

# Keefe Regional Technical School School Improvement Plan Major Goals 2016-2017



South Middlesex Regional Vocational Technical School District

## Academics/Instruction

**SMART Goal #1:** During the 2016-2017 school year AP courses, English and Computer Science, will be added to enhance postsecondary options for students.

Present Status	Key Actions	Benchmarks	Responsible Party	Evidence of Success
<p>The English Department has achieved strong results in preparing students for the MCAS. There is a well-organized progression in the curriculum for students in all grades.</p> <p>In the Math Department, a course in computer science and engineering classes as a part of Project Lead the Way have created an interest and a preparation for additional courses.</p>	<p>Work with the existing schedule to determine the best slot for AP English and AP Computer Science.</p> <p>Identify teachers who are willing to put in the extra time needed to develop an AP course.</p> <p>Schedule professional development workshops.</p> <p>Arrange for ongoing professional development sessions during the school year.</p> <p>Recruit a diverse group of students to enroll in the new AP courses.</p>	<p>Before September, have scheduling and professional development completed.</p> <p>Formalize the plan for additional professional development and extra work sessions for students.</p> <p>Throughout the year, monitor progress.</p> <p>By May, explore options to include other teachers in the training program.</p> <p>Analyze AP scores to refine the process.</p>	<p>Principal, Director of Curriculum &amp; Instruction, Director of Career and Technical Education, Data/Instructional Leadership Team.</p>	

## Academics/Instruction

<b>SMART Goal #2:</b> During the 2016-2017 school year, the whole school community will prepare for and conduct a self-study in preparation of the new NEASC visit.				
<b>Present Status</b>	<b>Key Actions</b>	<b>Benchmarks</b>	<b>Responsible Party</b>	<b>Evidence of Success</b>
<p>The decennial NEASC Self Study is a very intense process that involves all members of the school and a considerable amount of time.</p> <p>This visit will be the first time using the new standards and online submission tools for the Keefe Tech faculty and staff.</p>	<p>Recruit co-chairs for the Steering Committee.</p> <p>Plan time for the self-study committees.</p> <p>Survey faculty concerning areas of interest with respect to the evaluation process.</p> <p>Select members for each committee and identify the chair of each committee.</p> <p>Arrange for key personnel to be a member of a NEASC visiting committee.</p> <p>Learn about the new standards.</p>	<p>Before September, have the necessary meeting times listed on the calendar.</p> <p>By end of September, have the membership of committees determined.</p> <p>By October, arrange for experiences with visiting committees.</p> <p>By February, arrange for a time for a pre-visit conference with NEASC officials.</p>	<p>Principal, Director of Curriculum and Instruction, Data/Instructional Leadership Team.</p>	

## Admissions/Guidance

<b>SMART Goal #3:</b> During the 2016-2017 school year, members of the Admissions Team will review the previous year's recruiting efforts and make changes to events and the timeline of activities to support student interest and retention.				
<b>Present Status</b>	<b>Key Actions</b>	<b>Benchmarks</b>	<b>Responsible Party</b>	<b>Evidence of Success</b>
<p>During the 2015-2016 school year, many changes were made to the recruiting/ admissions timeline. There was a transition to all 9 middle schools participating in an 8<sup>th</sup> grade showcase day during the month of November that included prior school visits and culminated in an Open House Career Night. Rather than spending a short period of time in each CTE Program, 8<sup>th</sup> graders selected two programs to visit and were given a third and spent approximately a half hour in each doing a variety of activities that were led by our trained Student Ambassadors. Additional events were planned for accepted students in March with Welcome Sessions at</p>	<p>Review 2015-2016 timeline of admissions/recruiting events;</p> <p>Make changes to the timeline based on feedback and event success;</p> <p>Organize Admissions Team meeting schedule;</p> <p>Admissions Team will review and make recommendations regarding specific events prior to hosting the event during the 2016-2017 school year;</p> <p>We will continue to host multiple events for prospective students and their families throughout the 2016-2017 school year;</p>	<p>By the end of the September 2016 there will be a review of the admissions/recruiting efforts from the 2015-2016 school year with specific attention to changes made;</p> <p>Changes to the 2016-2017 admissions / recruiting timeline will be made by the end of October 2016;</p> <p>Admissions Team meeting schedule will be planned by the end of October 2016;</p> <p>The Admissions Team will meet throughout the school year as a whole and in smaller groups to review specific event recommendations prior to the event being held in the 2016-2017 school year;</p>	<p>Director of Guidance/ Admissions, Principal, Admissions Team, Superintendent-Director, Building Administration</p>	

