

Boston Day and Evening Academy (2018-2023)

Charter School Accountability Plan

<i>Boston Day and Evening Academy (BDEA)</i>			
Type of Charter (Commonwealth or Horace Mann)	Horace Mann	Location	Boston
Regional or Non-Regional?	Non-Regional	Districts in Region (if applicable)	N/A
Year Opened	1998	Year(s) Renewed (if applicable)	2002, 2008, 2012, 2018
Maximum Enrollment	405	Chartered Grade span	9-12
Mission Statement			
Boston Day and Evening Academy re-engages off-track students in their education preparing them for high school graduation, post-secondary success and meaningful participation in their community.			

The school is guided by four key design elements (KDEs) as pillars that the school is built upon to fulfill the mission:

Key Design Elements (with parenthetical citations to pages from the charter application):

Criterion 1: Mission and Key Design Elements

The school is faithful to its mission, implements the key design elements outlined in its charter, and substantially meets its accountability plan goals.

Key Design Elements:

- 1.) Competency-based, student-centered teaching and assessment system that encourages greater student ownership for over-age, under-credited students at high risk for dropping out or who have already dropped out of high school. (p. 1, 4)
- 2.) Student Support Model, including social and emotional supports for all students to foster personal growth and resiliency. (p.3)
- 3.) Post Graduate Planning (PGP) / College and Career Programming: exploration, readiness, practice through real-life experiences, internships, paid jobs, dual enrollment. (p.6)

4.) Build and maintain a robust and active professional learning community for teachers and staff at all levels of experience. (p.10,11)

The charter school commits to meeting Criteria 1 through 10 as outlined in the Charter School Performance Criteria.

Date of Preliminary Department Approval	6-12-19
Date of Board Approval:	10-24-19 (BDEA)
Date of Department Approval:	

Objectives and Measures related to Mission and Key Design Elements (required):

Objective 1: BDEA will implement student-centered academic programming and assessments for students who struggled to make progress at a traditional middle or high school. (Aligns with key design element #1.)	
<p>Measure 1a): Annually, based on students’ documented and reported histories, 100% of students enrolled in BDEA have struggled to make progress at a traditional middle or high school because of the following:</p> <ul style="list-style-type: none"> ● the need for additional academic support ● struggles with mental health ● physical health ailments ● family or personal trauma ● additional familial responsibilities (e.g., single parenting) ● behavioral issues resulting in suspension or expulsion 	<p>Data gathered/data collection plan:</p> <p>What data will be collected: Sources of evidence, or data (listed below) will be collected through the admissions and internal/external data collection process:</p> <ul style="list-style-type: none"> ● the need for additional academic support ● students’ academic histories ● struggles with mental health ● physical health ailments ● family or personal trauma ● additional familial responsibilities (e.g., single parenting) ● behavioral issues resulting in suspension or expulsion <p>How data will be collected:</p> <ul style="list-style-type: none"> ● data on mental health, physical ailments, trauma, familial responsibilities, and the need for additional academic support will be collected at intake through one-on-one interviews with students and student surveys; ● data on suspensions or expulsions will be collected from the Massachusetts Department of Education’s Edwin data system; ● academic histories will be collected from student transcripts and data in the Massachusetts Department of Education’s Edwin data system <p>Where the data will be stored:</p> <ul style="list-style-type: none"> ● all data will be securely stored in Connects, BDEA’s Student Information System <p>Who will collect it:</p> <ul style="list-style-type: none"> ● The data manager will collect survey and interview data from Edwin at intake <p>The frequency of collection, if applicable:</p> <ul style="list-style-type: none"> ● Data will be collected at intake

<p>Measure 1B Each trimester, students that have an average class attendance of 70% or greater will demonstrate competence (demonstrate knowledge and skill of benchmarks required of that class) in 70% or greater of their courses each trimester.</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> • Each trimester, we will collect the course completion rates for students who have an average class attendance of 70% or greater during that trimester <p>How data will be collected:</p> <ul style="list-style-type: none"> • The data manager imports attendance data into Connects. • Teachers enter final grades into Connects, BDEA’s Student Information System. • Course completion rates are automatically calculated in Connects for each student each trimester. <p>Where the data will be stored:</p> <ul style="list-style-type: none"> • all data will be securely stored in Connects, BDEA’s Student Information System <p>Who will collect it:</p> <ul style="list-style-type: none"> • The data manager will ensure accurate attendance data has been imported into Connects. • Teachers will enter final grades into Connects. • The data manager will export the data from Connects. <p>The frequency of collection, if applicable:</p> <ul style="list-style-type: none"> • Data will be collected at the end of each trimester.
<p>Measure 1c): Annually, all students testing at or below the 6th grade level who participate in literacy and numeracy support classes will have math and humanities classes’ completion rates on par with their peers who have not participated in support classes.</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> • course completion rates for students testing below a 6th grade level in math or humanities and enrolled in math or literacy support classes, respectively, will be compared to students testing above a 6th grade level and not enrolled in support classes <p>How it will be collected:</p> <ul style="list-style-type: none"> • teachers will enter grades in Connects. The data manager will analyze course completion data and identify course completion rates in math and humanities for students testing below a 6th grade level in math and humanities,

