

Pottsgrove School District Continuous Improvement For Results

GOALS, STRATEGIES & ACTION STEPS 2013 - 2014

SCHOOL: Ringing Rocks	
PRINCIPAL: Lisa Jones	
	DATE: 9/16/13

TEAM MEMBERS

School Improvement Team:	Position/Role:
Lisa Jones	Principal
Doriann Parker	Curriculum and Instruction Coach/District Reading Coordinator
Karen Martin	Counselor
Robert Land	Reading Specialist
Jaleh Skeath	Special Education
Rebecca Diehl	Encore Chair
Maria Benedict	K-A Grade Level Chair
Crystal Lloyd	K-B Grade Level Chair
Sara Beaver	1-A Grade Level Chair
Lauren Delp	1-B Grade Level Chair
Vicki Winnick	2-A Grade Level Chair
Nancy Albright	2-B Grade Level Chair

Systemic Challenges relate to systems within a school that have been identified by the School Improvement Team as areas that, if strengthened, will have the greatest impact on academic growth. **Systemic Challenges** are translated into yearly **GOALS** and incorporated into the School Improvement Plan. Research-based **STRATEGIES** are then selected by the School Improvement Team as means to reach the yearly **GOALS**. Finally, **ACTION STEPS** are the sequential milestones needed to effectively reach the yearly **GOAL**.

Systemic Challenges	GOAL
<i>Establish a system within the school that fully ensures the <u>consistent implementation of standards aligned curricula across all classrooms for all students</u></i>	1
<i>Establish a system within the school that fully ensures the <u>consistent implementation of effective instructional practices across all classrooms.</u></i>	2
<i>Establish a system within the school that fully ensures that <u>each member of the school community promotes, enhances, and sustains a shared vision of positive school climate.</u></i>	3

Goal #1 Action Plan Worksheet

Goal
<i>Establish a system within the school that fully ensures the consistent implementation of standards aligned curricula across all classrooms for all students</i>

Indicators of Effectiveness		
Data Source Include dates of implementation	Specific targets that will indicate the action plan is having a positive impact on <u>student</u> achievement or performance.	Is the Indicator summative or formative?
ELA-AIMsweb Benchmark Testing – Sept., January, May	K: K will attain score of 35 sounds/min. on PSF 1 st will attain 62 sounds/min. on NWF and 60 wc/min. on RCBM. 2 nd gr. Will attain 100/wcpm on RCBM.	Formative
ELA-F & P Benchmark Testing – November, February, May/June	K: Instructional Level D Grade 1: Instructional Level J Grade 2: Instructional Level M	Formative
ELA-K-PELI-trimester, Grade 1 and Grade 2 End of Unit Assessments – Mid and end of unit (approx. every six weeks)	Proficient results	Summative
Math-EDM assessments – on-going, range from daily to end of unit	Proficient results	Formative and Summative

Strategies	
Name, describe and provide the rationale for each strategy selected to address the goal. (Min. of 1)	
Strategy 1:	Refine units of study to strengthen balanced literacy curriculum connections and integrate Foundations and writing instruction within units.
Strategy 2:	Maintain the balanced literacy cohort to continue to research best instructional practices within balanced literacy and guide curriculum and assessment development.
Strategy 3:	Embed Standards Aligned Common Formative Assessments into Units of Study to provide teachers with ongoing data relative to student progress
Strategy 4:	Adopt Common Core Aligned Every Day Math Program

Implementation Plan—Action Steps

Document the action steps that will be taken to implement the strategies in accomplishing the Goal:

Strategy 1: Refine units of study to strengthen balanced literacy curriculum connections and integrate Foundations and writing instruction within units.