<p>Middle Schools and a Welcome Orientation Dinner at Keefe Tech in April. Acceptances were sent out in a more formal manner and there was an increase in parent communication surrounding the acceptance and transition to Keefe Tech.</p>	<p>Continue to utilize new re-branding materials and establish Brand Book for the district.</p>	<p>Throughout the entire 2016-2017 school year there will be multiple admissions/recruiting events held including: 8<sup>th</sup> grade showcase days, Career Night Open House, Parent Information Night, Welcome Sessions, Orientation Dinner and Accepted Students' Day;</p> <p>Individual CTE Program Guides will be created by the end of October 2016, Brand Book for the district will be completed by the end of December 2016 and ongoing projects will continue to use the new re-branding efforts.</p>		
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## Admissions/Guidance

<b>SMART Goal #4:</b> During the 2016-2017 school year, the Guidance Department will explore and implement a variety of solution-focused strategies to assist students with better self-management/coping skills.				
<b>Present Status</b>	<b>Key Actions</b>	<b>Benchmarks</b>	<b>Responsible Party</b>	<b>Evidence of Success</b>
<p>School Counselors meet with students in the classroom, in small groups and on an individual basis. All counselors use a variety of techniques to engage with students surrounding their academic, technical and social/emotional needs. According to our data from the MetroWest Adolescent Health Survey, a population of Keefe are dealing with social-emotional issues ranging from anxiety, school avoidance, self-harm and depression; all which have the ability to impact their overall school experience and performance. Currently the Guidance Department works with our consulting Clinical Psychologist and two clinical interns to meet students' social-emotional</p>	<p>Research school-based dialectical behavior therapy;</p> <p>Establish new clinical support referral process;</p> <p>Continue to use the American School Counselor Association standards to drive curriculum development and implementation;</p> <p>Counselors will participate in identified training opportunities specifically addressing solution-based counseling techniques to complement and diversify their current practice;</p> <p>Review current community resources and create action plan to update our relationships with area agencies and</p>	<p>By the end of September 2016 the Guidance Department will research training programs available surrounding DBT;</p> <p>By the end of September 2016 the new School Adjustment Counselor and School Psychologist will collaborate with School Counselors to establish new model for supporting students' clinical needs;</p> <p>By the end of October 2016, School Counselors will review current classroom-based lessons to inform guidance schedule for the 2016-2017 school year;</p> <p>Ongoing throughout the 2016-2017 school year, counselors will participate in relevant professional</p>	<p>Director of Guidance/Admissions, Principal, School Counselors</p>	

Approved: 4/13/16

<p>needs. Counselors also make outside referrals and connect with community agencies as needed to support the students on their caseloads.</p>	<p>supports.</p>	<p>development opportunities;</p> <p>By the end of December 2016 the Guidance Department will update our list of community agencies/resources and establish new connections and partnerships.</p>		
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## School Climate

<p><b>SMART Goal #5:</b> During the 2016-2017 school year, we will pilot a new process for a Student Response Team to increase collaboration surrounding at-risk students.</p>				
Present Status	Key Actions	Benchmarks	Responsible Party	Evidence of Success
<p>Currently we have a START Team (Student Assessment &amp; Response) that meets approximately once a month to review major student concerns and a variety of topics that may be affecting students' social-emotional well-being. The START Team consists of all School Counselors, Director of Guidance, School Nurse, Director of Special Education, Clinical Psychologist, Doctoral Clinical Interns and New Beginnings Counselor. Members of the START Team are able to bring up student cases that are reviewed by the team. At times outside resources are brought in to present to the team on a specific topic.</p>	<p>Communicate list of current at-risk students to new School Adjustment Counselor;            Establish a team of stakeholders and outline a meeting schedule and protocol for the 2016-2017 school year;            The Student Response Team will establish criteria of an at-risk student;            Identify potential at-risk grade 9 students by reviewing middle school attendance, grades, social-emotional needs;            The Student Response Team will meet to review at-risk students and create support systems that will help students access available resources and make effective progress in school.</p>	<p>Prior to the start of the 2016-2017 school year;             By the end of September 2016 the building Admin Team will establish the members of the Student Response Team;             By the end of November 2016, members of the Student Response Team will determine important criteria to assist in identifying at-risk students in need of support;             By the end of December 2016, the Student Response team will review incoming grade 9 students and their current progress at Keefe Tech;             Ongoing throughout the 2016-2017 school year, the Student Response Team will meet frequently to review at-risk students and create different avenues of support.</p>	<p>Principal, Assistant Principal, Director of Guidance &amp; Admission, Director of Special Education, and Student Response Team Members</p>	



