

## SIP Action Plan Outline

School Name: Summit School      Date: 1-26-06      Principal Name: Lyle Krislock

School Improvement Goal: Address student and parent needs by annually reviewing the Summit School Questionnaire administered to parents and students annually at spring conferences noting consistencies between responses.

Provide a reporting process (conferences, reporting instrument and student portfolios) for teachers in my child's school    communicate with me about my child's progress.

Rationale: It is critical that we provide effective communication to the parent community regarding how well their child is progressing in an alternative educational setting regarding grade level/school expectations.

<b>Activities:</b> Steps to be taken. What will occur?	<b>Who is Responsible?</b> Who is involved? Who will provide the leadership? Who will do the work?	<b>Timeline:</b> When will this strategy or action begin and end?	<b>Resources Needed:</b> What existing and new resources will be used to accomplish the strategy?	<b>Expected Impact:</b> What measurable change will be seen?	<b>Monitoring Effectiveness:</b> For each activity, what formative evidence will be gathered to demonstrate progress?	<b>Evidence of Continuous Improvement Process (data, narrative, surveys, self-assessment, instructional practices)</b>
Teachers conduct conferences twice a year. Share information such as ARI scores and missing assignments.	Summit staff	This is already in place.	Continued staff buy-in, student portfolios, ARI scores, a grade level math assessment, continued training for students in leading the conference.	More parents will have fewer questions about their child's progress and/or status.	Parent signatures, question/comment forms, and/or parent surveys.	2003-Present: Student-led conferences have been held each year in the fall and winter at the completion of the first and second terms. These are modified from time to time to include new changes in the portfolio system.
Have one - two parent nights to review portfolios.	Summit staff	Fall 2005 to Spring 2007	Maintained portfolios, photographs, projects, other documentation of student learning.	More parents will have fewer questions about their child's progress and/or status..	Staff meeting drafts, planning notes, invitations, parent sign-in documents.	In Progress
Design a	Dan Powell and	Fall 2004 to	Basic rubric	More parents will	Staff meeting drafts,	In Progress

communication tool for mid-term reporting.	Summit staff	Spring 2006	regarding academic/behavioral expectations, court documents if applicable, list of missing assignments/projects, others.	have fewer questions about their child's progress/status.	planning notes, samples of signed/returned reports.	
Each Crew will communicate with their parent community a minimum of 2 times per month via crew newsletter.	Summit Staff	Spring 2005	Staff support, paper and computer/printer	Parents will be kept abreast with current classroom activities.	Feedback at conferences	In Progress
			<b>TOTAL:</b>			
<b>Procedures for Evaluating Progress Toward Goal:</b>						
A Summit Parent Questionnaire will be developed and used for the Spring conferences of 2005. The Summit School Leadership Team will review the questionnaire annually identifying areas of success and needing further development.						