



## **Carroll County Career & Technology Center School Improvement Plan 2022 -2023**

<b>CCCTC Mission</b>
<b>The Carroll County Career &amp; Technology Center is a first-class educational institution dedicated to the application of knowledge, use of technology, and preparation of students for the future in a variety of academic and professional fields.</b>
<b>CCCTC Vision</b>
<b>BUILDING THE WORKFORCE OF TOMORROW by preparing all students for careers in a diverse and evolving global community.</b>

<b>Carroll County Public Schools Vision 2018-2023</b>
<p>Prepare Globally Competitive Students</p> <ul style="list-style-type: none"> <li>➤ Fully implement a CCPS curriculum aligned with the Maryland State Standards.</li> <li>➤ Partner with local institutions of higher education to ensure college readiness.</li> <li>➤ Enhance programs to ensure career readiness for all students.</li> </ul>
<p>Meet Each Student’s Instructional Needs</p> <ul style="list-style-type: none"> <li>➤ Close the achievement gap between highest achieving and most struggling students.</li> <li>➤ Provide appropriate education services for students identified with Autism Spectrum Disorder.</li>   <li>➤ Enhance alternative programs responsive to the needs of at-risk students.</li> <li>➤ Implement a Gifted and Talented Program aligned with COMAR requirements.</li> <li>➤ Enhance alternative learning opportunities through the use of digital resources.</li> </ul>
<p>Develop and Maintain an Effective Workforce</p> <ul style="list-style-type: none"> <li>➤ Attract and retain highly qualified, effective, and diverse employees.</li> <li>➤ Promote a culture of diversity in the workplace.</li> <li>➤ Develop an electronic observation, evaluation, feedback, and professional development system.</li>   <li>➤ Continuously monitor the organizational structure to support the Vision 2018 Plan.</li> </ul>
<p>Provide a Secure, Orderly, Modern Environment</p> <ul style="list-style-type: none"> <li>➤ Reduce incidents of bullying, violence, intolerance, and behavioral disruptions.</li> <li>➤ Improve and modernize the environment within our school facilities and school buses.</li> <li>➤ Enhance security for all CCPS students, staff, volunteers, and visitors.</li> </ul>
<b>School Needs Assessment</b>
<p>Student Survey Data – January 2022 / June 2022</p> <p>SWOT Analysis</p> <p>Student/Parent Handbook</p> <p>Student Services Manual</p> <p>Student Attendance Data</p>

**School Improvement Goals to Target Areas from Needs Assessment**

**At Career & Tech, we are working to improve our school culture by implementing a framework for student success that focuses on achievement, accountability, and communication.**

1. We plan to create a process that increases staff application of gradebooks that better reflect student success in the program and what they can accomplish in the workforce.
2. We plan to increase the number of TAC notes made by staff in order to improve communication with family regarding students' standing in their program.
3. We plan to maintain or increase the number of students who achieve the 94% attendance threshold by the end of their program.

**School Improvement Goal**

1. 80% of staff will report an increase in their knowledge and application of effective grading policies by the end of the 22-23 SY. **(ACHIEVEMENT)**

<b>Strategic Actions</b>	<b>Time Line</b>	<b>Measures of Success / Desired Performance Level</b>	<b>Lead Committee</b>
<p>Staff PD topics embedded in monthly Faculty Meetings and Professional Development days:</p> <p>TAC / Schoology information transfer (grading codes NHI, PEN, INC, ABS) and how best to use them.</p> <p>How do grading codes affect student's grades?</p> <p>Gradebook set up – how does use of “exclude missing scores from average” affect student's daily grades?</p> <p>Gradebook 101 – best practices.</p> <p>Grading “Professionalism”</p>	<p>Ongoing throughout 2022-2023 SY</p>	<p>Staff feedback form for each PD offered to measure level of effectiveness.</p>	<p>Staff Development – with input from all Teams.</p>

**School Improvement Goal**

2. Improved communication with parents/students will be evidenced by 80% of students falling below the 94% attendance threshold having documented parent contact in TAC by the end of the 22-23SY.  
**(COMMUNICATION)**

<b>Strategic Actions</b>	<b>Time Line</b>	<b>Measures of Success / Desired Performance Level</b>	<b>Lead Committee</b>
<p>Staff PD topics embedded in monthly Faculty Meetings:</p> <ul style="list-style-type: none"> <li>• Templates for phone calls and emails</li> <li>• Entering TAC Notes</li> <li>• Additional training as needed (determined by staff feedback forms)</li> </ul> <p>TAC Notes reports to compare against attendance reports</p> <p>Counselor / Administration / PPW contact with family (phone calls / letters)</p>	<p>September</p> <p>October</p> <p>TBD</p> <p>Monthly</p> <p>As needed</p>	<p>Increase in documented parents contacts throughout the 2022-2023 SY.</p>	<p>All Committees</p>

School Improvement Goal			
3. The number of students who achieve the 94% attendance threshold will increase by 10% by the end of the semester. <b>(ACCOUNTABILITY)</b>			
Strategic Actions	Time Line	Measures of Success / Desired Performance Level	
<p><b>TIER 1:</b>  Attendance Initiative Introduction (Faculty Meeting)</p> <p>Follow-up Team meetings to check for understanding / questions (Individual Team meetings)</p> <p>Team input for positive attendance incentives</p> <p>Run monthly attendance reports for staff</p> <p>Implement positive attendance incentives</p> <p>Administration / Counselor support of teachers, students, and families</p> <p><b>TIER 2:</b>  <b>Interventions to include...</b>  Contact with home schools</p> <p>Student Support Team  Attendance Letters sent home from Counselor / Administration  Attendance Contract</p> <p><b>TIER 3:</b>  Intensive supports put into place</p>	<p>September</p> <p>September</p> <p>September</p> <p>September – June</p> <p>As needed</p> <p>As needed</p>	Attendance reports for second semester will show at least a 10% increase in students achieving the 94% attendance threshold over first semester.	All Committees