

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

**Objective 3 - School Culture and Climate: Create a more positive school environment and culture that focuses on our “4 Core Beliefs” as measured by a 10% reduction in outside suspensions, a 10% increase in parents’ attendance at school-wide functions and an extension of healthy community partnerships in 2006-2007.**

**Strategy 1: Analyze and develop a policy which clearly defines SMSA’s school to career program including student expectations and external partnerships to help identify and establish ongoing opportunities for student learning within our magnet theme. (to include 7<sup>th</sup>/8<sup>th</sup> grade component)**

<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 3.1a:</b> <b>Convene stakeholders into a committee who will review our present school to career policy and revise it to clearly define student requirements within the program.</b>	Person Responsible: School to Career Coordinator  Others Involved: Administration, Guidance, interested SMSA staff, and current community partners	November 2006	Copies of school to career policies Money for meeting expenses (food, drink, and parking)
<b>Assessment Action Step 3.1b:</b> <b>Minutes of the meeting</b> <b>Survey to staff, students, and parents resource.</b> <b>Resource and School to Career current and wish list.</b>	Person Responsible: School to Career Coordinator  Others Involved: Committee members	September 2006 for survey November 2006	Materials, supplies and copies fro survey and resources to be shared.
<b>Parental Involvement Action Step 3.1c:</b> <b>Stakeholder committee will invite interested</b>	Person Responsible: School to Career Coordinator	September 2006	Time, postage, copying and supplies to recruit parents.

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<b>parents to serve on committee to re-define policy. Parent survey.</b>	Others Involved: Administration		
<b>Professional Development Action Step 3.1d: Faculty meeting – update staff of plan and review survey info.</b>	Person Responsible: School to Career Coordinator Others Involved: All SMSA staff	September 2006	Time
<b>2nd Quarter</b>			
<b>Instruction Action Step 3.1e: Investigate other school to career programs.</b>	Person Responsible: School Career Coordinator Others Involved: Guidance	January 2007	Travel expenses, conference fees, release time
<b>Assessment Action Step 3.1f: Compile database of findings.</b>	Person Responsible: School Career Coordinator Others Involved:	January 2007	Time
<b>Parental Involvement Action Step 3.1g: Follow up with parent volunteers from first quarter</b>	Person Responsible: School Career Coordinator Others Involved:	December 2006	Meeting time
<b>3<sup>rd</sup> Quarter</b>			
<b>Instruction Action Step 3.1i: Meet as a committee to draft new policy.</b>	Person Responsible: School Career Coordinator Others Involved: School Career Committee	January – March 2007	Money for meeting expenses (food and parking), Time for committee meetings, and supplies (Flip chart paper, paper, and copies)
<b>Assessment Action Step 3.1j: Evidence of redefined policy.</b>	Person Responsible: School Career Coordinator Others Involved: School Career Committee	March 2007	Copying expenses

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<b>Parental Involvement Action Step 3.1k: Inclusion of invited parents to committee.</b>	Person Responsible: School Career Coordinator Others Involved: School Career Committee	January – March 2007	Expenses for invitations and parking, Release time for committee meetings.
<b>Professional Development Action Step 3.1i: Faculty meeting to share new policy.</b>	Person Responsible: School Career Coordinator Others Involved: School Career Committee	March 2007	Time
<b>4th Quarter</b>			
<b>Instruction Action Step 3.1m: Dissemination of new policy and inclusion into SMSA student's, staff's, and parent's handbook.</b>	Person Responsible: School to Career Coordinator Others Involved: School to Career Committee	May 2007	Copying costs, expenses related to student handbook.
<b>Assessment Action Step 3.1n: Evidence seen in material for '07-'08 school year.</b>	Person Responsible: School to Career Coordinator Others Involved: Administration	May 2007	Handbook expenses with new policy.
<b>Parental Involvement Action Step 3.1o: Disseminate new policy to parents at Parents Breakfast.</b>	Person Responsible: School to Career Coordinator Others Involved: School to Career Committee	May 2007	Parent Breakfast expenses (food, drink, parking, copying costs of materials).
<b>Professional Development Action Step 3.1p: Professional development for integrating School to Career into classroom instruction.</b>	Person Responsible: School to Career Coordinator Others Involved: All SMSA Staff	May 2007	Flip charts, copying costs, and time.

