

## Phase II

### Action Planning

### Consensus – Define – Implement

**Phase II will be developed and executed by the school as described below:**

#### Phase II Development & Stakeholder Engagement

***August 17 – August 28, 2020***

- *Provide Opening of Schools Development to share Phase I results and garner stakeholder feedback using the OOS Development Plan*
- *Develop School Culture and Academic Programs Implementation Steps*

*Schools will begin Phase II of the School Improvement Process with an Opening of Schools Professional Development led by the School Leadership Team (SLT). Topics such as Data and Systems Review Summary, the Sustained Essential Practice, Primary and Secondary Essential Practices, Priority Actions, and Outcome Statements will be discussed and examined with stakeholders. The SLT will purposefully engage stakeholders in providing reflective feedback on the creation and implementation of specific actions aimed at achieving improved School Culture and Academic Programs. The development of the School Culture and Academic Programs specific Implementation Steps will be completed by August 28, 2020.*

#### **Implementation Steps Requirements:**

- *Align to the school's Outcome Statement, Essential Practices and Priority Actions*
- *Provide specific implementation dates*
- *Describe the specific action or activity that will take place*
- *Include the name(s) and position(s) of the person(s) responsible*
- *Specify what evidence would demonstrate the intended Implementation Step was achieved*
- *Describe the process that will be used to monitor each Implementation Step and the person(s) involved in monitoring*

#### Quarter 1 Implementation

**August 31 – October 16, 2020**

- *Participate with the School Leadership Team in a Region Review Process*
- *Meet with the EESAC to review and approve Phase I & II of the School Improvement Process*
- *Monitor the execution of Quarter 1 Implementation Steps to ensure a high degree of fidelity*
- *Conduct an Impact Review to gather qualitative data that will inform the Quarter 1 Systems Review*

*During Quarter 1 Implementation, schools will execute Quarter 1 Implementation Steps. The school leadership team will monitor, facilitate and assess the degree to which steps were executed based on collected evidence. Towards the conclusion of this stage, schools will conduct an internal impact review that will inform their Systems Review and Data Reflection.*

### **Every Student Succeeds Act (ESSA) Data Incorporation**

- *In Phase II you will be asked to identify any subgroup(s) that fell below the 41% threshold according to the Federal Index (link below). If applicable, your school team will determine specific actions to target identified subgroup(s). As specified in the Every Student Succeeds Act (ESSA) the subgroup(s) are made up of: White, Black/African American, Hispanic, Asian, Native American, Multiracial, Pacific Islander, and Economically Disadvantaged students. In addition to the data provided on the SIP Dashboard, the school's entire ESSA Report Card may be viewed by using this link to the EduData site ([edudata.fl DOE.org](http://edudata.fl DOE.org)) in order to assist in the identification of those target subgroup(s).*
- [Federal Index and ESSA Support Categories](#)

*After analyzing the subgroup data, strategize how the **Priority Actions for the Primary Essential Practice (in Academic Programs only)** in the SIP will address the subgroup(s) of concern. Furthermore, in the first quarter Implementation Steps, include at least one Implementation Step aligned to the appropriate subgroup(s) that are being addressed.*

### **Quarter 1 Systems Review & Data Reflection**

#### **October 19 – October 30, 2020**

- *Evaluate and reflect on the success of the Quarter 1 Implementation Steps through the Systems Review and Data Reflection*
- *Revise and/or develop School Culture and Academic Programs Quarter 2 Implementation Steps*

*After the Quarter 1 Implementation stage, schools will examine the success of the Implementation Steps and will have the opportunity to adjust/modify based on qualitative and quantitative data gathered during the Impact Review. SLTs will develop better informed and refined Implementation Steps to execute during Quarter 2 Implementation.*

### **Quarter 2 Implementation**

#### **November 2 – December 18, 2020**

- *Monitor the execution of Quarter 2 Implementation Steps to ensure a high degree of fidelity*
- *Title I Schools will upload their 2020-2021 Title I – Parent and Family Engagement Plan (PFEP)*

