

**Plan of Action – Year 1 (2006-2007)**

**Objective 3 - School Culture and Climate: Student learning will be enhanced by improved school climate as measured by a 10% reduction in suspension rate and a 10% increase in parent and community participation by school year 2008**

**Strategy 1: Fox Elementary will establish a comprehensive school-wide character education plan.**

<p><b>Action Steps</b> (Include all assessments, learning walks, grade or content team mtgs, SIP Data Team meetings, parent activities, quarterly progress reports, community forums, etc. in chronological order.)</p>	<p><b>Person (s) Responsible</b> (Place in bold or underline the primary person responsible at the school level for each action step)</p>	<p><b>Timeline</b> (Projected timeframe for completing action steps, as well as intermittent benchmark periods.)</p>	<p><b>Resources &amp; Budget</b> (Materials, grants, funds and other resources targeted to support the action step. Include technical assistance from LEA, CSDE, RESC, etc.)</p>
<b>1<sup>st</sup> Quarter</b>			
<p><b>Instruction Action Step 3.1a:</b> Organize a School Climate Committee and conduct an evaluation of character education curriculum, strategies and practices currently being used.</p>	<p>Person Responsible: AP's, Social Workers, Teachers, Parents</p> <p>Others Involved: Principal,, Community</p>	<p>September 2006-November 2006</p>	<p>Second Step Program Character Counts Program Responsible Thinking Program CSR Grant District Health Services Department School Climate Survey</p>
<p><b>Assessment Action Step 3.1b:</b></p> <ul style="list-style-type: none"> <li>• <b>Record of School Climate Committee</b> members</li> <li>• Documentation of Committee Meetings, agendas, minutes</li> <li>• Character Education Survey Results</li> </ul>	<p>Person Responsible: School Climate Committee, AP's, Social Workers, Teachers, Parents</p> <p>Others Involved: Principal, Community</p>	<p>September 2006-November 2006</p>	<p>Health Services School Climate Survey</p>
<p><b>Parental Involvement Action Step 3.1c:</b> Parents will be informed of plans to develop a comprehensive character education plan and invite them to join the School Climate Committee.</p>	<p>Person Responsible: Principal, AP's, Social Workers. Family Resource Aide, PTO</p> <p>Others Involved: Teachers, Parents</p>	<p>September 2006-November 2006</p>	<p>Flyers for parents Parent Newsletter Open House PTO</p>
<p><b>Professional Development Action Step 3.1d:</b> Data Teams-Analyze and disaggregate most recent School Climate Survey results</p>	<p>Person Responsible: School Climate Committee, Principal, AP's, Social Workers, Lead Principal</p> <p>Others Involved: Teachers, Parents</p>	<p>September 2006-November 2006</p>	<p>District Health Services Department</p>

**School:** Dr. Michael D. Fox  
Revised August 1, 2006

**Principal:** Fred De Jesus

**SIP Years:** 2006-2008

<b>2nd Quarter</b>			
<p><b>Instruction Action Step 3.1e:</b> The School Climate Committee will compile and analyze results of staff survey and school climate data in order to develop objectives for the character education plan</p>	<p>Person Responsible: School Climate Committee, AP's, Social Workers, Teachers, Parents</p> <p>Others Involved: Principal, Community</p>	<p>December 2006-February 2007</p>	<p>District Health Services Department Climate Survey Results School Improvement Plan</p>
<p><b>Assessment Action Step 3.1f:</b></p> <ul style="list-style-type: none"> <li>• Report of character education survey results</li> <li>• Discipline Data -RTC, Suspensions, Office Referrals</li> <li>• School Climate Survey Results</li> <li>• Documentation of Committee Meetings, agendas, minutes</li> <li>• Character Education Objectives</li> </ul>	<p>Person Responsible: School Climate Committee, AP's, Social Workers, Teachers, Parents</p> <p>Others Involved: Principal, Community</p>	<p>December 2006-February 2007</p>	<p>SASI Health Services</p>
<p><b>Parental Involvement Action Step 3.1g:</b> Parents will be updated on the progress of the Character Education committee and will be invited to be active participants on committee.</p>	<p>Person Responsible: Principal, FRA, AP's, Social Workers</p> <p>Others Involved: Teachers, Parents</p>	<p>December 2006-February 2007</p>	<p>Parent flyers Parent Newsletter PTO Announcements Parent Conferences</p>
<p><b>Professional Development Action Step 3.1h:</b> Inform and discuss with staff assessment results (Step 3.1f..)</p>	<p>Person Responsible: School Climate Committee, Principal, AP's, Social Workers, Lead Principal</p> <p>Others Involved: Teachers, Parents</p>	<p>December 2006-February 2007</p>	<p>School Climate Committee</p>

