South Shore Vocational Technical High School

School Improvement Plan

FY11-FY12

Submitted May 2010

SCHOOL COUNCIL MEMBERS

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May 2010

Dear Reader,

This year the South Shore Vocational Technical High School Council welcomed our new parent representative, Melissa McLaughlin, and lost no time in beginning its work on the 2010-2012 School Improvement Plan.

The council used the school mission and goals statement as the basis for designing its improvement plan. We hope that this format will allow the mission and goals to be in the forefront of the minds of policy makers, school leaders and all employees. Some of the recommended action plan items have a budgetary impact that we hope will be considered as the FY12 budget process begins in the fall of 2010.

By more closely aligning all district and school plans with our school mission and goals, we will move forward as one school community committed to continuous improvement, leaving us well positioned for our NEASC decennial accreditation visit in 2013.

I wish to thank all the members of the School Council for their hard work and contributions this year with special thanks to the three departing members: Parents Ellie Grillo and Debbie Drago and English teacher Jay Savage.

The council will return to work in September of 2010 with the goal of spending time on school budget review in the fall, School Improvement Plan work in the winter, and school handbook review in the spring.

Should you have any questions on the contents of this document, please contact me.

Sincerely,

Thomas J. Hickey, Ed.D.
Principal

Introduction

The South Shore Vocational Technical School Improvement Plan (SIP) outlines the numerous activities that will contribute to student achievement in all academic and technical areas and fulfill the mission and purpose of the school.

Fulfilling our school's mission is measured by our ability to meet 11 school goals. To ensure that the community is reminded regularly of our mission, we have designed this improvement plan around the 11 school goals. Progress toward these goals cannot be determined unless we are willing to collect data and measure our performance, wherever the results lead. Only then will we grow and improve as a school district.

The School Improvement Plan is based on the council's discussions, a faculty, student and parent survey administered in December 2009, as well as other data sources.
The Department of Elementary and Secondary Education maintains data on all public schools relative to enrollment, MCAS, AYP, plans of graduates. These data can be found at http://profiles.doe.mass.edu/profiles/general.aspx?topNavId=1&orgcode=08730605&orgtypecode=6&

SSVT School Goals

1. **School Climate**: To provide our students with a safe and supportive environment that empowers students to develop advanced technical, academic and social skills for post-secondary career pathways.

2. **Facility**: To maintain a clean and safe facility that meets the needs of the school and community.

3. **Community**: To utilize multiple means of communication to engage students, parents, staff, and advisors.

4. **Curriculum & Instruction**: To teach relevant and challenging technical and academic curricula which match students' post-secondary goals and provide them with the skills and experiences to help them grow socially and professionally.

5. **Assessment**: To measure and report student achievement based on demonstrated acquisition of skills and knowledge and to use results to improve instruction and student achievement.

6. **Soft Skills**: To develop students' skills and habits of mind in the areas of critical thinking, problem solving, collaboration, work ethic and sense of personal responsibility.

7. **Equipment & Technology**: To utilize current industry-standard equipment for our vocational technical programs, and current instructional technology tools and resources for all programs.

8. **Student Engagement**: To help students develop strong, positive relationships with teachers and peers via co-curricular and extracurricular programs that shape their intellectual, physical, social/emotional development and work ethic.

9. **Instructional Support**: To provide a continuum of support services to help all learners meet their academic and technical goals.

10. **Student Recruitment and Retention**: To implement recruitment and retention strategies that lead to sustained full school enrollment, steady student retention and high-quality post-secondary placement in chosen career pathways.

11. **Staff Recruitment and Retention**: To recruit and support the best administrators, instructors, and support staff dedicated to fulfilling the school's mission.

South Shore Vocational Technical High School
School Improvement Plan Goals

FY11-FY12

Goal 1: School Climate: To provide our students with a safe and supportive environment that empowers students to develop advanced technical, academic and social skills for post-secondary career pathways.

What are examples of ongoing activities that contribute to meeting this goal?

- ☐ *Peer Leader program*
- ☐ *Peer Mediation program advisor appointed and students trained*
- ☐ *Massachusetts Aggression Reduction Center (MARC) training for staff and students*
- ☐ *Ninth grade orientation program*
- ☐ *Lockdown training*
- ☐ *Social events, including Pep rallies, athletic banquets, honor roll publication*
- ☐ *Expanded student government*

Over the next two years, what are our objectives and planned actions to improve the prospects of meeting this goal?

