

Action Plan #2

Desired Results for Student Learning: Students will improve their writing skills to produce quality work
Link to NSSE School-wide goal for Student Learning: Thinking and Reasoning

Action Steps	Timeline	Estimated Resources	Person(s) Responsible
I. Instructional Practices			
A. Curriculum			
▪ Create and maintain writing portfolios	2006-2007	Scanner \$200.00	Technology Coordinator
▪ Create a record of journal writing	2005-2006	Disk Purchase \$250.00	Technology Coordinator
▪ Provide opportunities for journal writing	2005-2006	In-house	Classroom Teachers
B. Instructional Design			
▪ Create grade level specific writing plans	2006-2007	In-house	Principal/Grade level chairman
▪ Use rubrics for writing assessment	2006-2007	In-house	Classroom teachers
○ Internet research		In-house	Technology Coordinator
○ Diocesan Master Teacher Program		In-house	Current participants
▪ Integrate the writing process across the curriculum	2006-2007	In-house	Language Arts Coordinator
C. Assessment			
▪ Review Assessment instruments	2006-2007	\$1450.00	Principal/Faculty
○ ITBS			
○ CogAT			
○ Melbourne Central Catholic Placement Examination			Vertical Team Dialogue

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II. Organizational Practices			
A. Educational Agenda			
<i>(Climate/Environment)</i>			
▪ Provide in-service opportunities	2006-2007	\$500 per year	Principal
▪ Attend Vertical Team meetings with Melbourne Central Catholic	2005-2006	In-house	Language Arts Coordinator Grade level Chairman
▪ Review strategies at monthly Faculty meetings	2006-2007	In-house	Classroom Teachers
B. Leadership			
<i>(Structure)</i>			
▪ Develop grade level expectations for	2006-2007	In-house	Principal/Grade Level Chairs writing
▪ Develop rubrics for writing	2006-2007	In-house	Language Arts Coordinator Technology Coordinator Current participants
○ Internet research			
○ Master Teacher research			
C. Community Building			
<i>(Communication)</i>			
▪ Provide information through through:	2006-2007	In-house	Principal/Technology Coordinator
✓ Faculty meetings	Monthly	In-house	Language Arts Coordinator
✓ Web page updates	Weekly	In-house	Technology Coordinator
✓ Grade level meetings	Monthly	In-house	Classroom teachers
▪ Publish student writing samples	Bi-annually	In-house	Media Specialist
○ Literary magazine			
D. Culture			
<i>(Professional Development)</i>			
▪ Attend Master Teacher Program	2005-2006	\$1,200.00 Faculty	Teachers in grades K, 1, 4, and Music
▪ Writing workshops	As available	\$300.00/per year	Classroom teachers