

Plan of Action – Year 1 (2006-2007)

Objective 3 – CLIMATE GOAL: To increase in class attendance and instruction time through the use of behavioral programs that will reduce disciplinary referrals by 8% against previous year (2005-2006) and reduce OSS by 8% against previous year.

Strategy 1: Disciplinary data (centered on behaviors, referrals, and issued consequences) will be generated on a monthly, quarterly, semi-annual, and annual basis. Trends will be analyzed and a hypothesis for decreased referrals and consequences will be set, and periodically reviewed and revised based on the continued data analysis.

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: <ul style="list-style-type: none"> • Disciplinary Data (including but not limited to referrals, behaviors, and consequences) will be collected and reviewed on a monthly, quarterly, semi-annual, and yearly basis. • Data will be analyzed by the Data Team for trends, similarities, and differences. • Data walls will be created and data will be distributed to team leaders, curriculum leaders, and faculty members. • Pending the outcome of the analysis, previous strategies will be updated and new strategies developed with the goal to continue to decrease referrals and suspensions while increasing attendance. 	Person Responsible: Administrative Team Others Involved: Student Affairs Coach, Comprehensive Classroom Instructor, Team Leaders, Social Worker, Guidance Office, Attendance Committee	August 2006 – Review previous year data at Team Leader Meeting. Draft a professional development plan to continue progress. September 2006 – Data walls will be created and displayed. 2006-2007 School Year – Meet weekly with team leaders and at grade level team meetings to discuss strategies to improve overall student behavior, plan incentives, and improve climate. Meet with Guidance Team and Social Worker to plan SST strategies for at-risk students Meet with Attendance Committee to plan strategies to improve overall attendance, tardiness, and plan incentives. <i>This is ongoing throughout the school year.</i>	General Budget

<p>Assessment Action Step 3.1b:</p> <ul style="list-style-type: none"> On going analysis of discipline database with attention to behavior, referrals, and consequences Database information to be shared with faculty. 	<p>Person Responsible: Assistant Principal</p> <p>Others Involved: Administration</p>	<p>September 2006 – Baseline data review against three years of previous data</p> <p>October 2006 – Analysis of September 2006 with recommendations for new implementation of prevention strategies.</p> <p>November 2006 - Analysis of October 2006 with recommendations for new implementation of prevention strategies.</p> <p><i>*All data will be reviewed in administrative and in team leader meetings.</i></p>	<p>Technology budget</p>
<p>Parental Involvement Action Step 3.1c:</p> <ul style="list-style-type: none"> Collected data and analyzed data will be presented and shared with the School Improvement Team and PTO. 	<p>Person Responsible: Assistant Principal</p> <p>Others Involved: School Administration, School Improvement Team</p>	<p>November 2006 – Deliver a comprehensive report to SIT on Discipline Data figures for 2006-2007 (YTD) in comparison to previous years.</p> <p>Solicit recommendations for improvement. Create improvement plan and incorporate in SIP.</p> <p>Report on recommendations from Girls and Boys Town.</p>	<p>Sit Budget</p>
<ul style="list-style-type: none"> Professional Development Action Step 3.1d: Comprehensive review of school classroom and transition management based on the Girls and Boys Town model. 	<p>Person Responsible: Principal</p> <p>Others Involved: Girls and Boys Town Representatives, Faculty.</p>	<p>September 2006 – November 2006 – On going evaluation and professional development based on a review by Boys and Girls Town representatives.</p>	<p>Professional Development Budget / Title I Budget</p>