Objective 1.1: Reduce the frequency of bullying and other negative behaviors

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
1. Revise anti-bullying action plan to align with state anti-bullying law	●Handbook update ●School Council updates	December 2010	Principal; Guidance; Dean of Students; School Council
2. Develop anti-drug awareness program	Plan of program activities	June 2011	Dean of Students

Objective 1.2: Increase the diversity and frequency of social and community building activities for students

Action Item	Evidence of Completion	Timeline	Person(s) Responsible for Monitoring Progress
3. Plan a total of 3 fall, winter and spring after school activities (excluding the Homecoming Dance and Prom)	Three activities that are well attended by student body	Annually in June	Student Council Advisors; Peer Leader Advisors; Dean of Students

4. Increase visibility of non-athletic clubs and activities, as well as shop highlights	●Website pages dedicated to clubs ●Communicate the selection process requirements for peer leaders, peer mediation and student government	January 2011	Principal; Dean of Students; Technology Coordinator

Goal 2: Facility: To maintain a clean and safe facility that meets the needs of the school and community.

What are examples of ongoing activities that contribute to meeting this goal?

- ☐ *Regular lockdown, fire drills and bus evacuation drills are held*
- ☐ *Emergency Action Plans are reviewed with all staff and updated in concert with Hanover FD and PD*
- ☐ *Upgraded bus cameras*
- ☐ *Cleared out basement area under 200 wing and area above barn for additional storage*
- ☐ *Improved tracking of parking permits*
- ☐ *Recycling in the cafeteria*
- ☐ *Air conditioning installed in the Faculty room and the CIT shop*
- ☐ *Removed stock from shop mezzanines in compliance with OSHA audit*

Over the next two years, what are our objectives and planned actions to improve the prospects of meeting this goal?

Objective 2.1: To improve the communication, monitoring and overall security both within and around the school building and campus

Action Item	**Evidence of Completion**	**Timeline**	**Person(s) Responsible**
1. Upgrade perimeter cameras	●Budgeting of items ●Installation	September 2011	Assistant Principal; Director of Buildings & Grounds
2. Expand cameras to other general areas of the school	●Budgeting of items ●Installation	September 2011	Assistant Principal; Director of Buildings & Grounds
3. Relocate Guidance, Special Education and Specialist space	Physical relocation	September 2010	Superintendent

Objective 2.2: To maintain a clean and safe school building and campus

Action Item	**Evidence of Completion**	**Timeline**	**Person(s) Responsible**
4. Install new outdoor lighting near the west entrance area and in the front parking areas	Installation of lights	As budget permits, by FY12	Director of Buildings & Grounds
5. Revise plan for A/C expansion	Needs assessment and prioritization of building A/C needs	FY12 Budget	Director of Buildings & Grounds
6. Replace roof and windows in conjunction with SBA funds	District and state funding for roof/windows project	TBD; action item contingent on and local approval	Superintendent; Director of Buildings & Grounds
7. Restriction of mezzanine usage in various shops as per OSHA audit	Plan for mezzanine restriction or removal	September 2011	Superintendent; Director of Buildings & Grounds; Assistant Principal
8. Revise Emergency Action Plan to align with Hanover Public Schools	Revised emergency action plan	September 2010	Principal
9. Expand student involvement with recycling and green activities around campus	●Sponsored events (e.g. Earth Day); ●Expanded cafeteria recycling	September 2010	Science Club Advisor; Dean of Students

Goal 3: Community: To utilize multiple means of communication to engage students, parents, staff, and advisors.

What are examples of ongoing activities that contribute to meeting this goal?

- ☐ *Regular connect-ed messages to parents*
- ☐ *Teacher expectation sheets on school website*
- ☐ *Regular department meetings for teachers*
- ☐ *Establishment of iParent to track student progress, attendance and discipline*
- ☐ *Television/laptop in cafeteria to broadcast school activities*
- ☐ *Student Support Services PAC sponsors parent workshops throughout the year*
- ☐ *Taping and broadcasting of monthly school committee meetings to district town*

Over the next two years, what are our objectives and planned actions to improve the prospects of meeting this goal?

