

Hamilton Local School District

ACTION PLANNING TOOL

Goal(s): 7th Grade Reading OAA passing rate of 89%	
PLC: Hamilton Middle School	Date: 6/20/2013
Administrative Approval: Endres/ Buxton	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Demonstrate/model what work should look like, clear, concise, organized steps. Include all levels of work and explain why each is at each level	Academic Content Standards, SmartBoard, Short Cycle Assessment, Practice OAA test	Past OAA test sample tests, Examples of student work, Student Response System (clickers)	HA, Knorr, Yonnotti, Jett	Buxton Endres	All year
Check for understanding with ALL STUDENTS	Short Cycle Assessments, Kamico, Informal Assessments, Daily Warm-Ups, Exit Slips	Student Response System (clickers)	HA, Knorr, Yonnotti, Jett		All year
Develop Transition Plan as Students move from 6 th to 7 th grade	Data from 6 th grade		HA, Knorr, Yonnotti, Jett	Endres, Buxton, Carfagna	First Semester
Use data to drive decision-making in-process for teaching.	Kamico, Short-cycle Assessments, In-class assessment data, OAA results	Time to compile and evaluate data	HA, Knorr, Yonnotti, Jett	Endres, Buxton	All year

Analyze OAA & Value-added data for performance patterns	OAA results and Report Card data.	Time to compile and evaluate data	HA, Knorr, Yonnotti, Jett	Endres, Buxton	All year
Analyze/Rewrite SCA's to be better indicators of performance on OAA's.	Copies of last year's SCA's to analyze. Information from test-writing workshop, Past OAA tests, Scores and data from previous SCA's to analyze		HA, Knorr, Yonnotti, Jett	Endres, Buxton	All year
Utilize intervention period to remediate reading indicators and reading comprehension.	Previous year's intervention activities, Small group pull-out	Resources to use for intervention, Time to coordinate activities	HA, Knorr, Yonnotti, Jett	All intervention teachers	All year
Use Co-teaching Model for Special Ed Students		Common Planning	Knorr, Bennett	Endres, Buxton, Smith	All year



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ACTION PLANNING TOOL

Goal(s): 7th Grade Math OAA passing rate of 87%	
PLC: Hamilton Middle School	Date: 6/20/2013
Administrative Approval:	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Examine and Plan Transition to Common Core	Common Core Standards		Wills, Vincent, Bennett, Morbitzer, Coalter	Endres, Buxton, Witten	All year
Continue to administer blind SCA tests and begin to assess CCSS	CCSS, OAA standards, Released questions	Example problems of CCSS testing	Wills, Vincent, Bennett, Morbitzer, Coalter	Endres, Buxton, Witten	All year
Use SCA test questions that have not been mastered as POD questions	POD, SCA tests and data, released questions		Wills, Vincent, Bennett, Morbitzer, Coalter	Telfer	All year
Continue to use math intervention class as a reinforcement of concepts recently taught in math class	OAA standards, SCA data, supplemental resources		Wills, Vincent, Bennett, Morbitzer, Coalter		All year

Having students use an in class binder to store all classwork, etc. Allowing for more emphasis on mastery of content then homework assignments	Binders, classroom materials		Wills, Vincent, Bennett, Morbitzer, Coalter		All year
Begin to use a more problem based, real life approach to word problems and teaching concepts in both the regular and intervention classes	PBL resources, CCSS, released materials from OAA.		Wills, Vincent, Bennett, Morbitzer, Coalter	Specials and other content area teachers	All year
Use Co-Teaching Model for the Special Ed Students		Common Planning Time	Wills, Bennett	Endres, Buxton, Smith	All Year



