



# Old Colony Regional Vocational Technical High School 2017-2019 District and School Improvement Plan

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## **Beliefs About Learning**

- All students are provided with the most current vocational, technical, and academic courses of instruction that allow for differences in student interests, aptitudes and abilities.
- Students' compassion towards others is paramount in fostering interpersonal connections collaboratively to ensure a safe, productive and respectful learning environment.
- Each student establishes relationships with community organizations to maximize student learning and promote postsecondary and career opportunities.
- Students will develop effective communication and leadership skills that build upon traits creating reliable work ethic of a civic-minded, lifelong learner.
- Students are encouraged to persevere with professional, academic, and personal integrity.

## **Theory of Action**

If we improve our curriculum and instructional practices, efficiently use data to differentiate instruction to reach all students, and provide quality instruction through a highly developed professional staff that works together and works in collaboration with the administration, then all of our students will achieve at or above state standards, and will be prepared to realize their educational and career goals.

**Old Colony Regional Vocational Technical High School  
District & School Improvement Plan 2017-2019**

**Focus Area - Student Achievement: The district will provide opportunities for students to experience post-secondary level coursework and cooperative learning opportunities.**

**Goal #1: Increase achievement in all facets of college and career readiness.**

<u>Action Step</u>	Progress of Implementation			<u>Responsible Party</u>	<u>Financial Resources</u>	<u>Performance/Assessment Measures</u>	<u>Timeline</u>
	Completed	In Progress	Pending				
Implement/refine mechanism and protocols for consistent competency tracking across the vocational areas				Vocational Coordinator		Completed Google spreadsheet for tracking of student competency attainment	Years 1 & 2
Based on district approved instruction, all students will create individualized learning plans (ILPs)				Guidance Counselors		ILPs created for Gr 9 & 10 students	Year 1
Renew and increase partnerships with post-secondary institutions to secure opportunities for new or revised articulation agreements				Guidance Counselors & Vocational Coordinator		Growth from Fall to Spring of each year	Years 1 & 2
Partner with local two and four-year colleges to expand upon dual enrollment courses and opportunities for OC students				Guidance Counselors and Administrative Team		Create a list of post-secondary schools to expand upon partnerships with. Create contacts and schedule meetings for planning and implementation.	Years 1 & 2
Gather data from students, families, and teachers to determine dual enrollment interest, AP course offerings, and establish new programs for OC community				Guidance Counselors and Administrative Team		Google form for survey, review of survey results, creation of a new OC program brochure	Years 1 & 2
Allocate financial resources for faculty to attend Advanced Placement training opportunities				Administrative Team		Professional development agendas	Years 1 & 2
Conduct a regional labor market review for each of the thirteen vocational-technical areas				Guidance Counselors and Vocational Coordinator		Labor market analysis, data provided by local WIB	Year 1

<u>Action Step</u>	Completed	In Progress	Pending	<u>Responsible Party</u>	<u>Financial Resources</u>	<u>Performance/Assessment Measures</u>	<u>Timeline</u>
Review certifications/credentialing components in each of the vocational-technical programs				Guidance Counselors and Vocational Coordinator		List all shop credentials including certifications, licenses, state, and national opportunities for each program	Year 1
Maximize credentialing opportunities in existing programs				Guidance counselors and Vocational Coordinator		Industry certifications, Program Advisory minutes, teacher recommendations	Year 2
Work with registered apprenticeship programs to update and create articulation agreements				Guidance counselors and Vocational Coordinator		Industry certifications, Program Advisory minutes, teacher recommendations	Year 2
All vocational students complete a senior-year program that encompasses a product and written component				Vocational Coordinator and Vocational Staff		Timeline, criteria, assessment, portfolio component tied to literacy initiative	Years 1 & 2

**Focus Area - Faculty & Staff Development: The district will review all curricula to ensure alignment with Massachusetts Common Core Standards, CTE Frameworks and industry standards to maximize the potential for student success upon graduation from Old Colony RVTHS**