Action Item	**Evidence of Completion**	**Timeline**	**Person(s) Responsible**
1. Increase Parent Association and Student Support Services PAC outreach	●Use of Connect-Ed to promote a activities ●Post minutes etc. on website	Ongoing	Principal; Parents Association Officers
2. Recruit foundation membership	●Active foundation board of directors	September 2010	Principal
3. Expand school committee outreach to the public	●Post school committee meetings on Website	September 2010	Superintendent
4. Begin regular outreach to SSVT alumni	●Compilation of alumni database ●Multiple communications to alumni on school events	September 2010	Principal
6. Overhaul school website	New website online with enhanced features and tools for parents, students and community	September 2010	Principal; Graphic Communications; Technology Coordinator; Library Media Specialist
7. Research new student information system options	Research from various SIS companies	June 2011	Director of Pupil Services Technology Coordinator

8. Establish sports boosters club	Club established; by-laws written and approved	September 2010	Athletic Director

Goal 4: Curriculum & Instruction: To teach relevant and challenging technical and academic curricula that matches students' post-secondary goals and provide them with the skills and experiences to help them grow socially and professionally.

What are examples of ongoing activities that contribute to meeting this goal?

- *All SSVT courses have a standards-based curriculum map/syllabus.*
- *Departments review MCAS data to help guide instruction.*
- *MCAS tutoring support*
- *Regular course syllabi revisions*
- *Career Cruising*
- *Career Plans*
- *OSHA safety training for all students*
- *Summer school remediation is competency-based to ensure that core skills are acquired before course credit is awarded.*
- *Pre-engineering pathway has been implemented within the Electronics Engineering Technology program.*
- *Vocational report cards help to gauge a program's ability to meet internal benchmarks.*
- *Vocational and academic departments meet monthly to discuss curriculum and instruction issues.*
- *Grade 9 final exams are implemented in all four academic areas.*
- *Homework club is available for students needing support for completing homework assignments.*
- *DCAP (District Curriculum Accommodation Plans) plans are written for regular education students struggling with academic or technical course curriculum.*
- *SSVT continues to meet AYP requirements.*

Over the next two years, what are our objectives and planned actions to meet this goal?

Objective 4.1; Design a program of study that meets state mandates (Certificate of Occupational Proficiency & MCAS), school's mission, and student interests.

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
1.Expand science offerings to 100% of juniors and seniors	Master schedule	September 2010	Principal; Director of Pupil Services
2. Design report cards that better report student achievement and employability Skills	●Faculty and parent discussions and feedback ●New report card	September 2011	Principal; Director of Pupil Services
3. Develop more consistent assessment practices within departments	●Department wide expectations sheets ●Handbook language	September 2011	Principal; Academic Department Heads
4. Instruct students in literacy toolkit activities	Grade 9 curriculum maps	Annual	Academic Departments
5. Develop library curriculum grades 9-12	Curriculum map	September 2010	Library Media Specialist
6. Revise all course syllabi in preparation for 2013 NEASC visit	●New course syllabi ●Alignment to all applicable academic and technical competencies ●Clear connection between standards and assessments by department	June 2011 Revision Sept 2011 Implementation	Principal
7. Develop curriculum to focus on practical exit skills and knowledge in grade 12, including financial literacy,	New course syllabi	June 2011	Principal; Academic Department Heads

entrepreneurship, civics, and career decision making			

Objective 4.2: Expand school's ability to support special populations in areas of instruction.

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
7. Maintain co-taught classes using regular education and special education teachers	●Co-taught classes are on the master schedule in all four academic areas ●Co-teachers in action	Annual	Director of Pupil Services
8. Plan school year interventions for students who are at-risk for failing courses	●Documented outreach to students ●9th period study hall idea	September 2010	Principal; Director of Pupil Services
9. Collect and analyze student risk factor data	●Review trends for absenteeism, tardiness, suspensions, failure rates, summer school rates, graduation rates ●Determine course of action as needed	Annual	Principal; Dean of Students; Director of Pupil Services
10. Develop alternate means of taking advanced coursework not otherwise offered at SSVT	●Student attendance at Massasoit ●Community college courses ●Investigation of online courses for enrichment, accelerated learning and credit recovery	September 2011	Principal; Director of Pupil Services

Objective 4.3: Plan staff professional development that meets individual, department and school-wide needs.

