



SAMPLE School Action Plan (July to July)

Year: 2019 District: County name School Team Leader: Leader name
 School: School name Point of Contact: Contact name

Focus Area 1: Student engagement		Baseline: 69.1%		
Baseline Measurement Type:	Graduation rate	Baseline Year: 2018-2019		
Objective 1: 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 2018-19 school year, 75.1% in 2019-20, and 78.1% in 2020-21).				
Activity	Responsible Party	Timeline	Evaluation Component	Measurable Result <small>(fill in after activity is complete)</small>
1. Expand current job-shadowing to include at-risk students and a greater variety of jobs that may interest them (beautician, plumber, etc.).	1. Director of Career Technical Education, Counselors, Graduation Coach	1. Dec. 2019	1. Number of students participating in job shadowing	1. 25 students
2. Invite guest speakers into classes to discuss employment options, jobs, training required, and pay.	2. Director of Career Technical Education, Counselors, Graduation Coach	2. Feb. to May 2020	2. Number of guest speakers	2. Four guest speakers
3. Form a Pep Club to promote school spirit. The club will have group seating at school events.	3. Graduation Coach, Club Sponsors	3. Sept./Oct. 2020	3. Number of SWDs participating	3. 50 students
4. 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.	4. Graduation Coach, Guidance, and Club Sponsors	4. Aug. 2019	4. Number of parents attending	4. 80 parents
5. 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.	5. Principals, Graduation Coach, selected 11 th graders	5. June 2020	5. Number of SWD 9th graders participating	5. 15 students



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Focus Area 2: Academic Engagement		Baseline: 1.2%		
Baseline Measurement Type: Dropout rate		Baseline Year: 2018-2019		
Objective 2: 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 2018-19 school year, 0.6% in 2019-20, and 0.3% in 2020-21).				
Activity	Responsible Party	Timeline	Evaluation Component	Measurable Result <small>(fill in after activity is complete)</small>
1. Create Virtual School credit recovery program. Open school computer lab for this purpose.	1. Graduation Coach, counselors	1. Jan. to June 2019	1. Number of students successfully completing credit recovery	1. 10 students
2. Recruit school staff, parents and/or community members to provide tutoring.	2. Graduation Coach, school faculty	2. Sept./Oct. 2019	2. Number of SWD using tutoring program	2. 18 students
3. Develop implementation plan for the program.	3. Graduation Coach	3. Sept. 2019	3. Program plan	3. See plan
4. Pair selected SWD with a responsible general education student who will serve as a mentor.	4. Graduation Coach, participating faculty	4. 2019/2020 school year	4. Academic performance and discipline data of selected SWDs	4. GPA increase in 50% of participant students; 10% reduction in discipline referrals
5. Assign volunteer faculty member to mentor SWD and general education student pairs.	5. Graduation Coach, participating faculty	5. Oct. 2019	5. Same as #7	5. Same as #7
6. Develop contact sheets for mentors and faculty to track number and nature of contact hours.	6. Graduation Coach	6. Sept. 2019	6. Contact sheets	6. See sheets



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Focus Area 3: Attendance		Baseline: 92.6%		
Baseline Measurement Type: Attendance rate	Baseline Year: 2018-2019			
Objective 3: 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 2018-19 school year, 93.6% in 2019-20, and 94.1% in 2020-21).				
Activity	Responsible Party	Timeline	Evaluation Component	Measurable Result <small>(fill in after activity is complete)</small>
1. Identify at-risk SWD, ask them what would motivate them to attend school.	1. Graduation coach, teachers	1. Sept./Oct. 2019	1. SWD survey	1. Completed surveys / identified motivations
2. Leverage existing staff/student groups to develop an incentive program.	2. Graduation coach, teachers	2. Sept./Oct. 2019	2. Program plan	2. See plan
3. Involve parents and community (as stakeholders and contributors).	3. Graduation coach, school administrator	3. Sept./Oct. 2019	3. Contact log	3. 40 parents and 50 community members contacted
4. Communicate incentive program to students.	4. Graduation coach	4. Oct. 2019	4. Dissemination log	4. 100 students told
5. Use attendance coordinator, or similar, to track attendance and award incentives.	5. Attendance coordinator	5. 2019/20 school year	5. Number of incentives given (change in attendance rate)	5. 20 incentives given
6. Recruit school staff to act as mentors.	6. Graduation coach, school administrator	6. Sept. 2019	6. Staff participation	6. Three staff recruited
7. Develop and have mentors use a frequency of contact log.	7. Graduation coach, school staff	7. Oct. 2019	7. Contact log	7. 50 contacts made by 3 staff members
8. Recruit staff, students, and parents to form an attendance response team, including developing plans, strategies, and tools.	8. Attendance coordinator	8. Sept./Oct. 2019	8. Team membership, tools created	8. 7 team members, 1 tool kit
9. Boost after school programs/offerings.	9. School administrator, parents, community	9. 2019/20 school year	9. Number of offerings, number of students participating	9. 2 new after school programs, 50 participating students



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10. Participate in School Climate Survey (including SWD).	10. School administrator, teachers	10. Fall 2019	10. Participation in survey	10. 100 students, 10 teachers, and 75 parents completed survey
11. Use School Climate Survey results to inform areas of improvement.	11. Graduation coach, school administrator, teachers	11. Winter 2019/20	11. Number of areas identified	11. 3 areas identified

Document modified from *Action Plan for Dropout Prevention 2009-2010*, NDPC-SD

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