Action Step 1:	Description:	Review K Foundations Second Edition for standard alignment and adjust assessments and re-pace curriculum accordingly.		
Implementation Start Date: 6/1/13		Target Completion Date: 7/1/13		
Person Responsible for Managing and Monitoring the Action Step		D. Parker		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		K Foundations Second Edition Study Groups Guides, K curriculum pacing guide		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	none			

Action Step 2:	Description:	Increase opportunities for analysis of writers’ craft to address the strategies of analyze and critique and support writing instruction		
Implementation Start Date: 6/17/13		Target Completion Date: 7/31/13		
Person Responsible for Managing and Monitoring the Action Step		D. Parker		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Author Study Units and resources, writing and drawing craft lessons in K curriculum, Writing analysis resources for Interactive Read Alouds in grade 1 and analysis questions on grade 2 assessments.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	none			

Action Step 3:	Description:	Create a “launching” unit as unit 1 of each grade to support teaching student literacy independence needed for guided reading to occur		
Implementation Start Date: 6/13/13		Target Completion Date: 7/31/13		
Person Responsible for Managing and Monitoring the Action Step		D. Parker		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		The first five weeks of The Daily 5 and the first 20 days of reading workshop included in unit 1 of each grade. Unit 1 of each grade also provides an overview of reading strategies and opportunities and resources to build a reading community.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO

Optional Identification of Anticipated Costs	none
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Strategy 2: Maintain the balanced literacy cohort to continue to research best instructional practices within balanced literacy and guide curriculum and assessment development.

Action Step 1:	Description:	Continue Balanced Literacy Cohort will meet throughout the year to review balanced literacy components in relation to the curriculum and discuss modifications and additions to strengthen our ELA core curriculum.		
Implementation Start Date: 10/1/13		Target Completion Date: 6/10/14		
Person Responsible for Managing and Monitoring the Action Step		D. Parker		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Meeting notes, curriculum modifications		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Strategy 3: Embed Standards Aligned Common Formative Assessments into Units of Study to provide teachers with ongoing data relative to student progress

Action Step 1:	Description:	Create standards-aligned mid-unit assessments added to units of study to monitor and adjust instruction		
Implementation Start Date:		6/12/13	Target Completion Date: 7/31/13	
Person Responsible for Managing and Monitoring the Action Step		D. Parker		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Assessments, student work and results, data team meeting and notes		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	None			

Action Step 2:	Description:	Create standards-aligned trimester checklist to gather ongoing formative data included in units of study.		
Implementation Start Date: 6/12/13		Target Completion Date: 7/31/13		
Person Responsible for Managing and Monitoring the Action Step		D. Parker		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Trimester Checklist, assessment directions and rubrics, student profile, report card rubric		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO

Optional Identification of Anticipated Costs	None		
Action Step 3:	Description:	Completed standards-aligned assessments to be evaluated and analyzed across grade levels.	
Implementation Start Date:		Target Completion Date:	
Person Responsible for Managing and Monitoring the Action Step		D. Parker and L. Jones	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Teachers will compare and discuss student assessments with one another during PLCs. They will identify common areas of strengths and weaknesses. This information is to be used to guide instructional practices.	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs			

Strategy 4: Adopt Common Core Aligned Every Day Math Program

Action Step 1:	Description:	Professional Development for teachers in Everyday Math	
Implementation Start Date:	August 22, 2013	Target Completion Date: may have another session during the school year (booster session)	
Person Responsible for Managing and Monitoring the Action Step		R. Bilinski and L. Jones	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Teachers attendance at EDM training sessions – attendance sheets and exit slips collected	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs			

Action Step 2:	Description:	Full implementation of new technology based EDM	
Implementation Start Date:	August 2013	Target Completion Date: June 2014	
Person Responsible for Managing and Monitoring the Action Step		R. Bilinski and L. Jones	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Teachers are fully using EDM and the technological component that has been added. Technology integration evidenced by EDM generated reports. Classroom observations will also be used to check for EDM implementation.	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of			