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
11. Ensure that 100% of teachers are highly qualified or working toward becoming highly qualified	Reports to DESE	Annual	Principal
12. Ensure that all instructors lacking professional licensure are making reasonable progress toward that license	Licenses issued by DESE	Annual	Principal
13. Provide common planning time for academic departments	Master schedule	Annual	Principal; Director of Pupil Services
14. Schedule time for special education instructors to meet as a group over the course of the year	In-service/department head schedule	Annual	Principal; Director of Pupil Services
15. Schedule annual training for all staff on Right-to-Know law, civil Rights laws, and IEP and transitional planning process	Schedules	Annual	Principal; Director of Pupil Services; Special Education Coordinator

Goal 5: Assessment: To measure and report student achievement based on demonstrated acquisition of skills and knowledge and to use results to improve instruction and student achievement.

What are examples of ongoing activities that contribute to meeting this goal?

- ☐ *All students will receive annual competency reports from vocational programs in June 2010*
- ☐ *Teachers are developing common employability rubrics to rate students*
- ☐ *Academic department final exams are utilized to measure student achievement*
- ☐ *Vocational third-party tests (e.g. CNA license, ServSafe) measure student achievement*

Over the next two years, what are our objectives and planned actions to improve the prospects of meeting this goal?

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
1. Expand competency-based reporting to all subject areas based on vocational frameworks	●VTCTS generated competency reports ●Competency pilot project ●Use of I-Pass competency module	June 2011	Principal
2. Analyze MCAS results	MCAS analysis reports	Annual	Principal; Academic Department Heads
3. Utilize Growth Model and Data Warehouse data for instructional decisions	Analysis/reports	Annual	Principal
4. Amend handbook language on grading practices	Revised handbook	September 2011	Principal; Dean of Students
5. Revising grading practices to more clearly reflect student achievement and work habits	New report card	September 2011	Principal

Goal 6: Soft Skills: To develop students' skills and habits of mind in the areas of critical thinking, problem solving, collaboration, work ethic and sense of personal responsibility.

What do the data suggest?

- *Soft skills are embedded throughout the school curriculum, but not in an organized way.*

What have we done to work toward this goal?

- *Asked academic and vocational programs to determine where they integrate strands in program*
- *Revised report card comment codes to reflect work ethic characteristics*
- *Piloted employability rubric with volunteer teachers*

Over the next two years, what are our objectives and planned actions to improve the prospects of meeting this goal?

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
1. Expand strand 3-4-5-6 instruction into all academic and technical areas	●Curriculum Map of where strands are taught in academic classrooms	June 2011	Principal; Academic & Vocational Department Heads
2. Develop clear work habits terminology	●Definitions of work habit terms in handbook	June 2011	Principal; Academic & Vocational Department Heads

Goal 7: Equipment & Technology: To utilize current industry-standard equipment for our vocational technical programs, and current instructional technology tools and resources for all programs.

What do the data suggest?

- ☐ *Advisory committees regularly request new equipment.*
- ☐ *Budget FY11 reflects new purchases of equipment, but not all requests could be met.*
- ☐ *Survey: Smartboards are a preferred instructional tool.*
- ☐ *Vocational shop budgets are detailed and based on industry demands and advisory recommendations.*
- ☐ *Nearly 100% of advisory requests have been met as of FY10*
- ☐ *Technology purchases are checked by the Technology Coordinator*

Over the next two years, what are our objectives and planned actions to improve the prospects of meeting this goal?

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
1. Update long range replacement plan for instructional technology	Technology Plan	June 2010	Technology Coordinator
2. Provide Web 2.0 instructional training for 100% of interest staff	PD activities	June 2011	Library Media Specialist
3. Implement Nutrakids system in cafeteria	System operational	September 2010	Assistant Principal; Cafeteria Manager; Technology Coordinator
4. Assign students shared folders to access portfolio artifacts or other documents important to current school or career needs	Shared folders system in place	December 2010	Technology Coordinator

Goal 8: Student Engagement: To help students develop strong, positive relationships with teachers and peers via co-curricular and extracurricular programs that shape their intellectual, physical, social/emotional development and work ethic.

What do the data suggest?

