

OVERARCHING SPS DIVISION GOAL(S):

- To ensure all students demonstrate academic growth & acquire skills to become productive citizens.
- To attract, develop, and retain high quality and diverse staff.

<i>STRAND I: TEACHING FOR LEARNING</i>			
Domain 1	COMPLETION RATE	Domain 2	CREDENTIAL PARTICIPATION/ATTAINMENT
	<p>SMART Goal(s):</p> <p>GOAL 1: 93% of CCAP high school students will master 80% or more of the required tasks on the VDOE Competency-Based Task List.</p>		<p>SMART Goal(s):</p> <p>GOAL 1: 85% of eligible CCAP high school students will participate in one or more VDOE-approved industry credential tests.</p> <p>GOAL 2: 78% of CCAP high school students taking a VDOE-approved industry credential test will attain certification.</p> <p>GOAL 3: 80% of eligible CCAP adult education students will participate in one or more VDOE-approved industry credential tests.</p>
Domain 3	CTSO PARTICIPATION	Domain 4	WORK-BASED LEARNING
	<p>SMART Goal(s):</p> <p>GOAL 1: 100% of CCAP high school students will participate in one (1) student-planned and administrator-approved local Career-Technical Education Organization (CTSO) activity.</p>		<p>SMART Goal(s):</p> <p>GOAL 1: 100% of CCAP high school students will participate in a student-planned and administrator-approved service learning experience.</p> <p>GOAL 2: Annually, each program teacher shall establish one (1) new business/industry partnership, leading to work-based learning opportunities for students.</p>

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	COMMITMENT TO PROFESSIONAL LEARNING: CCAP PROFESSIONAL DEVELOPMENT SURVEY & PLAN
Domain 5	SMART Goal(s): GOAL 1: Annually, integrate a series of staff development sessions, based upon staff feedback provided via the annual Professional Development Survey, integrating session evaluation and implementation of job-embedded tasks.
	SCHOOL SPECIFIC:
Domain 6	SMART Goal(s): GOAL 1: Enrollment will increase by 10% in all programs with enrollment less than 50% of class capacity. GOAL 2: Staff will receive feedback from observations within 48 hours, 100% of occurrences. GOAL 3: 10% of IET (Integrated Education and Training) students will enroll in a CCAP adult education career-training program.

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**STRAND I: TEACHING FOR LEARNING
ACTION PLAN**

1. Essential Action/Research-Based Strategies: COMPLETION RATE, CREDENTIAL PARTICIPATION/ATTAINMENT

Focus Area <i>[Domain(s)/Student Group(s)]</i>	Action Steps	Title I, Part A, Budget Implications <i>(if applicable)</i>	Person(s) Responsible for Implementation	Timeframe <i>(Beginning to End Dates)</i>	Evaluation/Evidence of Progress/Completion <i>(Artifacts required)</i>	Person(s) Responsible for Monitoring and Frequency
DOMAIN 1: COMPLETION RATE	<p><i>Develop curriculum to ensure coordinated alignment and delivery of required VDOE tasks.</i></p> <p><i>Maintain an ongoing record of student task mastery via the course-specific VDOE Competency-Based Task List.</i></p>	N/A	Teachers	August 2020 (Annually)	Curriculum Products Instructional Innovation Plan Exam Item Correlation Table 2020-2021 Completion Rates	Administrative Team

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<p>DOMAIN 2: CREDENTIAL PARTICIPATION/ ATTAINMENT</p>	<p><i>Develop curriculum to ensure alignment and delivery of industry credential objectives.</i></p> <p><i>Develop remediation plans for students not meeting performance expectations.</i></p> <p><i>Administer aligned pre, interim, and post assessments to determine student readiness for industry credential testing.</i></p> <p><i>Integrate SURN High-Yield Strategies (Metacognition, Self-Assessment, Cooperative Learning Structures, and Feedback) to strengthen student understanding and performance of required skills.</i></p>	<p>N/A</p>	<p>Teachers</p>	<p>August 2020 (Annually)</p>	<p>Curriculum Products Assessment Data Charts Remediation Plans Instructional Innovation Plans Evaluation Portfolio Artifacts</p>	<p>Administrative Team</p>
<p><u>Status Update</u></p>						