## Career and Technical Education

<b>SMART Goal #6:</b> During the 2016-17 school year, we will create a new CTE Program, Legal and Protective Services.				
<b>Present Status</b>	<b>Key Actions</b>	<b>Benchmarks</b>	<b>Responsible Party</b>	<b>Evidence of Success</b>
<p>In the 5 member towns of the Metrowest Area, there are no Legal &amp; Protective Training Programs offered. We have been asked repeatedly by incoming students if there is such a program.</p> <p>These programs include: Fire safety, security, police and legal positions that need to be filled within the immediate area.</p>	<p>Research job opportunities, and the needs associated with those.</p> <p>Apply for support from the local labor board, and request a letter for the application process.</p> <p>Create an Advisory Board.</p> <p>Apply to the DESE for program approval.</p> <p>Offer the program to incoming freshmen for the 2016-2017 school year.</p> <p>Work on the curriculum to attract students to the program.</p> <p>Include information about the program in the 2016-2017 recruitment information to students and families.</p>	<p>Log evidence of labor needs and opportunities for employment.</p> <p>Receive a letter from the labor board supporting the program.</p> <p>Hire a teacher for the program, and have the curriculum created.</p> <p>Advisory Board established.</p> <p>Receive approval from the Department of Education to pursue the Legal &amp; Protective Program.</p> <p>Freshmen selecting the Legal &amp; Protective Program in the 2016-2017 Exploratory Program.</p>	<p>Principal, Director of Career and Technical Education, Director of Guidance/Admissions</p>	

## Special Education

<b>SMART Goal #7:</b> During the 2016-17 school year the special education department will prepare for the Department of Elementary and Secondary Education Coordinated Program Review. This process is an audit for compliance and data management to ensure that practices and service delivery is in line with state and federal regulations.				
<b>Present Status</b>	<b>Key Actions</b>	<b>Benchmarks</b>	<b>Responsible Party</b>	<b>Evidence of Success</b>
<p>Keefe Regional Technical School is currently in compliance with state and federal practice as determined by the 2013 program review.</p> <p>Keefe Regional Technical School provides individualized programming for students with special needs.</p> <p>Keefe Regional Technical School provides due process to students who are suspected of, or currently eligible for specialized instruction.</p> <p>Keefe Regional Technical School provides a myriad of support systems to engage all learners in the general education curriculum. All students identified as having special needs are</p>	<p>Keefe Regional Technical School will review files for students who currently receive special education services.</p> <p>A review of sample records will take place in the fall of 2016 to identify areas in need of refinement</p> <p>All incoming grade 9 students' files and anecdotal data will be reviewed to ensure proper service delivery.</p> <p>Students requiring ancillary service delivery will be identified and referred to appropriate personnel.</p> <p>Special education indicators will be reviewed to ensure compliance.</p>	<p>During the 2016-17 school year, professional development and regular observations will take place to ensure consistency, compliance, and quality services that are compliant and in line with individualized student's needs.</p> <p>The Special Education Department will participate in department and individualized meetings for the purpose of proper record maintenance and proper service delivery for students with special needs.</p> <p>Special Education Department to review and implement updated state and federal mandates, as programming is determined throughout</p>	<p>Principal, Director of Special Education</p>	

<p>assigned liaison to monitor progress and keep lines of communication open between student, family, and service providers.</p> <p>Keefe Regional Technical School actively works with outside service providers, state agencies, and community resources for effective transition planning for students with special needs.</p>	<p>Continued interviews with students, parents, and service providers to gauge effectiveness of programming.</p>	<p>the 2016-17 school year.</p> <p>Identified issues will be addressed through professional development, individualized conferences, and department meetings.</p> <p>General educators, career technical instructors, and support staff will participate in the team process where roles/responsibilities will be clearly outlined.</p> <p>An internal program review will take place for staffing and assist in programmatic decisions.</p> <p>New staff will participate in training on compliant practice and review the elements the IEP, team process, and roles/responsibilities of school personnel in the special education process.</p>		
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