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**SIP Years:** 2006-2008

<b>3<sup>rd</sup> Quarter</b>			
<p><b>Instruction Action Step 3.1i:</b> The School Climate committee will develop strategies for integrating character education into the 2<sup>nd</sup> literacy block and providing school-wide reinforcement of character education concepts.</p>	<p>Person Responsible: School Climate Committee, AP's, Social Workers, Teachers, Parents</p> <p>Others Involved: Principal,, Community</p>	<p>March 2007-April 2007</p>	<p>CSR Grant Literacy Facilitators</p>
<p><b>Assessment Action Step 3.1j:</b></p> <ul style="list-style-type: none"> <li>• Written action plan for integrating character education into existing curriculum</li> <li>• Written Action plan for school-wide reinforcement of character education concepts</li> </ul>	<p>Person Responsible: School Climate Committee, AP's, Social Workers, Teachers, Parents</p> <p>Others Involved: Principal, Community</p>	<p>March 2007-April 2007</p>	<p>School Climate Committee</p>
<p><b>Parental Involvement Action Step 3.1k:</b> Parents will be provided with an update on the progress of the School Climate committee and invited to be active participants on the committee.</p>	<p>Person Responsible: Principal, AP's, Social Workers, Family Resource Aide</p> <p>Others Involved: Teachers, Parents</p>	<p>March 2007-April 2007</p>	<p>Parent flyer Parent Newsletter PTO Announcements PTO Meetings</p>
<p><b>Professional Development Action Step 3.1l:</b> Integrating Character Education into 2<sup>nd</sup> literacy block</p>	<p>Person Responsible: School Climate Committee, Literacy Facilitators, Social Workers</p> <p>Others Involved: Teachers, Parents</p>	<p>March 2007-April 2007</p>	<p>School Climate Committee CSR Grant</p>

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**SIP Years:** 2006-2008

<b>4th Quarter</b>			
<p><b>Instruction Action Step 3.1m:</b> The School Climate Committee will finalize the character education plan and present it to staff and parents</p>	<p>Person Responsible: School Climate Committee ,AP's, Social Workers, Teachers, Parents, Family Resource Aide</p> <p>Others Involved: Principal,, Community</p>	<p>May 2007-June 2007</p>	<p>School Climate Committee FRA</p>
<p><b>Assessment Action Step 3.1n:</b> Documentation of Character Education Action Plan Documentation of meetings to discuss the character education plan</p>	<p>Person Responsible: School Climate Committee, AP's, Social Workers, Teachers, Parents, Family Resource Aide</p> <p>Others Involved: Principal, Community</p>	<p>May 2007-June 2007</p>	<p>School Climate Committee</p>
<p>Principal to inform parents about the contents of the Character Education Plan</p>		<p>May 2007-June 2007</p>	<p>Parent flyer Parent Newsletter PTO Announcements PTO Meetings</p>
<p><b>Professional Development Action Step 3.1o:</b> School-wide implementation of Character Education Plan</p>	<p>Person Responsible: School Climate Committee, Principal, AP's, Social Workers</p> <p>Others Involved: Teachers, Parents</p>	<p>May 2007-June 2007</p>	<p>School Climate Committee CSR Grant</p>

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**Objective 3 - School Culture and Climate: Student learning will be enhanced by improved school climate as measured by a 10% reduction in suspension rate and a 10% increase in parent and community participation by school year 2008.**

**Strategy 2: Fox Elementary will increase the level of parent and community participation by 10% by the end of 2007-2008 school year.**

