

Plan of Action – Year 1 (2007-2008)

Objective 3 - School Culture and Climate: To establish a positive and mutually supportive learning environment for students and staff which will result in a 15% reduction in suspensions.

Strategy 1: Reinforcing and recognizing attendance and academic achievement

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			
Instruction Action Step 3.1a: Communicate incentive guidelines to school community	Person Responsible: Judith Glover Others Involved: Guidance Counselors	Nov. 2007	General Budget Special Funds
Assessment Action Step 3.1b: Track attendance monthly and academics quarterly	Person Responsible: Judith Glover Others Involved: Guidance Counselors	Monthly Attendance (1 st) Academic Nov. 2007, Jan. 2007 Mar. 2007, June 2007	SASI
Parental Involvement Action Step 3, 1c: Disseminate guidelines to parents at Open House and through the student handbook	Person Responsible: Andrew Serrao Others Involved: Assistant Principals	October 2007	Student Handbook
Professional Development Action Step 3.1d: Disseminate incentive guidelines to staff	Person Responsible: Andrew Serrao Others Involved: Assistant Principals	September 2007	Staff Handbook General Funds

2nd Quarter			
Instruction Action Step 3.1e: Remind and update school community of incentive guidelines	Person Responsible: Judith Glover Others Involved: Guidance Counselors	Jan. 2008	General Budget Special Funds
Assessment Action Step 3.1f: Track attendance and academics (honor roll)	Person Responsible: Judith Glover Others Involved: Guidance Counselors	Monthly Attendance (1 st) Academic Nov. 2007, Jan. 2008 Mar. 2008, June 2008	General Budget Special Funds
Parental Involvement Action Step 3.1g: Invite parents to incentive activities	Person Responsible: Andrew Serrao Others Involved: Assistant Principals	Jan. 2008	
Professional Development Action Step 3.1h: Remind and update incentive guidelines to staff	Person Responsible: Andrew Serrao Others Involved: Assistant principals	Monthly Attendance (1 st) Academic Nov. 2007, Jan. 2008 Mar. 2008, June 2008	
3 rd Quarter			
Instruction Action Step 3.1i: Remind and update school community of incentive guidelines	Person Responsible: Judith Glover Others Involved: Guidance Counseors	March 2008	General Budget Special Funds
Assessment Action Step 3.1j: Track attendance and academics	Person Responsible: Judith Glover Others Involved: Guidance Counselors	Monthly Attendance (1 st) Academic Nov. 2007, Jan. 2008 Mar. 2008, June 2008	SASI
Parental Involvement Action Step 3.1k: Invite parents to incentive activities	Person Responsible: Judith Glover Others Involved: Guidance Counselors	March 2008	General Budget Special Funds
Professional Development Action Step 3.1l: Remind and update staff of incentive activities	Person Responsible: Andrew Serrao Others Involved: assistant Principals	First Tuesday of each month (Staff Meeting)	

School : Lewis Fox Middle School Principal: Andrew SerraoSIP Years: 2006-2008
 Revised August 1, 2006

4th Quarter			
Instruction Action Step 3.1m: Communicate plan for end of year activities to school community	Person Responsible: Judith Glover Others Involved: Guidance Counselors	June, 2008	General Budget Special Funds
Assessment Action Step 3.1n: Compile statistics and compare with 2005/06 school year	Person Responsible: Judith Glover Others Involved: Guidance Counselors	June, 2008	SASI Student Report Cards
Parental Involvement Action Step 3.1o: Invite parents to end of year activity	Person Responsible: Judith Glover Others Involved: Guidance Counselors	June, 2008	
Professional Development Action Step 3.1p: Share statistics with staff and invite them to the end of year activities	Person Responsible: Andrew Serrao Others Involved: Assistant Principals	June, 2008	

Plan of Action – Year 1 (2006-2007)

Objective 3 - School Culture and Climate: To establish a positive and mutually supportive learning environment for students and staff which will result in a 15% reduction in suspensions.

