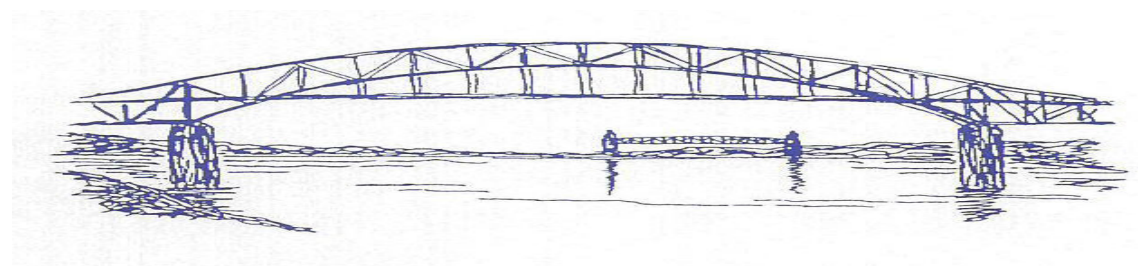


# Upper Cape Cod Regional Technical School

## School Improvement Plan

2022-2023



Upper Cape Cod Regional Technical School  
School Council Committee Members

Members of the Upper Cape Cod Regional Technical School Council

Josh Greeley, Chair  
Pedro Bento  
Karen Hawkins  
Victor Kim  
Dottie Martin  
Donna Sprague  
Louis Wilson  
Colleen Marzelli  
Nick Abbott  
Tim Degan  
Gideon Drury  
Kaitlin Wright

Principal  
Teacher Representative  
Teacher Representative  
Community Representative  
Parent Representative  
Parent Representative  
Advisory Committee Member  
Public Safety Official  
Grade 12 Student Representative  
Grade 11 Student Representative  
Grade 11 Student Representative  
Grade 10 Student Representative

## Upper Cape Cod Regional Technical School Mission Statement

The mission of Upper Cape Cod Regional Technical School is to foster a lifelong commitment to learning, community, personal responsibility and career growth within a diverse student population of 21<sup>st</sup> century learners through the integration of academic and technical proficiency, while preparing students to be effective members of a global society.

### Vision Statement

Our vision is that Upper Cape Cod Regional Technical School graduates will be personal and professional role models in the workplace, post-secondary schools, and in their communities.

### Philosophy

The Upper Cape Cod Regional Technical School is committed to the development of graduates who are independent, responsible, lifelong learners capable of successfully competing in a rapidly changing technological world. Administration, faculty, and staff have the responsibility of educating the entire student by preparing graduates who know how to make positive choices and assume the responsibility of citizenship in the pluralistic society in which we live and work.

We are committed to preparing students to enter the workplace prepared for change, with employability skills that can be transferred and adapted as technology advances. In addition, we are committed to preparing college bound students with the best academic and technological tools to be successful in their college endeavors. We adhere to the philosophy of intensive occupationally specific instruction integrated with a strong academic foundation. These high standards will provide students with the necessary skills to realize their career and educational goals.

We recognize our responsibility to the communities we serve by providing quality equal opportunity post-secondary programs to educate and retrain workers in preparation for the challenges of the 21<sup>st</sup> century. Upper Cape Cod Regional Technical School addresses the ancillary needs of our communities by providing services and facilities to business, labor, public service, and recreational organizations.

Success in fulfilling our goals is contingent on a sufficient and qualified staff and on policies that foster professional development and a positive work environment. We believe open communication and participation with all segments of the school and the community will create an atmosphere of mutual respect and cooperation necessary for successful teaching and learning.

## Principal's Statement

High expectations and high standards help motivate students enrolled in Upper Cape Cod Regional Technical School. The school culture at Upper Cape Cod Regional Technical School, another important factor for school improvement, is student-focused and positive. The administration and teachers at Upper Cape Cod Regional Technical School are constantly looking in the mirror to use whatever data is available to assess where we are, what is working well, and correct what is not working well. This ongoing process has achieved a more rigorous and relevant academic and technical program. The school makes consistent use of data to evaluate programs and to pinpoint areas in need of new or revised programming. The annual School Improvement Plan is the culmination of these efforts to “target and respond.” In this plan, the data from MCAS and other assessment tools are summarized with the degree of attainment of the preceding years’ goals and activities. This document then lists the goals and recommended course of action for the next year based on the available data. The staff has achieved considerable success in improving student passing rates on the MCAS, which is now raising expectations that even more students will reach proficiency levels on this test. This is also true in our technical programs as we continue to improve performance on the Perkins Core indicators as well as competitions such as SKILLS USA and FFA.