Anticipated Costs			
Action Step 3:	Description:	Regular meetings with Math Coach for operational check-ins	
Implementation Start Date: September 2013		Target Completion Date: June 2014	
Person Responsible for Managing and Monitoring the Action Step		R. Bilinski	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Math coach will meet with grade level PLCs to address questions/concerns and provide EDM operational support.	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			
Optional Identification of Anticipated Costs			

Action Step 4:	Description:	Technology support given to teachers for new EDM technology component	
Implementation Start Date: August 27, 2013		Target Completion Date: June 10, 2014	
Person Responsible for Managing and Monitoring the Action Step		M.Bono	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Technology coach will create a system to support teachers with the technology branch of EDM.	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			
Optional Identification of Anticipated Costs			

Plan Solution

Goal #2 Action Plan Worksheet

Goal
<i>Establish a system within the school that fully ensures the consistent implementation of effective instructional practices across all classrooms.</i>

Indicators of Effectiveness		
Data Source Include dates of implementation	Specific targets that will indicate the action plan is having a positive impact on <u>student</u> achievement or performance.	Is the Indicator summative or formative?
AIMsweb Benchmark Testing – September, January, May	K: Established on PSF and NWF Grade 1: Established on NWF and RCBM Grade 2 Established on RCBM	Formative

F & P Benchmark Testing – November, February, May/June	K: Instructional Level D Grade 1: Instructional Level J Grade 2: Instructional Level M	Formative
Grade 1 and Grade 2 End of Unit Assessments – Mid and end of unit (approx. every six weeks)	Proficient results	Summative
Teacher PD Survey Results – mid- Sept. 2013	Professional development will be designed to meet the needs of teachers.	Formative

Strategies	
Name, describe and provide the rationale for each strategy selected to address the goal. (Min. of 1)	
Strategy 1:	Implement Standards-aligned Curriculum including Balanced Literacy Components with a focus on the modeling and Guided Reading component
Strategy 2:	Maintain the balanced literacy cohort to continue to research best instructional practices to support and expand their use within the school.
Strategy 3:	Administer, maintain and analyze formative assessments to guide instructional decision-making
Strategy 4:	Implement Common Core Everyday Math Program with Fidelity

Implementation Plan—Action Steps
Document the action steps that will be taken to implement the strategies in accomplishing the Goal:

Strategy 1: Implement Standards-aligned Curriculum including Balanced Literacy Components with a focus on the modeling and Guided Reading component

Action Step 1:	Description:	Conduct Guided Reading Professional Development		
Implementation Start Date:	8/21/13	Target Completion Date:	9/27/13	
Person Responsible for Managing and Monitoring the Action Step		D. Parker		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Heinemann consultant conducted PD, teacher participation and attendance sheets, exit slips		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	None			

Action Step 2:	Description:	Establish Expectations for ELA block		
Implementation Start Date:	8/27/13	Target Completion Date:	9/27/13	
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Expectations for guided reading and tier groups established. Observations, lesson plans, assessment data, and PLC discussions will be used to monitor modeling and guided reading group implementation.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	None			

Action Step 3:	Description:	Continue implementation of within the curriculum and expand the strategies of modeling throughout the day.		
Implementation Start Date:	8/27/13	Target Completion Date:	6/10/14	
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Lesson Plans, walk through data, observations		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	None			

Action Step 3:	Description:	Create, monitor and support independent reading structures in ELA		
Implementation Start Date:	8/27/13	Target Completion Date:	6/10/14	
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Lesson Plans, walk through data, observations		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	none			

Action Step 6:	Description:	Implement Guided Reading Instruction in all classrooms		
Implementation Start Date:	9/30/13	Target Completion Date:	6/10/14	

Person Responsible for Managing and Monitoring the Action Step	L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.	Lesson Plans, Teacher anecdotal notes, Walk Through Data, Data Wall		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			YES
Optional Identification of Anticipated Costs			

Action Step 7:	Description:	Implement Foundations core instruction in all classrooms and Double Dosing, when needed	
Implementation Start Date:	9/1/13	Target Completion Date: 6/10/14	
Person Responsible for Managing and Monitoring the Action Step	L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.	Walk Through Data, Meetings and visitations with Foundations' Coaches, Lesson Plans, student work		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs	None		

Action Step 8:	Description:	Create a monitoring plan	
Implementation Start Date:	10/7/13	Target Completion Date: 10/14/13	
Person Responsible for Managing and Monitoring the Action Step	L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.	Expectations (check-list), Meeting Agenda, Notes,		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs	None		

Strategy 2: Maintain the balanced literacy cohort to continue to research best instructional practices to support and expand their use within the school.