2nd Quarter			
<p>Instruction Action Step 3.1a:</p> <ul style="list-style-type: none"> Disciplinary Data (including but not limited to referrals, behaviors, and consequences) will be collected and reviewed on a monthly, quarterly, semi-annual, and yearly basis. Data will be analyzed by the Data Team for trends, similarities, and differences. Data walls will be created and data will be distributed to team leaders, curriculum leaders, and faculty members. Pending the outcome of the analysis, previous strategies will be updated and new strategies developed with the goal to continue to decrease referrals and suspensions while increasing attendance. 	<p>Person Responsible: Administrative Team</p> <p>Others Involved: Student Affairs Coach, Comprehensive Classroom Instructor, Team Leaders, Social Worker, Guidance Office, Attendance Committee</p>	<p>2006-2007 School Year – Meet weekly with team leaders and at grade level team meetings to discuss strategies to improve overall student behavior, plan incentives, and improve climate.</p> <p>Meet with Guidance Team and Social Worker to plan SST strategies for at-risk students</p> <p>Meet with Attendance Committee to plan strategies to improve overall attendance, tardiness, and plan incentives.</p> <p><i>This is ongoing throughout the school year.</i></p>	<p>General Budget</p>
<p>Assessment Action Step 3.1b:</p> <ul style="list-style-type: none"> On going analysis of discipline database with attention to behavior, referrals, and consequences Database information to be shared with faculty. 	<p>Person Responsible: Assistant Principal</p> <p>Others Involved: Administration</p>	<p>December 2006 – Analysis of November 2006 with recommendations for new implementation of prevention strategies. Referrals of children with multiple referrals to SST meetings.</p> <p>January 2007 – Analysis of December 2006 with recommendations for new implementation of prevention strategies. Referrals of children with multiple referrals to SST meetings.</p> <p><i>*All data will be reviewed in administrative and in team leader meetings.</i></p>	<p>Technology budget</p>
<p>Parental Involvement Action Step 3.1g:</p> <ul style="list-style-type: none"> Share half-year discipline information with parents via newsletter and PTO 	<p>Person Responsible: Assistant Principal</p> <p>Others Involved: Parents, Students, Faculty</p>	<p>December 2006 – Present a comprehensive report to the PTO regarding discipline and trends at HMMS. Invite a student and faculty panel to discuss issues.</p>	<p>PTO Budget</p>

<p>Professional Development Action Step 3.1h:</p> <ul style="list-style-type: none"> Based on the recommendations of Boys and Girls Towns Representatives 	<p>Person Responsible: Professional Development Coach Others Involved: Boys and Girls Town, Faculty</p>	<p>December 2006 – On going through the year.</p>	<p>Professional Development Budget</p>
<p>3rd Quarter</p>			
<p>Instruction Action Step 3.1a:</p> <ul style="list-style-type: none"> Disciplinary Data (including but not limited to referrals, behaviors, and consequences) will be collected and reviewed on a monthly, quarterly, semi-annual, and yearly basis. Data will be analyzed by the Data Team for trends, similarities, and differences. Data walls will be created and data will be distributed to team leaders, curriculum leaders, and faculty members. Pending the outcome of the analysis, previous strategies will be updated and new strategies developed with the goal to continue to decrease referrals and suspensions while increasing attendance. 	<p>Person Responsible: Administrative Team Others Involved: Student Affairs Coach, Comprehensive Classroom Instructor, Team Leaders, Social Worker, Guidance Office, Attendance Committee</p>	<p>2006-2007 School Year – Meet weekly with team leaders and at grade level team meetings to discuss strategies to improve overall student behavior, plan incentives, and improve climate.</p> <p>Meet with Guidance Team and Social Worker to plan SST strategies for at-risk students</p> <p>Meet with Attendance Committee to plan strategies to improve overall attendance, tardiness, and plan incentives.</p> <p><i>This is ongoing throughout the school year.</i></p>	<p>General Budget</p>
<p>Assessment Action Step 3.1b:</p> <ul style="list-style-type: none"> On going analysis of discipline database with attention to behavior, referrals, and consequences Database information to be shared with faculty. 	<p>Person Responsible: Assistant Principal Others Involved: Administration</p>	<p>February 2007 – Analysis of January 2007 with recommendations for new implementation of prevention strategies. Referrals of children with multiple referrals to SST meetings.</p> <p>March 2007 – Analysis of February 2007 with recommendations for new implementation of prevention strategies. Referrals of children with multiple referrals to SST meetings.</p> <p><i>*All data will be reviewed in administrative and in team leader meetings.</i></p>	<p>Technology budget</p>