*During Quarter 2 Implementation, schools will execute Quarter 2 Implementation Steps. The school leadership team will monitor, facilitate and assess the degree to which steps were executed based on collected evidence.*

**SCHOOL CULTURE**  
**Quarter 1 Implementation**  
 (August 31 – October 16, 2020)

## School Culture Outcome Statement

If we successfully implement our Sustained Essential Practice of Empowering Teachers and Staff, then we will enhance the teacher leaders in the building to take initiative, grow, share their best practices and encourage other stakeholders to be leaders. If we successfully implement our Primary Essential Practice of Attendance Initiatives, then we will engage the key stakeholders to improve school participation, providing students with continued academic success. If we successfully implement our Secondary Essential Practice of Celebrate Successes, then as successes are celebrated there will be an increase in positive participation from students, parents and staff.

## Sustained Essential Practice

Empower Teachers And Staff

## Priority Actions for the Sustained Essential Practice

Sustain and enhance positive and open lines of communication between the administration and staff, building the capacity of the Grade Level Chairs to disseminate information to strengthen lines of communication and become empowered liaisons between stakeholders, introducing them to leadership development skills and fostering collaboration and influence beyond the classroom.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Create and maintain a monthly Grade Level Chair Meeting with Administration.	Dr. Donna Lewis, Principal Laura Smythers, Assistant Principal	- Calendar - Meeting Sign-In Sheets - Meeting Agendas - Grade Level meetings to disseminate information - Grade Levels all have the same information from Administration	The Administrative Team will monitor the fidelity of the Grade Level Chair Meetings and the dissemination of information through conducting walkthroughs.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Schedule monthly Grade Level meetings for each team via Zoom.	Dr. Donna Lewis, Principal Laura Smythers, Assistant Principal Grade Level Chairs	- Calendar - Meeting Sign-In Sheets - Meeting Agendas with minutes from meeting - Cohesiveness in Team - Grade Levels all have the same information from Administration	The Administrative Team will monitor the fidelity of the Grade Level Chair Meetings through meeting minutes and communicating with GLC.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Leadership Development Mini-Sessions with Grade Level Chairs to build their capacity to lead.	Dr. Donna Lewis, Principal Laura Smythers, Assistant Principal Melissa Nuñez, Math Coach Elda Guthrie, Reading Coach Kirsten Juan, Reading Coach	- Calendar - Meeting Sign-In Sheets - Meeting Agendas with Professional Development Objectives from Meeting	The Administrative Team will monitor the fidelity of the Leadership Development by debriefing each PD session and providing facilitators with next steps.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Monthly "Space Commander" that will share a new	Dr. Donna Lewis, Principal Laura Smythers, Assistant Principal Melissa Nuñez, Math Coach Elda	- "Space Commander" Travel Log - Best Practice Implementation in classrooms.	The Leadership Team will monitor the fidelity of this Implementation step by tracking the teachers we have sharing best

	digital best practice to the Faculty.	Guthrie, Reading Coach Kirsten Juan, Reading Coach		practices and following up during Collaborative Planning for the best practices.
--	---------------------------------------	--	--	--

