

Plan of Action – Year 1 (2006-2007)

Objective 3- School Culture and Climate: By building a more positive and consistent school climate Office Referrals will be reduced by 50%

Strategy 1: Implementation of consistent behavioral strategies and modifications throughout the school. McDonough school will integrate the Responsible Thinking Classroom & Quiet Room as an integral part of our school's Character Education support system.

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: Teach and model classroom, cafeteria and transition protocol/rules. Create and disseminate school wide rules to be explicitly taught within the classroom. Instruct students on RTC and Quiet Room procedures and protocols. Each classroom environment will support the teaching and learning of behavioral strategies including posting of consistent school-wide rules and time out area.	Person Responsible: Danielle Bilodeau Bo Ryan Others Involved: Classroom Teachers	September 11, 2006	N/A
Assessment Action Step 3.1b: Reduction of quarterly school wide referral rate by 50% (Person responsible will analyze data)	Person Responsible: Kathlen Golnik Others Involved: All Staff	November 9, 2006	N/A
Parental Involvement Action Step 3.1c: Create and disseminate documents on classroom and school wide behavior protocol to be send home	Person Responsible: Danielle Bilodeau Sister Nancy Haines Bo Ryan Others Involved: Classroom Teachers	September 12, 2006	N/A

School: Thomas J. McDonough
 Revised August 1, 2006

Principal: Patricia Phelan

SIP Years: 2006 - 2008

Professional Development Action Step 3.1d: De-escalation process workshop Peer observations with specific behavioral management focus	Person Responsible: Pamela Belury Bo Ryan Others Involved: All Staff	August 28-31, 2006	N/A
2nd Quarter			
Instruction Action Step 3.1e: Situational behavior specific role-modeling by students and explicit instruction from teachers in Second Step strategies and Cooperative Standards in classrooms K-6	Person Responsible: Danielle Bilodeau Bo Ryan Others Involved: Classroom Teachers	November 20, 2006/on-going	N/A
Assessment Action Step 3.1f: Reduction of quarterly school wide referral rate by 50% (Person responsible will analyze data)	Person Responsible: Victoria Ascherman Others Involved: All Staff	January 31, 2007	N/A
Parental Involvement Action Step 3.1g: Send home suggested interventions for behavioral management and Second Step strategies in order to improve consistency between home and school.	Person Responsible: Danielle Bilodeau Patricia Patino Elizabeth Figueroa Others Involved: Classroom Teachers	December 8, 2006	N/A
Professional Development Action Step 3.1h: Review policies and procedures for RTC and Quiet Room	Person Responsible: Gina Carbone RTC Instructor Quiet Room Monitor Others Involved: Classroom Teachers	January 30, 2006	N/A

3rd Quarter			
<p>Instruction Action Step 3.1i: Teachers review with students the procedures and protocols for the RTC and Quiet Room and what to do in the event that RTC is not available</p>	<p>Person Responsible: Danielle Bilodeau Bo Ryan</p> <p>Others Involved: Classroom Teachers</p>	<p>January 30,2006 and on-going</p>	<p>N/A</p>
<p>Assessment Action Step 3.1j: Reduction of quarterly school wide referral rate by 50% (Person responsible will analyze data)</p>	<p>Person Responsible: Maria Velazquez</p> <p>Others Involved: All Staff</p>	<p>April 27, 2007</p>	<p>N/A</p>
<p>Parental Involvement Action Step 3.1k: Review of RTC and Quiet room procedures and protocols through written and verbal communication</p>	<p>Person Responsible: Danielle Bilodeau Bo Ryan</p> <p>Others Involved:</p>	<p>February 8, 2007</p>	<p>N/A</p>
<p>Professional Development Action Step 3.1l: Review and role play/demonstrations of RTC and Quiet room procedures and protocols</p>	<p>Person Responsible: Fox Social Worker Danielle Bilodeau RTC Teacher Quiet Room Monitor</p> <p>Others Involved: All staff</p>	<p>January 30, 2006</p>	<p>N/A</p>

4th Quarter			
<p>Instruction Action Step 3.1m: Teach and model classroom, cafeteria and transition protocol/rules. Create and disseminate school wide rules to be explicitly taught within the classroom. Instruct students on RTC and Quiet Room procedures and protocols.</p>	<p>Person Responsible: Danielle Bilodeau Bo Ryan</p> <p>Others Involved: Classroom Teachers</p>	<p>May 3, 2007</p>	<p>N/A</p>
<p>Assessment Action Step 3.1n: Reduction of quarterly school wide referral rate by 50% (Person responsible will analyze data)</p>	<p>Person Responsible: Carmen Guzman</p> <p>Others Involved: All Staff</p>	<p>June 21, 2007</p>	<p>N/A</p>
<p>Parental Involvement Action Step 3.1o: School administrator to meet with parents whose children have been referred to review cafeteria rules.</p> <p>Frequent, positive, written communication sent home to students who follow cafeteria rules</p>	<p>Person Responsible: Bo Ryan</p> <p>Others Involved:</p>	<p>April 24, 2007</p>	<p>\$75 food and refreshments</p>
<p>Professional Development Action Step 3.1p: School administrator meets daily with cafeteria monitors in an effort to improve behavior in the cafeteria</p> <p>Intra- school administrators share ideas of successful implementation of cafeteria protocol to improve student behavior Sharing of school-wide data in regards to accomplishment of 50% of referrals and sharing of behavior management techniques including lesson planning which engages students (Best Practices).</p>	<p>Person Responsible: Bo Ryan</p> <p>Others Involved: Classroom teachers, support staff and administration</p>	<p>May 22, 2007</p>	<p>N/A</p>

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Strategy 2: Implementation of a consistent Character Education program throughout Thomas J. McDonough.

