

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.fldoe.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

1. If we successfully implement our sustained essential practice of consistent protocols that follow CDC guidelines in an effort to maintain a clean and welcoming school site, then students and faculty will feel comfortable and safe to work and learn, maximizing student achievement. 2. If we successfully implement our primary essential practice of empowering teachers and staff, instructional practices will improve, along with staff morale, maximizing student achievement. 3. If we successfully implement our secondary essential practice of a shared vision/mission, then student achievement will improve and so will the school's culture.

Sustained Essential Practice

Consistent Protocols to Maintain a Clean and Welcoming School Environment

Priority Actions for the Sustained Essential Practice

The major renovations that were taking place in the building due to the GOB have been completed. Improved cleanliness, security and safety procedures will continue to be in place. Upon the opening of the school building, the administrative team will continue to implement routine spot checks of the building to ensure that the school site is maintained in a clean manner and that all CDC guidelines for maintaining a safe school environment are being met. The one-entry point system to the school with a security monitor at the door will continue, as will strategically placed security throughout the campus.

Implementation Date(s)	Implementation Steps	Person(s) Responsible (First & last name, position)	Expected Evidence (What evidence would demonstrate the Implementation Step was successfully executed?)	Monitoring (How and Who?)
Start: Mon, Aug 31 End: Fri, Oct 16	Strategically place custodial staff and security monitors throughout the campus	Mr. Martinez-Fortun; Ms. Madeleine Luis, Assistant Principal; Mr. Martinez-Fortun, Assistant Principal; Dr. Carlos Rios, Principal	Administrator walk-throughs will determine that all custodial staff and security personnel are reporting to appropriate locations.	Administrators will walk through on a daily basis to ensure that security personnel is reporting to appropriate locations.
Start: Mon, Aug 31 End: Fri, Oct 16	Ensure one entry point into and out of the school during the school day.	Mr. Martinez-Fortun; Ms. Madeleine Luis, Assistant Principal; Mr. Martinez-Fortun, Assistant Principal; Dr. Carlos Rios, Principal	Data from the Raptor system will show that all visitors to the building entered and checked in through our one entry point.	The administrative team will review the data from the Raptor system weekly.
Start: Mon, Aug 31 End: Fri, Oct 16	Create a calendar for all security and custodial personnel to ensure that all areas of the school site are clean and secure at all times.	Mr. Martinez-Fortun; Ms. Madeleine Luis, Assistant Principal; Dr. Carlos Rios, Principal	Calendar and attendance of custodial and security personnel will be reviewed by administrators to ensure that there is proper placement of staff.	The administrative team will meet weekly to discuss attendance of custodial and security staff by reviewing sign in sheets.
Start: Mon, Aug 31 End: Fri, Oct 16	Security will monitor that all faculty entering the building utilizes the Health Screening	Mr. Martinez-Fortun; Ms. Madeleine Luis, Assistant	Security log for all visitors who do not meet the requirement for building entry according to the Health	The administrative team will review the security log

	Application and wears the proper Personal Protective Equipment (PPE) to meet CDC guidelines.	Principal; Dr. Carlos Rios, Principal	Screening Application will be reviewed by the school administrators and reported to the appropriate district office.	daily and complete reports to be submitted to the district.
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Primary Essential Practice

Empower Teachers And Staff

Priority Actions for the Primary Essential Practice

The administrative team will focus on providing opportunities for teachers to obtain leadership roles within the school. Teachers and staff will also be empowered by experiencing the sharing of best practices and the opportunity to observe other classroom teachers in an effort to improve instruction, whether virtual or in the building. Teachers will receive meaningful professional development opportunities to enhance virtual instructional practices. Additionally, teachers will work collaboratively to common plan for virtual instruction, utilizing data to drive instructional decision-making.

