



SHAPE American High School
Unit 21420 SHAPE International School – U.S. Secondary Section
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End of Year Report

School Advisory Committee (SAC)

SHAPE American High School (SAHS)

School Year 2005 - 2006

1. School Advisory Committee Membership:

<u>Name</u>	<u>Position</u>
	Parent Representative Chair
	Parent Representative
	Parent Representative
	Parent Representative
	Teacher Representative
	Teacher Representative
	Teacher Representative
	Teacher Representative
	Teacher Representative
Liaison:	Mr. Kevin J. Brewer, School Principal School Liaison Officer

2. SAC Meetings held during reporting period:

18 October 2005; 15 November 2005; 15 December 2005; 17 January 2006; 21 February 2006; 21 March 2006, 16 May 2006

3. The philosophy and goals of SAHS SAC

Philosophy: SAC is all about school improvement. Key support documents for school improvement include our by-laws and the School Improvement Plan (SIP). Key support groups include the School Improvement Leadership Team (SILT) and the Parent Teacher Student Association (PTSA). SAC goals support school improvement and our school objectives, and do this in a supportive way within the existing school environment and structure. People know how SAC fits into the school culture through updates of the school Web page which included the posting of our by-laws, goals, contact info and meeting minutes. We also pushed info out via suggestions made in the SAC end of year report, (including web, bulletin board, daily bulletin, etc). SAC meetings were open for all; participation from faculty, parents, students, etc was highly encouraged!

- Goal 1: Analyze student achievement and school performance data to recommend school improvement focus areas, provide suggestions and measurement tools – considering issues relative to budget, resource allocation, training, instructional materials, technology, staffing and student support services.
- Goal 2: Establish resource sub-committee to secure funding for focus areas (target:DSO/Govt/Corporations).
- Goal 3: School Safety and Student Health and Fitness (awareness focus).
- Goal 4: Student Recognition and Achievement.

4. Measures of Success in achieving each goal or objective:

Goal #1: Analyze student achievement and school performance data to recommend school improvement focus areas, provide suggestions and measurement tools

- Presentation of NCA data/ Terra Nova / PSAT scores to support Goal #1 (evaluation): Mr. Brewer presented past scores and showed how past school focus areas have been successful in improving our programs, as the kids are showing this through improved test scores. Of interesting note, the PSAT is not tied to our curriculum, which may be why those test scores are lower, and we have Sophomores, Juniors and Seniors taking the PSAT. The younger students do so for practice.
- At each meeting, the SAC considered issues relative to budget, resource allocation, training, instructional materials, technology, staffing, student support services.
- The Chair asked Mr. Brewer to discuss details regarding his staffing next year because there has been some impression that staff will be excessed next year. Mr. Brewer will make these plans more visible to the community because there is also some speculation among the parents regarding impacts of closing schools in Germany. Mr. Brewer said he will not be excessing any staff next year, and will likely gain program equipment from schools like Iceland. He will highlight this positive situation in a letter to parents.

Goal #2: Establish resource sub-committee for focus areas discovered in Goal #1:

- No major deficiencies were found during the year that required additional resources.

Goal #3: School Safety and health and Fitness Awareness:

- Safety and Security: SHAPE HS is a safe place for our students to live and learn within. Good citizenship is modeled and encouraged by parents, students, teachers and administrators. Middle school vigilance is very high among the staff. The DARE officer also included this topic in his discussions with students.
- Lock-down drill report: The lock-down drill was taken very seriously by both staff and students. The SAC recommends that next time all of the international school sections participate. One issue that has to be taken into account is that our substitutes will not have room keys to lock themselves in the room, so special care has to be taken by the front office to get to those rooms to secure them. A procedure has been adopted to make sure this happens.

- With the aid of the School Liaison Officer, a Wellness Takeover Day was held on April 25th. Continuing on the success of last year's event, subject matter experts presented topics on specific areas of interest to the community. Students were divided by age into three discussion groups. Topics were age appropriate. Over 25 health professional presented to grades 7-12 on a wide variety of health related topics. The SAC recommends another Health and Wellness day next year.

- AAFES School Lunch gained popularity this year. With the introduction of salads and a new lunch count system, students ate more and more nutrition meals. And the new Horizon system for meal payment was introduced. Thanks to a good information campaign, this transition went very smoothly.

Goal #4: High Student Achievement/Recognition:

- Student Academic Awards Assemblies were held each semester. The dates were publicized and parents of students receiving recognition were invited. In order to complete the ceremony in the time allotted, the junior high kids and the high school kids were split into two different locations. An email was sent to each parent prior to the event to let them know the details.

- Students in the High-5 Club (a rise of GPA by .5 from previous semester) had their names printed in the 80th ASG newspaper, The Meteor.

- Middle School students received an agenda planner to aid study habits.

- This year the SILT (School Improvement Leadership Team) included SAC Chair.

- The NCA report was received, and is very favorable of the school. Next steps/actions were accomplished this fall via the School Improvement Team.

- Graduation requirements: Because DoDDS requires students to hold at least a 2.0 grade point average (GPA) (in addition to completing all required classes) in order to graduate, Mr. Brewer meet with all parents of Juniors in the Spring who currently have a 2.35 GPA or lower. These meetings were meant to clearly explain the requirements and to build a plan to help the student succeed in the remaining 3 semesters of his/her High School tenure.

- DoDDs college preparation program: DoDDS purchased a college prep computer based program. DoDDs made the program available, through DoDDs servers, to the local community for college planning and college prep for both students and parents. Our challenge was to get the word out to the parents early so this valuable resource can be fully exploited. This needs to be worked on and improved for next school year.