	<p>respectively, and for students testing above a 6th grade level in those areas</p> <p>Who will collect it:</p> <ul style="list-style-type: none"> • course completion data will be entered by teachers at the end of every term. The data manager will analyze that data and determine math and humanities course completion rates for students – and will compare completion rates for the group of students taking support classes to those of the group of students not taking support classes <p>Where the data will be stored:</p> <ul style="list-style-type: none"> • the data manager will analyze data stored in Connects. The analyzed data will be stored on the data manager’s computer <p>The frequency of collection, if applicable:</p> <ul style="list-style-type: none"> • course completion data will be collected during each grading period (at the end of each term -- 4 times during the school year). Course completion rates will be determined annually
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Objective 2: BDEA will continue to promote a school culture that is safe and equitable for all students and families. (Aligns with key design element #2.)	
<p>Measure 2a): On the yearly administered Boston Public Schools’ (BPS) school culture survey, students will, on average, rate the school with 3 out of the 4 elements that measure sense of belonging, feeling safe, teacher interest in students and valuing of learning.</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> • results from an anonymous Boston Public Schools’ student climate survey administered to BDEA students annually will be used to assess this measure. The survey asks students how safe they feel at BDEA and compares BDEA students’ responses to responses from other high school students in the district <p>How it will be collected:</p> <ul style="list-style-type: none"> • the survey is created by Boston Public Schools and administered by BDEA staff <p>Who will collect it:</p> <ul style="list-style-type: none"> • data will be collected and stored by Boston Public Schools <p>Where the data will be stored:</p>

	<ul style="list-style-type: none"> • data will be collected and stored by Boston Public Schools <p>Frequency of collection, if applicable.</p> <ul style="list-style-type: none"> • the climate survey is conducted once per school year
<p>Measure 2b) BDEA will continue to provide multiple opportunities (at least twice yearly) for a <i>minimum</i> of 100 families to engage with BDEA staff, celebrating their students and their successes (e.g., Thanksgiving Community Dinner, symposia, portfolio reviews, Family BBQs, etc.).</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> • a schedule of family engagement events with an approximate count of the number of family members in attendance at each event will be maintained <p>How it will be collected:</p> <ul style="list-style-type: none"> • a schedule will be developed by the Family Engagement Coordinator and a count will be done by the data manager and Family Engagement Coordinator <p>Who will collect it:</p> <ul style="list-style-type: none"> • the Family Engagement Coordinator, and the Data manager <p>Where the data will be stored:</p> <ul style="list-style-type: none"> • the schedule with associated counts will be stored on the Family Engagement Coordinator’s computer <p>The frequency of collection, if applicable:</p> <ul style="list-style-type: none"> • the schedule will be created at the start of the school year and counts will be conducted after every family engagement event

<p>Objective 3: BDEA will maintain an active and robust Post Graduate Planning (PGP) Center that ensures all students will have a personalized and viable post-secondary school plan. (Aligns with key design element #3)</p>	
<p>Measure 3a): Annually, by the capstone deadline, 100% of graduating students will complete a Postgraduate Planning portfolio in <i>Connects</i> that contains evidence of career skills, college and career searches, self-reflection on habits of success rubric and a statement of intent.</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> • electronic portfolios will be created and stored in Connects. We will check to make sure each graduate has one completed

	<p>How it will be collected:</p> <ul style="list-style-type: none"> • students will create their portfolios in Connects <p>Who will collect it:</p> <ul style="list-style-type: none"> • the Capstone teacher with support from the Postgraduate Planning Department and data manager will ensure students have created their electronic portfolios <p>Where the data will be stored:</p> <ul style="list-style-type: none"> • electronic portfolios will be stored in Connects <p>Frequency of collection, if applicable:</p> <ul style="list-style-type: none"> • portfolios will be created and modified throughout the school year
<p>Measure 3b): Annually, as a result of PGP activities (such as career readiness workshops, field trips to colleges, and transition planning sessions), 70% of each graduating class (Sept-June graduations) will be accepted into a viable post-secondary college or program by the fall of the following year. Viable post-secondary programs include two and four-year college, job-training programs and/or volunteer programs.</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> • applications statuses for college, training program, and scholarship applications will be entered into Connects and aggregated to ensure all graduating students have applied and been accepted to at least one post-graduate opportunity <p>How it will be collected:</p> <ul style="list-style-type: none"> • students and postgraduate planning staff will enter application information <p>Who will collect it:</p> <ul style="list-style-type: none"> • postgraduate planning staff will collect the data. The data manager will compile the data <p>Where the data will be stored:</p> <ul style="list-style-type: none"> • data will be securely stored in Connects <p>Frequency of collection, if applicable:</p> <ul style="list-style-type: none"> • data on new applications will be entered into Connects when applications are started and/or completed. Given that the timeline for this measure is the fall of the following year, each year we will report on the percent accepted from the previous year as well as status of students will acceptance letters for the current year.

