achievement in the areas of academics, athletics, and fine arts, Argyle High School will:**

**Target A: Annually earn the state exemplary accountability rating as measured by:**

**Measure 1: AEIS data**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Maintain daily call log of phone calls made to parents of absent students	Staff Time	Principal, Assistant Principal, Attendance Clerk	Sept. 2009-August 2014
Maintain campus attendance committees	Staff Time	Principal, Assistant Principal	Sept. 2009-August 2014
Make truancy court referrals	Staff Time	Principal, Assistant Principal, Attendance Clerk	Sept. 2009-August 2014
Conduct comprehensive needs assessment addressing campus student performance on the academic excellence indicators and other appropriate measures of performance	Staff Time	Principal, Assistant Principal	Sept. 2009-August 2014
Monitor and support the implementation of differentiated instruction in reading for students in all special programs (Dyslexia, Special Education, ESL, 504, At Risk)	Staff Time	Principal, Assistant Principal, Counselor	Sept. 2009-August 2014
Integrate instructional technology into classroom instruction 9-12 to support student achievement	Mimios, Projectors, Document Cameras, Student monitoring and performance systems	Principal, Technology Integration Teacher	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

Continue: **Goal 2: With our focus on student achievement in the areas of academics, athletics, and fine arts, Argyle High School will:**

**Target A: Annually earn the state exemplary accountability rating as measured by:**

**Measure 1: AEIS data**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Provide training and integrate activities/lessons to support the counseling staff with violence prevention, bullying, crisis intervention, character education, resiliency, conflict resolution, dating violence, and safety among the High School student body.	Staff material, Outside Motivational Speakers, Staff Development Trainers	Principal, Counselor, Social Studies teachers	Sept. 2009-August 2014
Coordinate the alignment and articulation of instruction both horizontal and vertically in grades 9-12 to deliver quality instruction to all students	Staff Time	Principal, Department Heads	Sept. 2009-August 2014
List all CTE course offerings in course description guide	Staff Time	Principal, Counselor	Sept. 2009-August 2014
Provide deterrents to prevent the use of drugs on campus	District Funds, Staff Time	Principal, Assistant Principal, Counselor	Sept. 2009-August 2014
Provide additional event security at high school athletic events	District Funds	Principal	Sept. 2009-August 2014
Conduct survey on the high school campus related to drug and alcohol use and violence	Safe and Drug free Schools	Principal, Counselor	Sept. 2009-August 2014
Enforce a consistent discipline management plan in grades 9-12	Discipline Referrals	Principal, Assistant Principal	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

Continue: **Goal 2: With our focus on student achievement in the areas of academics, athletics, and fine arts, Argyle High School will:**

**Target A: Annually earn the state exemplary accountability rating as measured by:**

**Measure 1: AEIS data**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Provide Students and parents online access to the student handbook and student code of conduct	Internet, High School Website	Principal, Assistant Principal	Sept. 2009-August 2014
Continue the implementation of the five year technology plan	Technology Plan, Star Chart, Technology Committee	Principal	Sept. 2009-August 2014
Continue to have a computer lab facilitator that is shared with MS	District funds	Principal, Assistant Principal	Sept. 2009-August 2014
Provide High School Students, teachers and parents with career options	Classroom Curriculum, Career Day, College Day, Kuder Career planning System	Principal, Counselor	Sept. 2009-August 2014
Provide high school students, teachers, and parents information for higher education admissions and financial aid opportunities	Pamphlet information, Speakers from various universities, College information nights	Principal, Counselor	Sept. 2009-August 2014
Parent information on Texas grant program and Teach for Texas grant program	Pamphlet information, Speakers from various universities, College information nights	Principal, Counselor	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

Continue: **Goal 2: With our focus on student achievement in the areas of academics, athletics, and fine arts, Argyle High School will:**

**Target A: Annually earn the state exemplary accountability rating as measured by:**

**Measure 1: AEIS data**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Conduct random drug testing on all board approved extracurricular activities.	District Funds	Principal, Assistant Principal	Sept. 2009-August 2014
Provide an additional computer lab facilitator for the secondary campus	District Funds	Principal	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 2: With our focus on student achievement in the areas of academics, athletics, and fine arts, Argyle High School:**

