

SALEM HIGH SCHOOL ACTION PLAN

SUBCOMMITTEE 1: RESTRUCTURING FOR 21ST CENTURY LEARNING

Action Step	Owner	Timeline
Engage stakeholders in defining “student-centered learning”		
Convene a district-wide cross-functional stakeholder group to engage in a discussion about the future of work and its implications for what and how students learn.	Kate, Emily	March 2018
Partner with <i>Knowledge Works</i> to help frame conversations.	Kate, Emily	March 2018
Engage “innovators” in identifying priority student-centered competencies around which they will frame their project.	Emily, Amy F., Eric	April 2018-June 2018
Provide opportunities for faculty to take a lead role in the redesign process through launching “Invitation to Innovate” which focus on deepening student-centered learning		
Post opportunities for teachers to be at the forefront of the redesign process by inviting them to plan and execute innovative practices that seek to engage all students in academic rigorous and culturally relevant learning experiences <ul style="list-style-type: none"> • Project-Based Learning • Student Voice and Choice • Technology Integration • Open-Ended Option 	Dave	January 2018
Interview teachers	Kate, Eric, Rebecca, Amy F., Emily	January 2018
Coordinate partners who will facilitate support and PLCs	Dave	February 2018-June 2018
Videotape lessons which highlight innovative practices that engage all learners	Group Facilitators	February 2018-June 2018
Teachers present experiences at a structured event as a means for disseminating practice	Dave	June or Summer 2018
Plan for extended/new pilots for next year	Dave	August 2019
Establish Lab Classes to support shifts toward deeper student-centered learning		
Continue to work with teachers from the “Innovation” project and use their classes as lab sites for incubating and disseminating promising practices	Amy F., Emily, Eric	September 2018-June 2019
Establish a system for peer observations	Andy Wulf, coaches	September 2018—ongoing

Action Step	Owner	Timeline
Set expectations for implementation and use of instructional rounds and coaching to support deeper, broader implementation of student-centered pedagogies	Andy Wulf, coaches	
Newcomer Academy		
Establish a PLC of ESL and SEI teachers to focus on the throughlines of academic and language supports across contents for the newcomers.	Nancy Meacham	January 2018—ongoing
Conduct regular data reviews to determine transition of newcomers to more inclusive environments.	ESL district & school-based team	Ongoing
Plan and launch a Newcomer Intervention block to strategically group students and work on remedial skills. For a large group of our newcomers who are SLIFE (Significant/Limited Interrupted Formal Education), they need a dedicated block of time for basic arithmetic, multiplication facts, and numeracy.	ESL district & school-based team	September 2018
Seal of Biliteracy		
Convene a task force involving World Language and ESL teachers, parents, students, SSU faculty, and community members to create a proposal for implementation of the Seal of Biliteracy for the 2018-19 school year.	Rebecca	December 2018-ongoing
Present proposal to School Committee with policy recommendations	Rebecca	March 2018
Graduate 30 students with the Seal of Biliteracy (Seal will be open to any language that students know with an assessment option for high incidence languages (Spanish, Portuguese) and a portfolio option with the community evaluator for low incidence languages (Vietnamese, Arabic))	Rebecca, high school team	June 2019
1:1 Device pilot		
Secure laptop cart and licenses to support technology pilot with “innovator” team (Chromebook tablets, Schoololgy, Nearpod)	Matt Killen, Eric	January 2018
Secure funding for 1:1 pilot at Gr. 9; project costs for scale-up to Gr. 10-12; present plan to School Committee	Matt. K., Kate, Eric	May 2018
Develop draft policies for School Committee to consider	Kate, Eric	March 2018
Implement Summer Chromebook Academies—summer training for 9 th grade teachers	Eric	August 2018
Provide ongoing workshops and in-class coaching in support 1:1 initiative	Eric	Sept. 2018-June 2019
Standards-based Practices for All		
Open the Aspen portal to parents	Dave, Andy	March 2018
Begin onboarding grade 10 core content teachers to the practices	Andy, Michelle, Meg	March 2018
Update grade 9 curriculum maps	Andy, Michelle, Meg	Summer 2018
Identify Gr. 10 priority standards and develop proficiency scales	Andy, teachers	Summer 2018

Action Step	Owner	Timeline
Expand the grade nine standards-based pilot	Principal	Fall 2018
Internships		
Convene a team of staff across the district working on outward-facing community partnerships	Emily	October 2017-ongoing
Leverage this team to build systems, structures, and processes for identifying building relationships, identifying internship placements and expanding community-based opportunities for all students.	Emily, Katie	January 2018-ongoing
Co-plan and execute trainings on building healthy youth-adult relationships with Mass Mentoring Partnerships for community members to support out-of-school work-based placements	Emily	October 2017-ongoing
Collaborate with College & Career Center to engage counselors in supporting students in work-based placements	Katie	September 2017-ongoing
For 2018-19 <ul style="list-style-type: none"> Place 25-30 seniors in Fall 2018 internships and another 25-30 seniors in Spring 2019 internships Launch job-shadow experiences for 25-30 juniors Implement a career day and college visits for Gr. 8-10 students 	Katie	September 2017-ongoing
Project Lead the Way (PLTW)		
Offer two PLTW courses (<i>Intro to Engineering Design</i> and <i>Principles of Biomedical Science</i>) in the 2019 Salem High School course of study	Principal, T&L	February 2018
Identify teachers and register them for PLTW summer training	Principal	April 2018
Purchase course materials	T&L	July 2018
Plan for expanding PLTW by adding the second course in each series and consider adding the first course in the Computer Science strand	Principal, T&L	January 2019

