

## Comprehensive Progress Report

**Mission:**

<p>Perquimans County High School, in partnership with home and community, will educate all students in a safe environment to thrive in a global society.</p>

**Goals:**

Every student will graduate from high school prepared for work, further education, and citizenship.



! = Past Due Actions

KEY = Key Indicator

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		High expectations for all staff and students			
KEY	A1.07	ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.(5088)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Even though PCHS faculty and Staff have established effective school-wide procedures to deter inappropriate behaviors and create a positive learning environment, all teachers have not reinforced classroom rules and procedures positively by teaching them. School-wide rules are discussed during various meetings, which include: department, faculty, PLCs, and pre/post observation conferences. Teachers who need additional training are provided resources and support to create and maintain a positive classroom culture. The PBIS Matrix is posted, taught, and revisited by school staff throughout the school year. In addition, rules are revised as needed to ensure maximum effectiveness to improve student behavior and enhance the learning environment.	Limited Development 09/13/2017		
<i>How it will look when fully met:</i>		Students will be able to articulate behavioral expectations in various settings within the school, when prompted by others (faculty, staff, visitors – PBIS Evaluators, etc.), as indicated by an increase in the state mandated School-wide Evaluation Tool (SET) Score. Teachers will have an increased working knowledge at creating and maintaining a positive classroom culture, as noted by classroom observation and discipline data. Classrooms will be safe, orderly and caring to support student learning, as determined by student and staff surveys. There will be a decline in office referrals as teachers build healthy and positive relationships with students.		Isaac Lister	02/01/2018
Action(s)	Created Date		2 of 7 (29%)		
1	9/13/17	PBIS Matrix Initiative fully implemented		Isaac Lister	02/01/2018
		<i>Notes:</i> Follow-up Walkthroughs			
2	9/13/17	Conduct teacher observations		Wayne Price	04/27/2018
		<i>Notes:</i> The administration team will assist with observations.			
3	9/13/17	Implementation of clubs during the school day - weekly.	Complete 09/15/2017	Teresa Blanchard	09/29/2017
		<i>Notes:</i> Isaac Lister will assist with this action step.			
4	9/13/17	Create and administer Safety surveys to students, parents, and staff		Teresa Blanchard	10/31/2017
		<i>Notes:</i> Administer during CAPS meetings			
5	9/13/17	Provide teacher with classroom management resources and support as needed.		Teresa Blanchard	11/03/2017
		<i>Notes:</i> Follow-up as needed			

6	10/23/17	Develop School-wide Discipline Matrix	Complete 10/18/2017	Isaac Lister	10/20/2017
Notes:					
7	10/23/17	Monitor Discipline Data monthly		Isaac Lister	06/08/2018
Notes:					

<b>Core Function:</b>	<b>Dimension B - Leadership Capacity</b>
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<b>Effective Practice:</b>	<b>Monitoring instruction in school</b>
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KEY	B3.03	The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149)	Implementation Status	Assigned To	Target Date
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<i>Initial Assessment:</i>	Mr. Price has established expectations and processes for Professional Learning Communities (PLC) planning meetings. These teams have been established, however, PLC leaders are new in their role and need additional training and support to maximize the effectiveness of these meetings. Mr. Price and designees will be monitoring classroom instruction regularly and will provide constructive feedback following learning walks and teacher observations	Limited Development 10/23/2017		
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<i>How it will look when fully met:</i>	Mr. Price and administrative team will be directly involved in leading the school's educational program. PLC meetings will be highly effective as members discuss data, instructional strategies, share best practice resources, and collaborate to develop personalized education plans for struggling students. Student engagement will be high as students will be participating in exciting, rigorous, and higher order thinking skills curriculum activities.		Wayne Price	06/01/2018
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<b>Action(s)</b>	<b>Created Date</b>		<b>0 of 3 (0%)</b>		
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1	10/23/17	Observations		Wayne Price	06/01/2018
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Notes: -Learning Walks with the Friday Institute -Selection of a Walkthrough Tool for classroom visits -Training on the Walkthrough Tool (ELEOT) -Regular Standard/Abbreviated/Comprehensive Observation Schedule -Provide clear and constructive feedback in a timely manner -Sharing areas of strengths and weaknesses -Redirects/challenges unsound teaching practices					
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2	10/23/17	Instructional Monitoring/Aligning Instruction		Isaac Lister	06/01/2018
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- Notes:*
- o Technology Integration (Chromebooks)
  - o Learning Environment (ELEOT – Student Focused Observation)
  - o Instruction
    - Instructional Practice/Teaching Methods/Strategies
    - Formative & Summative Assessments
  - o Curriculum
    - NCSOS – Standards and Objectives
    - Develop a Syllabus for each course
    - Pacing Guides & Lesson Plans (alignment)
    - Assessment Specification & Weight Distributions
    - Released Test Items

