**SAMPLE School Action Plan**

**School Year:** 2015-16  
**School District:** County Name  
**School Name:** School Name  
**School Team Leader:** Leader Name  
**Graduation 20/20 RS**: RS3 Name

### Focus Area 1: Student Engagement

**Goal:** Focus on student engagement to increase SWD graduation rate.

**Objective:** SWD graduation rate will increase by 3 percentage points per year (for example, the graduation rate would be 72.1% at the completion of the 2015-16 school year, 75.1% in 2016-17, and 78.1% in 2017-18).

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Activities</th>
<th>Person(s) Responsible*</th>
<th>Timeline(s)</th>
<th>Evaluation</th>
</tr>
</thead>
</table>
| A. Encourage students to explore potential careers. | 1. Expand current job-shadowing to include at-risk students and a greater variety of jobs that may interest them (beautician, plumber, etc.).  
2. Invite guest speakers into classes to discuss employment options, jobs, training required and pay. | 1. Director of Technical Career Ed., Counselors, Graduation Coach  
2. Feb. to May 2016 | 1. Number of students participating in job shadowing  
2. Number of guest speakers |
| B. Create a more positive school climate for SWD students by adding student organizations that are appropriate for all students. | 1. Form a Pep Club to promote school spirit. The club will have group seating at school events. | 1. Grad Coach, Club Sponsors | 1. Sept./Oct. 2015 | 1. Number of SWDs participating |
| C. Enhance the transition process for 8th graders being promoted to the 9th grade. | 1. Have an 8th grade parent night to include school tours, club fair, etc. Make a list of clubs and sports and their sponsors available to all rising freshmen.  
2. Schedule a day with the feeder middle schools for current 11th graders to meet in a session to address questions of upcoming 9th graders about high school. | 1. Grad Coach, Guidance and Club Sponsors  
2. Principals, Grad Coach, selected 11th graders | 1. Aug. 2015  
2. June 2016 | 1. Number of parents attending  
2. Number of SWD 9th graders participating in sports and clubs |

*While many persons, including students, parents, and community members may have responsibilities to complete activities, the overall strategy should be led by one or more individuals at the school level (i.e. graduation coach, counselor, administrator, etc.).
**SAMPLE School Action Plan**

**Focus Area 2: Academic Engagement**

**Goal:** Focus on academic engagement to decrease SWD drop-out rate.

**Current Baseline:** 1.2%

**Baseline Year:** 2014-2015

**Objective:** SWD drop-out rate will decrease by 0.3 of a percentage point per year (for example, the drop-out rate would be 0.9% at the completion of the 2015-16 school year, 0.6% in 2016-17, and 0.3% in 2017-18).

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<tbody>
<tr>
<td>A. Keep students on track for graduation and motivated by incorporating student credit recovery.</td>
<td>1. Create Virtual School credit recovery program. Open school computer lab for this purpose.</td>
<td>1. Graduation Coach, counselors</td>
<td>1. Jan. to June 2016</td>
<td>1. Number of students successfully completing credit recovery</td>
</tr>
<tr>
<td>B. Provide alternative and creative academic support and enrichment opportunities.</td>
<td>1. Offer enrichment activities at different times from core classes, or as electives, or as after school programs. 2. Recruit school staff, parents and/or community members to provide tutoring. 3. Establish partnerships with community organizations and/or postsecondary institutions to offer additional enrichment programs to SWDs.</td>
<td>1. Principals, school faculty, Grad Coach 2. Grad Coach, school faculty 3. Grad Coach</td>
<td>1. 2015/16 School Year 2. Sept./Oct. 2015 3. Oct./Dec. 2015</td>
<td>1. Class/activity participation roster 2. Number of SWD using tutoring program 3. Academic performance of participants 4. SWD participants in programs</td>
</tr>
</tbody>
</table>

*Establish realistic timelines that drive the activities toward completion. Some activities may be completed in a short timeframe, while others will continue for months or the entire school year.*
## Focus Area 3: Attendance

### Goal:
Develop school programs, policies and environment to increase attendance.

### Current Baseline: 92.6%

### Baseline Year: 2014-2015

### Objective:
SWD attendance rate will increase by half a percentage point (0.5) per year (for example, the attendance rate would be 93.1% at the completion of the 2015-16 school year, 93.6% in 2016-17, and 94.1% in 2017-18).

### Strategies

<table>
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| D. Improve school climate to keep at-risk SWD engaged. | 1. Participate in School Climate Survey, with SWD participation.  
2. Use survey results to inform areas of improvement.  
3. Initiate programs/interventions to address areas identified for improvement. | 1. School administrator, teachers  
2. Grad coach, school administrator, teachers  
3. Grad coach, school administrator, teachers | 1. Fall 2015  
2. Winter 2015/16  
2. List of areas identified for improvement  
3. List of programs/interventions |

### NOTES:

- Some strategies and activities are more 'big picture', while others are more detailed. This is normal. It is fine to have a variety of strategies and activities, you know best what is achievable in your school.
- Your Action Plan may include universal interventions (school wide initiatives) and interventions for targeted groups, such as at-risk SWD.
- Not ALL activities are required to have an evaluation component, but most will. Also, for some activities, it is to be expected that the person(s) responsible and timeline(s) may be the same.
- The following is a visual way to think about the terms *goal, objective, strategy, and activity*:

  - **Goal**: A high level, big picture perspective of a desired result; the achievement toward which effort is directed
  - **Objective**: A specific, measurable, attainable, realistic, and time-bound statement aligned to a goal
  - **Strategy**: Evidence based framework that organizes activities into meaningful categories
  - **Activity**: The individual actions that must take place to implement the strategy