

Transylvania County Schools

School Wide Safety Nets for Student Accountability

2009-2010

School: **Brevard High School**

Area: Parental Communication

<u>Actions Steps</u>	<u>Timeline</u>	<u>Who is Responsible?</u>
1. Teachers will prepare a progress report for each student every three weeks following the Progress Report Schedule. The school will use the automated ProActive auto call system to contact parents on the days the progress reports are given out. (New 09-10)	Progress Report Schedule (every 3 weeks)	Teachers
2. Teachers will make a confirmed contact with parents when a student's class average falls below a D or if the student fails major, quarterly or mid-term assessments. Academic coaching options will be discussed. (*Confirmed contact constitutes a parent response from a phone call, written letter/e-mail, or face-to-face contact) (Revised 09-10)	Progress Report Schedule (every 3 weeks)	Teachers

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| <p>3. Teachers, Administrators, and School Counselors will maintain an electronic contact log. If the teacher is unable to make contact with a parent after 3 attempts a referral will be made to the student's counselor.(Revised 09-10)</p> | <p>Ongoing</p> | <p>Teachers/Administration/
Student Services</p> |
| <p>4. BHS's attendance officer will send a notification letter to parents regarding the 3rd, 5th, and 10th absence and the 3rd tardy. Parents will also get an automated phone message the day after an unlawful absence. (Revised 09-10)</p> | <p>Ongoing</p> | <p>Attendance Office</p> |
| <p>5. Each student with 5 or more absences is required to have an attendance contract. Contract is signed by parent, administration, and student. (Continued 09-10)</p> | <p>Ongoing</p> | <p>Administration/Attendance
Office</p> |
| <p>6. Teachers will maintain a website to provide students and parents easy access to class and homework assignments. (Continued 09-10)</p> | <p>Ongoing</p> | <p>Teachers</p> |
| <p>7. The school will provide "good news" post cards for teachers to use. Teachers are encouraged to use the postcards to provide positive feedback to students and parents. (Continued 09-10)</p> | <p>Ongoing</p> | <p>Administration/Teachers/
Student Services</p> |

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| <p>8. Administrative staff will publicize dates for progress reports, reports cards, and any other academically significant dates or events using a variety of sources. (Pro Active, the marquee, cable television, the newspaper and the school website)
Continued 09-10</p> | <p>Ongoing</p> | <p>Administration</p> |
| <p>9. User friendly information will be sent home to the parents detailing services provided and correct staff contact information.</p> | <p>First month of school</p> | <p>Administration</p> |
| <p>10. In an attempt to provide better communication between BHS staff and parents, parents are asked to fill out and return an information sheet and an acknowledgment of the receipt of their child's student handbook. Parents not returning this information will be contacted in order to provide staff with the most current contact information.
(Continued 09-10)</p> | <p>First month of school</p> | <p>Administration/Teachers</p> |
| <p>11. Parents will be invited to participate under the PEP guidelines (see PEP section)</p> | | |

Area: Academic Coaching

<u>Actions Steps</u>	<u>Timeline</u>	<u>Who is Responsible?</u>
1. Each teacher will provide two academic coaching sessions per week to provide additional support for students. (Continued 09-10)	Ongoing	Teachers
2. Academic Coaching hours will be posted in each classroom and will be included on each teacher's webpage. (Continued 09-10)	Ongoing	Teachers
3. Students that fail the quarterly and benchmark assessments will be offered targeted teacher led academic coaching beginning as soon as possible after the quarterly assessment. (Continued 09-10)	Ongoing	Teachers
4. Additional review sessions will be held each semester to better prepare students for taking EOC exams (Continued 09-10)	Ongoing	Teachers

Area: Curriculum Alignment and Pacing

<u>Actions Steps</u>	<u>Timeline</u>	<u>Who is Responsible?</u>
1. Teachers will be responsible for submitting semester pacing guides for each course that are aligned with the NCSCOS or College Board AP objectives. (Continued 09-10)	First two weeks of each semester.	Teachers
2. Each non-career status teacher will submit weekly lesson plans to the vice-principal. Career teachers must have lesson plans available upon the request of the administration. (Continued 09-10)	Monday of each week.	Teachers
3. Teachers must post grades weekly using the TAM module of NC WISE. (Continued 09-10)	Weekly	Teachers
4. Teachers and administration will review goal summary reports and adjust pacing to address areas of concern reflected in the goal summary reports. (Continued 09-10)	End of each semester	Administration/Teachers

Area: Benchmark Assessments

<u>Actions Steps</u>	<u>Timeline</u>	<u>Who is Responsible?</u>
1. Benchmark assessments will be administered to all students taking EOC classes (Continued 09-10)	At least once per semester	Teachers

Area: Personalized Education Plans

<u>Actions Steps</u>	<u>Timeline</u>	<u>Who is Responsible</u>
1. Personalized Education Plans (PEP) will be developed for each student identified as “at-risk” (two or more failures, or excessive absences) at the three and nine week marks, or sooner based on teacher recommendation to the CARE Team. (Revised 09-10)	Week 3 & 9 of each semester	CARE Team/Teachers/ Student Services

2. Counselors, CARE Team, and teachers will develop the students PEP with the following parameters. Parent contact must be made. The student, a parent, CARE Team member, and a teacher will meet to discuss the student's progress and determine strategies to help the student succeed academically. (Continued 09-10)	Week 3 & 9 of each semester	CARE Team/Teachers/ Student Services
3. CARE Team will maintain a file of current PEPs. PEPs will be monitored during the remainder of the semester. (Continued 09-10)	Ongoing	CARE Team
4. Upon completion of a PEP document, each of the student's teachers will receive a copy. (Continued 09-10)	Ongoing	CARE Team

Area: Other Interventions

Actions Steps	Timeline	Who is Responsible?
1. Transcript audits will be conducted at the end of each semester to ensure that all students are making adequate progress toward graduation. (Revised 09-10)	Each semester	Student Services
2. Four-year Plans will be developed and utilized to ensure that students are making adequate progress towards graduation and career goals (Revised 09-10)	Ongoing (created freshman year, reviewed during registration each year)	Student Services

