

Plan of Action – Year 1 (2006-2007)

Objective 1 - Literacy: The number of students reading on grade level will increase by 15% each year as measured by SFA assessments by June 2008.

Strategy 1: To increase student achievement on CMT Strand C and student motivation in all areas of literacy.

Action Steps <small>(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.)</small>	Person (s) Responsible <small>(Place in bold or underline the primary person responsible at the school level for each action step)</small>	Timeline <small>(Projected timeframe for completing action steps, as well as intermittent benchmark periods.)</small>	Resources & Budget <small>(Materials, grants, funds and other resources targeted to support the action step. Include technical assistance from LEA, CSDE, RESC, etc.)</small>
1st Quarter			
<u>Instruction Action Step 1.1a:</u> Implement monthly book logs and home reading projects that focus on CMT Strand C. Implement 4 th Generation CMT Literacy Coach and Answering Open-Ended Questions CMT Extended Day Program after school	Person Responsible: Classroom Teachers Others Involved: Literacy Facilitators, Assistant Principals	September 2006- December 2006	Monthly Book Log Description of Home Projects
<u>Assessment Action Step 1.1b:</u> Participation rate in literacy projects Track quarterly SFA assessments for student achievement Track 4Sight results to measure strand C progress	Person Responsible: Classroom Teachers Others Involved: Literacy Facilitators, Assistant Principals	September 2006-December 2006	Log of participants per teacher SFA Assessment Data 4 Sight Data CMT Data (Fall 2005 and Spring 2006)
<u>Parental Involvement Action Step 1.1c:</u> Parent workshops during PTO Meeting for literacy focus: Monthly Book Logs and Home Reading Projects Parent verification of book logs and projects	Person Responsible: Literacy Facilitators, FRA and AP's Others Involved: Parents and Teachers	September 2006-December 2006	Monthly Book Logs Home Reading Projects
<u>Professional Development Action Step 1.1d:</u> Data Driven Decision Making: Data Teams Professional Learning Communities(PLC) discuss and research best practices in text connections	Person Responsible: Principal, Assistant Principals, Lead Principal Others Involved: Literacy Facilitators, Parents	September 2006-December 2006	C.O. Bilingual Office PLC Training

2nd Quarter			
<p><u>Instruction Action Step 1.1e:</u> Quarterly Reading Incentive Programs Quarterly Home Reading Project with focus on Strand C Grade level meetings to determine incentives Refine implementation of CMT Coach and Open-Ended Questions based on data received from 4Sight. CMT Extended Day Program after school</p>	<p>Person Responsible: Classroom Teachers Others Involved: Literacy Facilitators, Principal, Assistant Principals</p>	<p>December 2006-February 2007</p>	<p>Incentives for students who complete book logs and projects.</p>
<p><u>Assessment Action Step 1.1f:</u> Increase in participation rate as compared to first quarter Track quarterly SFA Assessments to determine student progress Track 4Sight assessment to determine student progress on Strand C</p>	<p>Person Responsible: Classroom Teachers Others Involved: Literacy Facilitators, Assistant Principals</p>	<p>December 2006-February 2007</p>	<p>Log of participants per teacher SFA Assessment Data 4 Sight Data</p>
<p><u>Parental Involvement Action Step 1.1g:</u> Parent newsletter for literacy focus: Reading Incentive Program and Strand C Parent verification of book logs and projects</p>	<p>Person Responsible: Literacy Facilitators, FRA and AP's Others Involved: Parents and Teachers</p>	<p>December 2006-February 2007</p>	<p>Parent Newsletter on Strand C and Reading Incentive Program</p>
<p><u>Professional Development Action Step 1.1h:</u> Data Driven Decision Making: Data Teams</p>	<p>Person Responsible: Literacy Facilitators, Principal Assistant Principals, Lead Principal Others Involved: Classroom Teachers and Parents,</p>	<p>December 2006-February 2007</p>	<p>Facilitator for PLC's</p>
3rd Quarter			
<p><u>Instruction Action Step 1.1i:</u> Recognition of students for accomplishments with student work examples of strand C. Refine implementation of CMT Coach and Open-Ended Questions based on data received from 4Sight. CMT Extended Day Program after school</p>	<p>Person Responsible: Teachers Others Involved: Literacy Facilitators and AP's</p>	<p>February 2007-April 2007</p>	<p>School-wide display</p>
<p><u>Assessment Action Step 1.1j:</u> Participation rate increase in number of literacy projects as compared to 2nd quarter Track quarterly SFA assessments to determine</p>	<p>Person Responsible: Teachers Others Involved: Literacy Facilitators and AP's</p>	<p>February 2007-April 2007</p>	<p>Teacher logs of participation SFA Assessments 4 Sight Assessments</p>