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: Begin implementation of Second Step by teaching one lesson per week Two weeks of Getting Along	Person Responsible: Danielle Bilodeau Literacy Facilitator: Taran Gruber Others Involved: Classroom teachers	September 11, 2006	N/A
Assessment Action Step 3.2b: Reduction of quarterly school wide referral rate by 50% (Person responsible will analyze data)	Person Responsible: Maria Velazquez Others Involved:	November 30, 2006	N/A
Parental Involvement Action Step 3.2c: Written communication regarding the procedures for Second Step including examples of lessons	Person Responsible: Patricia Patino Carmen Guzman Stefanie Gernhard Others Involved: Classroom teachers	September 11, 2006	N/A

School: Thomas J. McDonough
 Revised August 1, 2006

Principal: Patricia Phelan

SIP Years: 2006 - 2008

Professional Development Action Step 3.2d: Training/refresher for new and veteran teachers on Second Step	Person Responsible: Danielle Bilodeau Gina Carbone Others Involved: All staff and teachers	August 28-31, 2006	N/A
2nd Quarter			
Instruction Action Step 3.2e: Continued implementation of Second Step (one lesson per week)	Person Responsible: School Culture Team Others Involved: Classroom teachers	Weekly	N/A
Assessment Action Step 3.2f: Reduction of quarterly school wide referral rate by 50% (Person responsible will analyze data)	Person Responsible: Patricia Patino Others Involved:	January 31, 2007	N/A
Parental Involvement Action Step 3.2g: Social Worker will present the Second Step program during Principal Luncheon	Person Responsible: Danielle Bilodeau Patricia Phelan Others Involved:	November 29, 2006	N/A
Professional Development Action Step 3.2h: Training of new staff (as needed)	Person Responsible: Danielle Bilodeau Sister Nancy Haines Others Involved: Classroom teachers	As needed	N/A

3rd Quarter			
<p>Instruction Action Step 3.2i: Continued implementation of Second Step (one lesson per week)</p>	<p>Person responsible: School Culture Team</p> <p>Others Involved: Classroom Teachers</p>	<p>Weekly</p>	<p>N/A</p>
<p>Assessment Action Step 3.2j: Reduction of quarterly school wide referral rate by 50% (Person responsible will analyze data)</p>	<p>Person Responsible: Carmen Guzman</p> <p>Others Involved:</p>	<p>April 27,2007</p>	<p>N/A</p>
<p>Parental Involvement Action Step 3.2k: Students in grades K-6 write a letter to their parents informing them what they learned through the Second Step program</p>	<p>Person Responsible: Stefanie Gernhard Kathleen Golnik</p> <p>Others Involved: Classroom Teachers</p>	<p>April 27, 2007</p>	<p>N/A</p>
<p>Professional Development Action Step 3.2l: Grade level sharing of successful implementation of Second Step</p>	<p>Person Responsible: Victoria Ascherman Maria Velazquez</p> <p>Others Involved: Classroom Teachers</p>	<p>April 25, 2007</p>	<p>N/A</p>

4th Quarter			
Instruction Action Step 3.2m: Continued implementation of Second Step (one lesson per week)	Person Responsible: Danielle Bilodeau Others Involved: Classroom Teachers	Weekly	N/A
Assessment Action Step 3.2n: Reduction of quarterly school wide referral rate by 50% (Person responsible will analyze data)	Person Responsible: Elizabeth Figueroa Others Involved:	June 21, 2007	N/A
Parental Involvement Action Step 3.2o: Representative students from grades 2 and 5 perform skit(s) illustrating how Second Step provides strategies for dealing with emotions successfully; including being able to recognize emotions and learn empathy	Person Responsible: School Culture Team Others Involved: Classroom Teachers 2-5	June 15, 2007	N/A
Professional Development Action Step 3.2p: Reflect and plan for the following year through a survey of what was successful and areas of need	Person Responsible: School Culture Team Chair Others Involved: Classroom Teachers	June 21, 2007	N/A

Plan of Action – Year 1 (2006-2007)

Objective 3 - School Culture and Climate: By building a more positive and consistent school climate Office Referrals will be reduced by 50%

Strategy 3: Implementation of General Education Diploma (GED) program and English as a Second Language (ESL) classes for McDonough School parents.