Implementation Date(s)	Implementation Steps	Person(s) Responsible (First & last name, position)	Expected Evidence (What evidence would demonstrate the Implementation Step was successfully executed?)	Monitoring (How and Who?)
Start: Mon, Aug 31 End: Fri, Oct 16	Curriculum Leaders will work with their respective department members to establish common planning.	Mrs. Bravo-San Pedro; Curriculum Leaders	Minutes from common planning sessions will be collected and reviewed by school administrators.	Mrs. Bravo-San Pedro, Assistant Principal and Dr. Rios, Principal, will review the common planning meeting minutes monthly to monitor for the effective use of common planning time.
Start: Mon, Aug 31 End: Fri, Oct 16	Curriculum Leaders will create opportunities for members of their respective departments to take leadership roles by sharing best practices with other department members.	Mrs. Bravo-San Pedro; Curriculum Leaders	Minutes from the sharing of best practices for each department will be collected by school administrators.	School administrators will attend and monitor the sharing of best practices monthly in the departments that they oversee.
Start: Mon, Aug 31 End: Fri, Oct 16	Curriculum leaders will encourage their department members to invite other teachers to attend ClassConnect/Zoom instructional class time during planning periods in an effort to share instructional practices.	Mrs. Bravo-San Pedro; Curriculum Leaders	Minutes from department meetings will show that Curriculum Leaders have encouraged department members to virtually observe other teachers' instructional practices.	Mrs. Bravo-San Pedro, Assistant Principal and Dr. Rios, Principal, will review the meeting minutes monthly to assure that Curriculum Leaders are encouraging peer observation.
Start: Mon, Aug 31	The PLST team will plan to provide meaningful	Mr. Martinez-	The PD proposal for the PD Non-opt day	Mr. Martinez-Fortun, Assistant Principal will

End: Fri, Oct 16	professional development on the PD Non-Opt day to support virtual instruction for all teachers.	Fortun; PLST	will show that the PLST team has planned effective PD to support virtual instruction.	review the plan for professional development non-opt day upon completion.
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Secondary Essential Practice

Shared Vision/Mission

Priority Actions for the Secondary Essential Practice

Sharing our vision/mission in all aspects of our school culture will continue to be a focus. In addition to offering leadership opportunities to faculty and staff, the administrative team, along with the PLST team, will continue to create meaningful and purpose-driven professional development opportunities that promote collaboration and boost morale, with a focus on effective virtual instruction.

Implementation Date(s)	Implementation Steps	Person(s) Responsible (First & last name, position)	Expected Evidence (What evidence would demonstrate the Implementation Step was successfully executed?)	Monitoring (How and Who?)
Start: Mon, Aug 31 End: Fri, Oct 16	Mrs. Bravo-San Pedro will review data and meet with curriculum leaders to share findings and plan next steps.	Mrs. Bravo-San Pedro, Assistant Principal; Dr. Carlos Rios, Principal	Evidence of this implementation step will be curriculum leaders knowledge of Power BI and use of it during their respective department meetings to share data.	Mrs. Bravo-San Pedro, Assistant Principal, and Dr. Carlos Rios, Principal will attend department meetings monthly to ensure that data findings are discussed and shared.
Start: Mon, Aug 31 End: Fri, Oct 16	At the different department meetings, Mrs. Bravo-San Pedro will explain and review the curriculum framework to be used for the core classes and distribute assessment information and data as it is available.	Mrs. Bravo-San Pedro, Assistant Principal; Dr. Carlos Rios, Principal	Mrs. Bravo-San Pedro will attend department meetings throughout the first quarter to ensure that teachers are aware of how to use data points and the framework. Evidence will be the completed data forms that describe their students' performance.	Mrs. Bravo-San Pedro, Assistant Principal, and Dr. Carlos Rios, Principal will monitor that teachers are conducting data chats with their students quarterly.
Start: Mon, Aug 31 End: Fri, Oct 16	Mrs. Bravo-San Pedro will conduct virtual walk-throughs to scaffold teachers' needs for support.	Mrs. Bravo-San Pedro, Assistant Principal; Dr. Carlos Rios, Principal	Administrative meetings will take place to make proper plans to support teachers and students in a strategic manner. Mrs. Bravo-San Pedro will work with select teachers to enhance their lesson plans using the instructional framework.	Mrs. Bravo-San Pedro, Assistant Principal, and Dr. Carlos Rios, Principal will meet weekly to discuss next steps.
Start: Mon, Aug 31	Mrs. Bravo-San Pedro will meet with the PLST	Mrs. Bravo-San Pedro,	Mrs. Bravo-San Pedro and the PLST will complete the	Mrs. Bravo-San Pedro, Assistant