SUBCOMMITTEE 2: EQUITY & ACCESS TO COLLEGE & CAREER

Action Step	Owner	Timeline
Restructuring of Guidance / College & Career Center		
College & Career Center curriculum review: <ul style="list-style-type: none"> Create outline of workshops for the year (by grade) Develop lesson plans for each workshop (by grade) Schedule of workshops for the year Increase time and consistency of face-to-face meeting between counselors and students 	College & Career Center Staff	June 2018

Action Step	Owner	Timeline
Rewrite counselor job description - merge old and newer job descriptions with the goal of having one job description that all counselors are working under by the end of the year	CCC Staff	June 2018
Redesigning College & Career Center space – create an inviting space for students, parents, community members and high school staff	CCC Staff, Principal, District Staff	September 2018
Develop and implement four-year plans for all students <ul style="list-style-type: none"> Update Naviance to host four-year plan Identify what action steps should be included by grade Develop timeline for when tasks should be completed Outreach to core subjects/Advisory to support task completion Ensure plan can be modified for specific student needs Training and promoting of plan for community partners 	College & Career Center Staff	June 2019
Develop and implement communication plan for sharing important information with students, families, staff, and community regarding CCC activities (ensure bilingual messages are sent out): <ul style="list-style-type: none"> Email (Naviance, Blackboard) Social Media (Twitter, Facebook) Public notification (Salem Public TV, local newspapers) Notices (morning announcements, mailings to parents & community members) 	College & Career Center staff and Administration	June 2019
Implement Early College/Dual Enrollment program to give more students exposure to college level courses, paying careful attention to ensure that participating students reflect the diversity of Salem High School enrollment: <ul style="list-style-type: none"> Conduct targeted outreach to recruit a diversity of students including first generation college goers, English learners, and low-income students Coordinate, recruit and promote SHS/SSU classes Schedule students into co-taught classes 	College & Career Center & Early College Coordinator	June 2019

Action Step	Owner	Timeline
Repurpose Advisory to connect to college and career		
Form an Advisory Committee that includes members who reflect/represent the diversity of SHS	Advisory Committee	Summer 2018
Redefine vision for the Advisory block		Summer 2018

Action Step	Owner	Timeline
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Action Step	Owner	Timeline
Engage parents / guardians in students' college and career plans, and keep them up to date on progress		
<p>Student-Parent-Teacher Conferences</p> <p>Conduct student-parent-teacher conferences in which a teacher-advisor and one other faculty member (of the student's choice) meet twice per year with a student and the student's parent to set and discuss progress on graduation and college/career goals, and in which the students present selections of their work for discussion and feedback.</p> <ul style="list-style-type: none"> • Further design the model and embed it in the advisory model • Determine a grade and group of students with which to pilot it during the 2018-2019 school year • Assess the pilot and make refinements to the model 	Family Engagement Coordinator, Admin, Staff	2018-2019 School Year
<p>College and Career Center (CCC) Advisory Committee</p> <p>Establish this committee, consisting of parents who represent the diversity of SHS student enrollment, CCC staff, and the Family Engagement Coordinator to provide guidance and recommendations on the center's focus and activities and ensuring parent/guardian engagement in students' college and career planning.</p> <ul style="list-style-type: none"> • Recruit parents, ensuring diversity by race/ethnicity and grades • Set up and implement meeting schedule 	Admin, College & Career Center Staff	Ongoing
<p>Community building</p> <p>Schedule and organize several social and community building events annually that bring parents, community, and students together in a community setting (barbeque with student performances)</p> <ul style="list-style-type: none"> • Set up a committee of parents, students, and staff to design the events 	Family Engagement Coordinator	Ongoing
<p>Parent meetings in the community</p> <ul style="list-style-type: none"> • Schedule informational and input-gathering meetings in community spaces throughout the city (e.g., advisory, dual enrollment, College & Career Center) 	Family Engagement Coordinator	Ongoing
For all parent meetings and community building events, make translation services and childcare available.		

SUBCOMMITTEE 3: CAREER TECHNICAL EDUCATION

Action Step	Owner	Timeline
Review current CTE programing and recommend what future programs may be offered at the high school		
Gather and review the following information on current CTE programs: <ul style="list-style-type: none"> • Labor market statistics • Industry credentials • Alignment with current CTE frameworks • Alignment with partners (coop, post-secondary articulation agreements) • Current student data • Post-secondary follow-up data • Other (policy, schedules, exploratory, etc.) 	Judd Berman/ CTE Redesign Committee	6/2018
Evaluate information from number 1 <ul style="list-style-type: none"> • Make determination on how to improve current CTE programming 	Judd Berman/ CTE Redesign Committee	6/2018
Conduct labor market survey to consider expansion of CTE programs	Judd Berman/ CTE Redesign Committee	6/2018
Evaluate information from number 3 to suggest future CTE programs <ul style="list-style-type: none"> • Industry-backed certifications • Cooperative opportunities • Student interest • Capital resources needed • Physical space needed 	Judd Berman/ CTE Redesign Committee	December 2018