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**Objective 3 - School Culture and Climate: Create a school environment through a mentoring program and refined school to career program that focuses on our “4 Core Beliefs” ensuring a collaborative school culture, active family involvement and healthy community partnerships.**

**Strategy 2: The SMSA community will implement a mentoring program to address the social, emotional and academic needs of all students.**

<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> <b>Introduce and train SMSA staff on new mentoring program.</b>	Person Responsible: Administration/Mentoring Coordinator Others Involved: SMSA staff	August 2006	Mentoring program handbook
<b>Assessment Action Step 3.2b:</b> <b>Evaluation forms from Professional Development</b>	Person Responsible: Mentoring Coordinator Others Involved: Administration and SMSA staff	August 2006	Evaluation forms
<b>Parental Involvement Action Step 3.2c:</b>	Person Responsible:	September 2006	Breakfast

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<b>Freshman Orientation Parent Breakfast informational sessions Newsletter</b>	Administration Others Involved: Mentoring committee	First Parent breakfast, 1 <sup>st</sup> Saturday in October November Newsletter 2006	Funding for newsletter (copying costs & postage costs)
<b>Professional Development Action Step 3.2d: Introduce and train SMSA staff to mentoring program and relationship building skills</b>	Person Responsible: Mentoring coordinator  Others Involved: SMSA staff	August 2006 Monthly recap at staff meetings	Staff Retreat focusing on relationship building skills. Additional materials to support staff in mentoring process. (copying costs)
<b>2<sup>nd</sup> Quarter</b>			
<b>Instruction Action Step 3.2e: Implement mentoring program</b>	Person Responsible: Mentoring Coordinator/ Administrator Others Involved: SMSA staff	Nov '06	As needed by program design
<b>Assessment Action Step 3.2f: Teacher and Student reflection sheet</b>	Person Responsible: Mentor Coordinator Others Involved: SMSA staff	Monthly	Time and materials for worksheets, Funding for analysis of reflection
<b>Parental Involvement Action Step 3.2g: Parent reflection/feedback on their child's participation in program</b>	Person Responsible: Mentoring Coordinator  Others Involved: Administration	Jan '07	Time and materials for worksheets, Funding for analysis of reflection and creation of parent reflection worksheet
<b>Professional Development Action Step 3.2h: Training for mentor/mentee to develop relationship through program (Ropes Challenge)</b>	Person Responsible: Mentoring Coordinator  Others Involved: Administration, SMSA Mentors	November '07	Funding for team building day, training, buses, etc.
<b>3<sup>rd</sup> Quarter</b>			
<b>Instruction Action Step 3.2i: Reflection on how the program is advancing with special emphasis on specific grade (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, &amp;12<sup>th</sup>) based needs.</b>	Person Responsible: Mentoring Coordinator Others Involved: SMSA staff and Mentoring Committee	March 2007	Expenses for supplies and survey materials (flipcharts, paper, copying, writing utensils) and time.
<b>Assessment Action Step 3.2j:</b>	Person Responsible:	April 2007	Funds and time for creation of surveys

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<b>Staff and Student reflection</b>	Mentoring Coordinator Others Involved: Mentoring Committee		
<b>Parental Involvement Action Step 3.2k: Parent feedback questionnaire</b>	Person Responsible: Mentoring Coordinator Others Involved: Mentoring Committee	April 2007	Funds and time for creation of surveys
<b>Professional Development Action Step 3.2l: Professional development to determine age appropriate developmental issues.</b>	Person Responsible: Mentoring Coordinator Others Involved: Mentoring Committee	February 2007	Funds for outside speaker on developmental issues
<b>4<sup>th</sup> Quarter</b>			
<b>Instruction Action Step 3.2m: Reflection on how the program is advancing.</b>	Person Responsible:  Others Involved:	May 2007	Expense for supplies and creation of survey materials. Time
<b>Assessment Action Step 3.2n: Staff, student, and parent surveys</b>	Person Responsible:  Others Involved:	May 2007	Funds and time for creation of surveys
<b>Parental Involvement Action Step 3.2o: Parent feedback</b>	Person Responsible:  Others Involved:	May 2007	Funds and time for creation of surveys
<b>Professional Development Action Step 3.2p: Closure activity for individual mentoring groups</b>	Person Responsible: Mentoring Coordinator Others Involved:	June 2007	Funding for picnic, buses, facility and activity.