### Primary Essential Practice

Leadership Visibility and Accessibility

#### Priority Actions for the Primary Essential Practice

Create and maintain a culture of visibility, accessibility, influence and support, which provides constructive and timely feedback, best practices and sets a positive and engaging school climate.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Administration will make themselves visible to all faculty and staff via a weekly "Pop In" Schedule through Class Connect, Teams, and Zoom.	Dr. Donna Lewis, Principal Laura Smythers, Assistant Principal	- "Pop In" Schedule - Virtual Walkthrough - Follow-up meetings with staff	The Administrators will hold each other accountable to the "Pop In" Schedules by debriefing conversations and observations on a weekly basis.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Administration will provide timely and constructive feedback to all faculty and staff through Staff Notebook after classroom visits.	Dr. Donna Lewis, Principal Laura Smythers, Assistant Principal	- Staff Notebook set up - Weekly use of Staff Notebook for Feedback and Next Steps - Collaboration between Administration and Teachers	The Administrators will hold each other accountable by debriefing observations and feedback provided to teachers that were visited and supported.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	The Leadership Team will meet with teachers in their areas of comfort; classrooms, break rooms, zoom rooms, courtyard, Instructional Coaches Offices, Face-Time, etc.	Dr. Donna Lewis, Principal Laura Smythers, Assistant Principal Melissa Nuñez, Instructional Coaches; Angela Stephens, Counselor.	- Leadership Team is actively engaging with staff on a daily basis - Principals meet with teachers in classrooms, instead of in Main Office - Meetings are held in different locations.	The Leadership Team will hold each other accountable by debriefing observations and the pulse of the climate during weekly Leadership Team Meetings.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	In order to provide more intentional communication to the staff, the Administration will develop a condensed Weekly Bulletin with pertinent information for the week ahead.	Dr. Donna Lewis, Principal Laura Smythers, Assistant Principal	- Bulleted/condensed Weekly Bulletin emailed to staff every Friday, for the week ahead. - Shared via Staff Notebook - Contains pertinent information for the upcoming week - provides Faculty with important information	The Administrators will hold each other accountable by developing the bulletin every Thursday for the week ahead and ensure it is targeted for the upcoming week and contains pertinent information for Faculty & Staff.

### Secondary Essential Practice

## Attendance Initiatives

**Priority Actions for the Secondary Essential Practice**

Design creative opportunities to consistently engage and provide parents, students and teachers with attendance initiatives to encourage positive and active school participation to improve academic achievement.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Facilitate monthly Grade Level Attendance Chats via Zoom with parents.	Dr. Donna Lewis, Principal; Laura Smythers, Assistant Principal; Angela Stephens, Counselor; Attendance Committee	- Calendar of Grade Level Attendance Chats - Parental Involvement in Zoom meetings - Agenda and Sign-In Sheets	The Administrators will attend the Parent Chats and follow up with Parent concerns, as needed.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Students with weekly perfect attendance will receive a 'Virtual Coupon' that can be cashed in for a prize.	Angela Stephens, Counselor; Attendance Committee	- Virtual Coupons created and used - Attendance Data increase	The Administrators will follow up with use of virtual coupons, attendance data and follow up with effectiveness of incentive.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	"And Still We Rise" Individual Student Attendance Chart to be colored in by students with a virtual dance party once completed.	Angela Stephens, Counselor; Attendance Committee	- "And Still We Rise" Chart - Completion of chart - Virtual dance parties via Zoom	The Administrators will follow up with use of attendance chart, attendance data and follow up with effectiveness of incentive.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Parents of Students with 100% Attendance for a month, will be entered into a raffle for a grocery gift card.	Angela Stephens, Counselor; Attendance Committee	- Student Attendance Tracker - Community Partnerships for Grocery Gift Cards	The Administrators will follow up with use of tracker, attendance data and follow up with effectiveness of incentive.

**ACADEMIC PROGRAMS**  
**Quarter 1 Implementation**  
(August 31 – October 16, 2020)

**Academic Programs Outcome Statement**

If we successfully implement our Sustained Essential Practice of Standards-based Collaborative Planning, then we will see an increase in rigorous, standards-based instruction, teacher led planning sessions, and transitions through the SAMR Model, impacting student growth and achievement. If we successfully implement our Primary Essential Practice of Intervention/RtI, then we will see stronger and more engaging intervention practices, a decrease in learning gaps and an increase in proficiency with all of our students. If we successfully implement our Secondary Essential Practice of Ongoing Progress Monitoring, then we will see reflective practitioners, analytical goal setters, owning and shifting practices to best meet the variety of student needs through targeted and intentional instructional delivery.