- SAT test prep: Held May 1st and 27th. Cost and class size were posted in the Daily Bulletin.

- Terra Nova testing this year was perhaps the most well organized Terra Nova testing ever

- The scholarship committee held Parent Forums this year which were well attended and successful. These will continue next year. This year over \$27,000.00 in scholarship money was raised for our Seniors!

5. Other matters addressed and any outcome from the work of the SAC:

- The SAC sub-committee and the SAHS webmaster worked together improving the webpage so staff, parent and students would find it more user friendly. Examples include: the maintaining of one web-based calendar, which included sports, Student Council Activities, SAT info, etc.
- The Daily Bulletin was reformatted to chronological order. The Daily Bulletin link was sent to parents emails daily. Hyperlinks were utilized to parent surveys, semester exam schedules, SAC minutes etc.
- Invitations were sent electronically to the parents of each student getting an academic award.
- The Student Council President reported at most SAC meeting the status of past, continuing and upcoming events. The information was published in the SAC minutes.
- AFN supported Voice of Spartans and Two for Tuesday. The SAC chair made two radio spots on AFN to put the word out to the community about SAC and our activities.
- SAC/SILT/SIP partnership – Mr. B. identified in a one page overview how he thinks SAC can help highlight our best practices through the community partnership in order to show higher level skills.
- Education and encouragement of class sponsors to take a more active role in the election or assignment of class leaders was encouraged, with the focus being on encouraging those students who may need a little extra encouragement to participate, while keeping those with interest in many positions reasonable if the student asked to assume too much responsibility. Additionally, it was also discussed that after the lead students are elected to their posts it is also possible that SHAPE HS sponsors, other faculty, elected class officers and administration form a committee to appoint some positions within the student groups, thus removing some of the popularity contest factor. These appointments would be made after consultation with the prospective student by the entire committee.
- Advanced Placement (AP) courses: AP course policy has been established from the DSO. Parents received a copy of this policy in the mail. It explained the SHAPE HS acceptance criteria for incoming students with AP courses on their grade reports. This policy will also be appended into the Handbook.
- Grade weighting: In many AP course, grades are "weighted". This can cause some unique GPA's, above a 4.0 scale. As a result, for the Class of 2007, the playing field will be leveled per DSO policy. SHAPE schools will accept weighted grades for courses that are offered here.
- 6th Grade orientation: 7th and 8th graders visited 6th grade classrooms to describe and discuss the school differences. The 6th grade visited SAHS for a tour, including a locker demonstration. A Spring parent information night was held for parents. Before the start of school, there will still be another parent orientation night followed by the parent open house, as usual.

6. List the major achievements of the committee during the reporting period:

- Members reviewed SAC by-laws, our existing SIP/SILT info and then consider our roles on this SAC, while focusing on how the SAC fits in with other support groups, how can we compliment their activity, where can we lead and on how can we make a difference.

- College Night was held in November to help parents of Juniors and Seniors get final preparations planned / accomplished for school application process and opportunity awareness. College night was a success, and very well supported by alumni. For next year, the duration of college night will be shorter due to feedback from participants. Also, the next college night may be held at a slightly different time of the school year to get more participation from students.

- Successful Town Hall meetings were held, but had low turn-out. Information shared on Army Transition Plans. No major issues were discussed/brought up for SAC consideration.

- Report Cards were sent out on time due to the diligence of the staff, but the staff is still working on some system resource issues that have been identified to the DSO and are being worked on. To refine familiarity and system supportability, mid quarter progress reports were produced, mailed and delivered to parents. This process assisted the staff with the program efficiency, helped the teachers get organized supplemented the detailed progress reports that may be written for students by their teachers. The idea was to work smarter with the technology resources we've been given.

- The daily bulletin is going out to the vast majority of parents, because every email logged during registration is used as a recipient address for the bulletin. This bulletin was also posted in 2-3 additional areas throughout the school for students to read, on the suggestion of a parent who attended the SAC meeting.

- Mr. Brewer and his staff considered holding a technology open house for select classrooms / areas to showcase new capabilities, which include SMART boards, four "computers on wheels" mobile resource centers and other initiatives. This was to be advertised as a Technology Open House, with limited venues, not to be confused with a typical open house event where the whole school is open. The technology open house needs to happen next year.

7. List any concerns requiring additional review and recommendations for the succeeding SAC:

- Continue working on the 4 goals established 2005-2006.
- Continue utilizing the SAC webpage with dates, members, agendas and minutes.
- Continue utilizing a student representative at SAC meetings.
- Establish an IAC calendar that coincides with the SAC calendar.
- Other items as noted above.

8. List actions taken to strengthen and improve the local SAC:

- Designed SAC webpage <http://www.shap-hs.eu.dodea.edu/support/sac.htm> to include dates, members, agendas and minutes.
- Utilized School Bulletin / Notice Board near the school's main office with dates and member information.
- Announced all SAC meetings in the Daily Bulletin which was sent to parents.
- Utilized Voice of the Spartans on local AFN station
- Incorporated standing position for student government representative at all meetings
- Other School Committees; Boosters, Scholarship, PTSA activities were discussed at SAC meeting and included in the minutes.

9. Recommendations for the improvement of the local DoDDS School Advisory Program:
- None.

Questions regarding the content of this report may be addressed to the school principal, Kevin J. Brewer DSN 423 5715, Kevin.Brewer@eu.dodea.edu.

Respectfully submitted,

SAC Chair
SHAPE American High School
cc: DoDDS-Europe Director
Isles District Superintendent
Installation Commander
Principal
Members