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**Strategy 3: (Capturing Kids’ hearts’ booster and new training) Classroom management that works (PLCs). ASCD resources (Harry Wong Tapes). (Step – Create databases / inventories of resources in building). Re-introduce and infuse SMSA’s “4 Core Beliefs” as a basis of our community’s expectations for student success.**

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<b>1<sup>st</sup> Quarter</b>			
<b>Instruction Action Step 3.3a:</b> <b>Creation of a sub-committee to explore the meaning of the “4 Core Beliefs” with staff and, as a staff, brainstorm ways to reintroduce four beliefs into school climate</b>	Person Responsible: Principal  Others Involved: Sub-committee and SMSA staff	August – September 2006	Signs to be posted. Preparation time to create conversation starters and information material for staff.
<b>Assessment Action Step 3.3b:</b> <b>Ideas and documents including signs and class expectations template that are the outcome of brainstorming as well as creation of the sub-committee.</b>	Person Responsible: Sub-Committee Chair  Others Involved: Principal and SMSA staff	September 2006	None needed
<b>Parental Involvement Action Step 3.3c:</b> <b>Parental input, share information at parent breakfast and recruit parent for sub-committee. Parent signature on and return of course expectations for each class.</b>	Person Responsible: Parent  Others Involved: Sub-Committee, student, classroom teacher	Sept – October 2006	Release time to prepare presentation for parents. Follow up for parent/teacher.
<b>Professional Development Action Step 3.3d:</b> <b>Faculty meeting for brainstorming activity and creating signs</b>	Person Responsible: Principal  Others Involved: SMSA staff and sub-committee	August – September 2006	Flip Charts, markers, paper

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<b>2nd Quarter</b>			
<b>Instruction Action Step 3.3e:</b> <b>Infuse “4 Core Beliefs” into conversations through mentoring program, classroom and school wide activities to facilitate appropriate behavior for student success.</b>	Person Responsible: Mentoring Coordinator  Others Involved: mentors and students	November 2006	See mentoring program needs Time
<b>Assessment Action Step 3.3f:</b> <b>Evident in the mentoring activities via reflections and other resources.</b>	Person Responsible: Mentor  Others Involved: All staff and students	December 2006	Reflection forms, paper, copying
<b>Parental Involvement Action Step 3.3g:</b> <b>Parent Breakfast – Brainstorm ideas for how they can infuse “4 core beliefs” into conversations at home and support school efforts.</b>	Person Responsible: Principal  Others Involved: Sub-committee	November and December 2006	\$400 for food, flipcharts, copies, and postage for invitations.
<b>Professional Development Action Step 3.3h:</b> <b>Reinforce learning and ideas and group sharing/reflections. Redefine expectations for standards of discipline and behaviors based n Core beliefs using Capturing Kids Hearts.</b>	Person Responsible: Principal  Others Involved: All staff	November and December 2006	Capturing kids heart material and refresher course, student leadership course materials.  Reflection sheets, time, cluster meetings before and Faculty meetings
<b>3<sup>rd</sup> Quarter</b>			
<b>Instruction Action Step 3.3i:</b> <b>Reiterating the “4 Core Beliefs” to the students transitioning from one cluster to another.</b>	Person Responsible: Classroom Teacher  Others Involved: SMSA staff and students, administration	January 2007	Updating poster, signs. Supplies for new class contracts
<b>Assessment Action Step 3.3j:</b> <b>Lesson plans and activities (class contract,</b>	Person Responsible: Classroom teacher	January – February 2007	None needed

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<b>course syllabus, etc.) that are created by classroom teachers.</b>	Others Involved: students		
<b>Parental Involvement Action Step 3.3k: Parent signature on and return of course expectations for each class.</b>	Person Responsible: Student  Others Involved: parent, classroom teachers, mentors, administration	January 2007	Follow up time for parent/teacher.
<b>Professional Development Action Step 3.3l: Reinforce learning and ideas and group sharing/reflections.</b>	Person Responsible: Cluster team leaders  Others Involved: Cluster teams	January – April 2007	Cluster meetings
<b>4th Quarter</b>			
<b>Instruction Action Step 3.3m: Analyze/reflect reintroduction of core beliefs.</b>	Person Responsible: Sub-Committee Chairperson  Others Involved: All staff	May 2007	Supplies and copying for reflection forms.
<b>Assessment Action Step 3.3n: Reflection forms and discussions.</b>	Person Responsible: Sub-Committee Chairperson  Others Involved: All staff	May 2007	Reflection forms, copies
<b>Parental Involvement Action Step 3.3o: information sharing through parent breakfast, letters, or phones.</b>	Person Responsible: Classroom teacher  Others Involved: administration and mentor	May 2007	Time for follow up
<b>Professional Development Action Step 3.3p: Faculty meeting to analyze, reflect and come up with possible changes for next year.</b>	Person Responsible: Sub-Committee Chairperson  Others Involved: All staff	May 2007	Flip Charts, markers, paper