<p>Parental Involvement Action Step 3.1k:</p> <ul style="list-style-type: none"> Parent Workshop speaker to present on how to work with a difficult child at home and at school. 	<p>Person Responsible: Administrative Team and PTO</p> <p>Others Involved: Faculty and Students</p>	<p>March 2007 – Speaker on how to deal with a difficult child at home and school.</p>	<p>PTO Budget</p>
<p>Professional Development Action Step 3.1l:</p> <ul style="list-style-type: none"> Professional Development on transition management 	<p>Person Responsible: Professional Development Coach</p> <p>Others Involved: Boys and Girls Town, Faculty</p>	<p>February 2007 – Based on the recommendations of previous Professional Development</p>	<p>Professional Development Budget.</p>
<p>4th Quarter</p>			
<p>Instruction Action Step 3.1a:</p> <ul style="list-style-type: none"> Disciplinary Data (including but not limited to referrals, behaviors, and consequences) will be collected and reviewed on a monthly, quarterly, semi-annual, and yearly basis. Data will be analyzed by the Data Team for trends, similarities, and differences. Data walls will be created and data will be distributed to team leaders, curriculum leaders, and faculty members. Pending the outcome of the analysis, previous strategies will be updated and new strategies developed with the goal to continue to decrease referrals and suspensions while increasing attendance. 	<p>Person Responsible: Administrative Team</p> <p>Others Involved: Student Affairs Coach, Comprehensive Classroom Instructor, Team Leaders, Social Worker, Guidance Office, Attendance Committee</p>	<p>2006-2007 School Year – Meet weekly with team leaders and at grade level team meetings to discuss strategies to improve overall student behavior, plan incentives, and improve climate.</p> <p>Meet with Guidance Team and Social Worker to plan SST strategies for at-risk students</p> <p>Meet with Attendance Committee to plan strategies to improve overall attendance, tardiness, and plan incentives.</p> <p>April 2007 – Make recommendations and update the 2007-2008 SIP. (Year II)</p> <p><i>This is ongoing throughout the school year.</i></p>	<p>General Budget</p>

<p>Assessment Action Step 3.1b:</p> <ul style="list-style-type: none"> On going analysis of discipline database with attention to behavior, referrals, and consequences Database information to be shared with faculty. 	<p>Person Responsible: Assistant Principal</p> <p>Others Involved: Administration</p>	<p>April 2007 – Analysis of March 2007 with recommendations for new implementation of prevention strategies. Referrals of children with multiple referrals to SST meetings.</p> <p>May 2007 – Analysis of April 2007 with recommendations for new implementation of prevention strategies. Referrals of children with multiple referrals to SST meetings.</p> <p>June 2007 – Analysis of entire 2006-2007 school year with recommendations for new implementation of prevention strategies.</p> <p><i>*All data will be reviewed in administrative and in team leader meetings.</i></p>	<p>Technology budget</p>
<p>Parental Involvement Action Step 3.1o:</p> <ul style="list-style-type: none"> An event to celebrate students that have not received more than one referral during the year. 	<p>Person Responsible: Administrative Team</p> <p>Others Involved: PTO, Faculty, Students</p>	<p>May 2007 – An event to recognize those students that have remained during the entire year “honorable in their actions” at HMMS.</p>	<p>PTO / HMMS Events Budget</p>
<p>Professional Development Action Step 3.2p:</p> <ul style="list-style-type: none"> Prepare the 2007-2008 school year Professional Development Plan based on the recommendations of the Boys and Girls Town consultants. 	<p>Person Responsible: Professional Development Consultant</p> <p>Others Involved: Administrative Team</p>	<p>May 2007 – Professional Development plan finalized and sent to HPS for approval.</p>	<p>Professional Development Budget</p>

THE ANALYSIS: *How will you know that Strategy 1 produced desired results? What questions will be explored and answered?*

- Classroom referrals will be reduced by 8%.

Plan of Action – Year 1 (2006-2007)

Objective 3 – CLIMATE GOAL: To increase in class attendance and instruction time through the use of behavioral programs that will reduce disciplinary referrals by 8% against previous year (2005-2006) and reduce OSS by 8% against previous year.

Strategy 2: HMMS will increase parent and student involvement in character education and life skill programs. The positive involvement and effort will also be reinforced and recognized.

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			
<p>Instruction Action Step 3.1a</p> <ul style="list-style-type: none"> HMMS will to work with new and existing families to Increase use of Life Skills / Character Education. Host monthly events with PTO on adolescent development To create a constant theme, HMMS will incorporate its school motto into the life skill program. HMMS will work with local and national partners / consultants to increase diversity and multi-cultural awareness The Data Team will review progress of the strategies in place (based on collected and analyzed data). The Data team will make ongoing recommendations (on a quarterly basis) based on their findings. 	<p>Person Responsible: Student Affairs Coach</p> <p>Others Involved: Faculty, Team Leaders, Administration, Comprehensive</p>	<p>August 2006 – Use of agenda at 6th grade orientation</p> <p>August 2006 – Send out all Parent / Teacher/ Student Compacts to be signed.</p> <p>September 2006 – Review of agenda during first week of school (attention to Life Skill Section)</p> <p>September 2006 (Ongoing during the year) – Use of life skill and character education program that is aligned with Boys and Girls Town model.</p> <p>October 2006 – Integration of Character Education / Life Skill program into homerooms with focus on student application to HMMS Motto.</p>	<p>General Budget</p>

