

CHAPTER V
SCHOOLWIDE ACTION PLAN

#1 Develop a schoolwide emphasis on the practical application of all parts of the curriculum.

Rationale: To enable student understanding of the usefulness and application of all components of their education.

Growth Target: A student body more dedicated to learning because they understand that acquiring specific knowledge enables them to solve real problems that impact their lives.

TASK: Update current curriculum and incorporate real world applications within lessons.				
PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Modify all current curriculum to emphasize practical applications within the presentation of each new skill	Department Chairperson Administration Superintendent	Staff Development days Department Release days Current resources/materials LCAP #1 B, C, G, J	Partial implementation as developed Full implementation by Spring 2017	Completed curricular additions to be presented, in writing, to the Leadership Team by November 2016
Modify all current curriculum to make direct ties to its application to jobs and careers	Department Chairperson Administration Superintendent	Staff Development days Department Release days Current resources/materials CPT Grant LCAP #1 B, C, F, G, J	Partial implementation as developed Full implementation by Spring 2017	Completed curricular additions to be presented, in writing, to the Leadership Team by November 2016

PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Adjust curriculum to allow time for practical applications and career emphasis	Department Chairperson Administration Superintendent	Staff Development days Current resources/materials LCAP #1 B, C, G, J	Partial implementation as developed Full implementation by Spring 2017	Completed curricular additions to be presented, in writing, to the Leadership Team by November 2016 Presentation to the Board of Education, Spring 2017
Articulate with middle school teachers in job alike sessions to ensure smooth transition for students	High School and Middle School Department Chairpersons Administration Superintendent	Staff Development days Current resources/materials LCAP #1 B, C, G	Fall 2016	Joint presentation to the Board of Education, Spring 2017
Continue to modify curriculum as it aligns with California Standards and Frameworks and other adoptions	Department Chairpersons Administration Superintendent	Department meetings Current resources/materials Training Workshops LCAP #1 B, C	Fall 2016 Spring 2017 Fall 2017 Spring 2018 Fall 2018	Progress Report to Leadership Team November 2016 March 2017 November 2017 March 2018 November 2018

PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
<p>Create options for sharing knowledge gained through conference and workshop attendance</p>	<p>Department Chairpersons Administration Superintendent</p>	<p>Time and Money to attend conferences LCAP #1 C</p>	<p>ongoing</p>	<p>All staff members who attend outside conferences/workshops will verbally report on their experience to their departments and in writing to Administration within one week of their return</p> <p>The Department Chairperson and Administration will jointly report on the value of the conference/workshop to the Leadership Team within one month of the participant's return</p>

TASK: Broaden the student understanding of the world of work				
PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Develop career exploration events (i.e. Guest speakers, internships, externships)	Administration College & Career Center Technician CTE Coordinator Leadership	CPT Grant CTE Funding VCI Industry Sector Liaisons LCAP #1 F, G	Fall 2016 Fall 2017 Fall 2018	Chairperson in place and initial planning completed June 2016 Evaluation of event and suggestions for change presented to Administration February 2017 and annually thereafter
Administer and publish career aptitude survey to all 9 th and 11 th graders. Incorporate results into curriculum.	Administration Counseling	Naviance Survey results LCAP #1 F, I	Fall 2016 Fall 2017 Fall 2018	Summary of survey results Spring 2017 Spring 2018 Spring 2019 Distribution of individual student interest profiles
Continued development of CTE Pathways	Leadership Team CTE Coordinator Superintendent	CPT Grant Planning Time LCAP #1 C, F, G, J	Ongoing	Summary of development to Leadership annually in September

#2 Develop a schoolwide focus on understanding the causes of, and methods to alleviate, student stress.

Rationale: Students need a better understanding of the intellectual obligations and the time commitment required by their school and extra curricular choices.

Growth Target: A student body more able to make healthy choices incorporating appropriate academic rigor, extra curricular activities, and family responsibilities.

TASK: Alleviate student stress				
PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Investigate the success of students who carry 7 or 8 classes	Counselors Administration	Student database Semester grades LCAP #2 H	Initial report to Leadership October 2016 Ongoing at conclusion of each semester	Follow up and summary reports at the conclusion of each semester
Investigate the success of students placed in classes where they do not meet the stated criteria for entrance	Counselors Administration	Student database Semester grades LCAP #2 H	Initial report to Leadership February 2017 Ongoing at conclusion of each semester	Follow up and summary reports at the conclusion of each semester

PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Study the implications of student involvement with more than one extra curricular activity with exceptional time requirements (i.e. Sports, ASB, Marching Band, Drama, Academic Decathlon, Mock Trial)	Counselors	Student database Semester grades Counselor knowledge LCAP #2 H	Initial report to Leadership February 2016 Ongoing at conclusion of each semester	Follow up and summary reports at the conclusion of each semester
Form a committee to conduct a study about lost instructional minutes due to field trips and other school activities with policies to alleviate student stress.	Administration Athletic Director(s) ASB Director	Field Trip attendance sheets School Activity Calendar	Initial report to Leadership February 2017 Ongoing at conclusion of each semester	Follow up and summary reports at the conclusion of each semester
Communicate with parents regarding the impact of extended absences	Administration	Email blast from Principal PFA communications from Principal LCAP #2 A, B	August November January April	Extended absence report to Leadership at the conclusion of each semester
Investigate a grade level calendar, to consider no more than 2	Administration Leadership Team	Grade Level Calendar inservice	Full implementation by Fall 2016	Grade Level Calendars on file in Principal's Office