Action Step 1:	Description:	Establish Expectations for Instructional Strategy discussion from cohort and non-cohort members		
Implementation Start Date:	8/27/13	Target Completion Date:	10/14/13	
Person Responsible for Managing and Monitoring the Action Step		D. Parker		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Cohort meeting notes, PLC notes		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	None			

Action Step 2:	Description:	Create Monitoring Plan for Goal 2 Strategy 2		
Implementation Start Date:	10/7/13	Target Completion Date:	10/14/13	
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Expectations, Meeting Agenda, Notes		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	None			

Action Step 3:	Description:	Communicate Expectations for Instructional Strategy discussion from cohort and non-cohort members		
Implementation Start Date:	10/21/13	Target Completion Date:	10/28/13	
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Expectations, Meeting Agenda, Notes		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Action Step 4:	Description:	Time will be afforded for Balanced Literacy Cohort members to share new learning and instructional strategies		
Implementation Start Date:	10/1/13	Target Completion Date:	6/10/14	

Person Responsible for Managing and Monitoring the Action Step		L. Jones	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Meeting Topics/Agendas, Balanced Literacy Cohort Minutes, PLC minutes	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs	none		

Action Step 5:	Description:	Balanced Literacy Cohort Members will share information about where they are within the writing workshop pilot monthly	
Implementation Start Date: 9/1/13		Target Completion Date: 6/10/14	
Person Responsible for Managing and Monitoring the Action Step		L. Jones	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		PLC Minutes/ Presentations during faculty meetings and/or PD sessions.	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs	none		

Action Step 6:	Description:	PLCs will data team around student writing, discuss rubrics and instruction that produced proficient writing	
Implementation Start Date: 9/1/13		Target Completion Date: 6/10/14	
Person Responsible for Managing and Monitoring the Action Step		L. Jones	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Writing Samples, PLC Minutes, anchor papers	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs	none		

Strategy 3: Administer, maintain and analyze formative assessments to guide instructional decision-making

Action Step 1:	Description:	Establish Expectations for collecting and analyzing formative assessment data		
Implementation Start Date: 9/24/13		Target Completion Date: 10/3/14		
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Teachers will use student data during PLC discussions to guide their instruction. Assessments will be reviewed at each cycle.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Action Step 2:	Description:	Communicate Expectations for collecting and analyzing formative assessment data		
Implementation Start Date: 10/11/13		Target Completion Date: 10/10/14		
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Expectations, Meeting Agendas, Notes		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	None			

Action Step 4:	Description:	Teachers collect anecdotal notes on students' strengths and areas of need through conferring and during guided reading instruction.		
Implementation Start Date:	9/1/13	Target Completion Date: through 6/10/14 – tchr. GR/conferring notes will be analyzed & discussed during data team meetings and PLCs		
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Anecdotal Notes, Walk Through Notes, PLC notes		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	none			

Action Step 5:	Description:	Teachers collect anecdotal notes of priority standards within each ELA unit of study		
Implementation Start Date:	9/1/13	Target Completion Date: 6/10/14 – each trimester/ongoing throughout year		
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Trimester Checklists, Anecdotal Notes, Report Card Grades		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	none			

Action Step 6:	Description:	PLCs data team around student work and anecdotal notes		
Implementation Start Date:	9/30/13	Target Completion Date: once/month through 6/10/14		
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		PLC Minutes, Anecdotal Notes, Student Work		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	None			