Past success has bred higher expectations of success in the future. To improve student achievement, Upper Cape Cod Regional Technical School also builds on its past strengths. The school has begun to establish a history and tradition of success in sports. The philosophy and mission statement of the school dictate that students should be offered as many opportunities as feasible to maximize their talents and abilities both within and outside of the classroom. Extracurricular and co-curricular programs are expanding. When a group of students expresses an interest in forming a club, activity, or service, the school makes every effort to locate an advisor and to provide support for legitimate requests. Again, the faculty operates with an expressed belief that students who participate in the fuller life of the school tend to be happier, higher achieving, and more productive.

Finally, Upper Cape Cod Regional Technical School is a safe and orderly school. The security concerns of the administration remain in the forefront of policies and practices. Upper Cape Cod Regional Technical School is safe and orderly because of the ongoing attention paid to procedures and the proactive stance taken by administration and the faculty.

In summary, the administration and faculty have been guided by the School Improvement Plan for 2021-2022. We are always focused on continuing in our efforts to improve academic achievement and personalize the educational experience of every student at Upper Cape Cod Regional Technical School.

## Demographic Information

Upper Cape Cod Regional Technical School was built in 1968 and is the only technical school in the Upper Cape Cod area. UCRTS is located at 220 Sandwich Road in Bourne, overlooking the Cape Cod Canal. Upper Cape Tech services five sending communities: Bourne, Falmouth, Marion, Sandwich, and Wareham. Upper Cape Tech services a total of 736 students in grades 9-12, 170 from Bourne, 187 from Falmouth, 20 from Marion, 140 from Sandwich, and 219 from Wareham.

The student population is approximately 82.7% Caucasian, 5.1% Hispanic, 0.8% Asian, 0.7% American Indian, and 3.2% African American. Free and reduced lunches are received by N/A (Covid-19) of the population. There are 5 EL students enrolled at this time and the special education population is 31%.

### **Upper Cape Cod Regional Technical School MCAS Results 2021**

#### Grade 10 ELA and Mathematics

- Next Gen Achievement Level
- Exceeding Expectations
- Meeting Expectations
- Partially Meeting Expectations
- Not Meeting Expectations

There are 157 students in grade 10 who took the ELA MCAS and 155 who took the Math MCAS.

#### Grade 10 ELA

| Not Meeting | Partially Meeting | Meeting | Exceeding |
|-------------|-------------------|---------|-----------|
| 7%*         | 42%               | 45%     | 6%        |

\*To meet the Competency Determination standard, these students are required to fulfill the requirements of an Educational Proficiency Plan (which will be implemented in the 2022-23 school year)

#### Grade 10 Mathematics

| Not Meeting | Partially Meeting | Meeting | Exceeding |
|-------------|-------------------|---------|-----------|
| 6%*         | 64.4%             | 29%     | 0.6%      |

\* To meet the Competency Determination standard, these students must retake the Math MCAS.

These results show that Upper Cape Cod Regional Technical School students have been improving steadily. There continues to be challenges ahead as we work to have more students achieve scores in the meeting expectations and exceeding expectations categories, and fewer in not meeting expectations and not meeting expectations as required by No Child Left Behind (NCLB) legislation. Normally, more students than ever have qualified as John and Abigail Adams Scholarship recipients. However, due to COVID and the fact that the test was optional for seniors, the number of seniors that were awarded the scholarship was much lower (12) than usual. The School Goals in curriculum and instruction are designed to reflect this challenge.

