

ACTION PLAN

Strategy #2
Plan # 1
1/12/07

Strategy: We will establish an individualized and timely systemic intervention plan for all students.

Specific Result: Develop an early warning system of notification to parents, students and staff when problematic attendance, grades, or discipline first occurs.

#	ACTION STEP	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Upgrade the computerized grading/ communication system to work more efficiently. <ul style="list-style-type: none"> All in one grades, schedule, attendance, and disciplinary history. Upgrade online communication software program (k12 planet) for efficiency and reliability to provide easy access for parents and teachers to contact each other. 	Deputy Supt. Technology Coordinator	August 2007	December 2007	
2.	Establish district wide protocol for grades and homework policies creating uniformity on all campuses. <ul style="list-style-type: none"> Designate a minimum number of grades per 3 week period. Update a district- wide make-up work policy. Establish uniform grading percentages by department for grading categories such as test, homework, major projects, quizzes, daily work. 	Deputy Supt. Principals Dept. Team Leaders Teachers EIC	December. 2007	May 2008	
3.	Utilize the Student Review Team system for identifying and working with "at risk" students.	Principals Counselors Teachers	August 2007	May 2008	
4.	Ensure prompt parent notification via phone, e-mail or home visits for failing grades or other student related concerns prior to the formal progress report.	Principals/ Counselors/ Teachers	Oct. 2007	May 2008	
5.	Train staff in the Pyramid of Interventions.	Deputy Supt. Consultant	Feb. 2008	May 2008	
6.	Develop systems of intervention for students who are not successful.	Principals Counselors Dept. Team Leaders Teachers	Sept. 2007	May 2008	

Strategy #2
Plan # 2
1/12/07

Strategy: We will establish an individualized and timely systemic intervention plan for all students.

Specific Result: Establish an individualized peer, professional and community based mentoring and advising program at each campus to support the successful transition into high school and foster academic success as measured through the successful completion of course work.

#	ACTION STEP	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Encourage the implementation of a "Kick Off" Program at each campus. Pilot mentoring program on at least one campus.	Principals	August 2007	Sept. 2007	
2.	Assign mentor coordinators	Principals	August 2007	September 2007	
3.	Plan and implement mentoring program.	Principals	August 2007	Sept. 2007	
4.	Select and train peer mentors.	Coordinators	August-Sept. 2007	Sept. 2007	
5.	Work with staff to support mentor program.	Principals Coordinators	August 2007	May 2008	
6.	<i>(2nd Year Phase-In)</i> Recruit professionals within the community to mentor 11 th & 12 th grade students and provide training.	Coordinators	June 2008	May 2008	
7.	Evaluate effectiveness of mentoring program on impacting retention and student success.	Deputy Supt. Principals	April 2008	June 2008	

8.	Expand program to other campuses.	Supt. Deputy Supt. Principals	August 2008	August 2008	
9.	Promote the opportunity for individualized advisement during Counselors' open office hours.	Counselors	October 2007	May 2008	
10.	Require students to attend 2 mandatory individual advisement sessions per year – once each semester.	Principals Counselors	August 2007	May 2008	
11.	Develop small group counseling sessions to target grade level relevant topics and skills (GPA, resumes, community service, grad plans, summer program, PSAT, PLAN, etc)	Counselors Social Workers	November 2007	May 2008	

ACTION PLAN

Strategy #2
Plan # 3
1/12/07

Strategy: We will establish an individualized and timely systemic intervention plan for all students.

Specific Result: Develop a tutoring and credit recovery program for students in danger of failing courses and/or are behind in credits resulting in fewer students failing courses and less students attending summer school.