**Target B: Annually earn the state exemplary accountability rating as measured by:**

**Measure 1: AYP data**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Utilize benchmark tests to assess student progress	State released exams, Formative Assessment Data	Principal, Assistant Principal	
Provide TAKS remediation classes	District Funds, Teaching Staff, TAKS Results, A+ System,	Principal, Assistant Principal	Sept. 2009-August 2014
Provide TAKS tutoring/accelerated instruction	District Funds, Teaching Staff, TAKS Results, A+ System, TAKS Study Guide	Principal, Assistant Principal	Sept. 2009-August 2014
Monitoring instruction in the classroom to insure adequate instruction and learning is occurring	Staff Time	Principal, Assistant Principal, Department Heads	Sept. 2009-August 2014
Counsel and guide students to prevent dropouts	Staff Time	Principal, Assistant Principal, Counselor	Sept. 2009-August 2014
Monitor Leaver Codes	Staff Time	Principal, Counselor	Sept. 2009-August 2014
Provide counseling for alternative education programs	Staff Time	Principal, Counselor	Sept. 2009-August 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 2: With our focus on Student achievement in the areas of academics, athletics, and fine arts, Argyle High School:**

**Target C: Annually earn the state exemplary accountability rating as measured by:**

**Measure 1: Standardized test data including, but not limited to: AP, SAT, PSAT, ACT, TAKS (Commended), EOC (Commended)**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Increase the average campus ELA TAKS commended rate to 60%	Staff Time	Principal, Staff	Sept. 2009-Aug. 2014
Increase the average campus Math TAKS commended rate to 54%	Staff Time	Principal, Staff	Sept. 2009-Aug. 2014
Increase the average campus Social Studies TAKS commended rate to 70%	Staff Time	Principal, Staff	Sept. 2009-Aug. 2014
Increase the average campus Science TAKS commended rate to 45%	Staff Time	Principal, Staff	Sept. 2009- Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

Continue: **Goal 2: With our focus on Student achievement in the areas of academics, athletics, and fine arts, Argyle High School:**

**Target C: Annually earn the state exemplary accountability rating as measured by:**

**Measure 1: Standardized test data including, but not limited to: AP, SAT, PSAT, ACT, TAKS (Commended), EOC (Commended)**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Increase SAT critical reading and math mean scores to 1150 and increase writing mean score to 550	Staff Time	Principal, Counselor	Sept. 2009-Aug. 2014
Increase equivalent of commended on EOC exams annually	Staff Time	Principal, Assistant Principal	Sept. 2009-Aug. 2014
Increase percentage of students making 3,4,5 on AP exams to 70%	Staff Time	Principal, Assistant Principal	Sept. 2009-Aug. 2014
Increase ACT mean score to 24	District Funds, Staff Time	Principal, Counselor	Sept. 2009-Aug. 2014
Offer SAT/ACT prep class	District Funds, Staff Time, Instructional Materials	Principal, Counselor	Sept. 2009-Aug. 2014
Increase/maintain student participation on the SAT and/or ACT to 95% of graduating seniors	Staff Time	Principal, Counselor	Sept. 2009-Aug. 2014
Continue to offer PSAT to all sophomores	District Funds	Principal, Counselor	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

Continue: **Goal 2: With our focus on Student achievement in the areas of academics, athletics, and fine arts, Argyle High School:**

**Target C: Annually earn the state exemplary accountability rating as measured by:**

**Measure 1: Standardized test data including, but not limited to: AP, SAT, PSAT, ACT, TAKS (Commended), EOC (Commended)**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Increase percentage of juniors and seniors taking AP or dual-credit courses to 60% and increase percentage of sophomores taking AP courses to 45%	Staff Time	Principal, Counselor, Assistant Principal	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 2: With our focus on Student achievement in the areas of academics, athletics, and fine arts, Argyle High School:**

**Target D: Provide comprehensive and highly qualified athletic and fine arts programs as measured by:**

**Measure 1: Program Offerings**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Survey students annually for athletic/fine arts interest selections	Staff Time	Principal, Counselor	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 2: With our focus on Student achievement in the areas of academics, athletics, and fine arts, Argyle High School:**

**Target D: Provide comprehensive and highly qualified athletic and fine arts programs as measured by:**

**Measure 2: Team/group records of performance**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Document yearly program success as determined by records of teams or levels of performance achieved	Staff Time	Principal, program leaders and directors	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 2: With our focus on Student achievement in the areas of academics, athletics, and fine arts, Argyle High School:**

**Target D: Provide comprehensive and highly qualified athletic and fine arts programs as measured by:**

**Measure 3: Level of student participation**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Increase percentage of participation in athletic and fine arts programs	Staff Time	Principal, program leaders and directors	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 3: With our focus on parental involvement and community awareness and support, Argyle High School will:**

