

**Directions for the Plan for District Improvement Template:**

All Low Performing Districts must submit a plan for district school improvement to NCDPI for review.

The following document is an optional template to record a district's Plan for Improvement.

Once completed, this document or the district's choice of a Plan for Improvement document must be uploaded to <https://www.rep.dpi.state.nc.us/dstplan/>.

---

**Please note:** The following MS Excel Workbook includes cells that contain formulas in order to populate the information entered on corresponding sheets. Begin entering information on the **District Info Mission Vision tab**, and if the formulas remain in place, the **District Name, LEA Code, and School Year** will populate to all the following tabs.

On the **Goals tab**, each goal entered will populate to its corresponding tab.

To save the Excel file as a PDF, select File, Save As, and **select PDF under Save as Type**.

To save the entire Workbook as a PDF, **use the Options button to select Publish What > Entire Workbook**.

## School Plan for Improvement

<b>District Name:</b>		<b>LEA Code:</b>	<b>Year:</b>
Charlotte Secondary School, Inc.		60K	2015
<b>Superintendent Name (or Designee)</b>	Nancy Dillon	<b>Superintendent (or Designee) Email</b>	<a href="mailto:nancy.dillon@charlottessecondary.org">nancy.dillon@charlottessecondary.org</a>
<b>District Mission</b>	<p>Charlotte Secondary School embraces a comprehensive liberal arts education with a particular focus on civic education and the humanities for students in grades 6-12 with the intent to employ critical thinking and problem-solving based on 'real world' issues.</p> <p>Our mission is to develop students' capacity to:</p> <p>Think with discernment and ingenuity            Communicate with empathy and tolerance            Act with integrity and purpose</p>		
<b>District Vision</b>	<p>Through the Paideia experience, Charlotte Secondary School (CSS) aspires to present to the young people of the Charlotte-Mecklenburg community to become vital citizens and ethical contributors to the future of mankind. Paideia is simply Greek for, "the whole upbringing of the child." CSS strives to nourish that child's spirit, mind and body so that each individual might, in the words of Mortimer Adler: "earn a decent livelihood, be a good citizen of the nation and the world, and make a good life for one's self".</p>		
<p><i>During our investigation for the District Improvement Plan, our team looked at several data points including: 2014 &amp; 2015 Measurements of Academic Progress data for our school as well as Nationally-normed standards; End of Course and End of Grade scores; 2012-2015 Attendance and tardiness information; Qualitative information gathered from various stakeholders (2015); 2012-2015 EVAAS data; Demographic information of student population (including socio-economic status, distance from residence to school, family size, number of parents per family, etc); Retention rates. Diversity within our student population continues to be a strength at Charlotte Secondary School. Our students come from a variety of socio-economic, religious, cultural, and ethnic backgrounds. CSS have approximately 20 % of its students who are certified through the Exceptional Children's Department. There are a range of disabilities within this population such as LD, OHI, Autism, SED, ID, and OI to name a few. We also have students within the school population who have mental health diagnoses which need support during the school day. This year, the income surveys returned to CSS from families shows that over 50% of our students are living below the poverty line. The CSS Staff is dedicated to providing an academic atmosphere which promotes the "whole child" . This year, CSS will have its first graduating class of high school seniors. Our College/Career Counselor is working to support students with applying for colleges as well as scholarships to attend. We only have one year of data for ACT results which shows an average score of 14. We will continue to offer students ACT and SAT prep during math and ELA classes. While our 2014-15 EOC and EOG scores did not meet growth, the faculty and staff at CSS believe that the attached Plan for Improvement will support the growth of all students during the 2015-16 school year. For the last 3 years, there was not enough</i></p>			

### School Plan for Improvement

<b>District Name:</b>		<b>LEA Code:</b>	<b>Year:</b>
Charlotte Secondary School, Inc.		60K	2015
District Goal #1: (SMART - Specific, Measurable, Attainable, Realistic, Time-Bound)	<b><i>By the end of the 2015-2016 school year, CSS will move from Does Not Meet Expected Growth to Meets Expected Growth as determined by the State of North Carolina growth matrices.</i></b>		
	SBE Goal Alignment:	Goal 1: Every student in the NC Public School System graduates from high school prepared for work, further education and citizenship.	
	LEA Goal Alignment:	Clear goals and high expectations for student achievement will guide the design of instructional strategies and learning activities.	
	Indistar Indicator: (if applicable)	I02 - All teachers monitor and assess student mastery of standard-based objectives in order to make appropriate curriculum adjustments. (1715)	
<b>Progress:</b>	Progress Monitoring Status:	Has Begun	
District Goal #2: (SMART - Specific, Measurable, Attainable, Realistic, Time-Bound)	<b><i>Student absenteeism and tardiness will decrease by 10% during the 2015-2016 school year.</i></b>		
	SBE Goal Alignment:	Goal 5: Every student is healthy, safe, and responsible	
	LEA Goal Alignment:	Teachers, staff, administrators, parents, students and community members will share in the responsibility for providing a supportive learning environment within our school.	
	Indistar Indicator: (if applicable)	A02 - The LEA has reoriented its culture toward shared responsibility and accountability. (1634)	
<b>Progress:</b>	Progress Monitoring Status:	Has Begun	
District Goal #3: (SMART - Specific, Measurable, Attainable, Realistic, Time-Bound)	<b><i>Students in the Exceptional Children's program at CSS will grow at least one grade level during the 2015-16 school year.</i></b>		
	SBE Goal Alignment:	Goal 2: Every student has a personalized education.	
	LEA Goal Alignment:	Each student is a valued individual with unique physical, ethical, linguistic, social, emotional and cognitive needs.	
	Indistar Indicator: (if applicable)	I01 - The school has established a team structure among teachers with specific duties and time for instructional planning. (1711)	
<b>Progress:</b>	Progress Monitoring Status:	Fully Implemented	