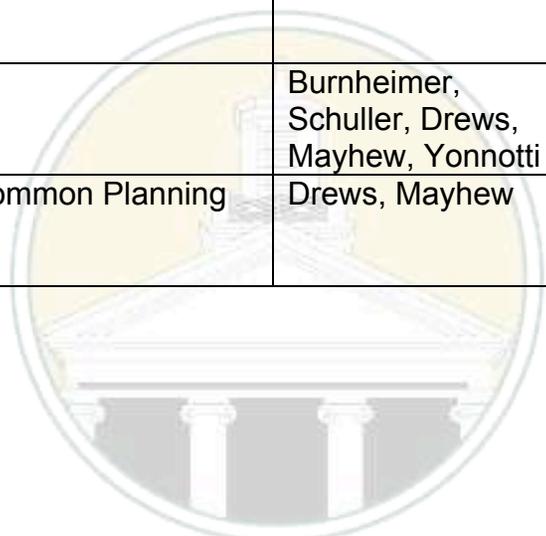
Hamilton Local School District

ACTION PLANNING TOOL

Goal(s): 8th Grade Reading OAA passing rate of 88%	
PLC: Hamilton Middle School	Date: 6/20/2013
Administrative Approval: Endres/ Buxton	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Demonstrate/model what work should look like, clear, concise, organized steps. Include all levels of work and explain why each is at each level	Academic Content Standards, SmartBoard, Short Cycle Assessment, Practice OAT test	Past OAA test sample tests, Examples of student work, Student Response System (clickers)	Burnheimer, Schuller, Drews, Mayhew, Yonnotti	Dr. Witten Buxton Endres Technology Dept.	All year
Check for understanding with ALL STUDENTS	Short Cycle Assessments, Kamico, Informal Assessments, Daily Warm-Ups, Exit Slips	Student Response System (clickers)	Burnheimer, Schuller, Drews, Mayhew, Yonnotti	Technology Dept.	All year
Use data to drive decision-making process for teaching.	Kamico, Short-cycle Assessments, In-class assessment data, OAA results	Success Portal, Time to compile and evaluate data	Burnheimer, Schuller, Drews, Mayhew, Yonnotti	Dr. Witten Endres Technology Dept.	All year
Analyze OAA & Value-added data for performance patterns	OAA results and Report Card data.	Success Portal, Time to compile and evaluate data	Burnheimer, Schuller, Drews, Mayhew, Yonnotti	Dr. Witten Endres Technology Dept	All year
Analyze/Rewrite SCA's to be better	Copies of last year's SCA's to analyze.	We have all of these	Burnheimer, Schuller, Drews,	Dr. Witten Endres	All year

indicators of performance on OAA's.	Information from test-writing workshop, Past OAA tests, Scores and data from previous SCA's to analyze		Mayhew, Yonnotti	Technology Dept	
Examine and Plan Transition to Common Core	Common Core Standards		Burnheimer, Schuller, Drews, Mayhew, Yonnotti	Endres, Buxton, Witten	All year
Use Co-Teaching Model for Special Ed Students		Common Planning	Drews, Mayhew	Endres, Buxton, Smith	All Year



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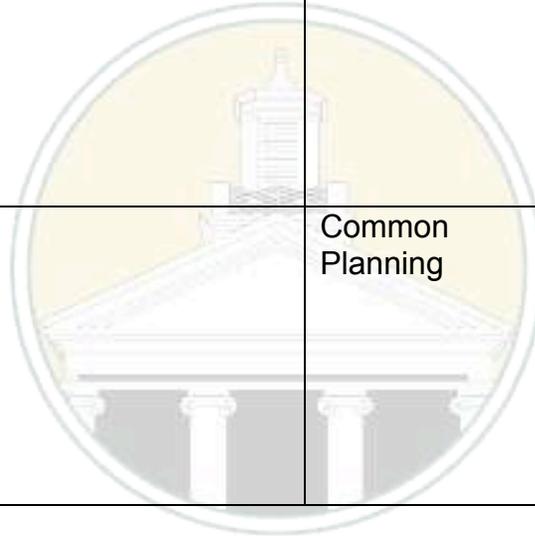
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ACTION PLANNING TOOL

Goal(s): 8th Grade Math OAA passing rate of 87%	
PLC: Hamilton Middle School	Date: 6/20/2013
Administrative Approval:	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Examine and Plan Transition to Common Core	Common Core Standards		Maneff, Beeker Vincent, Ryan, Morbitzer	Endres, Buxton, Witten	All year
Continue to administer blind SCA tests and begin to assess CCSS	CCSS, OAA standards, Released questions	Example problems of CCSS testing	Maneff, Beeker Vincent, Ryan, Morbitzer		All year
Use SCA test questions that have not been mastered as POD questions	POD, SCA tests and data, released questions		Maneff, Beeker, Vincent, Ryan		All year
Continue to math intervention class as a reinforcement of concepts recently taught in math class	OAA standards, SCA data, supplemental resources		Maneff, Beeker, Vincent, Ryan		All year
Begin to use a more problem based, real life approach to word problems and teaching concepts in both the regular and intervention	PBL resources, CCSS, released materials from OAA.		Maneff, Beeker, Vincent, Ryan		All year

classes					
Having students use an in class binder to store all classwork, etc. Allowing for more emphasis on mastery of content then homework assignments	Binders, classroom materials		Maneff, Beeker, Ryan		All year
Use Co-teaching Model for Special Ed Students		Common Planning	Beeker, Ryan	Endres, Buxton, Smith	All Year