**Theme 1: Student Learning/ Curriculum and Instruction**

High expectations are at the heart of the vision for all students enrolled at Upper Cape Tech. By embracing the Massachusetts Curriculum Frameworks, curricula are provided that prepares and challenges all students while providing the foundational building blocks for future learning.

| <b>Action Steps</b>   | <b>Person Responsible</b>                                      | <b>Resources</b>  | <b>Timeline</b>       | <b>Evaluation</b>   |
|---|--|---|-----------------------|---|
| Math, ELA, and Science curricula have been aligned with State Frameworks and will continue to be monitored for alignment. | Principal, Director of Curriculum, Faculty                     | State Frameworks, Professional Development, Grant funding | Completed and Ongoing | MCAS scores   |
| Continue implementation and modification of processes for development and implementation of EPP's.                        | Principal, Director of Curriculum, Guidance and Teacher Leader | Grant funded  | Ongoing               | Competency determination data   |
| Implement competency tracking and curriculum development  | Staff  | Software  | Ongoing               | Staff is currently using SkillsPlus software  |
| Explore alternative options for modified P.E.   | Principal/Teacher Leader                                       | Survey of other schools                                   | Completed and ongoing | Indications of the program have had a positive outcome with students coming out of 1 history class to fulfill higher education requirements |
| Review student data on skills attainment, program completion and post grad placement                                      | Supervisors/School Counselors                                  | Perkins Plan review                                       | Ongoing               | Core indicators   |
| Explore and implement personalization of education and expand options   | Principal/ Curriculum Committee                                | Virtual H.S. Staff input                                  | Ongoing               | Transcripts   |
| Continue bullying and harassment education  | Guidance   | In class guidance and yearly staff presentation           | Completed and Ongoing | Review of discipline incidents related to bullying and harassment.  |

|   |  |          |  |      |
|---|--|----------|--|------|
| Explore expansion of technical programs to include HVAC, Automated Machining and/or other gender neutral programs | Leadership Team<br>Long Range Planning Committee | WIB data | HVAC Program and Vet Science Program have both been successfully implemented | Data |
|---|--|----------|--|------|

**School Goal:** To continue to initiate a comprehensive school assessment program which will assist our students in the accomplishments of technical and academic endeavors.

| Action Steps  | Person Responsible                                | Resources           | Timeline  | Evaluation         |
|---|---|---------------------|-----------|--------------------|
| Improve mechanisms to collect, disseminate and utilize data to improve instruction. | Principal/Director of Curriculum/ Data Consultant | Data Warehouse      | Ongoing   | Updated Curriculum |
| Continue evaluating student growth and develop a plan to enhance                    | Staff   | Data Warehouse      | Ongoing   | Growth Model       |
| Explore use of electronic portfolios  | Portfolio Committee                               | Portfolio Committee | 2022-2023 | In process         |
| Create Principal review committee   | Principal   |                     | 2022-2023 |                    |

**School Goal:** To continue to support the efforts of improving the attendance rate in order to meet and exceed the requirements of NCLB in regards to attendance.

| Action Steps                                    | Person Responsible            | Resources | Timeline | Evaluation               |
|---|-------------------------------|-----------|----------|--------------------------|
| Explore impediments to improved attendance rate | Principal/Assistant Principal | Staff     | Ongoing  | Improved attendance rate |
| Create RAM program                              | Assistant Principal           |           | Ongoing  | Attendance rate          |

**School Goal:** To continue to provide meaningful professional development for all staff.

| <b>Action Steps</b>  | <b>Person Responsible</b>                    | <b>Resources</b> | <b>Timeline</b> | <b>Evaluation</b>                  |
|--|--|------------------|-----------------|------------------------------------|
| Enhance district professional development plan/ Continue providing professional development days for staff during the school year  | Principal/Professional Development Committee | Local budget     | 2022-2023       |                                    |
| Continue providing opportunities for advanced degrees and continue looking at post-secondary institutions to provide courses @ UCT | Principal                                    | MAVA             | Ongoing         |                                    |
| Provide required licensure courses on-site   | Principal/ Teacher Leader/Adult Education    | MAVA, FSC        | Ongoing         | UCT is now a Pearson testing site. |
| Utilize common planning opportunities  | Principal /Teacher Leader                    | schedule         | Ongoing         | Schedule                           |

**Theme 2: Community**

The school has a planned program of school and community relations to promote diversity, appropriate communications and interaction with the stakeholders, including business and industry, parents, alumni and residents.