**Target A: Build partnerships to promote, support, and establish opportunities for parental and community involvement as measured by:**

**Measure 1: Number of partnerships and volunteer efforts continued and expanded upon**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Conduct Career Day annually	Community volunteers, Staff Time	Principal, Counselor	Sept. 2009-Aug. 2014
Conduct College Fair annually	Various higher education institutions, Staff Time	Principal, Counselor Principal	Sept. 2009-Aug. 2014
Increase participation in PTA/PTSA organizations at each campus	Community Volunteers, Wingspan/Phone tree, Staff Time	Principals	Sept. 2009-Aug. 2014
Maintain partnership with Argyle Education Foundation	Argyle Education Foundation	Principal	Sept. 2009-Aug. 2014
Increase participation in Booster Clubs in Athletics and Band	Community Volunteers	Principal, Directors, Coordinator	Sept. 2009-Aug. 2014
Create a PTA/PTSA Board liaison position	Volunteers	Principals	Sept. 2009-Aug. 2014
Conduct Open House and Meet the Teacher Night	Staff Time	Principal, Assistant Principal	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 3: With our focus on parental involvement and community awareness and support, Argyle High School will:**

**Target B: Communicate with all stakeholders using multiple avenues as measured by:**

**Measure 1: Number of avenues of communication continued and expanded**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Maintain and update web site	District Funds, Webmaster	Principal, Assistant Principal	Sept. 2009-Aug. 2014
Increase communication to parents via e-mail	District Technology	Principal, Librarian	Sept. 2009-Aug. 2014
Write article for insights	Staff Time	Principal	Sept. 2009-Aug. 2014
Maintain weekly update of marquee	Staff Time	Principals, Secretary	Sept. 2009-Aug. 2014
Acquire electronic marquee	District Funds	Principal	August 2010

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 3: With our focus on parental involvement and community awareness and support, Argyle High School will:**

**Target B: Communicate with all stakeholders using multiple avenues as measured by:**

**Measure 2: Survey data**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Use data from district survey to evaluate community perception of campus performance	Staff Time	Principal	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 4: With our focus on operational excellence through well defined procedures and policies, Argyle High School will:**

**Target A: Establish and maintain policies and procedures to ensure operational excellence as measured by:**

**Measure 1: Number of policies and procedures created, reviewed and revised.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Create and maintain campus office procedure manual	Staff Time	Principal	Sept. 2009-Aug. 2014
Maintain and update an internal staff procedure manual	Staff Time	Principal	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 4: With our focus on operational excellence through well defined procedures and policies, Argyle High School will:**

**Target A: Establish and maintain policies and procedures to ensure operational excellence as measured by:**

**Measure 2: Program evaluations.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Utilize department heads to regularly evaluate academic programs	Staff Time	Principal	Sept. 2009-Aug. 2014
Utilize directors and coordinators to regularly evaluate extracurricular programs	Staff Time	Principal	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 4: With our focus on operational excellence through well defined procedures and policies, Argyle High School will:**

**Target A: Establish and maintain policies and procedures to ensure operational excellence as measured by:**

**Measure 3: Employee evaluations.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Utilize the PDAS instrument to evaluate teacher performance	Staff Time, Software	Principal, Assistant Principal	Sept. 2009-Aug. 2014
Utilize the recommended TEA instrument to evaluate administrator performance	Staff Time, Evaluation Instrument	Principal	Sept. 2009-Aug. 2014
Utilize district evaluation for non-certified employees	Staff Time, Evaluation Instrument	Principal	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 5: With our focus on fiscal accountability, Argyle High School will:**

**Target A: Be fiscally responsible as measured by:**

**Measure 1: Monthly utility bills.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Monitor utilities each day to make sure that that they are used efficiently	Staff Time	Principal, Assistant Principal, Staff	Sept. 2009-Aug. 2014

# Argyle High School

## 2009-2010 Campus Improvement Plan

**Goal 5: With our focus on fiscal accountability, Argyle High School will:**

**Target A: Be fiscally responsible as measured by:**

**Measure 2: Managing a conservative budget while meeting the campus needs.**

<b><u>Strategies/ Activities</u></b>	<b><u>Resources</u></b>	<b><u>Staff Responsible</u></b>	<b><u>Timeline</u></b>
Monitor the campus budget to insure the allotted money is spent wisely	Staff Time	Principal	Sept. 2009-Aug. 2014
Plan Campus Budget needs in a timely manner in order for the district to plan for future budget needs	Staff Time	Principal	Sept. 2009-Aug. 2014