<b>Action Steps</b> (Include all assessments, learning walks, grade or content team mtgs, SIP Data Team meetings, parent activities, quarterly progress reports, community forums, etc. in chronological order.)	<b>Person (s) Responsible</b> (Place in bold or underline the primary person responsible at the school level for each action step)	<b>Timeline</b> (Projected timeframe for completing action steps, as well as intermittent benchmark periods.)	<b>Resources &amp; Budget</b> (Materials, grants, funds and other resources targeted to support the action step. Include technical assistance from LEA, CSDE, RESC, etc.)
<b>1<sup>st</sup> Quarter</b>			
<b>Instruction Action Step 3.2a:</b> Survey parents and staff regarding volunteer opportunities, interests, and availability	Person Responsible: Family Resource Aide Others Involved: Principal, Teachers, Parents,	September 2006-November 2006	District Parent/Community Involvement Coordinator
<b>Assessment Action Step 3.2b:</b> Copy of surveys	Person Responsible: AP's, Family Resource Aide, Social Workers,	September 2006-November 2006	District Parent/Community Involvement Coordinator
<b>Parental Involvement Action Step 3.2c:</b> Parental participation in survey	Person Responsible: FRA Others Involved: Principal, Teachers, Parents,	September 2006-November 2006	Parent Survey
<b>Professional Development Action Step 3.2d:</b> PLC: Staff to collaborate and discuss strategies for involving parents in the classroom.	Person Responsible: FRA Others Involved: Principal, Teachers, Parents, Social Workers	September 2006-November 2006	District Parent/Community Involvement Coordinator FRA Social Workers CREC SERC SDE

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Revised August 1, 2006

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**SIP Years:** 2006-2008

<b>2<sup>nd</sup> Quarter</b>			
<p><b>Instruction Action Step 3.2e:</b> Analyze results of parent and staff volunteer surveys and make recommendations for additional opportunities for parent involvement (e.g. room parents, classroom volunteer opportunities, volunteers for clothing bank, playground or lunch room supervision)</p>	<p>Person Responsible: FRA</p> <p>Others Involved: Principal, AP's, Teachers, Parents, Social Worker</p>	<p>December 2006-February 2007</p>	<p>Parent Survey</p>
<p><b>Assessment Action Step 3.2f:</b> Report of survey results and recommendations</p>	<p>Person Responsible: FRA, School Climate Committee</p> <p>Others Involved: Principal, AP's, Teachers, Parents, Social Worker</p>	<p>December 2006-February 2007</p>	
<p><b>Parental Involvement Action Step 3.2g:</b> Parents to be informed of survey results</p>	<p>Person Responsible: FRA</p> <p>Others Involved: Principal, AP's, Teachers, Parents, Social Worker</p>	<p>December 2006-February 2007</p>	<p>Parent Newsletter PTO Meeting</p>
<p><b>Professional Development Action Step 3.2h:</b> PLC: Data Teams to establish baseline data for parent participation in the classroom</p>	<p>Person Responsible: FRA</p> <p>Others Involved: Principal, AP's, Teachers, Parents, Social Worker</p>	<p>December 2006-February 2007</p>	<p>District Parent/Community Involvement Coordinator CREC SERC SDE</p>

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<b>3<sup>rd</sup> Quarter</b>			
<b>Instruction Action Step 3.2e:</b> Implement one parent support/outreach initiatives eg. parent workshop, family activities, etc...	Person Responsible: FRA Others Involved: Principal, AP's, Teachers, Parents, Social Worker	March 2007-April 2007	District Parent/Community Involvement Coordinator Social Workers
<b>Assessment Action Step 3.2f:</b> FRA monthly activity report	Person Responsible: FRA	March 2007-April 2007	FRA
<b>Parental Involvement Action Step 3.2g:</b> Parents will be offered additional information and referrals, parent workshops, family activities, opportunities for support.	Person Responsible: FRA Others Involved: Principal, AP's, Teachers, Parents, Social Worker	March 2007-April 2007	District Parent/Community Involvement Coordinator Health Services
<b>Professional Development Action Step 3.2h:</b> Staff to be informed of parent support/outreach opportunities	Person Responsible: Principal, AP's, FRA Others Involved: Teachers, Parents, Social Workers	March 2007-April 2007	Staff Meetings Staff Newsletter Flyers
<b>4<sup>th</sup> Quarter</b>			
<b>Instruction Action Step 3.2e:</b> Increase recognition of parent/community volunteers (e.g. volunteer recognition events, use sign-board in front of school, Parent newsletter, letters of thanks)	Person Responsible: FRA Others Involved: Principal, AP's, Teachers, Parents, Social Worker	May 2007-June 2007	District Parent/Community Involvement Coordinator
<b>Assessment Action Step 3.2f:</b> FRA monthly activity reports	Person Responsible: FRA Others Involved: Principal, AP's, Social Workers, Teachers, Parents	May 2007-June 2007	FRA
<b>Parental Involvement Action Step 3.2g:</b> Parent volunteers to participate in recognition event	Person Responsible: Character Education Committee Others Involved: Principal, AP's, Teachers, Parents	May 2007-June 2007	District Parent/Community Involvement Coordinator
<b>Professional Development Action Step 3.2h:</b> Staff to be encouraged to show appreciation to parent volunteers and will be informed of volunteer recognition events	Person Responsible: Principal,	May 2007-June 2007	Staff Meetings