**Sustained Essential Practice**

## Standards-Based Collaborative Planning

**Priority Actions for the Sustained Essential Practice**

Sustain collaborative sessions geared towards the rigorous use of the standard, enhancing teacher driven planning, and infusing the SAMR model to enhance technology integration in standards-based lessons.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b>  (First & last name, position)	<b>Expected Evidence</b>  (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b>  (How and Who?)
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Schedule one planning session a month dedicated to disaggregating student assessment data in order to drive remediation and enrichment of standards.	Elda Guthrie, Kirsten Juan, Melissa Nunez, Instructional Coaches	-Planning Focus Calendar -Student Data Trackers -Planning Agendas -Standard Remediation/Enrichment IFC	The Administrators will attend Collaborative Planning sessions, review student work product protocols and provide timely feedback.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Set expectations of teacher roles in preplanning for collaborative planning in order to increase teacher input and engagement in a coach facilitated planning session.	Elda Guthrie, Kirsten Juan, Melissa Nunez, Instructional Coaches	-Collaborative Planning Agenda - Sign- In Sheet	The Administrators will attend Collaborative Planning sessions, monitor use of best practices and provide timely feedback.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Embed professional development on digital platforms and resources being used during collaborative planning.	Elda Guthrie, Kirsten Juan, Melissa Nunez, Instructional Coaches; Maria Guerra, Digital Innovator	-Collaborative Planning Agendas	The Administrators will participate in Mini-PD's and follow-up on technology needs with teachers.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Infuse the SAMR Model gradually into lesson planning starting with Substitution and Augmentation steps.	Elda Guthrie, Kirsten Juan, Melissa Nunez, Instructional Coaches; Maria Guerra, Digital Innovator	- Infusion of technology in lessons plans and instructional delivery. - Teacher growth in developing digital content - Modeling Sessions on Infusing technology into lessons.	The Administrators will conduct walkthroughs of classes and training to monitor use of technology integration in lesson delivery.

**Primary Essential Practice**

Interventions/RtI

**Priority Actions for the Primary Essential Practice**

Enhance the planning, organization and implementation of the intervention programs, infusing essential and engaging strategies targeting various student needs, and providing effective and consistent instructional support to all intervention teachers and support staff.

<b>Implementation</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b>	<b>Expected Evidence</b>	<b>Monitoring</b>
-----------------------	-----------------------------	------------------------------	--------------------------	-------------------

Date(s)		(First & last name, position)	(What evidence would demonstrate the Implementation Step was successfully executed?)	(How and Who?)
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Prepare and organize intervention resources in a digital file sharing system to provide fluid access to all.	Elda Guthrie and Kirsten Juan, Literacy Coaches, and ETO Literacy CSS	-Digital File Folder by Grade Level	Administrators and literacy coaches will conduct virtual classroom walkthrough during intervention.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Conduct intervention meetings with Mathematics and Special Area teachers to develop Reading skills and strategies for instruction.	Elda Guthrie and Kirsten Juan, Literacy Coaches, and ETO Literacy CSS	-Meeting Agendas/Sign-In Sheets	Administration will attend intervention follow up meetings and conduct walkthroughs during intervention sessions.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Infuse strategies for English Language Learners to enhance the delivery of Tier 2 Reading Intervention.	Elda Guthrie and Kirsten Juan, Literacy Coaches, Olga Carbo, ESE Teacher, Sarah Chrisenger, ECL Liaison, ETO Literacy CSS	- A list of ELL strategies to increase engagement and student achievement - ELL and ESE Professional Development Agenda - Modeling sessions of strategy	The administrators and literacy coaches will monitor the effective use of engagement strategies and ESE accommodations during intervention.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Conduct bi-weekly intervention planning sessions with teachers and interventionists.	Elda Guthrie and Kirsten Juan, Literacy Coaches, ETO Literacy CSS	- Intervention Collaborative Planning Agenda - Sign-in Sheets	Administrators will attend intervention Collaborative Planning Sessions.