<p>Assessment Action Step 3.1b:</p> <ul style="list-style-type: none"> • Creation of baseline database to track parent / student participation. • On going analysis of discipline database with attention to behavior, referrals, and consequences in alignment with strategy 1. 	<p>Person Responsible: Assistant Principal</p> <p>Others Involved: Administration</p>	<p>September 2006 – Baseline data review previous behavioral problems at HMMS. Recommendations to student affairs coach for character education program.</p> <p>October 2006 – Analysis of September 2006 behavioral problems.</p> <p>November 2006 - Analysis of October 2006 behavioral problems <i>*All data will be reviewed in administrative and in team leader meetings during the course of the year.</i></p>	<p>Technology budget</p>
<p>Parental Involvement Action Step 3.1c: I</p> <ul style="list-style-type: none"> • Increased team to parent contact on life skills. 	<p>Person Responsible: Student Affairs Coach,</p> <p>Others Involved: PTO President, Compass After School Program Leader.</p>	<p>September 2006 – Letter home to include how parents can work with students on life skills.</p> <p>November 2006 – PTO sponsored workshop on how children can develop life skills essential to long term success.</p>	<p>PTO</p>
<p>Professional Development Action Step 3.1d:</p> <ul style="list-style-type: none"> • Incorporation of Girls and Boys Town model into Professional Development Program. • Provide new staff with training in Girls and Boys Town model. 	<p>Person Responsible: Principal, Professional Development Coordinator.</p> <p>Others Involved: Staff</p>	<p>September 2006 – Baseline data gathered and first visit.</p> <p>October 2006 – Professional Development is planned for the year around the gathered data.</p>	<p>Professional Development Budget</p>

2nd Quarter			
<p>Instruction Action Step 3.1a</p> <ul style="list-style-type: none"> • HMMS will to work with new and existing families to Increase use of Life Skills / Character Education. • Host monthly events with PTO on adolescent development • To create a constant theme, HMMS will incorporate its school motto into the life skill program. • HMMS will work with local and national partners / consultants to increase diversity and multi-cultural awareness • The Data Team will review progress of the strategies in place (based on collected and analyzed data). The Data team will make ongoing recommendations (on a quarterly basis) based on their findings. 	<p>Person Responsible: Student Affairs Coach</p> <p>Others Involved: Faculty, Team Leaders, Administration, Comprehensive</p>	<p><i>On going 2006-2007</i></p> <p>Integration of Character Education / Life Skill program into homerooms with focus on student application to HMMS Motto.</p> <p>Reward students / teams for positive behavior as shown through analysis of HMMS behavioral data.</p> <p>Develop recommendations of local and national consultants based diversity needs and multicultural needs of HMMS.</p> <p>As needed hold Friday night / weekend programs to strengthen the program in students who are struggling with the character education / life skill program</p>	<p>General Budget</p>
<p>Assessment Action Step 3.1b:</p> <ul style="list-style-type: none"> • Creation of baseline database to track parent / student participation. • On going analysis of discipline database with attention to behavior, referrals, and consequences in alignment with strategy 1. 	<p>Person Responsible: Assistant Principal</p> <p>Others Involved: Administration</p>	<p>December 2006 – Analysis of November 2006 behavioral problems.</p> <p>January 2007 - Analysis of December 2006 behavioral problems. Comparison study for previous ½ year.</p> <p>February 2007 - Analysis of January 2007 behavioral problems</p> <p><i>*All data will be reviewed in administrative and in team leader meetings during the course of the year.</i></p>	<p>Technology budget</p>
<p>Parental Involvement Action Step 3.1c:</p> <ul style="list-style-type: none"> • Increased team to parent contact on life skills. 	<p>Person Responsible: Student Affairs Coach,</p> <p>Others Involved: PTO President, Compass After School Program Leader.</p>	<p>December 2006 – On the basis of team recommendation reward one parent (s) from each team for their continued support to increasing character education and</p>	<p>PTO / HMMS Events Budget</p>