End: Fri, Oct 16	team to plan for meaningful PDs on the PD No Opt day this quarter.	Assistant Principal; Dr. Carlos Rios, Principal	My Learning Plan template for the in-school PD that will focus on data-driven instruction and how to use progress monitoring tools.	Principal, and Dr. Carlos Rios, Principal will participate in PD days with the faculty and review sign in sheets after each professional development.
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ACADEMIC PROGRAMS
Quarter 1 Implementation
(August 31 – October 16, 2020)

Academic Programs Outcome Statement

1. If we successfully implement our sustained essential practice of data-driven instruction, then students will continue to improve in proficiency and our students' college and career readiness preparation will increase as evident by the acceleration component of our school grade. 2. If we successfully implement our primary essential practice of collaborative learning/structures, then student achievement will increase evidenced by proficiency on state assessments. 3. If we successfully implement our secondary essential practice of data-driven instruction, then student achievement will increase as evidenced by proficiency on state assessments.

Sustained Essential Practice

Data-Driven Decision Making

Priority Actions for the Sustained Essential Practice

The administrative team will continue to strategically place teachers, use district and school resources, and schedule interventions in all accountability areas. The administrative team, along with Curriculum Leaders, will review the master schedule, teacher data, and student placement each semester to ensure that students' needs are being met.

Implementation Date(s)	Implementation Steps	Person(s) Responsible (First & last name, position)	Expected Evidence (What evidence would demonstrate the Implementation Step was successfully executed?)	Monitoring (How and Who?)
Start: Mon, Aug 31 End: Fri, Oct 16	Dr. Rios, Principal, and Mrs. Bravo-San Pedro, Assistant Principal, will strategically place teachers in core classes based on 2019-20 student data.	Dr. Rios, Principal, and Mrs. Bravo-San Pedro	If teachers are appropriately placed based on student data, there should be an increase in student achievement evidenced by teacher data.	Dr. Rios, Principal, and Mrs. Bravo-San Pedro will monitor student data monthly to determine that correct placement of teachers was made.
Start: Mon, Aug 31 End: Fri, Oct 16	The administrative team, along with Curriculum Leaders will provide access to district resources, such as updated pacing guides and	The administrative team; Curriculum Leaders	If teachers are provided with access to and training in district resources, there should be an increase in student achievement	Dr. Rios, Principal, and Mrs. Bravo-San Pedro will monitor student data monthly to determine that resources and teacher training

	instructional support tools, to all teachers.		as evidenced by teacher data.	opportunities are being utilized.
Start: Mon, Aug 31 End: Fri, Oct 16	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal, will monitor student data to determine the need for academic interventions.	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal	A schedule for interventions will be established for students who are struggling with course content.	Dr. Rios, Principal, and Mrs. Bravo-San Pedro will monitor student intervention schedules monthly.
Start: Mon, Aug 31 End: Fri, Oct 16	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal, will monitor student data to determine that student' academic needs are being met.	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal	The administration will conduct data chats with content area teachers to determine if students' academic needs are being met.	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal will schedule and conduct data chats quarterly with all content area teachers.

Primary Essential Practice

Collaborative Learning / Structures

Priority Actions for the Primary Essential Practice

The administrative team and Curriculum Leaders will foster collaboration among the faculty by providing opportunities for teachers to common plan by grade level/subject matter and share best practices for virtual learning.