### School Plan for Improvement

<b>District Name:</b>		<b>LEA Code:</b>		<b>Year:</b>	
Charlotte Secondary School, Inc.		60K		2015	
<b>District Goal #1:</b>	<b><i>By the end of the 2015-2016 school year, CSS will move from Does Not Meet Expected Growth to Meets Expected Growth as determined by the State of North Carolina growth matrices.</i></b>				
<b>Strategy #1:</b> Describe the strategy that will support this goal	<b><i>Progress monitoring will be required by all core subject teachers.</i></b>				
<b>Progress:</b>	Progress Monitoring Status:	Fully Implemented			
<b>Tasks/Action Steps:</b> Describe the action steps that will be taken to support this strategy.	<b><i>Professional Development session to discuss progress monitoring. Monthly grade-level meetings. Monthly content area meetings to discuss data.</i></b>				
	Evidence:	Content area plan for progress monitoring. Class-specific data (tracked by teachers).			
	Person(s) Responsible:	Teachers			
	Timeline:	August 2015-June 2016			
	Budget Amount: (if applicable)		Budget Source: (if applicable)		
<b>Strategy #2:</b> Describe the strategy that will support this goal	<b><i>Using data from either Measures of Academic Progress (MAP) or teacher-constructed system, teachers will identify and target those students who require intensive support.</i></b>				
<b>Progress:</b>	Progress Monitoring Status:	Fully Implemented			
<b>Tasks/Action Steps:</b> Describe the action steps that will be taken to support this strategy.	<b><i>Securing access to MAP testing for Middle School classes. Teacher Coach working with individual teachers to look at classroom data. High School teachers worked in content area groups to develop appropriate methods for tracking growth.</i></b>				
	Evidence: (Identify documents and artifacts)	Teacher-specific data tracking system. Notes from High School teachers about progress monitoring system chosen/developed.			
	Person(s) Responsible:	Testing Coordinator. Teachers. Administrative Staff.			
	Timeline:	August 2015-June 2016			
	Budget Amount: (if applicable)	\$3770 to NWEA for MAP testing	Budget Source: (if applicable)		Testing
<b>Strategy #3:</b> Describe the strategy that will support this goal	<b><i>Teachers will be empowered to reflect on the data to directly inform their teaching practice.</i></b>				
<b>Progress:</b>	Progress Monitoring Status:	Fully Implemented			
<b>Tasks/Action Steps:</b> Describe the action steps that will be taken to support this strategy.	<b><i>Teachers have access to their EVAAS data and are walked through process of analyzing (if not already familiar). Teachers create own method for tracking changes. Teachers identify students who are below grade level and those performing below peers. Plan of action</i></b>				
	Evidence: (Identify documents and artifacts)	EVAAS data. Plan of Action by High School teachers.			
	Person(s) Responsible:	Teachers			
	Timeline:	August 2015-June 2016; Focused exam prep= December 2015-January 2016 (High School) and May -June 2016 (Middle and High School)			
	Budget Amount: (if applicable)	Goal 1 Strategies Section	Budget Source: (if applicable)		