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student progress Track 4Sight assessment to determine student progress on Strand C			
<u>Parental Involvement Action Step 1.1k:</u> Family and community breakfast to view display of student accomplishments and work samples for Strand C Parent verification of book logs and projects	Person Responsible: Literacy Facilitators, FRA and AP's Others Involved: Parents and Teachers	February 2007-April 2007	Breakfast for parents and community members
<u>Professional Development Action Step 1.1l:</u> Data Driven Decision Making: Data Teams Professional Learning Communities(PLC) discuss and research best practices in text connections	Person Responsible: Principal, AP's, Lead Principal and Literacy Facilitators Others Involved: Teachers and Parents,	February 2007-April 2007	Facilitator for PLC
4th Quarter			
<u>Instruction Action Step 1.1m:</u> Student cross grade collaboration to highlight student learning on strand C for reflection on learning strategies	Person Responsible: Teachers Others Involved: Literacy Facilitators and AP's	April 2007-June 2007	Classroom pairings for student collaboration
<u>Assessment Action Step 1.1n:</u> Participation rate in literacy projects increases from last quarter Track quarterly SFA assessments to determine student progress Track 4Sight assessments to determine student progress on Strand C	Person Responsible: Teachers Others Involved: Literacy Facilitators and AP's	April 2007-June 2007	Teachers log of participation rate in projects SFA Assessments 4Sight Assessments
<u>Parental Involvement Action Step 1.1o:</u> Parent newsletter for literacy focus: Student Accomplishments Parent verification of book logs and projects	Person Responsible: Literacy Facilitators, FRA, Principals and AP's Others Involved: Parents and Teachers	April 2007-June 2007	Parent Newsletter with Literacy Focus
<u>Professional Development Action Step 1.1p:</u> Data Driven Decision Making: Data Teams Professional Learning Communities(PLC) discuss and research best practices in text connections	Person Responsible: Principal, AP's, Literacy Facilitator and Lead Principal Others Involved: Teachers and Parents	April 2007-June 2007	Facilitator for PLC

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Strategy 2: Continue and refine the implementation of Differentiated Instruction

<p>Action Steps (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>Person (s) Responsible (Place in bold or underline the primary person responsible at the school level for each action step)</p>	<p>Timeline (Projected timeframe for completing action steps, as well as intermittent benchmark periods.)</p>	<p>Resources & Budget (Materials, grants, funds and other resources targeted to support the action step. Include technical assistance from LEA, CSDE, RESC, etc.)</p>
1st Quarter			
<p><u>Instruction Action Step 1.2a:</u> Research alternative reading assessments for students not making progress. Explore computer programs to help students with reading and making text connections and content structure. Restructure the second literacy block to include Guided Reading and Literacy Centers in all grades. CMT Extended Day program after school</p>	<p>Person Responsible: Literacy Facilitators, Teachers, AP's Others Involved: Principal, Lead Principal</p>	<p>September 2006-December 2006</p>	<p>Alternative Reading Assessments (DRA grades 4-5, DRP, etc.) C.O. funding</p>
<p><u>Assessment Action Step 1.2b:</u> Track individual reading achievement through SFA assessments SAT/ PPT meetings to determine individual growth for special education students 4Sight assessment for baseline data to set individual achievement objectives Administrative monitoring of second literacy block Looking at student work to drive instruction</p>	<p>Person Responsible: Teachers Others Involved: Literacy Facilitator, AP's</p>	<p>September 2006-December 2006</p>	<p>SFA Assessment Data 4 Sight Assessment Data CMT (Spring 2006) Coverage for teachers attending SAT/PPT meetings</p>
<p><u>Parental Involvement Action Step 1.2c:</u> Provide parents with literacy expectations Incorporate information on reading strategies into parent-teacher conferences</p>	<p>Person Responsible: Literacy Facilitators, Teachers, FRA Others Involved: Parents, AP's</p>	<p>September 2006-December 2006</p>	<p>Outline for parents on expectations</p>
<p><u>Professional Development Action Step 1.2d:</u> Data Driven Decision Making: Data Teams Incorporating Technology to Meet Student Needs Differentiated Instruction Using Guided Reading</p>	<p>Person Responsible: Principal, AP's, Lead Principal Others Involved: Teachers, Literacy Facilitators, Parents</p>	<p>September 2006-December 2006</p>	<p>Facilitator for Data Teams CREC- Technology and Differentiated Instruction in Guided Reading C.O. Facilitator to support teacher technology training</p>