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ACTION PLANNING TOOL

Goal(s): 8th Grade Science OAA passing rate of 80%	
PLC: Hamilton Middle School	Date: 6/20/2013
Administrative Approval: Endres/ Buxton	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Post, Explain and Review Learning Objectives Every Lesson	Academic Content Standards		Good, Blaney, Aitken, Luchini		School year 2013-14
Demonstrate/model what work should look like, clear, concise, organized steps. Include all levels of correct answers.	Academic Content Standards, Smart Board, Short Cycle Assessment, Practice OAT test		Good, Blaney, Aitken, Luchini		School year 2013-14
Check for understanding with ALL STUDENTS	Short Cycle Assessments, Homework, class discussions, labs/activities		Good, Blaney, Aitken, Luchini		School year 2013-14
Utilize differentiated instruction methods to connect with different learning styles.	Use ODE lesson plans as a resource, read, journal, activities, bellringers	Professional development(s) (Science)	Good, Blaney, Aitken, Luchini		School year 2013-14
Use data to drive decision-making	Kamico, Short-cycle Assessments, in-		Good, Blaney, Aitken, Luchini	Endres, Buxton	School year 2013-14

process for teaching.	class data, ODE Website				
Analyze OAA & Value-added data for performance patterns	Success Website, OAT Reports, Value-added Reports, ODE Website		Good, Blaney, Aitken, Luchini	Endres, Buxton	School year 2013-14
Analyze/Rewrite SCA's to be better indicators of performance on OAA's.	Use released questions from ODE Website to support writing better SCA questions	Time with TEAM to work through SCA questions	Good, Blaney, Aitken, Luchini	Endres, Buxton	School year 2013-14
Review 6 th & 7 th Grade standards regularly	Academic Content Standards, 6 th & 7 th grade teachers	Communication with all involved	Good, Blaney, Aitken, Luchini		School year 2013-14
Science Tutoring	Science Teachers from 2:30-3:30	Maybe Transportation	Good, Blaney, Aitken, Luchini		School year 2013-14
Work with other grade levels using transition plan to Common Core.	Data from District Meeting, Common Core Standards		All Science Teachers	Witten, Endres, Buxton	School year 2013-14



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ACTION PLANNING TOOL

Goal(s): Increase Attendance Rate to 96%	
PLC: MS Admin/Support Team/Teachers	Date: 6-19-13
Administrative Approval:	Date:

Action Step	Resources Needed	Resources Available	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Maintain consistent contact and communication with parents using checklist/ guidelines	DASL, Attendance Reports	All	Buxton	HMS Staff, Pratt, Stevens, Parsley, Officer Smith, Carfagna, Parents, Mickens	2013-2014
Positive reinforcement, incentives, prizes and celebrations	Progress Book, DASL, Ranger Pride Cart, Prizes	All	Buxton	HMS Staff, Endres, Carfagna, Parents, Community	2013-2014 (Weekly, Monthly, Quarterly, Yearly)
Maintain a safe, fun, engaging environment	Middle School Staff	All	HMS Staff, Buxton, Endres	Carfagna, Mickens, Parsley	2013-2014
Assist non-attending students in developing a plan to attend school	DASL, Attendance Reports	All	Buxton	Stevens, Officer Smith, Endres, Carfagna Parsley, HMS Staff	2013-2014
Assign mentors to students with attendance issues	DASL, Teachers, Progress Book, Attendance Reports	All	Buxton	HMS Staff, Carfagna, Endres, Parsley, Mickens, Endres	2013-2014