#	ACTION STEP (Credit recovery 1-9)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Assess all students' reading levels as a pretest for the new school year.	Principals/ Teachers	Sept. 2009	May 2010	
2.	Provide developmental reading for students reading one grade level behind.	Principals	August 2009	May 2010	
3.	Evaluate reading growth with post assessment.	Principals Teachers	March 2010	April 2010	
4.	Formulate list of students failing courses and who are behind in credits at the end of each semester.	Principals Counselors	May 2009	Jan. 2008	
5.	Decide on which courses will be offered for academic remediation (credit recovery).	Principals Counselors	May 2009	May 2010	
6.	Plan and implement credit recovery program.	Principals Counselors	August 2009	August 2010	
7.	Inform parents of individual student's needs and the courses being offered for credit recovery.	Principals Counselors	May 2010	Aug. 2010	

8.	Investigate and consider purchasing on-line or web-based credit recovery programs.	Principals Counselors	June 2009	August 2009	
9.	Evaluate the credit recovery program at the end of each semester.	Principals Counselors	January 2009 & May 2010	June 2010	
	(Tutoring 10-14)				
10.	Develop and implement a comprehensive, mandatory tutoring program for students failing classes.	Principals Counselors Teachers	March 2008	September 2008	
11.	Assign a committee to create a peer-tutoring program.	Principals Counselors Teachers	April 2008	May 2008	
12.	Recruit and train juniors and seniors to become peer tutors.	Principals Counselors Teachers	Aug. 2008	Nov. 2008	
13.	Offer credit, stipends, or volunteer hours to students for peer tutoring services.	Deputy Supt. Principals	September 2008	May 2009	
14.	Evaluate peer-tutoring program and make needed changes.	Principals Peer Tutor Coordinator	April 2008	May 2008	

ACTION PLAN

Strategy #2
Plan # 4
1/12/07

Strategy: We will establish an individualized and timely systemic intervention plan for all students.

Specific Result: Enhance three-way communication among students, parents or legal guardian, and staff.

#	ACTION STEP	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Conduct mandatory orientation for all incoming students and their parents.	Principals Counselors Teachers	February 2007	April 2007	May 2007
2.	Videotape orientation sessions for parents and students and make readily available.	Principals	February 2008	May 2008	
3.	Upgrade school district's phone system and provide voicemail to facilitate effective three-way communication.	Supt. Deputy Supt. Technology Coordinator	August 2007	May 2008	
4.	Provide training to parents on how to utilize all school resources.	Counselors Social Workers Student Wellness Specialist Diagnostician	Feb. 2008	May 2008	
5.	Post due dates of major assignments, tests and projects on school websites.	Teachers Webmasters	September 2007	January 2008	
6.	Collect and disperse parent e-mail addresses to teachers.	Principals PEIMS clerks	Sept. 2007	October 2007	
7.	Schedule and facilitate parent/teacher conferences for students failing three or more subjects.	Principals Counselors Teachers	Oct. 2007	May 2008	

ACTION PLAN

Strategy #2
Plan # 5
1/12/07

Strategy: We will establish an individualized and timely systemic intervention plan for all students.

Specific Result: Establish a comprehensive study skills and induction program for 9th grade students, staff and parents to ensure the personal and academic growth of the student.

#	ACTION STEP	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Develop and implement a structured student developmental course for local credit that focuses on stress management, time management, and organizational/study skills.	Principals Counselors	March 2009	August 2009	
2.	Designate one trained individual to coordinate the study skills course training.	Principals	April 2009	June 2009	
3.	Design a study skills developmental training module for parents and teachers.	Teachers Counselors	April 2009	August 2009	
4.	Monitor students taking study skills course every three weeks to ensure skills are being used in classes.	Principals Counselors Teachers	September 2009	May 2010	
5.	Coordinate efforts between study skills teacher and core course teachers.	Principals Counselors	October 2009	May 2010	
6.	Videotape study skills sessions and make available to teachers, students and parents.	Principals Counselors	November 2009	May 2010	
7.	Develop and implement a summer orientation program where students become acquainted with future teachers, peers and curriculum expectations.	Deputy Supt. Principals Teachers Students	June-July 2007	July 2007	July 2007