Strategy 4: Implement Common Core Everyday Math Program with Fidelity

Action Step 1:	Description:	Teachers will use new EDM materials to implement EDM program with fidelity.		
Implementation Start Date: 8/27/13		Target Completion Date: 6/10/14		
Person Responsible for Managing and Monitoring the Action Step		L.Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Walk throughs, observations, PLC discussions, and lesson plans		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Action Step 2:	Description:	PLCs will work with Math Coach, Rose Bilinski, to ensure correct implementation of new EDM program		
Implementation Start Date: October 2013		Target Completion Date: June 10, 2014		
Person Responsible for Managing and Monitoring the Action Step		R.Bilinski		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		PLC notes and walk through notes		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Action Step 3:	Description:	Administrative EDM training		
Implementation Start Date: September 2013		Target Completion Date: 9/17/13		
Person Responsible for Managing and Monitoring the Action Step		R.Bilinski and B. Burke-Stevenson		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Attendance and participation at EDM administrator’s training session.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Action Step 4:	Description:	Teachers will receive professional development on new EDM.		
Implementation Start Date: 8/22/13		Target Completion Date: 8/22/13 & 11/5/13		
Person Responsible for Managing and Monitoring the Action Step		R.Bilinski		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Training was provided by EDM consultant and exit slips were completed.		

implemented.			
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs			
Action Step 5:	Description:	Create Monitoring Plan	
Implementation Start Date: September 2013		Target Completion Date: 10/14/13	
Person Responsible for Managing and Monitoring the Action Step		L. Jones	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Expectations established, Meeting agendas, Notes, Walk-throughs	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs			

Goal #3 Action Plan Worksheet

Goal
<i>Establish a system within the school that fully ensures that each member of the school community promotes, enhances, and sustains a shared vision of positive school climate.</i>

Indicators of Effectiveness		
Data Source Include dates of implementation	Specific targets that will indicate the action plan is having a positive impact on <u>student</u> achievement or performance.	Is the Indicator summative or formative?
Office referrals	Office referrals and subsequent disciplinary action will be less than previous year	Summative
Principal’s 200 Club	Consistent use of golden tickets to promote positive school wide behavior	Formative
Faculty Input	Solicit feedback from teachers regarding school wide positive behavior plans	Formative
PTO, Parent survey and Principal Coffee Chats	Solicit feedback from parents regarding school climate issues	Formative

Strategies	
Name, describe and provide the rationale for each strategy selected to address the goal. (Min. of 1)	
Strategy 1:	Restructure SWPBS to reflect rules and processes all children can understand and incorporate intrinsic motivational component.
Strategy 2:	Partner with parents to address climate needs and create school-wide events.
Strategy 3:	Restructure Crisis Team to maximize student assistance and reduce instructional disruptions.
Strategy 4:	Continue social/emotional and decision-making guidance lessons and programs to promote character development.

Implementation Plan—Action Steps
Document the action steps that will be taken to implement the strategies in accomplishing the Goal:

Strategy 1: Restructure SWPBS to reflect rules and processes all children can understand and incorporate intrinsic motivational component.

Action Step 1:	Description:	Create new office referral form.		
Implementation Start Date: 8/27/13		Target Completion Date: 10/1/1		
Person Responsible for Managing and Monitoring the Action Step		L.Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		A new referral form will be designed based upon teacher input with principal. This form will be used by everyone referring a student.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs	A small cost is expected to have the new forms printed in triplicate.			