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and Literacy Centers			
2nd Quarter			
<p><u>Instruction Action Step 1.2e:</u> Refine the implementation of the second literacy block in all grades. Pilot computer software to improve reading skills on text connections and content/structure. CMT Extended Day Program after school</p>	<p>Person Responsible: Teachers, Literacy Facilitators</p> <p>Others Involved: AP's</p>	December 2006-February 2007	C.O. funds for technology software
<p><u>Assessment Action Step 1.2f:</u> Continue to disaggregate DRA and 4Sight data to identify student weaknesses and strengths to drive individualized instruction Track achievement through quarterly SFA growth Track continued improvement on DRA and 4Sight assessments Administrative monitoring of the second literacy block Look at student work to drive instruction SAT/ PPT Meetings to determine individualized goals for special education children</p>	<p>Person Responsible: Teachers, Literacy Facilitators</p> <p>Others Involved: AP's</p>	December 2006-February 2007	SFA Assessment data DRA and 4 sight data
<p><u>Parental Involvement Action Step 1.2g:</u> Provide parents with literacy expectations Incorporate information on reading strategies into parent-teacher conferences</p>	<p>Person Responsible: Literacy Facilitators, Principal, AP's, FRA</p> <p>Others Involved: Teachers, Parents</p>	December 2006-February 2007	Outline of strategies and expectations
<p><u>Professional Development Action Step 1.2h:</u> Data Driven Decision Making: Data Teams Staff Collaboration on Strategies That Work Technology Support</p>	<p>Person Responsible: Principal, AP's, Lead Principal, Literacy Facilitators</p> <p>Others Involved: Teachers, Parents</p>	December 2006-February 2007	CREC- Technology Support
3rd Quarter			
<p><u>Instruction Action Step 1.2i:</u> Refine the implementation of Literacy Centers in all grades. Increase the use of cooperative learning strategies throughout literacy instruction CMT Extended Day after school program</p>	<p>Person Responsible: Teachers, Literacy Facilitators</p> <p>Others Involved: AP's</p>	February 2007-April 2007	Workshop on Cooperative Learning Strategies Funding for Staff
<p><u>Assessment Action Step 1.2j:</u> Quarterly SFA growth through the assessments Track continued improvement on DRA and 4Sight assessments</p>	<p>Person Responsible: Teachers, Literacy Facilitators</p> <p>Others Involved: AP's</p>	February 2007-April 2007	SFA Assessment data DRA and 4 Sight data

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Administrative monitoring of the second literacy block SAT/ PPT Meetings to determine individualized goals for special education children Look at student work to drive instruction			
<u>Parental Involvement Action Step 1.2k:</u> Parent workshop on CMT Guided Reading demonstration lesson for parents	Person Responsible: Literacy Facilitators, Teachers, FRA Others Involved: Principal, AP's, Parents	February 2007-April 2007	CMT Handouts
<u>Professional Development Action Step 1.2l:</u> Data Driven Decision Making: Data Teams Revisit Technology Initiatives Already Introduced	Person Responsible: Principal, AP's, Lead Principal, Literacy Facilitators Others Involved: Teachers, Parents	February 2007-April 2007	CREC- Technology Support
4th Quarter			
<u>Instruction Action Step 1.2m:</u> Increase the use of non-linguistic representations in the second literacy block.	Person Responsible: Literacy Facilitators, Teachers Others Involved: AP's	April 2007-June 2007	Graphic Organizers
<u>Assessment Action Step 1.2n:</u> Track quarterly SFA growth through the assessments Track continued improvement on DRA and 4Sight assessments Administrative monitoring of the second literacy block Review the effective implementation of non-linguistic representation Look at student work to drive instruction SAT/ PPT Meetings to determine individualized goals for special education students	Person Responsible: Teachers, Literacy Facilitators Others Involved: AP's	April 2007-June 2007	SFA Assessment data Alternative math assessments DRA and 4 sight data CMT (Spring 2006 and 2007)
<u>Parental Involvement Action Step 1.2o:</u> Parent Survey	Person Responsible: Literacy Facilitators, Teachers, AP's, FRA Others Involved: Parents	April 2007-June 2007	Handout of results of the survey
<u>Professional Development Action Step 1.2p:</u> Data Driven Decision Making: Data Teams	Person Responsible: Principal, AP's, Literacy Facilitators, Lead Principal Others Involved: Teachers, Parents	April 2007-June 2007	

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Objective 1 - Literacy: The number of students reading on grade level will increase by 15% as measured by SFA assessments by June 2007.