**Plan of Action – Year 1 (2006-2007)**

**Objective 3 - School Culture and Climate: Student learning will be enhanced by improved school climate as measured by a 10% reduction in suspension rate and increased parent participation.**

**Strategy 3: Fox Elementary will develop and implement a school-wide discipline plan.**

<b>Action Steps</b> (Include all assessments, learning walks, grade or content team mtgs, SIP Data Team meetings, parent activities, quarterly progress reports, community forums, etc. in chronological order.)	<b>Person (s) Responsible</b> (Place in bold or underline the primary person responsible at the school level for each action step)	<b>Timeline</b> (Projected timeframe for completing action steps, as well as intermittent benchmark periods.)	<b>Resources &amp; Budget</b> (Materials, grants, funds and other resources targeted to support the action step. Include technical assistance from LEA, CSDE, RESC, etc.)
<b>1<sup>st</sup> Quarter</b>			
<b>Instruction Action Step 3.3a:</b> Establish a School Climate Committee that will work with behavior analysts from CREC to evaluate current discipline procedures and practices.	Person Responsible: APs, Social Workers, Teachers, Parents  Others Involved: Principal, Community	September 2006-November2006	CSR Grant CREC District Code of Conduct
<b>Assessment Action Step 3.3b:</b> <ul style="list-style-type: none"> <li>▪ Documentation of School Climate Committee membership, meeting schedule, agendas, minutes.</li> <li>▪ Documentation of meetings with CREC Behavior Analyst(s)</li> <li>▪ Evaluation report and recommendations</li> <li>▪ RTC Survey results</li> </ul>	Person Responsible: APs, Social Workers, School Climate Committee  Others Involved: Principal, Community	September 2006-November2006	RTC data 2005-6 Suspension data 2005-6 SASI Health Services School Climate Survey CSR evaluation report RTC evaluation survey
<b>Parental Involvement Action Step 3.3c:</b> Parents will be informed of plans to develop a new school-wide discipline plan and invite them to join the School Climate Committee.	Person Responsible: AP's, Social Workers, FRA, PTO  Others Involved: Principal	September 2006-November2006	Open House PTO Meetings Parent Newsletters
<b>Professional Development Action Step 3.3d:</b> <ul style="list-style-type: none"> <li>• Data Teams-Analyze and disaggregate most recent School Climate Survey results, RTC survey results, RTC data, and suspension data.</li> <li>• Responsible Thinking Process refresher training</li> </ul>	Person Responsible: Principal, AP's, Social Workers, Lead Principal  Others Involved: Teachers, Parents	September 2006-November2006	CREC Health Services Responsible Thinking Program

<b>2nd Quarter</b>			
<p><b>Instruction Action Step 3.3e:</b></p> <ol style="list-style-type: none"> <li>1. Based on assessment results and recommendations, School Climate Committee will revise school rules and develop school-wide consequences and discipline procedures including incentives/awards for positive behavior.</li> <li>2. CREC Behavior Analysts to work with Social Workers, AP'S, and RTC staff (RTC Intervention Team) to identify students with frequent discipline referrals and develop individual behavior plans for those students.</li> </ol>	<p>Person Responsible: School Climate Committee, AP's Social Workers</p> <p>Others Involved: Principal and AP's, CREC Behavior Analyst, School Psychologists</p>	<p>December 2006-February 2007</p>	<p>CREC evaluation recommendations RTC Survey Results District Discipline Plan CSR grant CREC Behavior Analyst</p>
<p><b>Assessment Action Step 3.3f:</b></p> <ul style="list-style-type: none"> <li>▪ Committee agendas and minutes</li> <li>▪ Documentation of new school rules, consequences and discipline procedures</li> <li>▪ Documentation of RTC Intervention Team meetings</li> <li>▪ Individual BIP's</li> </ul>	<p>Person Responsible: School Climate Committee, RTC Intervention Team, AP's Social Workers</p> <p>Others Involved: Principal, teachers security staff, school psychologists</p>	<p>December 2006-February 2007</p>	<p>School Climate Committee RTC Intervention Team</p>
<p><b>Parental Involvement Action Step 3.3g:</b></p> <ul style="list-style-type: none"> <li>▪ Parents will be offered an orientation to the Responsible Thinking Process</li> <li>▪ Parents will be involved with development of BIP's</li> <li>▪ Parents will be invited to participate on the School Climate Committee</li> </ul>	<p>Person Responsible: School Climate Committee</p> <p>Others Involved: Principal, APs</p>	<p>December 2006-February 2007</p>	<p>Parent Newsletter PTO Meetings</p>
<p><b>Professional Development Action Step 3.3h:</b> Inform and Discuss with staff new school-wide Discipline Plan. Appropriate staff will be informed of individual student BIP's</p>	<p>Person Responsible: School Climate Committee, Principal, APs, Social Workers</p> <p>Others Involved: Teachers, Paraprofessionals, all school staff that interact with students</p>	<p>December 2006-February 2007</p>	<p>School Climate Committee CREC</p>