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: <ul style="list-style-type: none"> ❖ Disseminate GED application forms and information during First Day of School, Open House and Second Cup of Coffee. ❖ Open Enrollment ❖ Teaching of GED class Monday through Wednesday, from 6-8 pm 	Person Responsible: Patricia Patino Others Involved: Patricia Phelan Elizabeth Figueroa	First Day of School: September 5, 2006 Open House: September 20, 2006 Second Cup of Coffee: Last week of September 2006 GED classes begin third week of September 2006	Teacher salary paid hourly sponsored by Adult Education of Hartford \$300.00 for instructional materials
Assessment Action Step 3.3b: <ul style="list-style-type: none"> ❖ Students will be given the GED practice test for placement and baseline scores ❖ Attendance records show a core group of students present 90% of the time. 	Person Responsible: Patricia Patino Others Involved: Patricia Phelan Elizabeth Figueroa	First and second weeks of September 2006	N/A
Parental Involvement Action Step 3.3c: Parents will attend GED classes at McDonough Elementary School	Person Responsible: Patricia Patino Others Involved: Patricia Phelan Elizabeth Figueroa	September 2006 through June 2007	N/A
Professional Development Action Step 3.3d: Professional Development on teaching	Person Responsible: Patricia Patino	As determined by Adult Education	N/A

<p>strategies for GED instructors provided by Adult Education in Hartford.</p>	<p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>professional development schedule</p>	
<p>2nd Quarter</p>			
<p>Instruction Action Step 3.3e:</p> <ul style="list-style-type: none"> ❖ Continue teaching of GED class Monday through Wednesday, from 6-8 pm ❖ Open enrollment ❖ Addition of ESL classes on Thursdays from 6-8 pm 	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>Three days a week</p> <p>As needed</p> <p>January 2007</p>	<p>Teacher salary paid hourly by Adult Education of Hartford</p>
<p>Assessment Action Step 3.3f:</p> <ul style="list-style-type: none"> ❖ Students will be given the GED practice test to measure progress on skills as compared to initial test scores. ❖ CASAS English test for placement and baseline for ESL students ❖ Attendance records for both classes 	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>GED practice test: last week in December</p> <p>ESL placement test: first week n January 2007</p>	<p>N/A</p>
<p>Parental Involvement Action Step 3.3g: Parents will continue to attend GED and ESL classes at McDonough Elementary School</p>	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>September 2006 through June 2007</p>	<p>N/A</p>
<p>Professional Development Action Step 3.3h: Professional Development on teaching strategies for GED and ESL instructors provided by Adult Education in Hartford.</p>	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>As determined by Adult Education professional development schedule</p>	<p>N/A</p>

3rd Quarter			
<p>Instruction Action Step 3.3i:</p> <ul style="list-style-type: none"> ❖ Continue teaching of GED class Monday through Wednesday, from 6-8 pm ❖ Continue teaching ESL classes on Thursdays from 6-8 pm 	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>Three days a week</p>	<p>Teacher salary paid hourly sponsored by Adult Education of Hartford</p>
<p>Assessment Action Step 3.3j:</p> <ul style="list-style-type: none"> ❖ Students will be given the GED practice test to measure progress on skills as compared to initial test scores. ❖ English practice test to measure progress for ESL students ❖ Attendance records 	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>GED practice test: third week in March 2007</p> <p>ESL practice test: third week in March 2007</p>	<p>N/A</p>
<p>Parental Involvement Action Step 3.3k: Parents will continue to attend GED and ESL classes at McDonough Elementary School</p>	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>September 2006 through June 2007</p>	<p>N/A</p>
<p>Professional Development Action Step 3.3l: Professional Development on teaching strategies for GED and ESL instructors provided by Adult Education in Hartford.</p>	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>As determined by Adult Education professional development schedule</p>	<p>N/A</p>

4th Quarter			
<p>Instruction Action Step 3.3m:</p> <ul style="list-style-type: none"> ❖ Continue teaching of GED class Monday through Wednesday, from 6-8 pm ❖ Continue teaching ESL classes on Thursdays from 6-8 pm ❖ Re-enrollment for next session 	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>April 2007 through second week of June, 2007</p> <p>First week of June 2007</p>	<p>Teacher salary paid hourly sponsored by Adult Education of Hartford</p>
<p>Assessment Action Step 3.3n:</p> <ul style="list-style-type: none"> ❖ Students will be given the GED practice test to measure progress on skills as compared to initial test scores. ❖ CASAS English test to measure progress for ESL students ❖ Attendance records ❖ Parent Survey: Have you noticed an improvement in your ability to help your children with their homework? How? 	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>GED practice test: third week in May 2007</p> <p>ESL placement test: third week in May 2007</p> <p>Parent Survey: second week in May 2007</p>	<p>N/A</p>
<p>Parental Involvement Action Step 3.3o: Parents will continue to attend GED and ESL classes at McDonough Elementary School</p> <p>Adult student end of school year event:</p> <ul style="list-style-type: none"> ❖ Recognition of academic achievements in GED and ESL ❖ Attendance recognition 	<p>Person Responsible: Patricia Patino</p> <p>Others Involved: Patricia Phelan Elizabeth Figueroa</p>	<p>April 2007 through second week of June, 2007</p>	<p>\$100 food and refreshments</p>