**Goal #2: Staff will implement a common structure of curricula, comprised of curriculum guides, unit plans, and instructional cycle plans with an identified scope and sequence.**

<u>Action Step</u>	Progress of Implementation			<u>Responsible Party</u>	<u>Financial Resources</u>	<u>Performance/Assessment Measures</u>	<u>Timeline</u>
	Completed	In Progress	Pending				
Provide professional development opportunities for faculty to develop standardized unit plans and essential questions that align to MA Common Core Standards, CTE Frameworks, and industry standards				Administrative Team, OC Faculty		In-Service Agendas, Department Meeting Minutes, Sign-in sheets, Presentations	Year 1
Provide professional development opportunities for faculty to promote critical thinking within their learning environment (e.g., instruction, student learning activities, assessments, etc.)				Administrative Team, OC Faculty		In-Service Agendas, Department Meeting Minutes, Sign-in sheets, Presentations	Years 1 & 2
Provide opportunities for faculty to participate in co-planning activities				Administrative Team, OC Faculty		In-Service Agendas, common scheduling	Years 1 & 2
Develop/refine common assessments within academic and technical departments				Administrative Team, OC Faculty		In-Service Agendas, common scheduling	Years 1 & 2
Develop/refine templates for common curricula structure (e.g., curriculum guides, unit plans, instructional cycle plans)				Administrative Team, OC Faculty		Templates created and utilized	Years 1 & 2
Develop protocols for submitting and archiving curricula materials (e.g., curriculum guides, unit plans, instructional cycle plans)				Administrative Team		OC Faculty Intranet tabs and uploads	Years 1 & 2
Develop protocols for evaluating the effectiveness and use of new common curricula materials				Administrative Team		Walk-Through protocol, student work and growth tracking, common assessment data	Years 1 & 2

**Goal #3: Staff will implement a Literacy Across the Curriculum initiative**

<u>Action Step</u>	Progress of Implementation			<u>Responsible Party</u>	<u>Financial Resources</u>	<u>Performance/Assessment Measures</u>	<u>Timeline</u>
	Completed	In Progress	Pending				
Professional development with staff to develop expectations for the Literacy Across the Curriculum initiative				OC Faculty, Keys to Literacy Coaches		In-Service Agendas, Department Meeting Minutes, Sign-in sheets, Presentations	Year 1
Form a committee to lead the Literacy Across the Curriculum initiative at Old Colony				Administrative Team, OC Faculty	Stipends for coach(es)	Meeting agendas & minutes	Year 1
Create a schedule for routine writing, speaking, and presentation activities				Administrative Team, Literacy Committee		Schedule created & shared	Year 1
Implement a Literacy Across the Curriculum initiative with students that includes regular practice of speaking/writing/presenting skills (common expectation and evaluation)				Administrative Team, Literacy Committee, OC Faculty, Students		Review collection samples, keep portfolios, rubrics, submit data and analyze for growth possibilities	Year 1
Analyze data collection of literacy initiative and revise as needed to achieve desired results				Administrative Team, Literacy Committee		Review collection data and analyze for results and growth possibilities	Year 2
Professional development with staff to share results and recommended revisions to program, protocols for implementation, collection, and/or assessment				Administrative Team, Literacy Committee		Presentation on (and discussion of) Literacy Across the Curriculum data	Year 2

**Focus Area – School Safety & Culture: To create an environment that promotes safety, personal well-being, autonomy and positive social connections within and beyond our Old Colony community.**