### ESSA Reflection

To complete the following ESSA Reflection, refer to the Every Student Succeeds Act (ESSA) Data Incorporation section in the Phase II Introduction for additional information.

*If you have met expectations with all subgroup(s) input n/a in the next two fields.*

**Identify which of the ESSA subgroup(s) did not meet the 41% threshold according to the Federal Index (White, Black/African American, Hispanic, Asian, Native American, Multiracial, Pacific Islander, Economically Disadvantaged Students, Students with Disabilities, English Language Learners).**

Students with Disabilities

**In the narrative below, be sure to detail how you will address the school-wide improvement priorities for these identified subgroup(s).**

For our Students with Disabilities, our priority is to be strategic in identifying their greatest needs, addressing areas of growth through intentional collaborative planning sessions with SPED teachers, establishing routines and systems to monitor each student in both core areas and in intervention, provide smaller group setting for intervention, and communicate with teachers through data chats on the progress of our Students With Disabilities.

Lastly, review the Implementation Steps for the Primary Essential Practice in Quarter 1 Implementation above, be sure to include at least one Implementation Step to address the subgroup(s) that fell below the 41% threshold per the Federal Index.

### Secondary Essential Practice

## Ongoing Progress Monitoring

**Priority Actions for the Secondary Essential Practice**

Conduct targeted and reflective data chats with intention and fidelity, developing teachers to become analytic thinkers as they disaggregate data, ensuring shifts in practice through progress monitoring, maintaining data trackers, and promoting reflective and intended goal setting.

<b>Implementation Date(s)</b>	<b>Implementation Steps</b>	<b>Person(s) Responsible</b> (First & last name, position)	<b>Expected Evidence</b> (What evidence would demonstrate the Implementation Step was successfully executed?)	<b>Monitoring</b> (How and Who?)
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Create a monthly data chat schedule to increase the frequency in which the leadership team and teachers engage in data conversations.	Donna Lewis, Principal, Laura Smythers, Assistant Principal, Elda Guthrie and Kirsten Juan Literacy Coach, and Melissa Nunez, Math Coach	- Data Chat protocols - Data Chat Schedule and Sign-In Sheet - Next Steps/Reflection/Shifts in Practice	Administration and instructional Coaches will follow up on the Data Chats via walkthroughs and individual meetings.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Maintain current intervention data on a school-wide online data tracker to analyze trends and monitor student progress.	Donna Lewis, Principal, Laura Smythers, Assistant Principal, Elda Guthrie and Kirsten Juan Literacy Coach, and Melissa Nunez Math Coach	-One Drive online data tracker -Monitor student's progress and conduct data chats	Administrators will monitor online trackers to ensure trackers are updated in a timely manner.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Conduct Behavior Data Chats with teachers on a monthly basis to support Mental Health and Behavior Management.	Angela Stephens, Counselor; Laura Smythers, Assistant Principal	- Data Chat protocols - Data Chat Schedule and Sign-In Sheet - Behavior Management Best Practices	Administrators will monitor mental health evaluations, counselor support and teacher use of behavior management best practices.
<b>Start:</b> Mon, Aug 31 <b>End:</b> Fri, Oct 16	Redesign data chat protocol to enhance opportunities for targeted discourse in relation to student data and academic performance.	Donna Lewis, Principal, Laura Smythers, Assistant Principal, Elda Guthrie and Kirsten Juan Literacy Coach, and Melissa Nunez, Math Coach	- Data Chat Protocols - Reflective Practices -Next Steps for Instructional shifts	Administrators will follow up on teacher's effective use of data in classroom instruction, shifts in practice, and goal setting based on Data Chat protocol.

**Parent Family Engagement Plan (PFEP)**

All Title 1 schools will submit the 2018-2019 PFEP to the Title 1 office for approval on or before, Tuesday, October 9, 2018. Once approved, the PFEP will be uploaded into the School Improvement Process (Phase II).

**SCHOOL CULTURE**  
**Quarter 2 Implementation**  
(November 2 – December 18, 2020)