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2. Essential Action/Research-Based Strategies: CTSO PARTICIPATION, WORK-BASED LEARNING						
Focus Area <i>[Domain(s)/Student Group(s)]</i>	Action Steps	Title I, Part A, Budget Implications <i>(if applicable)</i>	Person(s) Responsible for Implementation	Timeframe <i>(Beginning to End Dates)</i>	Evaluation/Evidence of Progress/Completion <i>(Artifacts required)</i>	Person(s) Responsible for Monitoring and Frequency
DOMAIN 3: CTSO PARTICIPATION	<p><i>Integrate local CTSO participation as a component of the Annual Growth Plan.</i></p> <p><i>Develop curriculum to ensure delivery of required CTSO initiatives on the school/local level.</i></p>	N/A	Teachers	August 2020 - June 2023 (Annually)	<p>Annual Data Collection Tables</p> <p>Instructional Innovation Plans</p> <p>Curriculum Products</p> <p>Photographs</p> <p>CTSO Meeting Minutes</p> <p>Evaluation Portfolio Artifacts</p>	Administrative Team
DOMAIN 4: WORK-BASED LEARNING	<p><i>Plan and integrate a Public Relations program to enhance work-based learning opportunities.</i></p> <p><i>Hold semi-annual advisory meetings, via a variety of formats.</i></p>	N/A	<p>Principal/Coordinator of CTE and Adult Education/Director of Community Engagement</p> <p>Teacher</p>	<p>November 2020 Initiation</p> <p>August 2020-June 2023 (Annually)</p>	<p>Media Examples</p> <p>Meeting Minutes</p>	<p>Administrative Team</p> <p>Administrative Team</p>

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	<p><i>Integrate business/industry visits for CCAP teachers during regularly scheduled staff development or early dismissal days.</i></p> <p><i>Integrate a student-planned and curriculum-related service-learning project during the 2nd semester.</i></p> <p><i>Transition to VDOE Work-based Learning forms and models.</i></p>		<p>Teachers</p> <p>Teacher</p> <p>Teachers CCAP Counselor</p>	<p>2nd Semester (Annually)</p> <p>2nd Semester (Annually)</p> <p>Ongoing</p>	<p>Pictures Staff Development Approval Reflection Question</p> <p>Service Learning Forms Photographs Instructional Innovation Plans</p> <p>Records Review</p>	<p>Administrative Team</p> <p>Administrative Team</p> <p>Administrative Team</p>
<p><u>Status Update</u></p>						

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3. Essential Action/Research-Based Strategies: COMMITMENT TO PROFESSIONAL LEARNING, SCHOOL-SPECIFIC						
Focus Area <i>[Domain(s)/Student Group(s)]</i>	Action Steps	Title I, Part A, Budget Implications <i>(if applicable)</i>	Person(s) Responsible for Implementation	Timeframe <i>(Beginning to End Dates)</i>	Evaluation/Evidence of Progress/Completion <i>(Artifacts required)</i>	Person(s) Responsible for Monitoring and Frequency
DOMAIN 5: COMMITMENT TO PROFESSIONAL LEARNING	<i>Integrate an annual Professional Development Survey to determine staff needs.</i>	N/A	Principal	May 2020 (Annually in May)	Professional Development Survey Data School Leadership Team Minutes Professional Development Plan Professional Development Evaluations	Administrative Team
	<i>Integrate evaluation surveys to determine effectiveness of integrated sessions.</i>		Principal	Ongoing		
	<i>Plan and integrate an annual Professional Development Plan guided by staff feedback.</i>		School Leadership Team	August 2020 (Annually in August)		

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<p>DOMAIN 6: SCHOOL SPECIFIC</p>	<p>GOAL 1: <i>Tabulate annual data to determine enrollment focus courses.</i></p>	<p>N/A</p>	<p>Administrative Team</p>	<p>November 2020 Annually in October)</p>	<p>Enrollment Data</p>	<p>Administrative Team</p>
	<p><i>Plan and integrate marketing strategies for identified courses.</i></p>		<p>Program Teacher School Leadership Team</p>	<p>December 2020 (Annually in November)</p>	<p>School Leadership Team Minutes\ Photographs Marketing Materials</p>	<p>Administrative Team</p>
	<p>GOAL 2: <i>Plan and integrate an observation schedule to include monthly data/instructional; practice focus</i></p>		<p>Administrative Team</p>	<p>November 2020</p>	<p>Observation Schedule Frontline Records</p>	<p>Administrative team</p>
	<p><i>Integrate pre-populated data forms as electronic attachments in Frontline.</i></p>		<p>Administrative Team</p>	<p>Ongoing</p>	<p>Forms</p>	<p>Administrative Team</p>
	<p><i>Communicate a meeting time/format before departing the observation period.</i></p>		<p>Administrative team</p>	<p>Ongoing</p>	<p>Email Correspondence</p>	<p>Administrative Team</p>
	<p>GOAL 3: <i>Develop promotional materials regarding the Integrated Education and Training (IET) program, targeted toward both high school and adult education GED students.</i></p>		<p>Adult Education Supervisor</p>	<p>December 2020</p>	<p>Promotional Materials</p>	<p>Administrative Team</p>