Strategy 2: To implement consistent enforcement of the discipline policy for all members of the school community

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			
Instruction Action Step 3.2a: To educate the school community of the assertive discipline plan	Person Responsible: Andrew Serrao Others Involved: Assistant Principals, Staff	September 2006	Assemblies, staff, PD's, School Handbook
Assessment Action Step 3.2b: Administrative walkthroughs	Person Responsible: Andrew Serrao Others Involved: Assistant Principals	Quarterly	Posters of Mission Statement, School Wide Rules and Expectations
Parental Involvement Action Step 3.2c: Disseminate student/parent handbook and provide follow up reinforcement of rules at Open House	Person Responsible: Euna Farrell Others Involved: Homeroom Teachers	October 2006	Student/Parent Handbook
Professional Development Action Step 3.2d: Provide a copy of the book 'Surviva IToolkit for New Secondary Teachers'	Person Responsible: Angela Thomas Others Involved:	October 2006	Survival Toolkit for New Secondary Teachers

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2 nd Quarter			
Instruction Action Step 3.2e: Instruction in when and how to make a discipline referral	Person Responsible: herb Knight Others Involved: Discipline Committee	November 2006	Discipline policy Discipline referral form Individual student/parent contact log
Assessment Action Step 3.2f: Assistant principals monitoring discipline referral procedures	Person Responsible: Andrew Serrao Others Involved: Assistant principals	Quarterly	System wide Discipline Handbook
Parental Involvement Action Step 3.2g: Provide workshop for Parent/Guardian "Common Sense Parenting	Person Responsible: Euna Farrell Others Involved: Catholic Charities/Extended Day	Quarterly	Catholic Charities PTO Special Funds
Professional Development Action Step 3.2h: Weekly Team meetings with assigned Assistant Principal	Person Responsible: Andrew Serrao Others Involved: Assistant Principals, Team Leaders	Ongoing	
3 rd Quarter			
Instruction Action Step 3.2i: Reinforce discipline policy	Person Responsible: Andrew Serrao Others Involved: Assistant Principals	April 2006	Discipline handbook
Assessment Action Step 3.2j: Monitor discipline referrals for consistency and compliance and read climate survey	Person Responsible: Herb Knight Others Involved: Discipline Committee Chairperson	April 2006	Climate Survey
Parental Involvement Action Step 3.2k: Provide parent/guardian workshop on role in their child's education	Person Responsible: Euna Farrell Others Involved:	April 2006	
Professional Development Action Step 3.2l: Provide teachers with effective discipline models, ie Harry Wong	Person Responsible: Angela Thomas Others Involved:	April 2006	

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4 th Quarter			
Instruction Action Step 3.2m: Reinforce discipline policy through assemblies	Person Responsible: Andrew Serrao Others Involved: Assistant Principals	June 2006	
Assessment Action Step 3.2n: Compile results of climate survey and suspension data	Person Responsible: Leah Fichner Others Involved: Discipline Committee	June 2006	
Parental Involvement Action Step 3.2o: Invite parents to incentive activity for students with one(1) and two (2) in conduct	Person Responsible: Judith Glover Others Involved: Guidance Counselors	June 2006	
Professional Development Action Step 3.2p: Provide staff with School Climate Survey Summary Report, discipline referral/suspension data	Person Responsible: Andrew Serrao Others Involved: Assistant principals	June 2006	

Plan of Action – Year 1 (2006-2007)

Objective 3 - School Culture and Climate: To establish a positive and mutually supportive learning environment for students and staff which will result in a 15% reduction in suspensions.

Strategy 3: To continue promoting and implementing social and life skills programs throughout school curriculum.

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			
Instruction Action Step 3.3a: To educate and review with the school community social/life skills programs offered at Lewis Fox Middle School.	Person Responsible: James Bosco, Others Involved: Neil Beaulieu and Health Service Dept.	Nov.2006	Boys/Girls Town Manuel, Observation Reports, Sample Lessons, Bulletins, Signs, Character Trait of the Month General Funds
Assessment Action Step 3.3b: Administration walk through(s) and weekly Academy Meetings.	Person Responsible: Assistant Principals Others Involved: Staff and Team Leader	Walk though 1 st week of each month. Staff Meeting (Bi-Weekly 1 st /3 rd week)	No resources and budgets
Parental Involvement Action Step 3.3c: Disseminate information about social/life skills program at Open House, PTO and Student/Parent Handbook.	Person Responsible: All Staff Others Involved: Euna Farrell(FRA) and PTO President	Oct. 2006	Student Handbook and General Funds
Professional Development Action Step 3.3d: To provide workshops and inservice for Lewis Fox Middle staff.	Person Responsible: Angela Thomas Others Involved: Andrew Serroa	Oct. 2006	Boys/Girls Town Manuel, Observation Reports, Sample Lessons, Bulletins, Signs Character Trait of the Month General Funds