Action Step 2:	Description:	Rewrite SWPBS rules in kid friendly language.		
Implementation Start Date: 8/27/13		Target Completion Date: 10/10/14		
Person Responsible for Managing and Monitoring the Action Step		L.Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Work with SWPBS team to write 3-5 rules per location and post new posters in respective locations.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Action Step 3:	Description:	Clarification of referral process		
Implementation Start Date: 8/27/13		Target Completion Date: 9/6/13		
Person Responsible for Managing and Monitoring the Action Step		L.Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Work with all faculty to clarify when a student should be sent to office and when an infraction should be handled within the classroom setting.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Action Step 4:	Description:	Work with SWPBS/School Climate Team to create "Bucket Filler Program" based off of "Have You Filled a Bucket?" book.		
Implementation Start Date: 1/5/14		Target Completion Date: 6/10/14		
Person Responsible for Managing and Monitoring the Action Step		L.Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Team will create a school wide "bucket filler" program that will be launched after holiday break.		

Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)		NO
Optional Identification of Anticipated Costs	One copy of Have You Filled A Bucket? per classroom	

Strategy 2: Partner with parents to address climate needs and create school-wide events.

Action Step 1:	Description:	Review Parent Survey conducted during 2012-2013 school year	
Implementation Start Date: 9/23/13		Target Completion Date: 10/30/13	
Person Responsible for Managing and Monitoring the Action Step		L. Jones	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Use notes from survey to help determine strategies to address parental areas of concern.	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs			

Action Step 2:	Description:	Invite parents to Principal’s Coffee Chats	
Implementation Start Date: 10/24/13		Target Completion Date: 3/31/14	
Person Responsible for Managing and Monitoring the Action Step		L. Jones	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Attendance of parents at coffee chats.	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO
Optional Identification of Anticipated Costs			

Action Step 3:	Description:	Collaborate with parents to implement school-wide events	
Implementation Start Date: 8/14/13		Target Completion Date: 1/30/14	
Person Responsible for Managing and Monitoring the Action Step		L. Jones	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		School wide social events hosted and attended by Ringing Rocks families.	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			NO

Optional Identification of Anticipated Costs	
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Strategy 3: Restructure Crisis Team to maximize student assistance and reduce instructional disruptions.

Action Step 1:	Description:	Train additional staff members in CPI.		
Implementation Start Date: 9/16/13		Target Completion Date: 9/19/13		
Person Responsible for Managing and Monitoring the Action Step		L.Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Faculty will complete formal training sessions.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Action Step 2:	Description:	Create new crisis response process.		
Implementation Start Date: 8/27/13		Target Completion Date: 9/30/13		
Person Responsible for Managing and Monitoring the Action Step		L. Jones		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Once additional faculty members have been trained in CPI, a new response process will be formalized. If a student is in crisis, the principal or guidance counselor will be notified. If they are unavailable or need additional support, a trained CPI member will be called for assistance.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Strategy 4: Continue social/emotional and decision-making guidance lessons and programs to promote character development.

Action Step 1:	Description:	Lead grade level specific, strategy focused guidance lessons in classrooms.		
Implementation Start Date: October 8, 2013		Target Completion Date: 6/6/14		
Person Responsible for Managing and Monitoring the Action Step		K.Martin – school guidance counselor		
Indicator of Implementation: Evidence that will indicate the Action Step has been		Observations, follow-up meetings with Mrs. Martin, classroom teachers’ daily schedules		

implemented.		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)		NO
Optional Identification of Anticipated Costs		

Action Step 2:	Description:	Partner with outside counseling services to offer classroom-based guidance programs to students	
Implementation Start Date: September, 2013		Target Completion Date: 6/6/14	
Person Responsible for Managing and Monitoring the Action Step		K.Martin – school guidance counselor	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Classroom visits from counseling professionals, follow-up meetings, and notes	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)		NO	
Optional Identification of Anticipated Costs			

Action Step 3:	Description:	Partner with county agencies to provide individual student support.	
Implementation Start Date: September, 2013		Target Completion Date: 6/6/14	
Person Responsible for Managing and Monitoring the Action Step		K.Martin – school guidance counselor	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Attendance of agency partners at ESAP meetings, follow-up meetings, students enrolled in agency programs	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)		NO	
Optional Identification of Anticipated Costs			