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	<p><i>Meet with ISAEP students and parents semi-annually to promote the IET program.</i></p> <p><i>Develop a system to track and report annual participation data.</i></p>		<p>Adult Education Supervisor</p> <p>Adult Education Supervisor</p>	<p>December 2020 (Annually in September)</p> <p>December 2020</p>	<p>Meeting Materials Attendance Roster</p> <p>Annual Data</p>	<p>Administrative Team</p>
<p><u>Status Update</u></p>						

STRAND II: SCHOOL ENVIRONMENT & STUDENT BEHAVIOR

Domain 7	SAFE AND NURTURING ENVIRONMENT	Domain 8	FAMILY AND COMMUNITY ENGAGEMENT:
	<p>SMART Goal(s):</p> <p>GOAL 1: Plan and conduct a series of monthly Safety Committee Meetings, following up with 100% of noted safety concerns.</p>		<p>SMART Goal(s):</p> <p>GOAL 1: Plan and integrate two (2) Community Engagement events.</p> <p>GOAL 2: Plan and integrate two (2) Family Engagement events.</p> <p>GOAL 3: Meet an overall average score of 3.0-<i>Fully Functioning/Operable Level</i> for the Stakeholder Survey.</p> <p>GOAL 4: Meet an overall average score of 3.0-<i>Satisfied Level</i> for the Parent Survey.</p>
Domain 9	DISCIPLINE		
	<p>SMART Goal(s):</p> <p>GOAL 1: Meet an average rating of 3.0-<i>Frequently</i> for the following Student Survey prompts:</p> <ul style="list-style-type: none"> ● <i>In this class, the teacher enforces disciplinary rules fairly and consistently.</i> ● <i>In this class, the teacher manages a classroom that minimizes disruptions.</i> ● <i>In this class, the teacher encourages students to work together.</i> ● <i>In this class, the teacher sets high standards and expectations for everyone.</i> <p>GOAL 2: Meet an average rating of 3.0-<i>Agree</i> for the following Parent Survey prompts:</p> <ul style="list-style-type: none"> ● <i>CCAP provides my child with a learning environment that is safe and orderly.</i> ● <i>All students, staff and visitors are treated with respect, regardless of race, religion or gender.</i> ● <i>Teachers at CCAP really seem to care about students.</i> 		

SCHOOL SPECIFIC: STUDENT/STAFF/PARENT/STAKEHOLDER PERCEPTION SURVEYS

Domain 10

SMART Goal(s):

GOAL 1: Integrate Student, Staff, and Stakeholder Perception Surveys annually, meeting at least a 50% response rate.

**STRAND II: SCHOOL ENVIRONMENT & STUDENT BEHAVIOR
ACTION PLAN**

1. Essential Action/Research-Based Strategies: SAFE AND NURTURING ENVIRONMENT, FAMILY & COMMUNITY ENGAGEMENT

Focus Area <i>[Domain(s)/Student Group(s)]</i>	Action Steps	Title I, Part A, Budget Implications (if applicable)	Person(s) Responsible for Implementation	Timeframe (Beginning to End Dates)	Evaluation/Evidence of Progress/Completion (Artifacts required)	Person(s) Responsible for Monitoring and Frequency
DOMAIN 7: SAFE AND NURTURING ENVIRONMENT	Select a Safety Committee and integrate a membership rotation.	N/A	Administrative Team	November 2020 (Annually in August)	Membership Rosters Rotation Schedule	Administrative Team
	Record monthly minutes via adopted format/form and via SPS electronic form.		Committee Recorder Administrative Team	September 2020 (Monthly)	Minutes Submission Records	Administrative Team
	Follow up, as appropriate, on all safety concerns via SPS Maintenance Direct application (repairs) and/or purchase requisition (supplies).		Principal Head Custodian	August 2020 (Ongoing)	Form Inventory Financial Records	Administrative Team

