Spotlight Strategy: Provide Extra Help to Strengthen Academic and/or Technical Skill Achievement

Susquehanna County Career and Technology Center

At Susquehanna County Career and Technology Center (SCCTC), Administrative Director Dr. Alice Davis and her staff focus on creating a culture of high expectations and "lifelong learning." In 2006-2007, the administrator at SCCTC started an early intervention system to identify and support struggling students. This system was developed in response to concerns that struggling students were unaware of their poor grades until they were about to fail a course. Dr. Davis noted that, "Students cannot afford down time since they are expected to compete in a global economy." As a way to alert struggling students and their parents and to help students feel ownership for their performance, the administrators at SCCTC created an Alert Form. This form is required to be issued by instructors on a weekly basis for any students whose grades fall below a C (74%).

The Alert Form contains the following information:

- Student, Program, School, Grade, School Year;
- Current Grade;
- Description;
- Signatures of Teacher, Student, Perkins Teacher and Administrative Director and
- Plan of Action

Once the form is issued, the instructor meets with the student and a tutor to arrive at a Plan of Action, which includes a series of interventions. The form is signed by the instructor, the tutor and the student, demonstrating that all parties are aware of what is to be done. The form is forwarded to the Administrative Director for signature. If necessary, a follow-up Alert Form may be filled out.

The follow-up Alert Form contains the following information:

- Student, Program, School, Grade;
- Date of initial Alert Form;
- Date(s) and Grade(s) from Next Alert Forms;
- Signatures of Perkins Tutor and Administrative Director and
- Plan of Action

The information from the Alert Forms is maintained in a central database, which allows instructors to detect patterns in a student's performance. Dr. Davis noted that since this system was implemented, students are more aware of their grades and the number and frequency of Alert Forms issued has declined.

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Susquehanna County Career and Technology Center is located in Dimock, Pennsylvania. As a part-time career and technology center, it enrolls 328 students in grades 10 through 12 and provides eight career and technical education programs. Susquehanna serves seven school districts.