

## Comprehensive Progress Report

**Mission:**

Perquimans County High School will provide a 21st Century personalized education and ensure career readiness for every child, every day.

**Vision:**

Perquimans County High School, in partnership with family and community, will educate all students in a safe and nurturing environment to thrive in a global society.

**Goals:**

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



! = Past Due Objectives

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
<b>Initial Assessment:</b>		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		
<b>How it will look when fully met:</b>		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.	<b>Objective Met 09/06/18</b>	<b>Isaac Lister</b>	<b>03/23/2018</b>
<b>Actions</b>					
	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.			
	10/23/17	Develop School-wide Discipline Matrix	Complete 10/18/2017	Isaac Lister	10/20/2017
		<i>Notes:</i>			
	9/13/17	Create and administer Safety surveys to students, parents, and staff	Complete 10/31/2017	Teresa Blanchard	10/31/2017
		<i>Notes:</i> Administer during CAPS meetings			
	9/13/17	Provide teachers with classroom management resources and support as needed.	Complete 11/01/2017	Teresa Blanchard	11/03/2017
		<i>Notes:</i> Follow-up as needed			
	9/13/17	PBIS Matrix Initiative fully implemented	Complete 03/22/2018	Isaac Lister	03/23/2018
		<i>Notes:</i> Follow-up Walkthroughs			

9/13/17	Conduct teacher observations	Complete 05/31/2018	Wayne Price	04/27/2018
<i>Notes:</i> The administration team will assist with observations.				
10/23/17	Monitor Discipline Data monthly	Complete 06/08/2018	Isaac Lister	06/08/2018
<i>Notes:</i>				

<b>Core Function:</b>	<b>Dimension A - Instructional Excellence and Alignment</b>
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<b>Effective Practice:</b>	<b>Student support services</b>
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KEY	A4.16	The school develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level-to-level.(5134)	Implementation Status	Assigned To	Target Date
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<i>Initial Assessment:</i>	<p>PCHS develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level-to-level. The following strategies are being used:</p> <p><b>Eighth Grade/Rising Freshmen Transition Activities</b></p> <ul style="list-style-type: none"> <li>• Eighth Grade transition meeting to provide a high school expectations overview in May.</li> <li>• Two Eighth Grade scheduling meetings in May</li> <li>• High School tour in May</li> <li>• Collaborative Academic Planning and Scheduling night at PCHS in May</li> <li>• AIG Cohort - Career and College Promise Meeting (CCP) - students sign up for dual enrollment at COA</li> <li>• Students can receive certification in Career and Technical Education courses</li> </ul> <p><b>Freshmen to Sophomore Transition Activities</b></p> <ul style="list-style-type: none"> <li>• Collaborative Academic Planning and Scheduling night at PCHS in October and May</li> <li>• Pre-ACT Testing to prepare for the ACT</li> <li>• Students can receive certification in Career and Technical Education courses</li> </ul> <p><b>Sophomore to Junior Transition Activities</b></p> <ul style="list-style-type: none"> <li>• Collaborative Academic Planning and Scheduling night at PCHS in October and May</li> <li>• College visits (ECU &amp; COA)</li> <li>• COA representative on site for conferencing with students on Wednesdays</li> </ul>	Limited Development 11/13/2018		
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- ACT Boot Camp
- ACT Testing
- ASVAB Testing
- Recruitment by Armed Forces representatives - twice a month
- Students can receive certification in Career and Technical Education courses

Seniors

- Collaborative Academic Planning and Scheduling night at PCHS in October
- College visits (ECU & COA)
- COA representative on site for conferencing with students on Wednesdays
- College Application Day Activities
- FAFSA Night & College Board Resources presentation
- ASVAB Testing (twice per month)
- Recruitment by Armed Forces representatives - twice a month
- COA representative on site for conferencing with students on Wednesdays
- Individual academic planning sessions with the counselor and/or principal
- ACT WorkKeys Boot Camp
- ACT WorkKeys testing for national certification

**How it will look when fully met:**

Seventy-five percent of the seniors enrolled at Perquimans County High School will be Career and College Ready. The remaining twenty-five percent of the students will take at least one college course or receive WorkKeys certification. All students will become productive members of society.