DOMAIN 8: FAMILY & COMMUNITY ENGAGEMENT	GOALS 1 & 2: Select a Special Events Committee and integrate a membership rotation. The Special Events Committee will meet monthly to plan and integrate family engagement events.	N/A	Administrative Team	November 2020 (Annually in August)	Membership Roster Rotation Schedule	Administrative Team
	GOAL 3: Integrate the annual stakeholder survey via program advisory meetings.		CCAP Counselor Administrative Team	November 2020 (Monthly)	Meeting Minutes Event Agendas	CCAP Counselor Administrative Team
	GOAL 4: Integrate opportunities for parents to participate in survey completion at parent events.		Administrative Team Teachers	May 2021 (Annually)	Meeting Minutes Survey Completion Rates	Administrative Team
	Post survey links on the CCAP website.		Administrative Team Teachers	May 2021 (Annually)	Survey Completion Rates	Administrative Team
	Make announcements regarding surveys via CANVAS and School Messenger.		CCAP Counselor	May 2021 (Annually)	Web Posting	CCAP Counselor Administrative Team
			Principal	May 2021 (Annually and as Needed)	CANVAS Records School Messenger Records	Administrative Team

Status Update

2. Essential Action/Research-Based Strategies: DISCIPLINE, SCHOOL-SPECIFIC						
Focus Area <i>[Domain(s)/Student Group(s)]</i>	Action Steps	Title I, Part A, Budget Implications <i>(if applicable)</i>	Person(s) Responsible for Implementation	Timeframe <i>(Beginning to End Dates)</i>	Evaluation/Evidence of Progress/Completion <i>(Artifacts required)</i>	Person(s) Responsible for Monitoring and Frequency
DOMAIN 9: DISCIPLINE	Administer Student and Parent Surveys.	N/A	Teachers Administrative Team	May 2021 (Annually)	Survey Data	Administrative Team
	Disaggregate data.		Administrative Team	August 2021 (Annually)	Data Tables	Administrative Team
	Develop strategic interventions for ratings not meeting expectations.		School Leadership Team	August 2021 (Annually)	Meeting Minutes Strategy Development	Administrative Team
DOMAIN 10: SCHOOL-SPECIFIC	Prepare surveys in Survey Monkey, distributing links as appropriate.	N/A	Administrative Team	April 2021 (Annually)	Posting Artifacts Survey Drafts	Administrative Team
	Announce surveys via Canvas, CCAP website, flyer, and School Messenger as appropriate.		Principal School Counselor	(May 2021 (Annually)	Web Postings CANVAS Records School Messenger Records Print Drafts	Administrative Team
	Integrate opportunities for survey participation at CCAP events.		Administrative Team	April 2021 (Ongoing)	Survey Data	Administrative Team

Status Update

2020-2021 Professional Learning Plan (High School)

Major Initiatives: Instructional Planning, Instructional Technology, Instructional Strategies (SURN Strategies, Differentiated Instruction, Performance-Based Assessment)

Date	Professional Learning Activity	Description
August 2020	Growing with Canvas	Pre-Service Online Module
December 2020	Google Level 1 Certification/Skill Development	CCAP/SPS Modules: Staff-selected topic and level: Prep for Google Level 1 or Level 2 Certification
Ongoing	Mentee Development	Observation of CCAP/SPS Staff with Reflection, Monthly Meetings
Summer 2020 and 2021	Curriculum Development	SPS CTE: Independent Development and Group Sessions
Ongoing	Master Teacher PD Series	Virtual Platform with Independent Review/Application
September 2020	ASCD Article Study: Virtual Learning	Reading/Reflection Questions: 5 ASCD Articles
Ongoing	Bi-Monthly Staff Development	Pre-Service: Instructional Planning, October: Differentiated Instruction, December: Hot Topics in SPED/Counseling, February: SURN High-Yield Strategies, April: Restorative Practices, June: PLC Selected Online Module

2020-2021 Professional Learning Plan (Adult Education)

Major Initiatives: Instructional Planning, Instructional Technology, Instructional Strategies (SURN Strategies, Differentiated Instruction, Performance-Based Assessment)

<u>Date</u>	<u>Professional Learning Activity</u>	<u>Description</u>
Ongoing	College and Career Ready Standards	VCU Facilitated Online and Face-to-Face Training (ABE and GED)
Ongoing (Semi-annual)	PLC Meetings	Instructional Planning (ELA and Math)
Ongoing	PLC Meetings	Instructional Planning/Strategies (AVE)-CCAP Facilitated