Use survey to gather data on what motivates students to come to school	Website, Computer Lab	All	Buxton, Endres	HMS Staff, Carfagna	2013-2014
Target days before breaks/vacations to increase attendance.	DASL, Teachers	All	Buxton,	Endres, HMS Staff, Community	2013-2014
Offer incentive(s) for students not going on D.C. trip	DASL	All	Buxton, Endres	Teachers	May 2014
Mrs. Burnheimer will monitor students with attendance issues and contact the students and parents daily	DASL, Attendance Reports	All	Burnheimer, Buxton	Parsley, Intervention Teachers	2013-2014



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ACTION PLANNING TOOL

Goal(s): Middle School Building Wide Goals	
PLC: Hamilton Middle School	Date: 6/20/2013
Administrative Approval: Endres/Buxton	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Building Climate: "RESPECT." Always respect one another and respect yourself.			Hamilton Middle School Staff	Hamilton Middle School Staff	School Year
Communication with Parents: Increase amount and provide news in most requested manner	Web Site, Progress Book, Good Call Friday Site		Endres, Buxton, MS Staff	Payne, Witten	School Year
Intervention to focus on individual student needs with emphasis on no missing assignments	Kamico, Short Cycle Results, Grade Cards, Progress Book, DASL		Intervention Teachers	Endres, Buxton, Carfagna	School Year
All grades entered into Progress Book in a timely manner	Teacher grades, computers, web access		MS Teachers	Endres, Buxton	School Year

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ACTION PLANNING TOOL

Goal(s): Increase Post-Secondary Enrollment	
PLC: Hamilton Middle School	Date: 6/20/2013
Administrative Approval: Endres/ Buxton	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline	Comments
Begin OCIS with Grade 7 to explore career options	OCIS		Carfagna	Endres, Buxton	School year	
Integrate college and career planning into regular classrooms			Teaching Staff	Endres, Buxton	School year	
Work with Career Center to expose students to options available	Career Center Speaker		Carfagna	LA Teachers	Spring 2013	



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ACTION PLANNING TOOL

Goal(s): Increase Post-Secondary Enrollment	
PLC: Hamilton Middle School	Date: 6/20/2013
Administrative Approval: Endres/ Buxton	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline	Comments
Begin OCIS with Grade 7 to explore career options	OCIS		Carfagna	Endres, Buxton	School year	
Integrate college and career planning into regular classrooms			Teaching Staff	Endres, Buxton	School year	
Work with Career Center to expose students to options available	Career Center Speaker		Carfagna	LA Teachers	Spring 2013	



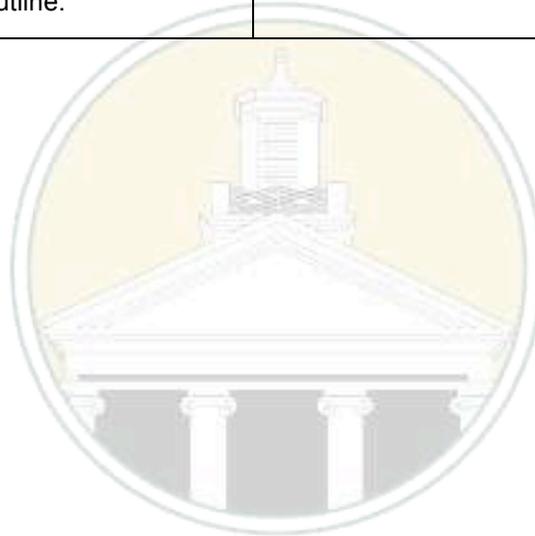
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ACTION PLANNING TOOL

Goal(s): Social Studies Teachers Accountability / Goals	
PLC: HMS	Date: 6/20/2013
Administrative Approval:	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline	Comments
Focus on content area reading on a daily basis with journal writing	Textbook, vocabulary, lesson plans, content area reading selections and skills, primary sources	High interest reading sources, leveled reading resources	Social Studies Department	LA Department	All school year	
Focus on writing in content area to assist Language Arts department	Textbook, vocabulary, lesson plans, content area reading selections and skills, primary sources		Social Studies Department	LA Department	All School Year	
Assist in raising 8 th grade science scores	Maps, Geography, Textbooks, Multi-Media Resources	Current maps, high interest geography resources	Social Studies Department	Science Department	All school year	
Assist in raising MS attendance rate	Incentives, Teacher-Student Relationships, Parent Contact, Early Intervention	Phone contact, Email, Team Meetings with students/parents	Social Studies Department	Assistant Principal	All school year	