| <b>Action Steps</b>   | <b>Person Responsible</b>              | <b>Resources</b>  | <b>Timeline</b> | <b>Evaluation</b>                |
|---|--|---|-----------------|----------------------------------|
| Create and Publish UCT Update   | Principal                              |   | Ongoing         | Weekly                           |
| Monitor and assess progress of EL's that currently attend UCT.                        | Director of Curriculum and Instruction | Team members<br>Support staff<br>Data Analyst<br>Community Stakeholders | Ongoing         | Bi weekly                        |
| Development of an Equity Team to evaluate and reach out to all middle and EL students | Leadership Team                        | Team members<br>Support staff<br>Data Analyst<br>Community Stakeholders | Ongoing         | Increase EL applications by 25 % |



|  |                                |  |  |  |
|--|--------------------------------|--|--|--|
|  |                                |  |  | Increase School Tour participants among selected populations   |
| Initiate Equity walks for a more dynamic review practice to address inequality in all facets of our school programming   | Leadership Team and evaluators | Develop an equity walk form based on evidence based assessments      | Monthly meeting with weekly walkthroughs | Student/Parent Surveys<br>Evaluator walkthroughs   |
| The school website will be redesigned to inform, appeal and promote to stakeholders, community members and potential applicants  | Leadership Team and Staff      | Tech Ed Department   | 2022-2023                                | UCT Community Surveys  |
| Continue utilizing staff and students in high tech and non-traditional areas in the process of recruitment. Look for alternative ways to provide recruitment opportunities within the five sending towns | Guidance/Recruitment Committee | Staff  | Ongoing                                  | Application data<br>Social media posts<br>Improved marketing plan  |
| Continue to provide a Transition Program for accepted students.  | Principal                      | Budget   | Ongoing                                  | Student retention  |
| Continue to provide parent informational sessions.   | Principal and Guidance         | PTO  | Ongoing                                  | Freshman breakfast (spring) late summer BBQ, Junior parent night and financial aid night   |
| Continue summer camp for students entering grades 7 & 8 to promote Upper Cape Tech awareness   | Principal                      | All call, mailings and distribution of brochures at community events | Ongoing                                  | Very successful summer camp. Positive feedback from participants and parents. Will continue to expand camp to accommodate more participants. |

|  |                        |  |         |   |
|--|------------------------|--|---------|---|
| Continue review of staff and administrative positions to provide total quality education (TQE) | Principal              |  | Ongoing |   |
| Continue effort to diversify staff   | Principal              | Colleges, newspapers, and electronic recruiting outlets such as School Spring Public service, college fair, announcements, outreach programs and 8 <sup>th</sup> grade open house event. | Ongoing | Staffing data   |
| Explore how to enhance awareness regarding Upper Cape Tech to colleges                         | Guidance and Principal |  | Ongoing | Successful college fair with over 70 colleges participating |

**School Goal:** To continue to improve public relations/communication with sending communities and with Alumni.

| Action Steps  | Person Responsible | Resources | Timeline | Evaluation  |
|---|--------------------|-----------|----------|---|
| Continued involvement of the PTO  | Principal          |           | Ongoing  | Membership continues to grow. The PTO is able to help fund many educational activities & scholarships for UCT students  |
| Continue involvement of UCT Athletic Association to support student athletics | Athletic Director  |           | Ongoing  | The membership of the UCT Athletic Association has grown considerably. UCT sports teams have been very successful and continue to attract a high number of student athletes |
| Continue developing positive relationships with local news outlets.           | All Staff          |           | Ongoing  | Staff will notify Business Office with news worthy projects in classroom/shop area  |

**School Goal:** To focus on health and safety for students and staff ensuring a safe and productive school environment.

| Action Steps  | Person Responsible | Resources             | Timeline  | Evaluation   |
|---|--------------------|-----------------------|---|--|
| Ensure all technical areas have at least one instructor OSHA trained<br>Implementation of Health and Safety Committee | Supervisors        | OSHA training courses | Ongoing   | Documentation  |
| Continue to explore drug awareness program presentations and staff suicide prevention training                        | Guidance Dept.     | Budget                | Ongoing<br>Staff suicide awareness training was completed.<br>Drug awareness presentation to staff and students from the Evan Foundation. Presently working with Bourne Substance Free Coalition on awareness and prevention. | Certificates of participation  |
| Continue to follow all COVID-19 protocol requirements. At this time masks are only required in the nurse's office     | All Staff          |                       | TBD   | Staff and students have been very cooperative following COVID protocols. |