Strategy 3: Investigate and integrate language development and second language acquisition strategies for all students

Action Steps (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.)	Person (s) Responsible (Place in bold or underline the primary person responsible at the school level for each action step)	Timeline (Projected timeframe for completing action steps, as well as intermittent benchmark periods.)	Resources & Budget (Materials, grants, funds and other resources targeted to support the action step. Include technical assistance from LEA, CSDE, RESC, etc.)
1st Quarter			
<u>Instruction Action Step 1.3a:</u> Investigation of strategies from Sheltered Instruction Observation Protocol (SIOP) to be integrated into literacy instruction CMT Extended Day program	Person Responsible: Classroom Teachers, Principal Others Involved: AP's	September 2006-December 2006	C.O. Bilingual Staff Information
<u>Assessment Action Step 1.3b:</u> Track Quarterly SFA Data to determine student progress Track 4Sight Data to determine student progress	Person Responsible: Literacy Facilitators, AP's, Principal Others Involved: Teachers	September 2006-December 2006	SFA Assessment Data 4Sight Assessment Data
<u>Parental Involvement Action Step 1.3c:</u> Include SIOP information in parent newsletter	Person Responsible: Principal, AP's, FRA Others Involved: Parents, Teachers	September 2006-December 2006	Parent Newsletter
<u>Professional Development Action Step 1.3d:</u> Sheltered Instruction Observation Protocol (SIOP) for all staff Data Driven Decision Making: Data Teams	Person Responsible: Social Worker, RTC Facilitator Others Involved: Principal, AP's, Teachers, Parents	September 2006-December 2006	C.O. Bilingual Staff for SIOP Training
2nd Quarter			
<u>Instruction Action Step 1.3e:</u> Implementation of strategies from SIOP into all areas of literacy instruction CMT Extended Day Program	Person Responsible: Literacy Facilitator, Teachers Others Involved: Principal, AP's,	December 2006-February 2007	SIOP Strategy Information
<u>Assessment Action Step 1.3f:</u> Track quarterly SFA growth to determine student progress	Person Responsible: Teachers, RTC Facilitator	December 2006-February 2007	SFA Assessment Data 4Sight Assessment Data SIOP Rubric

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Track quarterly 4Sight data to determine student progress Administrative monitoring of SIOP during literacy instruction	Others Involved: Principal, AP's		
<u>Parental Involvement Action Step 1.3g:</u> Include SIOP strategies and suggestions for use in newsletter for parents to be able to incorporate at home	Person Responsible: AP's, FRA Others Involved: Principal and Teachers	December 2006-February 2007	Parent Newsletter
<u>Professional Development Action Step 1.3h:</u> Data Driven Decision Making: Data Teams Revisit SIOP Training and its Incorporation into Literacy Instruction	Person Responsible: Principal, AP's, Lead Principal Others Involved: Teachers, Parents	December 2006-February 2007	C.O. Bilingual Staff for SIOP Training
3rd Quarter			
<u>Instruction Action Step 1.3i:</u> Refine the implementation and integration of SIOP strategies into all areas of literacy CMT Extended Day Program	Person Responsible: Teachers, Literacy Facilitators, Principal Others Involved: AP's	February 2007-April 2007	SIOP Strategies and Information
<u>Assessment Action Step 1.3j:</u> Track quarterly SFA growth to determine student progress Track quarterly 4Sight data to determine student progress Administrative monitoring of SIOP during literacy instruction	Person Responsible: Literacy Facilitators, Principal, AP's Others Involved: Teachers	February 2007-April 2007	SIOP Rubric SFA Assessment Data 4Sight Assessment Data
<u>Parental Involvement Action Step 1.3k:</u> Include SIOP strategies and suggestions for use in newsletter for parents to be able to incorporate at home	Person Responsible: Principal, FRS Others Involved: AP's	February 2007-April 2007	Parent Newsletter
<u>Professional Development Action Step 1.3l:</u> Data Driven Decision Making: Data Teams Teacher collaboration of SIOP strategies incorporated into literacy instruction	Person Responsible: Teachers, Principal Others Involved: AP's	February 2007-April 2007	SIOP Strategies

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4th Quarter			
<p><u>Instruction Action Step 1.3m:</u> Staff collaboration to determine the most effective strategies for effective instruction for all learners</p>	<p>Person Responsible: Literacy Facilitators, Teachers Others Involved: Principal, AP's</p>	<p>April 2007-June 2007</p>	<p>Grade Level Collaboration Meeting</p>
<p><u>Assessment Action Step 1.3n:</u> Track quarterly SFA growth to determine student progress Track quarterly 4Sight data to determine student progress Administrative monitoring of SIOP during literacy instruction</p>	<p>Person Responsible: Literacy Facilitators, Principal Others Involved: AP's</p>	<p>April 2007-June 2007</p>	<p>SIOP Rubric SFA Assessment Data 4Sight Assessment Data</p>
<p><u>Parental Involvement Action Step 1.3o:</u> Include SIOP strategies and suggestions for use in newsletter for parents to be able to incorporate at home Demonstration of SIOP strategy at PTO Meeting</p>	<p>Person Responsible: Principal, FRA Others Involved: AP's</p>	<p>April 2007-June 2007</p>	<p>Parent Newsletter SIOP Strategies</p>
<p><u>Professional Development Action Step 1.3p:</u> Data Driven Decision Making: Data Teams</p>	<p>Person Responsible: Principal, Teachers Others Involved: AP's</p>	<p>April 2007-June 2007</p>	