Objective 4: BDEA will continue to build a Professional Learning Community for all staff. (Aligns with key design element #4)

Measure 4a):

BDEA's administration and election to work committee (ETWA) will gather feedback from staff to ensure work conditions are livable and sustainable.

Data gathered/data collection plan:

What data will be collected:

- staff will provide feedback on how to make the work they are asked to do at BDEA sustainable. Feedback will be given through staff surveys and meetings around sustainability. Staff will also discuss how the make work at BDEA sustainable in the school's election to work agreement.

How it will be collected:

- The ETWA committee and data manager will create staff surveys on Google sheets. Feedback from these surveys will be aggregated by the data manager.
- The election to work agreement will include a section on sustainability and will be made available to staff.

Who will collect it:

- the staff surveys will be collected and compiled by the ETWA committee and data manager, respectively

Where the data will be stored:

- all of the data will be stored on the ETWA committee teacher's computer

Frequency of collection, if applicable:

- a comprehensive end of year survey will be administered along with check-in surveys at the end of each trimester (3 times during a school year). The election to work agreement will draft new goals each year and spend the year drafting and implementing proposed changes

<p>Measure 4b): 80% (out of 70% response rate) of staff will rate BDEA’s work environment at a 3 or above on a 5 point scale as livable or sustainable, measured annually.</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> ● BDEA staff will complete a survey on the livability and sustainability of their work at BDEA. <p>How it will be collected:</p> <ul style="list-style-type: none"> ● The ETWA committee and data manager will create staff surveys on Google sheets. Feedback from these surveys will be aggregated by the data manager. <p>Who will collect it:</p> <ul style="list-style-type: none"> ● the staff surveys will be collected and compiled by the ETWA committee and data manager, respectively <p>Where the data will be stored:</p> <ul style="list-style-type: none"> ● all of the data will be stored on the ETWA committee teacher's computer <p>Frequency of collection, if applicable:</p> <ul style="list-style-type: none"> ● The survey will be administered annually.
<p>Measure 4c): All staff will continue to be engaged in at least 90 minutes per week of collaborative professional learning time to enhance teaching and learning practices and continue to foster a healthy professional learning community.</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> ● a professional development calendar will be created and time will be allotted for self-directed or collaborative professional learning ● staff will be surveyed about the amount of collaborative PD time they actually had at the end of the school year <p>How it will be collected:</p> <ul style="list-style-type: none"> ● the Instructional Leaders will create the calendar and the data manager will calculate the number of hours

	<ul style="list-style-type: none"> the data manager and Instructional Leaders will create a survey on google forms and administer the survey to staff through email <p>Who will collect it:</p> <ul style="list-style-type: none"> Instructional Leaders will create the PD calendar. The data manager will calculate the hours allotted to collaborative PD time the data manager will aggregate the survey results. The survey will be created and administered by the Instructional Leaders and the data manager <p>Where the data will be stored:</p> <ul style="list-style-type: none"> all of the data will be stored on a lead teacher's computer <p>The frequency of collection, if applicable:</p> <ul style="list-style-type: none"> the PD calendar will be created at the start of the school year. The survey will be administered and its results will be aggregated at the end of the school year
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Objective and Measures related to Dissemination (required):

<p>Objective 5: BDEA will continue to enhance its role for local, regional, national and international educators as a model for the dissemination of competency-based, student centered learning.</p>	
<p>Measure 5a): Each year, BDEA will host monthly school visits from local and national educators as documented by visitor logs.</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> a thorough log of school visits <p>How it will be collected:</p> <ul style="list-style-type: none"> the log will be updated every time a school visit is conducted <p>Who will collect it:</p> <ul style="list-style-type: none"> the log will be maintained by the Development Associate <p>Where the data will be stored:</p> <ul style="list-style-type: none"> the log will be stored in Google Sheets <p>The frequency of collection, if applicable:</p> <ul style="list-style-type: none"> the log will be updated after each school visit