<p>Professional Development Action Step 3.1h:</p> <ul style="list-style-type: none"> Based on the recommendations of Boys and Girls Towns Representatives 	<p>Person Responsible: Professional Development Coach Others Involved: Boys and Girls Town, Faculty</p>	<p>December 2006 – On going through the year.</p>	<p>Professional Development Budget</p>
<p>3rd Quarter</p>			
<p>Instruction Action Step 3.1a:</p> <ul style="list-style-type: none"> HMMS will to work with new and existing families to Increase use of Life Skills / Character Education. Host monthly events with PTO on adolescent development To create a constant theme, HMMS will incorporate its school motto into the life skill program. HMMS will work with local and national partners / consultants to increase diversity and multi-cultural awareness The Data Team will review progress of the strategies in place (based on collected and analyzed data). The Data team will make ongoing recommendations (on a quarterly basis) based on their findings. 	<p>Person Responsible: Student Affairs Coach Others Involved: Faculty, Team Leaders, Administration, Comprehensive</p>	<p><i>On going 2006-2007</i></p> <p>Integration of Character Education / Life Skill program into homerooms with focus on student application to HMMS Motto.</p> <p>Reward students / teams for positive behavior as shown through analysis of HMMS behavioral data.</p> <p>Develop recommendations of local and national consultants based diversity needs and multicultural needs of HMMS.</p> <p>As needed hold Friday night / weekend programs to strengthen the program in students who are struggling with the character education / life skill program.</p>	<p>General Budget</p>
<p>Assessment Action Step 3.1b:]</p> <ul style="list-style-type: none"> On going analysis of discipline database with attention to behavior, referrals, and consequences 	<p>Person Responsible: Assistant Principal Others Involved: Administration</p>	<p>March 2007 – Analysis of February 2007 behavioral problems.</p> <p>April 2007 - Analysis of March 2007 behavioral problems.</p> <p><i>*All data will be reviewed in administrative and in team leader meetings during the course of the year.</i></p>	<p>Technology budget</p>
<p>Parental Involvement Action Step 3.1c: Increased team to parent contact on life skills.</p>	<p>Person Responsible: PTO Others Involved: Administration, Teams</p>	<p>April 2007 – PTO and the Administration will select a group of teachers for recognition that both the parents and the administration feel have gone above and beyond to communicate with students and parents.</p>	<p>?>?</p>
<p>Professional Development Action Step 3.1i:</p>	<p>Person Responsible: Student Affairs Coach</p>	<p>February 2007 – Student Affairs coach will provide professional development for the staff based on data that shows</p>	<p>Professional Development Budget</p>

	Others Involved: Faculty	progress / needs with respect to students behavior and parent communication.	
4th Quarter			
<p>Instruction Action Step 3.1a:</p> <ul style="list-style-type: none"> • HMMS will to work with new and existing families to Increase use of Life Skills / Character Education. • Host monthly events with PTO on adolescent development • To create a constant theme, HMMS will incorporate its school motto into the life skill program. • HMMS will work with local and national partners / consultants to increase diversity and multi-cultural awareness • The Data Team will review progress of the strategies in place (based on collected and analyzed data). The Data team will make ongoing recommendations (on a quarterly basis) based on their findings. 	<p>Person Responsible: Student Affairs Coach</p> <p>Others Involved: Faculty, Team Leaders, Administration, Comprehensive</p>	<p><i>On going 2006-2007</i></p> <p>Integration of Character Education / Life Skill program into homerooms with focus on student application to HMMS Motto.</p> <p>Reward students / teams for positive behavior as shown through analysis of HMMS behavioral data.</p> <p>Develop recommendations of local and national consultants based diversity needs and multicultural needs of HMMS.</p> <p>As needed hold Friday night / weekend programs to strengthen the program in students who are struggling with the character education / life skill program..</p> <p>June 2007 – Recommendations given to administration for 2007-2008 year improvements to character ed / life skill program.</p>	<p>General Budget</p>
<p>Assessment Action Step 3.1b:</p> <ul style="list-style-type: none"> • Creation of baseline database to track parent / student participation. • On going analysis of discipline database with attention to behavior, referrals, and consequences in alignment with strategy 1. 	<p>Person Responsible: Assistant Principal</p> <p>Others Involved: Administration</p>	<p>May 2007 – Analysis of April 2007 behavioral problems.</p> <p>June 2007 - Analysis of entire 2006-2007 behavioral problems. Comparison to previous years and recommendations to administration to form year II of SIP.</p> <p><i>*All data will be reviewed in administrative and in team leader meetings during the course of the year.</i></p>	<p>Technology budget</p>

Parental Involvement Action Step 3.1o:	Person Responsible: Technology Director Others Involved: Administration and Parents	May 2007 – A survey will be issued to parents, students and staff that examines views on character education program and communication between school and families.	Tech budget
Professional Development Action Step 3.2p: <ul style="list-style-type: none">• Prepare the 2007-2008 school year Professional Development Plan based on the recommendations of the Student Affairs Committee.	Person Responsible: Student Affairs Coach. Others Involved: Administrative Team	May 2007 – Professional Development plan finalized and sent to HPS for approval.	