### School Plan for Improvement

<b>District Name:</b>	LEA Code:	Year:
Charlotte Secondary School, Inc.	60K	2015
<b>District Goal #2:</b>	<b><i>Student absenteeism and tardiness will decrease by 10% during the 2015-2016 school year.</i></b>	
<b>Strategy #1:</b> Describe the strategy that will support this goal	<b><i>Increase vigilance with monitoring of tardiness and absences and clear communication with families about truancy concerns.</i></b>	
<b>Progress:</b>	Progress Monitoring Status:	Fully Implemented
<b>Tasks/Action Steps:</b> Describe the action steps that will be taken to support this strategy.	<b><i>Front office staff tracks and processes all tardy students. Dean of Students produces truancy letters for students with excessive absences and sends letters home. Administrative staff contacts families of students who are out of school frequently. Truancy Court will be held when students have more than 10 unexcused absences. Our Community Coordinator with the CMS Police Department</i></b>	
	Evidence: (Identify documents and	Student sign-in sheets; 2015-16 Truancy Letter template
	Person(s) Responsible:	Front office staff, Dean of Students, Admin staff.
	Timeline:	August 2015-June 2016
	Budget Amount: (if applicable)	Budget Source: (if applicable)
<b>Strategy #2:</b> Describe the strategy that will support this goal	<b><i>Analyze the start of day when majority of absences and tardiness occur and create a dedicated homeroom time to minimize loss of direct instruction.</i></b>	
<b>Progress:</b>	Progress Monitoring Status:	Fully Implemented
<b>Tasks/Action Steps:</b> Describe the action steps that will be taken to support this strategy.	<b><i>Revise schedule at the start of the day: tiered start time to reduce traffic jams during drop off. Homeroom time at the start of every day which allows for culture-building time and minimizes loss of instruction time.</i></b>	
	Evidence: (Identify documents and artifacts)	Schedule website coverage: <a href="http://www.charlottesecundary.org/resources/bells">http://www.charlottesecundary.org/resources/bells</a> ; Communication of changes in school newsletter: <a href="http://us7.campaign-archive2.com/?u=2ba41e92eb4b627f631b99f44&amp;id=6499feb3d2&amp;e=[UNIQID]">http://us7.campaign-archive2.com/?u=2ba41e92eb4b627f631b99f44&amp;id=6499feb3d2&amp;e=[UNIQID]</a>
	Person(s) Responsible:	Communication & Development Manager
	Timeline:	July-August 2015
	Budget Amount: (if applicable)	Budget Source: (if applicable)

**School Plan for Improvement**

<b>Strategy #3:</b> Describe the strategy that will support this goal	<i>Developing ways for students to be held accountable for loss of learning when they must miss a day of school.</i>		
<b>Progress:</b>	Progress Monitoring Status:	Fully Implemented	
<b>Tasks/Action Steps:</b> Describe the action steps that will be taken to support this strategy.	<i>Implementation of multiple modes of communication between families and school. Teachers are required to have and maintain websites.</i>		
	Evidence: (Identify documents and	Teacher websites listed in staff info: <a href="http://www.charlottesecundary.org/about/contact/staff">http://www.charlottesecundary.org/about/contact/staff</a>	
	Person(s) Responsible:	Communication & Development Manager. Core & Elective teachers	
	Timeline:	July 2015-June 2016	
	Budget Amount: (if applicable)		Budget Source: (if applicable)

**School Plan for Improvement**

<b>District Name:</b>		<b>School Code:</b>		<b>Year:</b>	
Charlotte Secondary School, Inc.		60K		2015	
<b>District Goal #3:</b>	<b><i>Students in the Exceptional Children's program at CSS will grow at least one grade level during the 2015-16 school year.</i></b>				
<b>Strategy #1:</b> Describe the strategy that will support this District	<b><i>A Teacher Effectiveness Coach with an extended background in EC will be hired to support teachers in providing more rigorous instructional practices.</i></b>				
<b>Progress:</b>	Progress Monitoring Status:	Fully Implemented			
<b>Tasks/Action Steps:</b> Describe the action steps that will be taken to support this strategy.	<b><i>Our Associate Administrator will lift the practices of the EC team through regular meetings. This person will also support the planning processes of the team. She will also work with the EC and primary classroom teachers to enhance co-teaching.</i></b>				
	Evidence: (Identify documents and artifacts)	Minutes from meetings.			
	Person(s) Responsible:	Head of School. Finance & Human Resource Officer. Associate Administrator.			
	Timeline:	October-November 2015			
	Budget Amount: (if applicable)	\$53,000	Budget Source: (if applicable)	Salary and resources	
<b>Strategy #2:</b> Describe the strategy that will support this goal	<b><i>Dedicate resources for EC students who require remediation in English Language Arts and Math to maximize achievement</i></b>				
<b>Progress:</b>	Progress Monitoring Status:	Fully Implemented			
<b>Tasks/Action Steps:</b> Describe the action steps that will be taken to support this strategy.	<b><i>Students engage in specific and focused instruction in a separate setting outside of their English and Math classes.</i></b>				
	Evidence: (Identify documents and artifacts)	Teacher schedules. Lesson plans.			
	Person(s) Responsible:	Exceptional Children staff. Head of School			
	Timeline:	August 2015- June 2016			
	Budget Amount: (if applicable)		Budget Source: (if applicable)		

**School Plan for Improvement**

<b>Strategy #3:</b> Describe the strategy that will support this goal	<b><i>Review and revise Exceptional Children program so that the team is maximizing the services provided to students in order to enhance achievement of EC students.</i></b>		
<b>Progress:</b>	Progress Monitoring Status:	Partially Implemented	
<b>Tasks/Action Steps:</b> Describe the action steps that will be taken to support this strategy.	<b><i>Revamped the Exceptional Children team schedule so that EC teachers are providing more services during core content classes. The revised schedule also allows for the EC teacher to plan with the Regular Education teacher to enhance the co-teaching model.</i></b>		
	Evidence: (Identify documents and artifacts)	Drafts of EC team schedule.	
	Person(s) Responsible:	Head of School. Associate Administrator.	
	Timeline:	August 2015- January 2016	
Budget Amount: (if applicable)		Budget Source: (if applicable)	