2nd Quarter			
Instruction Action Step 3.3e: All students will incorporate skills of the week. Mini lessons provided through Boys/Girls Town Model.	Person Responsible: All Staff Others Involved:	New Skills are introduced the 1 st of each week. Mini Lessons through the entire week.	Boys/Girls Town Manuals, Basic Formatted, Weekly Lessons-Quarterly Incentives will be provided for students demonstrating positive citizenship.
Assessment Action Step 3.3f: Based on Mini Lessons students will show greater awareness and understanding of specific social/ life skills throughout weekly reviews.	Person Responsible: All Staff Others Involved:	New Skills are introduced the 1 st of each week. Mini Lessons through entire week.	Boys/Girls Town Manuals, Basic Formatted, Weekly Lessons- Quarterly Incentives will be provided for students demonstrating positive citizenship.
Parental Involvement Action Step 3.3g: To continue to reinforce the social/life skills program during informal parent contacts.	Person Responsible: All Staff Others Involved:	PTO monthly meetings (2 nd Thursday of the month.	Boys/Girls Town Manuals, Basic Formatted, Weekly Lessons- Quarterly Incentives will be provided for students demonstrating positive citizenship.
Professional Development Action Step 3.3h: To continue providing workshops that will address social/life skills.	Person Responsible: Andrew Serroa Others Involved: Angela Thomas	Staff Meetings (1 st Tuesday of the month.)	Social / Life Skills and Consulates
3rd Quarter			
Instruction Action Step 3.3e: All students will incorporate skills of the week. Mini lessons provided through Boys/Girls Town Model.	Person Responsible: All Staff Others Involved:	New Skills introduced 1 st of each week. Mini Lessons through entire week.	Boys/Girls Town Manuals, Basic Formatted, Weekly Lessons-Quarterly Incentives will be provided for students demonstrating positive citizenship.
Assessment Action Step 3.3f: Based on Mini Lessons students will show greater awareness and understanding of specific social/ life skills throughout weekly reviews.	Person Responsible: All Staff Others Involved:	New Skills introduced 1 st of each week. Mini lessons through entire week.	Boys/Girls Town Manuals, Basic Formatted, Weekly Lessons- Quarterly Incentives will be provided for students demonstrating positive citizenship.
Parental Involvement Action Step 3.3g: To continue to reinforce the social/life skills program during informal parent contacts.	Person Responsible: All Staff Others Involved:	PTO monthly meeting (2 nd Thursday of the month)	Boys/Girls Town Manuals, Basic Formatted, Weekly Lessons- Quarterly Incentives will be provided for students demonstrating positive citizenship.
Professional Development Action Step 3.3h: To continue providing workshops that will address social/life skills.	Person Responsible: Andrew Serroa Others Involved: Angela Thomas	Staff Meeting (1 st Tuesday of the month)	Social / Life Skills and Consulates

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4th Quarter			
Instruction Action Step 3.3m: Collaborated staff discussion focusing on strengths and weakness of Social/Life Skills program.	Person Responsible: Angela Thomas Others Involved:	Staff Meeting (1 st Tuesday of the month)	No budget
Assessment Action Step 3.3n: Compile results of climate survey and suspension data.	Person Responsible: Leah Fichner Others Involved: Discipline Committee	June 2007	Suspension Logs, Suspension Data, Referral and School Climate Surveys
Parental Involvement Action Step 3.3o: Invite parents to incentive activities for students with one(1) and two(2) in conduct.	Person Responsible: Judith Glover Others Involved: Guidance Counselors	May 2007	Special Funds
Professional Development Action Step 3.3p: Provide staff with Climate Survey ,Summary Report, discipline referral/suspension data.	Person Responsible: Andrew Serroa Others Involved: Assistant Principals	June 2007	School Climate , Summary Report and Discipline Summary