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<b>3rd Quarter</b>			
<p><b>Instruction Action Step 3.3m:</b> Discipline Committee to finalize new discipline plan and present it to students, staff and parents</p>	<p>Person Responsible: School Climate Committee, Principal, AP's, FRA</p> <p>Others Involved: Principal, teachers, parents , RTC staff</p>	<p>April 2007-June 2007</p>	<p>School Climate Committee CREC PTO</p>
<p><b>Assessment Action Step 3.3n:</b></p> <ul style="list-style-type: none"> <li>▪ School Climate Committee Minutes</li> <li>▪ Staff meeting agendas</li> <li>▪ Schedule of classroom orientations</li> <li>▪ Documentation of new School Discipline Plan</li> </ul>	<p>Person Responsible: School Climate Committee</p> <p>Others Involved: Principal, APs, RTC staff</p>	<p>April 2007-June 2007</p>	<p>School Climate Committee</p>
<p><b>Parental Involvement Action Step 3.3o:</b> The new Discipline Plan will be presented to parents</p>	<p>Person Responsible: School Climate Committee, Principal, AP's Social Workers, FRA</p> <p>Others Involved: parents, community, school staff</p>	<p>April 2007-June 2007</p>	<p>Parent Newsletter Open House/Parent conferences PTO Meetings</p>
<p><b>Professional Development Action Step 3.3p:</b> Implementation of new Discipline plan</p>	<p>Person Responsible: Discipline Committee/ Principal, AP's Social Workers</p> <p>Others Involved: RTC staff, parents, community</p>	<p>April 2007-June 2007</p>	<p>School Climate Committee</p>

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<b>4th Quarter</b>			
<p><b>Instruction Action Step 3.3m:</b></p> <ol style="list-style-type: none"> <li>1. The School Climate Committee will work with CREC consultant to identify “bugs” in the implementation of the new Discipline Plan and develop strategies to address those concerns</li> <li>2. The RTC Intervention Team will continue to monitor the effectiveness of BIP’s for “frequent flyers” and consult with CREC Behavior Analyst to develop new plans as needed</li> </ol>	<p>Person Responsible: Discipline Committee, CREC consultants, AP’s, RTC Intervention Team</p> <p>Others Involved: Principal, parents, RTC staff.</p>	<p>April 2007-June 2007</p>	<p>School Climate Committee CREC consultants CSR grant</p>
<p><b>Assessment Action Step 3.3n:</b></p> <p>School Climate Committee Minutes RTC data Suspension Data Documentation of Committee recommendations</p>	<p>Person Responsible: School Climate Committee</p> <p>Others Involved: Principal, APs, RTC Staff</p>	<p>April 2007-June 2007</p>	<p>SASI School Climate Committee</p>
<p><b>Parental Involvement Action Step 3.3o:</b></p> <ul style="list-style-type: none"> <li>▪ Parents to be informed of Discipline Plan implementation progress</li> <li>▪ Parents to be involved with development and evaluation of BIP’s</li> </ul>	<p>Person Responsible: School Climate Committee</p> <p>Others Involved: Principal, APs</p>	<p>April 2007-June 2007</p>	<p>Parent Newsletter Open House/Parent conferences PTO</p>
<p><b>Professional Development Action Step 3.3p:</b></p> <p>Staff to Collaborate and discuss: Effectiveness of new Discipline Plan and make recommendations on decisions for 2007-8</p>	<p>Person Responsible: Discipline Committee, AP’s</p> <p>Others Involved: Principal, RTC staff</p>	<p>April 2007-June 2007</p>	<p>Facilitator to discuss Managing Behavior School Climate Committee CREC</p>