<p>Measure 5b): Annually, BDEA will participate and present its innovative school practices at local, regional, and national professional conferences and workshops.</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> • a thorough log of presentations and workshops <p>How it will be collected:</p> <ul style="list-style-type: none"> • the log will be updated every time a staff member gives a presentation or conducts a workshop <p>Who will collect it:</p> <ul style="list-style-type: none"> • the log will be maintained by the Advancement Director or by Instructional Leaders <p>Where the data will be stored:</p> <ul style="list-style-type: none"> • the log will be stored in Google Sheets <p>The frequency of collection, if applicable:</p> <ul style="list-style-type: none"> • the log will be updated after each presentation or workshop
<p>Measure 5c): BDEA will conduct annual summer institutes to offer local and national educators training about competency-based teaching and assessment principles and practices</p>	<p>Data gathered/data collection plan:</p> <p>What data will be collected:</p> <ul style="list-style-type: none"> • agendas from annual summer and other intensive institutions will be used as evidence of the institutes • pre and post satisfaction surveys and evaluations will be administered and evaluated by planning staff to make ongoing modifications to all trainings <p>How it will be collected:</p> <ul style="list-style-type: none"> • agendas will be compiled in a Google Drive folder • pre and post surveys will be conducted by the Lead Teacher leading the intensive <p>Who will collect it:</p> <ul style="list-style-type: none"> • agendas will be compiled by Instructional Leaders • pre and post surveys will be conducted by the Lead Teacher leading the intensive <p>Where the data will be stored:</p> <ul style="list-style-type: none"> • agendas will be stored in a Google Drive folder

	<ul style="list-style-type: none"> ● surveys results will be stored in Google Sheets and Google Forms <p>Frequency of collection, if applicable:</p> <ul style="list-style-type: none"> ● agendas will be added to the folder after each intensive ● surveys will be conducted before and after each intensive
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“Reach” Objectives and Measures related to Mission and Key Design Elements (optional):

<p>Objective 6: BDEA will support the development of students’ non-cognitive skills for post-secondary school success (i.e., self-regulation, vision, curiosity, perseverance, and social intelligence). (Aligns with key design elements #2)</p>	
<p>Measure: Annually, staff will scaffold teaching and learning strategies so that students in beginning classes will move towards greater demonstration of independent learning in the advanced level courses. Progress will be reported annually based on average teacher rating of student independence from the first trimester to the last.</p>	<p>Data gathered/data collection plan:</p> <p>what data will be collected:</p> <ul style="list-style-type: none"> ● during each grading period, teachers will provide an assessment of students’ independence. Advanced level classes will be structured to require more independence than beginner classes so we expect to see ratings indicating more independence for students in advanced classes <p>how it will be collected:</p> <ul style="list-style-type: none"> ● Ratings will be entered by teachers in Connects during end of term grading with report card grades <p>who will collect it:</p> <ul style="list-style-type: none"> ● Ratings will be entered by teachers and the data will be analyzed by the data manager <p>where the data will be stored: The ratings will be stored in Connects</p> <p>frequency of collection, if applicable:</p> <ul style="list-style-type: none"> ● Ratings will be entered during each grading period (4 times during a school year)

Additional Objectives and Measures Related to Student Performance (required for alternative schools, optional for other schools):

Objective 7: Through implementing Restorative Justice Practice, BDEA students will have gained greater conflict resolution skills (Aligns with key design element #2)

Measure:

The development of Conflict Resolution Skills is a core feature and intended outcome for implementing Restorative Justice Practices at BDEA. We will measure the efficacy of this core outcome of Restorative Justice Practice by the students' evidence of having gained greater conflict resolution skills assessed by:

- a reduction of incidences as students progress through BDEA
- on average, annually, students will be suspended fewer times at BDEA than at their other schools

Data gathered/data collection plan:

what data will be collected:

- a reduction in incidences as students progress through BDEA
- on average, students will be suspended fewer times at BDEA than at their other schools

how it will be collected:

- incidents are logged in Connects. We will look at incidents over time for current students to identify trends
- suspensions at BDEA will be compared to suspensions at previous schools. BDEA's suspension data is stored in Connects. Suspension data from previous schools will be pulled for Edwin

who will collect it:

- the data manager will compile incident data. Incident data is entered by all staff.
- the data manager will pull previous suspension data from Edwin. Suspension data at BDEA will be entered by the registrar or data manager.

where the data will be stored:

- incident data is stored in Connects
- all suspension data is stored in Connects

frequency of collection, if applicable:

- incident data is recorded when incidents occur
- historical suspension data is pulled from Edwin at intake. Data on BDEA suspension is recorded as suspensions occur