- ☐ *Students like pep rallies.*
- ☐ *Students want more extracurricular activities and social activities, but the specific student interest is not clear*
- ☐ *Peer leaders activities have had a positive impact, but could do more to affect positive school change.*
- ☐ *Students are happy with the school's athletics program.*

What have we done to work toward this goal?

- ☐ *Peer leaders have received training from MARC (Massachusetts Aggression Reduction Center)*
- ☐ *Recruit staff members to fill all posted extracurricular activities*
- ☐ *Re-established Peer Mediation*
- ☐ *Expanded student government*

Over the next two years, what are our objectives and planned actions to improve the prospects of meeting this goal?

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
1. Track total student participation in extracurricular activities	Report on student participation	Annual	Dean of Students
2. Survey students for student interest in activities	Survey results	Annual	Dean of Students

Goal 9: Instructional Support: To provide a continuum of support services to help all learners meet their academic and technical goals.

What have we done to work toward this goal?

- ☐ *Regular student support meetings provide a crucial weekly forum for guidance counselors, Principal, Director of Pupil Services, Assistant Principal, Special Education Coordinator and the school nurse to discuss students who are struggling with academic, social, medical issues, etc.*
- ☐ *Hold DCAP meetings to discuss regular education students struggling with general curriculum*
- ☐ *Completed CPR audit form from DESE, which addressed areas of special education compliance, civil rights and career and technical education*
- ☐ *Trained staff on eSped software*

Over the next two years, what are our objectives and planned actions to improve the prospects of meeting this goal?

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
1. Expand instructional support into vocational courses, including related courses	●Literacy coach funding ●Aides in related rooms ●Vocational co-teaching	September 2011	Director of Pupil Services; Principal; Assistant Principal
2. Dedicate in-service time to special education instructors to meet as a group	Scheduled in-service time	September 2010	Principal ; Special Education Coordinator
3. Comply with Coordinated Program Review (CPR) audit action plan items	Progress reports to DESE	Ongoing	Director of Pupil Services
4. Research third-party grant opportunities	• Grant opportunities are reviewed • Applications are made by impacted departments with administrative assistance	Ongoing	Principal Director of Pupil services

Goal 10: Student Recruitment and Retention: To implement recruitment and retention strategies that lead to sustained full school enrollment, steady student retention and high-quality post-secondary placement in chosen career pathways.

What do the data suggest?

- *For the past two years school enrollment has been between 585-595, suggesting excellent recruitment and retention*
- *See vocational report cards for more post-secondary data*

What have we done to work toward this goal?

- *Continuum of intervention to retain students who might be at risk*
- *Vocational report cards detail co-op and one year follow-up data.*
- *Designed academic department brochures for Open House*
- *Investigate feasibility of post-secondary technical institute*
- *Expanded recruitment activities into under enrolled communities*
- *Summer orientation for 9th graders*

Over the next two years, what are our objectives and planned actions to improve the prospects of meeting this goal?

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
1. Investigate the feasibility of recruiting 10th and 11th grade students to enter vocational programs	Feasibility study	Annually in June	Director of Pupil Services
2. Review communication protocols with district towns, feeder schools and guidance staff from respective schools	Communications with district towns	Annual	Director of Pupil Services
3. Expand school website to enhance recruitment	New website	September 2010	Principal; Director of Pupil Services; Technology Coordinator

Goal 11: Staff Recruitment and Retention: To recruit and support the best administrators, instructors, and support staff dedicated to fulfilling the school's mission.

What have we done this year to work toward this goal?

- ☐ *Mentoring program*
- ☐ *Targeted PD for new teachers*
- ☐ *Observation feedback*
- ☐ *Peer observation*
- ☐ *Job fairs*

Over the next two years, what are our objectives and planned actions to improve the prospects of meeting this goal?

Action Item	Evidence of Completion	Timeline	Person(s) Responsible
1. Attend local and regional job fairs	Attendance at local job fairs	Annual	Principal; Assistant Principal
2. Publicize vacancies through all available media	●Utilize timely advertising via local newspapers ●Post job opportunities on school website and other list-servs	Annually in June	Superintendent
3. Target professional development activities for new teachers	●PD schedule for non-professional status teachers ●100% Highly Qualified staff	Ongoing	Principal