**Goal #4: Revise and promote school-wide services, programs, and protocols for all students and staff**

<u>Action Step</u>	Progress of Implementation			<u>Responsible Party</u>	<u>Financial Resources</u>	<u>Performance/Assessment Measures</u>	<u>Timeline</u>
	Completed	In Progress	Pending				
Create protocols to identify and track of students in need of intervention				Dean of Students, Secretarial, Guidance, OC Faculty		Google spreadsheet, includes an action and a follow-up plan	Year 1
Review current practices to best plan behavior modification and restorative justice practices				Dean of Students, Guidance, Administrative Team		Increased attendance/ICAN Program, behavior, discipline, social-emotional	Years 1 & 2
Train all staff and students regarding wrap-around support services, including individualized learning plans (ILP) and district accommodation plan				Dean of Students, Guidance, OC Faculty		Protocols for developing ILP, district accommodation plan (DCAP), create template	Years 1 & 2
Students meet with guidance and teachers to create an ILP to include a social emotional component				Support team, System-wide buy-in		Schedule for Individual student meetings for grades 9-12 with guidance counselors	Years 1 & 2
Introduce a Freshman Academy to share expectations associated with our Old Colony philosophy for all incoming Freshman to ensure understanding and alignment prior to the first day of school				Administrative Team, OC Staff, Student volunteers		Pre/Post student survey, presentations, daily schedule, reflection notes	Year 1
Continue to run our assemblies at the start of each cycle in an effort to promote positivity, recognition, and character building within our Old Colony culture				Administrative Team, OC Faculty, Students		Google survey to staff and students to assess the effectiveness of sense of community; offer suggestions	Year 1 & 2

<u>Action Step</u>	Completed	In Progress	Pending	<u>Responsible Party</u>	<u>Financial Resources</u>	<u>Performance/Assessment Measures</u>	<u>Timeline</u>
Post and review protocols and procedures related to use and issue of restricted and safety passes				Support team		Email, staff & student training, presentation	Year 1
Expand peer-to-peer mentoring program for Gr 9 & 11 students				Peer to peer team	Stipends	Stipend positions for the partnership and coordination of a new group of peer mentors and mentees; create schedule, trainings, topics, and meetings; student mentors track meeting hours in a Google spreadsheet	Years 1 & 2
Expanded staff and students clubs and organizations				OC admins & staff		Create a Google survey form to review staff & students after or before school interests; expand on programs offerings and allow for stipends	Years 1 & 2
Implement next phase (3) of ALICE practice drill w/SWAT team and RPD				OC admins, Steve & Kevin		Meeting agendas, minutes, and schedule for next phase of coordination of program at OC	Years 1 & 2



**Focus Area - Facilities: Improve facilities and infrastructure to meet the needs of academic and vocational-technical learning environments.**

**Goal #5: Future Planning - Old Colony stakeholders will research and explore the expansion of the school's current 40-year-old facility.**

<u>Action Step</u>	Progress of Implementation			<u>Responsible Party</u>	<u>Financial Resources</u>	<u>Performance/Assessment Measures</u>	<u>Timeline</u>
	Completed	In Progress	Pending				
Coordinate a Facility Planning Committee				Superintendent, Principal, Business Manager, School Committee		Agenda and meeting minutes	Year 1
Work with neutral party to research financial implications associated with addition of Freetown to the district agreement				Superintendent, Business Manager, School Committee		Department of Education with cooperation from MARS	Year 1
Review and prioritize capital building projects				Facility Planning Committee		Timeline	Year 1
Evaluate and assess existing school facilities and infrastructure; future enrollment projections; potential funding resources				Facility Planning Committee		Report on school survey and facility findings	Year 1
Identify alignment with future industry projections and standards for required machinery, space, etc. through advisory board recommendations				Facility Planning Committee		Workforce Investment Board, Chamber of Commerce, Unemployment Office, Occupational Outlook Handbook data and reports	Year 1
Determine list of long-term needs and expansion possibilities				Facility Planning Committee		Priority List and timeline	Year 1
Conduct student, staff, parent, and community surveys to determine school expansion interest				Facility Planning Committee		Google form to survey OC stakeholders	Year 1
Partner with experts to develop a vision for potential facility updates and/or expansion				Facility Planning Committee		Town Administrators, Managers, Selectmen, Finance Committees from Sending Districts, Freetown	Year 2