assessments are scheduled on one day		LCAP #2 H		
PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Review Homework Guidelines	Department Chairpersons	Staff Development day Consistent workload for same class given by different teachers LCAP #2 H	April 2016 Annual review April of each year	Report to the Leadership Team May 2016 Follow up reports May of each year
Analyze 7 th period usage and effectiveness with data regarding student attendance, time usage.	Administration Department Chairs	Surveys LCAP #2 H	Spring 2016	Report results to Leadership Team March 2016
Explore expanding Instructional Support Services	Administration	Planning time Writing Center Language Lab Funding for teacher supervision LCAP #2 H	Fall 2016	Progress Report to Leadership Team November 2016 Annually
Expand recognition of above average (not just exceptional) results on national tests (SAT,	Principal	Email blast from Principal PFA communications from Principal	ongoing	Copy of communications in Principal's Office

PSAT, ACT)		Newspaper articles LCAP #2 H		
PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Reevaluate Summer Work assignments.	Leadership Team	Planning Time LCAP #2 H	Spring 2016 Annual Review each Spring	Report to Leadership Team each spring.
Design a process for the implementation of Student Support Groups (i.e. Grief, Eating Disorders, Divorce)	Counselors Administration	Planning Time LCAP #1 C, F, G LCAP #2 C, F, H	Spring 2016	Report to Leadership April 2016.

#3 Develop an organizational structure for decision making that is student centered, timely, effective, and includes appropriate stakeholder input.

Rationale: Students will benefit from timely, well thought out, transparent decisions that have been thoroughly vetted by all of the school’s stakeholders.

Growth Target: A streamlined decision making process.

TASK: Clarify the responsibilities of each administrative position				
PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Define the responsibilities of each administrative position with respect to decision making process.	Administration	Meeting time	Initial completion and publication by August 2016	Publication of Responsibilities
			Review and revise each March	Revision of Responsibilities

TASK: Clarify Department Chair processes and responsibilities				
PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Define the process for determining Department Chairs	Current department Chairs Administration	Meeting time	Completed by August 2016	Process announced in August of 2016
Update and publish the responsibilities and term of the Department Chair	Current department Chairs Administration	Meeting time	Completed by August 2016	Responsibilities and term announced in August of 2016
Study best practices in similar schools regarding Department Chair position	Administration	Planning time	August 2016	Report to Leadership August 2016
Investigate assigning all department chairs simultaneous planning periods (periods 1 or 2).	Administration	Planning time	May 2016	Progress announced in May 2016
Evaluate the compensation and time commitment expectations for department chairs.	Administration Human Resources Current department chairs	Meeting Time with DO	May 2016	Progress announced in May 2016

TASK: Clarify the processes and responsibilities of each classified position				
PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Produce a Classified Handbook defining responsibilities for each job	Classified WASC Committee Administration Human Resources	Meeting time and writing time	Initial completion and publication by August 2016 Review and Revise each March	Publication of Handbook Revision of Handbook

TASK: Develop a schoolwide formal meeting protocol so that all participants can be informed prior to the gathering and therefore be more effective participants.

PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
A meeting agenda and appropriate attachments will be sent to the participants at least 2 school days prior to the meeting	Meeting Chair Meeting secretary	Time	Agenda sent two school days prior to the scheduled meeting	A better informed constituency and business completed in a timely manner
Items brought up during the meeting that need further study will be added to the next scheduled meetings' agenda	Meeting secretary	Time	Included in the agenda sent two school days prior to the meeting	A better informed constituency and business completed in a timely manner

TASK: Develop a peer mentoring program for new teachers and teachers who are new to the school.				
PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Develop a new teacher handbook that incorporates frequently asked questions and procedures	Department Chairs Administration	Meeting time LCAP #1 A	Initial completion and publication by August 2016 Review and revise each March based on feedback from new teachers and ease of use	Use beginning in August 2016 for all newly hired teachers
Conduct quarterly New Teacher Meetings to address concerns and procedures	Administration	Meeting Time LCAP #1 A, C	Spring 2016	Report to Leadership each quarter.
Develop a new teacher Paired Program to assist in school acclimation	Department Chairs Administration	Meeting time	Partners assigned prior to the opening of school each year and as needed during the year	Use beginning in August 2016 for all newly hired teachers

TASK: Develop a universally used process for decision-making that informs and encourages input from all stakeholders.				
PROCESS	PERSONS RESPONSIBLE	RESOURCES NEEDED	TIMELINE	REPORT PROGRESS
Investigate the creation and responsibilities of a Schoolwide Executive Committee to advise the principal on schoolwide policies.	Administration	Planning Time	Spring 2016	Report to Leadership and Staff August 2016
A proposed change will be carried by its author to all stakeholders groups for discussion.	Leadership Team	Time to research and draft the Process	<p>Formal development of the procedure will be completed by December 2016</p> <p>Procedure will be revisited and modified as needed beginning December 2018 and every other December thereafter</p>	<p>An official printed process will be available to all stakeholders by December 1, 2016</p> <p>Modifications to the process will be considered and formalized via the process every other December</p>