**John Manning**

**06/07/2019**

**Actions**

**0 of 5 (0%)**

11/13/18 Eighth Grade to Ninth Grade Transition  
- Summer Orientation

Teresa Blanchard

06/07/2019

*Notes:* The following individuals will assist in implementing these actions steps.

Isaac Lister  
John Manning  
Randy Awrey

11/13/18 Ninth Grade to Tenth Grade Transition  
- AIG Cohort  
- PreACT Blitz  
- Review PreACT results to determine individual academic focus areas

Teressa Blanchard

06/07/2019

*Notes:* Isaac Lister will assist with this action step.

11/13/18 Tenth Grade to Eleventh Grade Transition  
- ACT Blitz  
- Individualize tutoring based on ACT performance from the Fall Semester administration  
- College Fair  
- Career and Technical Education Job Shadowing  
- Additional ACT administrations to increase students' achievement

Isaac Lister

06/07/2019

*Notes:* John Manning and Teressa Blanchard will assist with this action step.

11/13/18 Eleventh Grade to Twelfth Grade Transition  
- Job Fair  
- Increase College Recruiters  
- Career and Technical Education Internships  
- Occupational Course of Study Internships  
- Individual Work Experience (IWE) Program

John Manning

06/07/2019

*Notes:*

11/13/18 - Scholarship Awareness Night

John Manning

06/07/2019

*Notes:*

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Monitoring instruction in school			
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
<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		
		Priority Score: 3                      Opportunity Score: 3	Index Score: 9		
<i>How it will look when fully met:</i>		Mr. Price and the 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.	<b>Objective Met 09/06/18</b>	<b>Wayne Price</b>	<b>06/01/2018</b>
<b>Actions</b>					
10/23/17	Observations		Complete 05/31/2018	Wayne Price	06/01/2018
<i>Notes:</i>		<ul style="list-style-type: none"> <li>-Learning Walks with the Friday Institute</li> <li>-Selection of a Walkthrough Tool for classroom visits</li> <li>-Training on the Walkthrough Tool (ELEOT)</li> <li>-Regular Standard/Abbreviated/Comprehensive Observation Schedule</li> <li>-Provide clear and constructive feedback in a timely manner               <ul style="list-style-type: none"> <li>-Sharing areas of strengths and weaknesses</li> <li>-Redirects/challenges unsound teaching practices</li> </ul> </li> </ul>			
10/23/17	Instructional Monitoring/Aligning Instruction		Complete 05/31/2018	Isaac Lister	06/01/2018

- Notes:*
- o Technology Integration (Chromebooks)
  - 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

10/23/17 Department PLC/Team Planning Complete 08/27/2018 Teresa Blanchard 06/01/2018

- Notes:*
- o PLC Meetings – Day/Times and Expectations
  - o Read article by Richard DuFour – What is a Professional Learning Community
  - o Weekly Agenda with notes
  - o Administrative attendance at meetings
  - o Identify areas of strengths and weaknesses with team
    - Summative Evaluation
    - Observation Data

**Implementation:**

09/06/2018

**Evidence**

9/6/2018

**Experience**

9/6/2018

**Sustainability**

9/6/2018 Administrators will continue to monitor instruction through walkthroughs, formal observations, test data, and PLC meetings.

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, professional development is needed in the area of data analysis for new hires. This ensures that all teachers are capable of analyzing their student assessment data to drive instruction.	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 monthly Administrative PLC meetings as members dive deeper into the data to improve student achievement.	Objective Met 09/06/18	Teresa Blanchard	06/01/2018
<i>Actions</i>					
	10/23/17	Data Collection	Complete 03/22/2018	Teresa Blanchard	03/23/2018



- 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)
  - o Classroom Observation Data (Instructional Strengths/Weaknesses)
    - Quarter Benchmark Data disaggregated by subgroups quarterly 2017-2018
    - Semester EOC Data 2017-2018
  - o Classroom Observation Data (Instructional Strengths/Weaknesses)
    - Walkthrough Data
    - Environment – ELEOT
    - 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