<u>Action Step</u>	Completed	In Progress	Pending	<u>Responsible Party</u>	<u>Financial Resources</u>	<u>Performance/Assessment Measures</u>	<u>Timeline</u>
Determine whether to pursue the addition of Freetown to the district agreement prior to submission of a Statement of Interest (SOI) to the Massachusetts State Building Authority (MSBA)				Facility Planning Committee, School Committee, Town Officials			Year 2
Meet with Town administrators to discuss sending districts' financial support for a renovation or construction project				Facility Planning Committee		Agenda and meeting minutes; proposals	Year 2
Attend town meetings and propose feasibility study findings and justification for expansion				Facility Planning Committee		Town meeting presentations	Year 2
With support from sending districts to fund a feasibility study, submit an SOI to the MSBA				Facility Planning Committee, Town Officials			Year 2

**Focus Area – Image and Promotions: Promote the positive image of Old Colony Regional Vocational Technical High School.**

**Goal #6: Expand outreach to/for all stakeholders in the Old Colony RVTHS community.**

<u>Action Step</u>	Progress of Implementation			<u>Responsible Party</u>	<u>Financial Resources</u>	<u>Performance/Assessment Measures</u>	<u>Timeline</u>
	Completed	In Progress	Pending				
Evaluate present programs and systems used for communication. Considerations include telephone system, recruitment software and online social media				Administrative Team, Future Planning Committee, and Technology Committee		Secure quotes and engage future planning subcommittee in discussion	Year 1
Consistently use electronic and print media to communicate OC image with stakeholders and the community at large				Administrative Team and Old Colony Faculty		Professional development for all stakeholders; SC policy; posted & updated expectations	Year 1
The school website will be redesigned to inform, appeal and promote to stakeholders, community members and potential applicants				Admin team and staff		Work with Slocum Studies, Kyle O'Neill, and Computer Science Shop for content training and update website; schedule time for staff to comply	Year 1
Develop, implement and promote a variety of events to engage students, staff, families, prospective applicants, industry partners and the greater community				Administrative Team, Old Colony Faculty, Students, Alumni, PTO, OC Community		Posted news, social media, website, flyers, tickets, other PR materials, etc.	Years 1 & 2
Provide all staff with professional development opportunities necessary to build capacity in the use of various types of technologies				Administrative Team		Professional development from staff for a "tech day" rotation for staff to present and staff to attend; ask presenters, create survey for offerings, schedule/timeline, feedback survey	Year 1

**Goal #7: Improve upon admissions process and expand access for potential students/families**

<b><u>Action Step</u></b>	<b>Progress of Implementation</b>			<b><u>Responsible Party</u></b>	<b><u>Financial Resources</u></b>	<b><u>Performance/Assessment Measures</u></b>	<b><u>Timeline</u></b>
	<b>Completed</b>	<b>In Progress</b>	<b>Pending</b>				
Restructure admissions to increase visibility of promotion and presentations within sending districts and at community events				Administrative Team		Schedule for tours, middle school connections, other opportunities for outreach	Year 1
Provide Admissions Team with professional development opportunities necessary to build capacity in the use of various types of technologies in promoting Old Colony to community stakeholders				Administrative Team		Local libraries, visits, etc.; meeting schedule with group and individual log	Year 1
Introduce the Go2Solutions software for admissions purposes to minimize obstacles for potential applicants				Administrative Team, Admissions Team, Go2Solutions		Professional development for all OC staff involved with the admissions process	Year 1
Create an online viewbook for potential applicants that highlights our program of offerings, successful alumni, and the multitude of directions available to Old Colony graduates				Admission Team, Public Relations		Marketing booklet displaying OC current and alumni highlights and offerings	Year 1
Update the Old Colony promotional video for potential applicants that highlights our program of offerings, successful alumni, and the multitude of directions available to Old Colony graduates				Administrative Team, Old Colony Faculty, Students, Alumni,		Work with individual vendor in collaboration with OC staff and students for promotional marketing tool completion	Years 1 & 2
Introduce a weekly tour schedule October through April to meet with prospective candidates.				Administrative Team, Admissions Team		Contact potential applicants and create schedule & timeline for student tours; share data with all OC staff	Years 1 & 2