3	10/23/17	Department PLC/Team Planning		Teresa Blanchard	06/01/2018
<p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>o PLC Meetings – Day/Times and Expectations</li> <li>o Read article by Richard DuFour – What is a Professional Learning Community</li> <li>o Weekly Agenda with notes</li> <li>o Administrative attendance at meetings</li> <li>o Identify areas of strengths and weaknesses with team           <ul style="list-style-type: none"> <li>• Evaluation</li> <li>• Walkthrough Data</li> </ul> </li> </ul>					

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Quality of professional development			
KEY	C2.01	The LEA/School regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(5159)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		The Administrative Team has a deliberate approach to how data is used at Perquimans County High School. Data is used to establish proficiency goals for each content area. Additionally, teachers present their data to the Administration quarterly by subgroups highlighting student successes and areas for growth. Individual student data is reviewed and plans are created to address deficiencies in learning. However, due to the hiring of new staff, professional development is needed in the area of data analysis to ensure that all teachers are aware of how to use their student assessment data to maximize the effectiveness of their instruction and increase student learning.	Limited Development 10/23/2017		
<i>How it will look when fully met:</i>		Perquimans County High School's Instructional Staff will be aware of all forms of student data in relation to local, state, and national assessments. The Data Analysis Team will create a data room that will display various forms of data relevant to the current school year. This will be accessible to Instructional Staff as a point of reference to gauge student progress, identify gaps in student learning, and devise a plan of action to meet our students' needs. The Data Room will become the new location for all PLC meetings. Meeting agendas will be heavily embedded with conversations around data.		<b>Teressa Blanchard</b>	<b>06/01/2018</b>
<i>Action(s)</i>	<i>Created Date</i>		<b>0 of 2 (0%)</b>		
1	10/23/17	Data Collection		Teressa Blanchard	01/31/2018

- Notes:
- o School-wide Student Performance Data
    - 2016-2017 Year End Data (EOCs, Graduation Rate, WorkKeys, ...
    - Review of EVAAS Data from 2016-2017
    - GEAR UP Data 2016-2017
    - State & National Assessments (PreACT, ACT, AP, SAT, WorkKeys ACT)
    - Quarter Benchmark Data disaggregated by subgroups quarterly 2017-2018
    - Semester EOC Data 2017-2018
  
  - o Classroom Observation Data (Instructional Strengths/Weaknesses)
    - Walkthrough Data
    - Environment – ELOET
    - Curriculum/Instruction/Technology
    - Regular Standard/Abbreviated/Comprehensive Observation
  
  - o Individual Student Data – Informs Instructional Practice
    - Classroom Data
      - o Formative Assessments
      - o Summative Assessments/Projects/Essays
      - o Observation Data
    - Cumulative Records
      - o Attendance
      - o Medical Needs (eye glasses, contacts)
      - o Professional Diagnosis (EC, AIG)
      - o Living conditions/arrangements
    - Standardized Test Scores
      - o Data conversation and set realistic goals
      - o Create Student Groups
      - o Provide Differentiation Instruction
  
  - o CAPS/Individual Conferencing
    - Possible Causes for Low Performance
      - Test Anxiety
      - Low motivation
    - Personalized Education

2	10/23/17	SIT/MTSS Meetings		Teresa Blanchard	06/01/2018
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*Notes:* o SIT/MTSS Meetings

- Review data (school-wide, classroom, individual)
  - Select strategies for school improvement
  - Literacy integration across the curriculum
  - Tutoring during the school day & after-school
  - Determine professional development needs to improve instruction
  - Plan In-House/Research Professional development opportunities
- o Third Wednesday/Staff Meeting of the month is dedicated
- o Technology PLC Meetings
- o Department PLC Meetings (Sharing Best Practices)
- Send EC teacher to Professional Development
- o Best Practices
- o Compliance
- Implementation & Evaluation of New Strategies
- o Share and test new strategies
- o Monitor strategy integration in the classroom
- o Assess the effectiveness of the strategy
- o Continue incorporating the strategy with fidelity or discontinue use
- Communicate with teams (Instructional & Specialty Areas (EC & AIG, Individualized Problem Solving Team))
  - Results of data analysis
  - Plan for improvement
  - Re-evaluate & continue the cycle