10/23/17 SIT/MTSS/MTAC Meetings

Complete 05/31/2018

Teresa Blanchard

06/01/2018

*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

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Talent recruitment and retention			
KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Perquimans County High School follows the District's system of procedures and protocols for recruiting, evaluating, and replacing staff. Perquimans County High School needs to improve in the area of staff recognition. The only award given monthly is the "PASS the BUCC" award which is given to teachers by their peers. Annually a teacher is recognized as the Teacher of the Year. All staff are given treats during Teacher Appreciation Week. Staff celebrations include Back-to-School, Christmas, and End-of-Year.	Limited Development 11/13/2018		
<i>How it will look when fully met:</i>		<p>Perquimans County High School follows the District's system of procedures and protocols for recruiting, evaluating, and replacing staff. Perquimans County High School currently rewards staff through various recognition programs. Supporting evidence will include:</p> <ul style="list-style-type: none"> <li>• PASS the BUCC Recognition (Peer Recognition)</li> <li>• Educator on Target Recognition (Administrative Team selected)</li> <li>• Classified Employee of the Month Recognition (Administrative Team selected)</li> <li>• Monthly Perfect Attendance Recognition</li> <li>• National Board Recognition (sign posted outside of the teacher's classroom door)</li> <li>• Bosses Day Celebration</li> </ul>		Isaac Lister	06/07/2019
<i>Actions</i>			<b>0 of 6 (0%)</b>		
	11/13/18	PASS the BUCC Recognition (Peer Recognition)		Teresa Blanchard	06/07/2019
<i>Notes:</i>					
	11/13/18	Educator on Target Recognition (Administrative Team selected)		Wayne Price	06/07/2019
<i>Notes:</i>					
	11/13/18	Classified Employee of the Month Recognition (Administrative Team selected)		Wayne Price	06/07/2019
<i>Notes:</i>					

11/13/18	Monthly Perfect Attendance Recognition		Teresa Blanchard	06/07/2019
<i>Notes:</i>				
11/13/18	National Board Recognition (sign posted outside of the teacher's classroom door)		Isaac Lister	06/07/2019
<i>Notes:</i>				
11/13/18	Bosses Day Celebration		Teresa Blanchard	06/07/2019
<i>Notes:</i>				

Core Function:		Dimension E - Families and Community			
Effective Practice:		Family Engagement			
KEY	E1.06	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)	Implementation Status	Assigned To	Target Date
<b>Initial Assessment:</b>		<p>Perquimans County High School regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home. Information is shared with parents in the following ways:</p> <ul style="list-style-type: none"> <li>• Weekly audio messages from the principal are shared through SchoolMessenger</li> <li>• Weekly newsletters are emailed to parents and linked to the school website that contains information about weekly events</li> <li>• Families are given the opportunity once a semester to attend Collaborative Academic Planning and Scheduling (CAPS) sessions.</li> <li>• Teachers communicate with parents via email, text messages, phone calls, Remind messages, progress reports, and report cards.</li> <li>• Parents have twenty-four hour access to their child's progress through PowerSchool's Parent Portal.</li> <li>• Parents can review the standards and objectives being taught in each students class through Canvas Learning Management System.</li> <li>• Parents have access to the school's website for additional information.</li> </ul>	Limited Development 08/17/2017		
<b>How it will look when fully met:</b>		One hundred percent of our teachers will effectively communicate with parents/guardians about their expectations of them and their role in working with their child on the curriculum at home. Supporting evidence will include Curriculum Discussion logs, Collaborative Academic Planning and Scheduling logs, Parent Contact Logs, Pacing Guides, and Course Syllabi.		Wayne Price	06/07/2019
<b>Actions</b>			0 of 4 (0%)		
	11/13/18	- Weekly SchoolMessenger Audio recordings added to the school's website - Weekly Update (Electronic Newsletter) added to the school's website		Teresa Blanchard	06/07/2019

*Notes:* Shelly Manning will assist with this action step.

11/13/18 - Post Twitter and Facebook messages

Wayne Price

06/07/2019

*Notes:*

11/13/18 -The Lead teacher is contacting at-risk students in regards to attendance.

Randy Awrey

06/07/2019

*Notes:*

11/13/18 - Post Curriculum Guides to the school's website

Teressa Blanchard

06/07/2019

*Notes:*