Implementation Date(s)	Implementation Steps	Person(s) Responsible (First & last name, position)	Expected Evidence (What evidence would demonstrate the Implementation Step was successfully executed?)	Monitoring (How and Who?)
Start: Mon, Aug 31 End: Fri, Oct 16	Mrs. Bravo San Pedro, Assistant Principal, will encourage all Curriculum Leaders to schedule departmental sharing of best practices.	Mrs. Bravo San Pedro, Assistant Principal	Minutes from departmental sharing of best practices will be collected.	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal will monitor the meetings monthly.
Start: Mon, Aug 31 End: Fri, Oct 16	Mrs. Bravo San Pedro, Assistant Principal, will encourage all teachers to schedule common planning by course content or grade level.	Mrs. Bravo San Pedro, Assistant Principal	Minutes from departmental common planning will be collected.	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal will monitor the meetings monthly.
Start: Mon, Aug 31 End: Fri, Oct 16	The PLST team will provide support for virtual instruction and the use of the various virtual platforms and tools.	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal	The PLST will plan professional development opportunities for the faculty to interact with the various virtual platforms and tools.	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal will monitor the planning for the professional development.
Start: Mon, Aug 31	The school administration will encourage	Southwest Administration	During faculty meetings, the administration will	The Southwest Administrative Team

End: Fri, Oct 16	collaboration among the staff through virtual team building.		encourage collaboration among the staff by providing opportunities for team building.	will conduct and monitor team building activities monthly during virtual faculty meetings.
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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).

n/a

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

n/a

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

Data-Driven Instruction

Priority Actions for the Secondary Essential Practice

The administrative team will target students who struggled with virtual instruction during the last quarter of the 2019-20 school year in an effort to provide intervention and minimize learning gaps during the 2020-21 school year. The administrative team will also review data and meet with all core 9th and 10th grade teachers to monitor student progress and provide interventions and support for students who may be struggling with virtual learning. Additionally, teachers will conduct data chats with students in their classes to monitor progress and provide individualized support.

Implementation Date(s)	Implementation Steps	Person(s) Responsible (First & last name, position)	Expected Evidence (What evidence would demonstrate the Implementation Step was successfully executed?)	Monitoring (How and Who?)
Start: Mon, Aug 31 End: Fri, Oct 16	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal, will monitor student data to determine the need for academic interventions.	Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal	A schedule for interventions will be established for students who are struggling with course content.	Dr. Rios, Principal, and Mrs. Bravo-San Pedro will monitor student intervention schedules monthly.
Start: Mon, Aug 31	Student Services will provide support to	Mrs. Bravo San Pedro,	Counselors will be available to provide students with support	Dr. Rios, Principal, and Mrs. Bravo-San

<p>End: Fri, Oct 16</p>	<p>students who are struggling in the virtual setting.</p>	<p>Assistant Principal, and Dr. Rios, Principal</p>	<p>and act as communication liaisons between students and teachers during virtual learning as evidenced by phone call logs and emails.</p>	<p>Pedro will monitor student services call logs and emails monthly.</p>
<p>Start: Mon, Aug 31 End: Fri, Oct 16</p>	<p>Teachers will conduct data chats with their students on an individual basis.</p>	<p>The administrative team</p>	<p>Teachers will provide their respective administrators with a log of student data chats.</p>	<p>Dr. Rios, Principal, and Mrs. Bravo-San Pedro will monitor teacher/student data chat logs quarterly.</p>
<p>Start: Mon, Aug 31 End: Fri, Oct 16</p>	<p>Core content teachers will utilize the tools in MSO to provide individualized support to students who are struggling academically.</p>	<p>Mrs. Bravo San Pedro, Assistant Principal, and Dr. Rios, Principal</p>	<p>Teachers will provide students with individualized academic support and interventions using the tools in MSO, such as Big Universe and Strive.</p>	<p>Dr. Rios, Principal, and Mrs. Bravo-San Pedro will monitor the use of the K12 programs and tools by each teacher weekly.</p>

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)

School Culture Outcome Statement

Sustained Essential Practice

Priority Actions for the Sustained Essential Practice