Transitioning to the new content academic content standards for the 2011-2012 school year.	Academic content standards revision.	New textbooks that align to the new standards, added time to complete syllabus and course outline.	Social Studies Department, Curriculum director		All school year	Ongoing and effective. Continue for next year.
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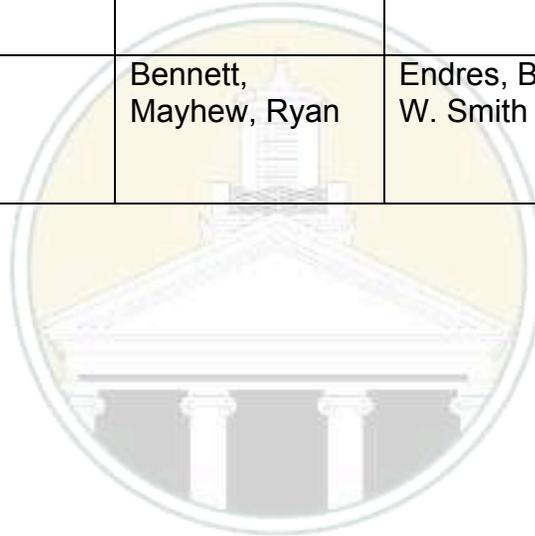
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ACTION PLANNING TOOL

Goal(s): Special Ed Action Plan	
PLC: Hamilton Middle School	Date: 6/20/2013
Administrative Approval: Endres/Buxton	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline	Comments
All IEP students will be assigned to an Intervention Specialist during the Intervention Period			Endres, Buxton	Carfagna, Bennett, Mayhew, Ryan	School Year	
Math Lab class to address needs of IEP students			Endres, Buxton	Carfagna, Bennett, Mayhew, Ryan	School Year	
Reading Lab to address needs of IEP students			Endres, Buxton	Carfagna, Bennett, Mayhew, Ryan	School Year	
Peer Tutoring program to assist IEP students with assignments and studying			Bennett, Mayhew, Ryan	Carfagna, Endres, Buxton	School Year	
Create a transition Program to assist in the 6 th			Bennett, Mayhew, Ryan, Carfagna	Endres, Buxton	School Year	

to 7 th grade transition						
Utilize MH teacher to work with lowest ability readers			Endres, Buxton, Carfagna	Special Ed teachers	School Year	
Progress Monitor students at physical grade level	AimsWeb or other monitoring tool		Bennett, Mayhew, Ryan	Endres, Buxton, W. Smith	School Year	



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ACTION PLANNING TOOL

Goal(s): <u>Specials Teachers Accountability / Goals</u>	
PLC: HMS	Date: 6/20/2013
Administrative Approval:	Date:

Action Step	Resources Available	Resources Needed	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline	Comments
Assist in raising reading scores for all students: <u>Band/Choir</u> will use reading and reflective writing. <u>PE/Health</u> will use study guides, journaling, and reflective writing. <u>Art</u> will utilize the IEP's to adjust materials to accommodate all students through short answer, extended response and alternative assessment. Computers will incorporate reading, writing, and research activities.	Reading Content Standards, Smartboard, internet, computer lab, IEPs, textbook	Reading Content Standards, Smartboard, internet, computer lab, IEPs, textbook	Classroom teacher	Endres, Buxton	School Year	
Assist in raising 8 th grade science scores: <u>PE/Health</u> will	Science Content Standards, Smartboard,	Science Content Standards, Smartboard,	Classroom teacher	Endres, Buxton	School Year	

<p>incorporate science concepts into the body systems lesson. <u>Art</u> will incorporate science concepts into such lessons as color theory. <u>Computers</u> will incorporate science concepts into Excel and PowerPoint activities.</p>	<p>internet, computer lab, IEPs, textbook</p>	<p>internet, computer lab, IEPs, textbook</p>				
<p>Assist in raising MS attendance rate by maintaining a safe, fun, and engaging classroom. Practice positive reinforcement, offer incentives & prizes. Provide new and exciting materials and activities.</p>	<p>Progress Book DASL, Attendance Office, Stevens, Parsley, Mickens, Endres, Carfagna, Attendance Reward System</p>	<p>Progress Book DASL, Attendance Office, Stevens, Parsley, Mickens, Endres, Carfagna, Attendance Reward System</p>	<p>All Teachers</p>		<p>School Year</p>	

